

How to use the Planner to submit your Program Planning Sheet

1. Go to One.IU.edu and search iGPS Plan. Pick the iGPS Plan (student) app.
2. When the planner appears, chose the semester you want to register for and click on “start planning for [that semester].” If you started the plan already and are making changes, click on “Details.”

The screenshot shows the iGPS Plan interface. At the top, there is a navigation bar with the iGPS logo, the text 'iGPS', and tabs for 'Plan', 'Degree Maps', 'Degree Progress', and 'Graduate'. A 'Print' button is visible in the top right. Below the navigation bar, there is a summary box indicating '3 credits' and 'Meeting time not specified'. The main content area is divided into sections for each semester: '2023 - 2024', '2024 - 2025', and '2025 - 2026'. Each semester section contains two cards: 'Fall' and 'Spring'. Each card has a '+ Notes' link and a message: 'Success doesn't just happen. It's planned for. [Start planning for \[Semester\]](#)'. The link for 'Start planning for Fall 2023' is circled in red.

3. Click “Add from Course Search.” You cannot use the Degree Maps at this time.

The screenshot shows the iGPS Plan interface with the 'Fall 2023' planning card selected. The navigation bar is the same as in the previous screenshot. On the left side, there is a sidebar with a '< Full Plan View' link and a list of semesters: '2023-2024', '2024-2025', '2025-2026', and '2026-2027'. Under '2023-2024', the 'Fall' semester is selected. The main content area shows the 'Fall 2023' card with a '+ Notes' link and two buttons: 'Add from Course Search' (circled in red) and 'Add from Degree Maps' (with a dropdown arrow).

- In the keyword filter area, enter the class you want to find. For example, you could type “MUS-T 508” or you could type “written theory” in order to find MUS-T 508 Written Theory Review for Graduate Students.

Add Course: Fall 2022

Campus: IU Bloomington | Department/Subject: All | Keyword Filter: E.g., MATH-M, MUS-E 131, ENGR 1250 | Add

Attributes | Credits | Level | Mode of Instruction | More Filters | Hide closed classes

6385 results

AAAD-A 100	2 credits	AFRICAN AMERICAN DANCE COMPANY: FOUNDATIONS AND PRACTICES	Add to Plan
AAAD-A 110	2 credits	AFRICAN AMERICAN CHORAL ENSEMBLE: FOUNDATIONS AND PRACTICES	Add to Plan
AAAD-A 113	1 credit	ATKINS LIVING-LEARNING CENTER FOUNDATIONAL COURSE	Add to Plan
AAAD-A 120	2 credits	SOUL REVUE: FOUNDATIONS AND PRACTICES	Add to Plan
AAAD-A 150	3 credits	SURVEY OF THE CULTURE OF BLACK AMERICANS	Add to Plan
AAAD-A 156	3 credits	BLACK LIBERATION STRUGGLES AGAINST JIM CROW AND APARTHEID	Add to Plan
AAAD-A 197	3 credits	TOPICS IN AFRICAN AMERICAN AND AFRICAN DIASPORA STUDIES	Add to Plan
AAAD-A 197	3 credits	BLACK INTERNATIONALISM (TOPICS IN AFRICAN AMERICAN AND AFRICAN DIASPORA STUDIES)	Add to Plan
AAAD-A 201	3 credits	INTRODUCTION TO AFRICAN AMERICAN AND AFRICAN DIASPORA STUDIES	Add to Plan
AAAD-A 210	3 credits	BLACK WOMEN IN THE DIASPORA	Add to Plan
AAAD-A 219	3 credits	HISTORY OF BLACK DANCE	Add to Plan
AAAD-A 221	3 credits	DANCE IN THE AFRICAN DIASPORA	Add to Plan
AAAD-A 222	3 credits	BLACK WOMEN ARTISTS	Add to Plan

- Once you have search results, click on “View [semester] classes/add to Shopping Cart.” Do not choose “Add to plan.”

