

MILITARY ACADEMIC DEGREE PLAN

Procedure and Action Steps - CAS Degree-Seeking Student

STUDENT ACTIONS

1. Obtain an Academic Plan worksheet from your unit and ask for an example if necessary.
2. Run your Degree Audit through MyRED for an overview of your degree requirements and progress toward them.
3. See the Major/Minor Advisor in each of your majors and minors to identify all remaining courses and the suggested term to complete them. Get the signature of each advisor. You **MUST** have major classes on your plan, even if you are undeclared and pre-professional. If you are pre-professional or undeclared, select a major you are interested in and include those courses in your plan.
 - To get additional information on your major/minor requirements please check the undergraduate bulletin online at: <http://bulletin.unl.edu/undergraduate/>. Refer to YOUR bulletin year only (the year you started at UNL).
4. Plan out courses to complete general education requirements. If you are unsure about the general education requirements, meet with an advisor in the Arts & Sciences Advising Center (107 Oldfather).
 - Be aware of the ACE and College Distribution (CDR) courses you need to complete. ACE courses are listed at <http://www.unl.edu/ous/ace/certifiedcourses.shtml> and CDR course departments are listed in your bulletin.
5. Drop off all paperwork at the Advising Center and please allow 2 business days for your plan to be reviewed. You can pick up your plan in 107 Oldfather Hall at the front after the 2 day period. When you come to pick up your form, you should plan on meeting with a walk-in advisor to go over any questions (if necessary).
6. Please bring your NCard for proof of identification when picking up your plan.

MAJOR/MINOR ADVISOR ACTIONS

1. Identify remaining course requirements in your major or minor. List the courses and suggested term for enrollment based on pre-requisites and knowledge of typical departmental offerings and cycles.
2. Sign the form as verification that the listed courses complete the major or minor requirements.
3. Direct the student to other major or minor advisors they still need to contact or to the Academic and Career Advising Center if the checklist is complete.

ADVISING CENTER ADVISOR ACTIONS

1. Explain how to use the bulletin, how to pick out classes, and the general education requirements. Review any exclusions or restrictions (especially physical education/military science restrictions).
2. Instruct student on how to use the Degree Audit.
3. Make a copy of original plan and make needed changes and suggestions on a copy.
4. DO NOT sign off on forms that are incomplete or missing major coursework.
5. Leave form at front desk and alert the student it is ready for pick up, typically within 2 business days.

