# 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.

Degree Audit	Plans Notes	Petitio	ons Ex	ceptions	GPA C	alc	Admin	
Degree Audits	> For t:		View	Save	as PDF	Pn	ocess New	Academic History
History	Student View					Lesson		
What If								

#### **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 <u>future</u> terms. <u>The system is not designed to work backward in time</u>. It is not possible or necessary to input classes from previous terms into the system (they are already included on your audit and transcript). <u>The goal is to plan future terms and run an audit using your Electronic Curriculum Plan</u>. 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: <u>http://catalog.berea.edu/en/Current/Catalog/Departments-of-Study</u>
- A check list of curricular requirements are found on Curriculum Guides: <u>https://www.berea.edu/registrar/curriculum-guides/</u>
- Course Sequencing Tables are found here: <u>http://catalog.berea.edu/en/Current/Catalog/About-</u> <u>Academics/Course-Sequencing-Tables</u>

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.<sup>1</sup> 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.)

egree: B	lachelor of Arts		* Levet Undergraduate ( Lico this button to add	Add Term
acking Status: 1	Not displayed, plan is not act	tive	terms	ipring 2017 ium 8 Wk 17
Fall 2014	Total Credits: 4.50	0	Heasaign Heasaign Heasaign	at 4 Wk 17 5d 4 Wk 17
Spring 2015	Total Credits: 4,30	0		loring 2018
Fall 2015	Total Credits: 4.25	0	Received in the second s	ium 8 WK 18
Spring 2016	Total Credita: 4.00	0	Reassion Delete this term	at 4 Wk 18 Ind 4 Wk 18
Fall 2017	Total Credits: 6.60	0	Reassign Delete this term	as 2018

Step 4: Add a Description for your Plan—and then Save 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.

Fall 2015	Total Credits: 4.25	0					CSC CSC	111	Diving into Python Storyteling-Comp An
Spring 2016	Total Credits: 4.00	0				00	CSC CSC	121	Business App & Prog Introduction to Game
Fall 2019	Total Credits: 0.00	0	CSC124Bu	Reassign	Delete this term		CSC CSC CSC	126	Building Better Apps Intro to Robotics Soc. Media & Soc. Ju
Spring 2020	Total Credits: 0.00	0		Reassign	Delete this term	001	CSC CSC	186	Special Topics Business App. and F
sclaimer. You are en-	couraged to use this degr	ee plan as a quide for tracking your pro-	press toward completion of the above requirements. Your academic	advisor or the Registrar's Offic	e may be contacted for as:	sistance in	CSC	186P	Digital Media (TEC)

**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.

<sup>&</sup>lt;sup>1</sup> 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.

Fall 20	19 Total Credits: 1.00 🚺			Reas	sign Delete this	term	
Critica	Course Requirement		Credits	Minimum Grade	Use to Add	/	Notes
E7	CSC 124	Q 0	1.00		Requirement		

After clicking the '+' sign you will see these options:

Add Requirement
Choice
Course
Placeholder

- 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:

Critical	Choice Requirement	Minimum Credits	Pointer		Minimum Grade		Notes
	0 0	 1.0	RELP	w	None	*	L.

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

**Step 6**: Run a What-If<sup>2</sup> analysis for your degree/major or interest.

Audit	What-If	Delete	Save As	Save

**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)

<sup>&</sup>lt;sup>2</sup> 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: <u>student\_planner@berea.edu</u> 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.\*\*\*\*\*