Add Course: Fall 2022

Campus: IU Bloomington | Department/Subject: All | Keyword Filter: E.g., MATH-M, MUS-E 131, ENGR 1250 | Add

Attributes | Credits | Level | Mode of Instruction | More Filters | Hide closed classes

72 results | MUS-T 508 | Clear All

MUS-T 508	3 credits	WRITTEN THEORY REVIEW FOR GRADUATE STUDENTS	Add to Plan
MUS-T 561	3 credits	COMPUTER TOOLS FOR MUS RESEARCH (MUSIC THEORY: VARIABLE TOPICS)	Add to Plan
MUS-T 109	2-4 credits	RUDDIMENTS OF MUSIC 1	Add to Plan
MUS-T 132	1 credit	MUSICAL SKILLS I	Add to Plan
MUS-T 151	3 credits	MUSIC THEORY AND LITERATURE I	Add to Plan
MUS-T 231	1 credit	MUSICAL SKILLS II	Add to Plan
MUS-T 232	1 credit	MUSICAL SKILLS III	Add to Plan
MUS-T 251	3 credits	MUSIC THEORY AND LITERATURE III	Add to Plan
MUS-T 261	3 credits	MUSIC THEORY AND LITERATURE III HONORS	Add to Plan
MUS-T 331	1 credit	MUSICAL SKILLS IV	Add to Plan
MUS-T 351	3 credits	MUSIC THEORY AND LITERATURE V	Add to Plan
MUS-T 361	3 credits	MUSIC THEORY AND LITERATURE V HONORS	Add to Plan
MUS-T 400	1-6 credits	UNDERGRADUATE READINGS IN THEORY	Add to Plan

- Click on the down arrow on the right to see the details.

ψ iGPS

IU Bloomington Fall 2022 Hide closed classes [Class Filters](#)

MUS-T 508 [Clear All](#)

> Weekly Calendar

Class #	Meeting Time	Room	Instructor	Open Seats
2817	TuTh 8:00 AM–9:15 AM Regular Academic Session 8/22/2022–12/16/2022	MC 040	Bryan Espinosa	62/100 Waitlist 0

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Fall 2022 [+ Nodes](#) [View](#)

12 credits in progress

eDrop/eAdd

IU Bloomington

SLHS-S 542 CARE OF THE PROFESSIONAL VOICE
3 credits
TuTh 11:30 AM–12:45 PM

MUS-E 502 THE PRACTICE OF MUSIC TEACHING
3 credits
MWF 12:40 PM–1:30 PM

MUS-M 686 SOLO VOCAL LITERATURE BEFORE 1850
3 credits
TuTh 3:00 PM–4:15 PM

MUS-V 900 VOICE GRAD MAJOR
3 credits
Meeting time not specified

[Add from Course Search](#) [Add from Degree](#)

7. Read the class times, instructor, credit hours, whether the class is full, any notes, etc... Click on “Add to Cart”, then choose “Add.” If it’s a class that has variable credit hours, choose the number of credits you will take.
 - a. If it’s a class with a drill section, you will need to choose both the lecture section and drill section before you can add the class to your cart.
 - b. Don’t worry if you see a “potential problem” message about a hold on your record. That is likely about the advising hold that will be removed at the end of the planner approval process.

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← Back Scheduled classes for MUS-T 508 Hide closed classes [Class Filters](#)

IU B

MUS

>

Class

7879
Open

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Add class to Shopping Cart ×

Potential Problem
Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.

Add class 7879 for course MUS-T 508 to Summer 2023 Shopping Cart?

