

Instructions for Entering or Updating M.S. Coursework Plans

1. Go to the Maryland Electronic Graduate System, MEGS, <https://apra.umd.edu/>
2. Use your University Directory ID and Directory Password to login to the system (these will be the same as your ID and Password for Blackboard)
3. Then click on “Graduate Students”
4. Click on “Course Req” tab.
5. Click on “Add a new Plan of Study”.
 - a. Before entering your coursework information, update the General Details of your program. Click on “Edit these settings” in the upper left hand corner.
6. Select “starting Spring, 2004” as Requirement version, your Degree (if you have a previous MS or not), and your major within the department.
7. Do not enter minor.
8. Click “Save” to return to the “Course Req” screen.
9. Courses you have completed in the University of Maryland’s Department of Mechanical Engineering should be automatically uploaded from your transcript.
10. Any courses that are missing from this list must be added, this includes any transfer courses and any Maryland courses taken as part of another graduate degree program.
11. To add a course:
 - a. Click on “Add a new class” located at the bottom of the “Course Req” screen.
 - b. Next to “Class” select the University of Maryland course you wish to add.
 - i. For transfer courses enter the University of Maryland equivalent. If no equivalent exists select an ENME 500 level listing.
 - c. Next to semester click the semester during which the course was taken or will be taken (this should be done for transfer courses as well as University of Maryland courses).
 - i. The first two digits of the semester code correspond to the last two digits of a year.
The second two digits correspond to a semester (01 = spring; 05 = summer, 08 = fall).
 - d. Make certain that the number of credits for the course is accurate.
 - e. If the included course is transferred from a previous degree or another University, check the transfer box and make certain to submit documentation to the Graduate Office.
 - f. If the included course was taken while you were a non-degree student, check the “Taken as an Advanced Special Student” box.
 - g. Click “Add” to include the course as part of your coursework plan.
12. Once all courses have been added to your coursework plan, select “Evaluate this Plan!” from the upper right hand corner of the Course Req screen.
 - a. If there are any errors with the plan, they will be listed at the bottom of the coursework plan in red.
 - i. If the error pertains to an approved course, cut and paste the error into an email and send it to the Manager of Graduate Studies at beaulieu@eng.umd.edu for review.
Make certain to include your name and ID number in the email.
 - b. If the plan passes, print out a copy and have your advisor sign his or her approval.
13. Plans bearing an advisor’s signature should be submitted to the Graduate Office for Graduate Committee Approval.