Electronic Curriculum Plans for Declaration of Major Students (Student Guide)

During the Declaration of Major Process, students will complete steps:

1. Indicate a desire to major in a specific major (The first major selected is your primary major; additional majors or minors selected are secondary). The department will review your application to the major and assign one of the following statuses:
   a. Accepted into the major(s) with no conditions
   b. Conditionally accepted into the major(s)
   c. Not accepted into the major
2. Create an Electronic Curriculum Plan. **This document provides instructions for this step.**
3. Meet with the DOM advisor that was assigned to you by the department during the review process to evaluate your Electronic Curriculum Plan and discuss adjustments.
4. Once your advisor has approved your curriculum plan, the Office of the Registrar will process your declaration of major depending on your status:
   a. Accepted into the major(s) with no conditions – major will be declared.
   b. Conditionally accepted into a major(s) – major will be declared once conditions have been met.
   c. Not accepted into a major – Office of Academic Services will follow up.
5. Double Majors will copy the final Electronic Curriculum Plan that incorporates both majors so that the advisor of the second major can also approve.

Creating an Electronic Curriculum Plan

Step 1: Go to DegreeWorks and select the Plans tab.

Step 2: Create an Electronic Curriculum Plan

> **Overview**: *The Student Educational Planner is used to create Electronic Curriculum Plans and work with the DegreeWorks Audit System to help students and advisors plan for future terms. The system is not designed to work backward in time. It is not possible or necessary to input classes from previous terms into the system (they are already included on your audit and transcript). The goal is to plan future terms and run an audit using your Electronic Curriculum Plan. Once an Electronic Curriculum Plan has been built, saved, and activated you can run a "What-if" Audit which will show the degree requirements completed and still unaccounted for using the active Electronic Curriculum Plan.*

> **Note on Concentrations**: The following BA majors require concentrations: Art, Biology, Chemistry, Child and Family Studies, Computer & Information Science, Economics, Education Studies, English, Health and Human Performance, History, Math, Music, and Physics. For Bachelor of Science degrees, the Business Administration Degree and Technology and Applied Design degrees require a concentration.

> *Make sure you are aware of the curricular requirements for your intended major and for General Education. You will also want to be aware of the timing of particular course offerings and pay attention to prerequisites.*

You will need the following resources:

- Curricular requirements and available majors:
  http://catalog.berea.edu/en/Current/Catalog/Departments-of-Study

- A check list of curricular requirements are found on Curriculum Guides:
  https://www.berea.edu/registrar/curriculum-guides/

- Course Sequencing Tables are found here: http://catalog.berea.edu/en/Current/Catalog/About-Academics/Course-Sequencing-Tables

Step 3: Choose "Blank Plan" unless you have already started a plan.

Add the future Fall and Spring terms you are expecting to attend Berea College.[1] Add summer terms that you intend to include within your Electronic Curriculum Plan (ECP). (Most students take 8 terms to complete their degree requirements. If you are doing this in the Fall before registering for the spring, you will likely add five terms. If you are doing this after fall registration or in the Spring, you will add four terms.)
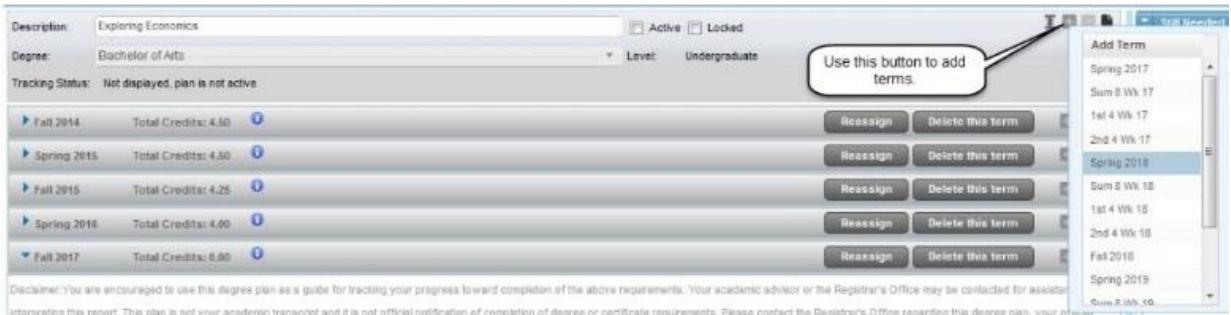
Step 4: Add a Description for your Plan—and then <u>Save</u> your Plan (bottom right).

Step 5: Add courses and Edit you Electronic Curriculum Plan

> **Option 1:** Drag and Drop Entry of Courses. You can find the courses on the right and drag them onto your plan in particular terms. This works well if you have a specific course you are required to take.


> **Option 2**: Manual Entry of Requirements. If you are not going to drag-and-drop you can enter courses manually. You will also need to do this when you are adding course options or choices.

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[1] If you do not believe you can complete your degree requirements in 8 terms, create an ECP, print the plan, and contact your advisor to discuss the situation. The form for requesting an extension of terms is found in the Office of Academic Services.

After clicking the '+' sign you will see these options:
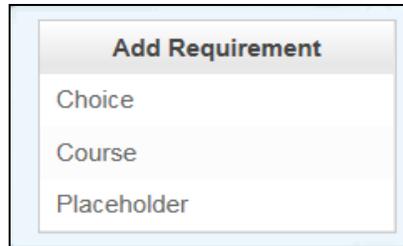
- Choice Requirement (when there is more than one course that can be taken to meet a requirement).
- Course Requirement (when there is a specific course that must be taken to satisfy the requirement).
- Placeholder Requirement (when you want to note something that is important but not necessarily a course).

NOTE: To add a General Education Perspective when you do not know the specific course you intend to take, it is best practice to use a POINTER. With a POINTER you are indicating that you will take a course that meets a General Education Perspective.

To use a pointer do the following:

- Add a choice requirement.
- Use @ @ for the course.
- Set Minimum Credits to '1'
- Choose select the appropriate pointer (AAWP, ARTP, INTN, INT, RELP, SOCP, WHP)

The requirement will look like this for the Religion Perspective:

When done this way, the audit will acknowledge that you have planned for the Religion Perspective.

Step 6: Run a What-If[2] analysis for your degree/major or interest.

Step 7: Review "What-if Analysis" and note each requirement that is not satisfied (the check box is not green or blue). Include specific courses as needed or generalized requirements (e.g., the Arts Perspective)

Step 8: Close the Audit and Edit Your Plan (see above)

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[2] See companion document: **Planner What-if Help**.

Step 9: After Plan is Edited and Saved—run Audit or "What-If Analysis"; Make note of missing requirements and continue to edit ECP until satisfied.

Contact: student_planner@berea.edu to ask questions and/or visit the Office of Academic Services for assistance.

Degree Planner Key:

@ @ = Any Course—

@ 1@ = Any 100-Level Course

PHI 2@ = Any 200-Level Philosophy Course

General Education Key

ALE = Active Learning Experience

ARTP = Art Perspective

AAWP = African American, Appalachian and Women's Perspective

INTN = International Perspective (non-Western)

INT = International Perspective (general)

PED2 = Physical Activity Requirement

PR = Practical Reasoning

PRQ = Practical Reasoning Quantitative

RELP = Religion Perspective

SOCP = Social Science Perspective

WHP = Western History Perspective

****Use your Perspective options to explore the curriculum broadly.*****