Class #7879
Open – 35/35 seats available
David Orvek, Kyle Adams
M 344 MTuWThF 8:30 AM–9:45 AM
3 credits
Class Notes: Above class open to graduates only
Above class meets June 5 - July 14

[Add](#) [Cancel](#)

Open Seats

35/35
Waitlist 0

[Add to Cart](#) ψ

8. Then click on “Back” in the upper left corner and start with a new keyword search.

ψ iGPS

← Back Scheduled classes for MUS-T 508

Hide closed classes Class Filters

MUS-T 508 Clear All

Weekly Calendar

Class #	Meeting Time	Room	Instructor	Open Seats
2817 Open	TuTh 8:00 AM–9:15 AM Regular Academic Session 8/22/2022–12/16/2022	MC 040	Bryan Espinosa	62/100 Waitlist 0

Type
Lecture

Credits
3

Mode of Instruction
In Person

Location
Bloomington Campus

Building
MUSICAL ARTS CENTER

Enrollment Requirements ⓘ
Prerequisite: Must be a MUS or GRAD student

Class Notes
Above class open to graduate music students only
Above class meets In Person. For more information visit <https://covid.iu.edu/learning-modes/index.html>

Course Description
Designed to satisfy deficiencies indicated by the Graduate Music Theory Entering Proficiency Examination. Part writing, form, harmonization.

[View/order textbooks](#)

Fall 2022 12 credits in progress

eDrop/eAdd

IU Bloomington

SLHS-S 542 CARE OF THE PROFESSIONAL VOICE
3 credits
TuTh 11:30 AM–12:45 PM

MUS-E 502 THE PRACTICE OF MUSIC TEACHING
3 credits
MWF 12:40 PM–1:30 PM

MUS-M 686 SOLO VOCAL LITERATURE BEFORE 1850
3 credits
TuTh 3:00 PM–4:15 PM

MUS-V 900 VOICE GRAD MAJOR
3 credits
Meeting time not specified

Add from Course Search Add from Degree

9. For things like lessons or ensemble, which you may have taken in the past, it’s possible that the planner will say “In Plan.” Click on “In Plan”, and then “Add again” to add it for this particular semester if you’re going to take it again.

10. Once you have completed your plan and have a full-time course load listed (in most cases for fall and spring, at least 8 credits for master’s and doctoral students, at least 10 credits for diploma and visiting students), double check that all of the classes are in your cart, not just in your planner.

Here is how to tell: you want to see a cart symbol next to each course you have in your plan. It will also say “delete from cart” under the symbol. If you don’t see that, and instead see a pencil symbol and it says “view classes/add to cart,” then you don’t have the class in your cart. For any classes like that, click on “view classes/add to cart,” and add them to your cart.

Here's what it looks like once that is fixed.

11. Then, click on "Request Plan Review."

Request a Plan Review

When you click on the 'Request Plan Review' you will only have one advising office to select (Music Graduate Office).

Once you have selected the advising office, a plan review submission form will be displayed.

1. You can see which advisor you are going to request do a plan review for you (the Music Graduate Office).
2. You will be able to see the courses that you have planned for that term, so you can double check and make sure your plan is correct.
3. You will not be able to click on the 'Send' button until you have included a message to your advisor.

You can ask any questions you have, but you **MUST** include when you plan to graduate/finish your program. For example, you can say:

"I'm not sure if I'll take both of these music history classes, but I've listed both as possibilities. I plan to graduate in Spring 2024."

Or, you can just say:

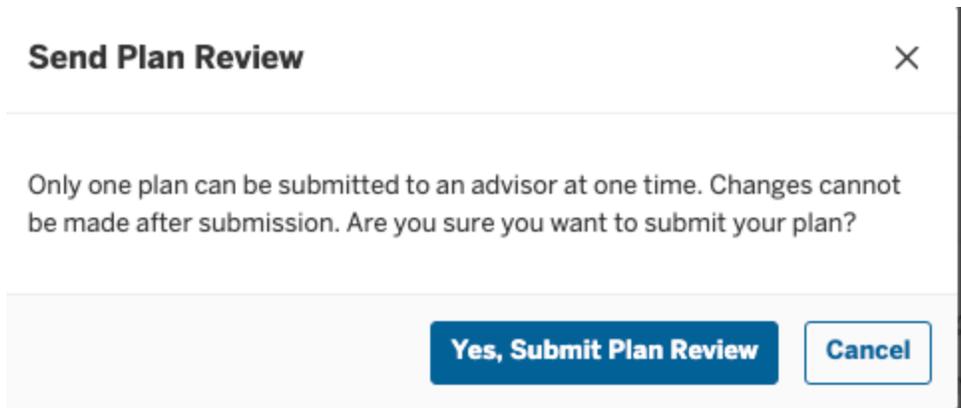
"I plan to graduate in Spring 2024."

The screenshot shows the iGPS interface for a Plan Review submission. The top left features the IU logo and 'iGPS'. The main header is 'Plan Review' with a close button. Below this, it specifies 'Fall 2023' and the 'Advising Office' as 'Music Graduate Office'. A 'New Plan Snapshot' box displays the following course list:

IU Bloomington		
MUS-M 527	SYMPHONIC LITERATURE	Planned
3 credits		
MUS-V 900	VOICE GRAD MAJOR	Planned
3 credits		
MUS-X 70	UNIVERSITY CHORAL ENSEMBLES	Planned
2 credits		

Below the snapshot are buttons for 'Add from Course Search' and 'Add from Degree'. A 'Term Summary' section is partially visible. At the bottom, there is a text input field with the placeholder 'Type your message here...' and a warning icon with the text: 'After sending you will not be able to comment again until your advisor responds. Please make changes to your plan (if needed) before sending a message.' Below the input field are 'Send' and 'Cancel' buttons. A note at the bottom left states: 'Your latest plan will be sent along with your message. Changes made after sending will not be seen by your advisor.'

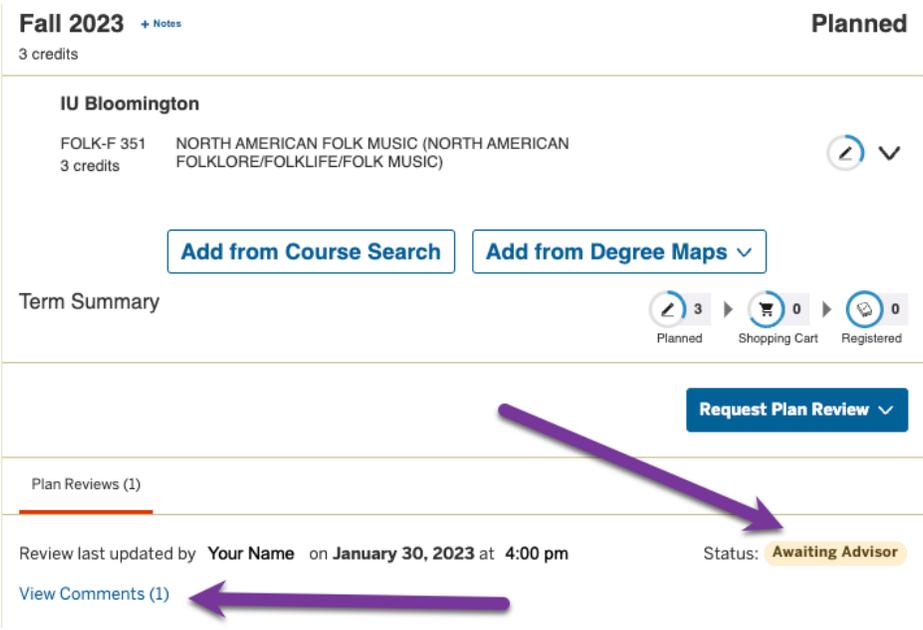
When you click "Send", you will be asked to confirm your submission.



Once you have sent a plan review to a specific advisor, you **may not send another one for the same term to that advisor** while the one that you just sent is open.

Awaiting Advisor

After you confirm that you would like to submit your plan, you will see your plan review has been submitted and is awaiting your advisor's response right below that term in your iGPS planner. Clicking on 'View Comments' will show you the message that you included to your advisor.



When your advisor responds

When your advisor responds, and during several other steps of the process, you will receive an email that says the following:

Dear [Student's first name],

Your advisor has made a comment on your plan review. Please go to [iGPS](#) to see it.

If you click on that link, it will take you back to the iGPS Plan (student) app. Go to the semester you're working on, then click on "continue planning." You will be getting this email even for steps that don't involve you, so getting this email does not necessarily mean that your planner is approved and you are eligible to register. You will get a separate email (one that is not automatically generated) from your advisor (at the musadvgr@indiana.edu email account) once you are eligible to enroll.

Viewing your advisor's response

If your advisor would like you to adjust your plan, you will see two things. First, the status will show as 'Action Required'. Second, you can see that another comment has been added. By clicking on 'View Comments' you will be able to see your advisor's feedback.

The screenshot displays the iGPS Plan (student) app interface for a Fall 2023 plan. At the top, it shows "Fall 2023" with a "+ Notes" link and a "Planned" status. Below this, it indicates "3 credits" and the institution "IU Bloomington". The course is listed as "FOLK-F 351" (3 credits) and "NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)". There are two buttons: "Add from Course Search" and "Add from Degree Maps". A "Term Summary" section shows "Planned 3", "Shopping Cart 0", and "Registered 0". A "Request Plan Review" button is visible. The "Plan Reviews (1)" section shows a review last updated by "Advisor" on "January 30, 2023 at 4:12 pm" with a status of "Action Required". A "View Comments (2)" link is also present. Two purple arrows are overlaid on the image: one pointing to the "View Comments (2)" link and another pointing to the "Request Plan Review" button.

When you click on 'View Comments' you will be able to see the comments your advisor has made.

Plan Snapshot

IU Bloomington		
FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	Planned

You	January 30 at 4:0 pm
Is this class okay for next semester?	

Your Advisor	January 30 at 4:12 pm
This course looks just fine. Maybe M118 would be a good course to add this semester too.	

Resubmitting your plan after adjustments are made

At this point you can make any adjustments that are needed and resubmit the new version to your advisor. To do this you this, click on 'Request Plan Review' as you did previously and select the advisor you are responding to.

Term Summary

Planned 8 | Shopping Cart 0 | Registered 0

Request Plan Review

Music Graduate Office | Advising Office

This will bring up a new submission window where you can see the edited version of your plan and you can add a comment to your advisor.

New Plan Snapshot

IU Bloomington

FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	Planned
MATH-M 118 3 credits	FINITE MATHEMATICS	Planned

ⓘ After sending you will not be able to comment again until your advisor responds. Please make changes to your plan (if needed) before sending a message.

Type your message here...

ⓘ Your latest plan will be sent along with your message.

Send
Cancel

Once your advisor approved your plan, you will receive the same email you previously received letting you know that there has been a change to your plan review. When you go into iGPS, you will see that your plan has been approved and by clicking on 'View Comments' you can view your advisor's most recent message.

IU Bloomington

FOLK-F 351 3 credits	NORTH AMERICAN FOLK MUSIC (NORTH AMERICAN FOLKLORE/FOLKLIFE/FOLK MUSIC)	🔄 ✓
MATH-M 118 3 credits	FINITE MATHEMATICS	🔄 ✓

Add from Course Search
Add from Degree Maps

Term Summary 🔄 6 | 🛒 0 | 📄 0

Request Plan Review ✓

Plan Reviews (1)

Review last updated by **Erin Smith** on **February 2, 2023** at **10:56 am** Status: Approved

[View Comments \(4\)](#)

At that point you will also receive an email to your IU email address with detailed comments on your plan and registration instructions. You should be eligible to register, but if there are any additional holds on your account we'll let you know.

You must enroll on your own – the planner approval process is just about your plan, it is not final enrollment. After you get the email approval of your planner, you will go into your shopping cart to complete your final enrollment.