For Army-ROTC students in Arts & Sciences: Instructions for putting together the 104-R

1. Determine which courses will be required by your military scholarship, and place these on the plan.
   - All are 3 credits, with the exception of MILR 1011 and 1021 (2 credits each)
   - Note that MILR 3052 and 3062 are not approved for credits in A&S. If you are required to take MILR 3052 and 3062, your total needed credits will be 126 rather than 120 on your degree plan.
   - The progression is typically MILR 1011-2, MILR 1021-2 (Freshman), MILR 2031-3, MILR 2041-3 (Sophomore), MILR 3052-3, MILR 3062-3 (Junior), and MILR 4072-3, MILR 4082-3 (Senior).
   - MILR courses will be counted as “Elective” credit towards your degree on your degree plan. You may be earning more “Elective” hours than the average student needs to complete the 120 for graduation; this is OK! You just need to meet all the requirements for MAPS, CORE, your Major, and the ROTC program.

2. Access your DARS degree audit by going to MyCuInfo; Select the “Student” tab, and select “Degree Audit” in the center of the screen. If your primary major is what you are currently declared in, run a “Current Program” audit; otherwise do a “What if” audit for the appropriate major.
   - Start by selecting “Open all sections.”
   - Note that you need 120 hours to graduate, with a minimum of 45 Upper Division (or 126 total/51 Upper Division if you are Army ROTC).
   - Upper Division credits are anything starting with a 3--- or 4---
   - If a section starts with a red “X”, you have a requirement to fulfill here. Look for the “-“ sign to see which particular requirement. A “+” sign means you have completed the necessary requirement.
   - A course taken for MAPS will also fulfill CORE, if applicable. For example, a Math course for MAPS will also be applied to the CORE: QRMS requirement provided it is not remedial. Other common MAPS/CORE overlaps are Foreign Language, English, and Natural Science.

3. Using your Degree Audit and the Catalog or “search courses” in your online student center, fill in your degree plan.
   - Select for each term your MILR course, 1-2 MAPS or CORE courses and 1-2 major courses.
   - You should plan to address any needed MAPS courses right away.
   - Foreign Language courses are generally 4-5 credits for levels one and two; level three is usually 3-4 credits. If you have a Foreign Language MAPS/CORE deficiency, you need to achieve level three proficiency regardless of whether you take levels one and two. If you have background in a particular language, you may be able to test into a higher level on a placement test. Contact your academic advisor for access to this placement test.
   - In the catalog, courses will look like this: PSCI 1101-3. This means the course is offered by the political science department; is lower division; and is three credits.
• Following the example degree plan, note the requirement that a course fulfills next to the course you select (for example, CORE: NS seq pt 1 for your CORE natural science sequence pt. 1 selection). This will help you to stay on track if you change courses around in the future.

4. Planning with your major:
   • Often you will be able to “double dip” between CORE and major courses; the easiest way to see if this will happen is to look for your major prefix on a course in the CORE category area. For example, if you plan to graduate with PSCI, note that you do NOT need to plan to complete these CORE areas: Contemporary Societies, Ideals and Values, and US Context. You will automatically fill these categories with required courses in the PSCI major, and you will see “PSCI 1101” noted in the US Context area on your degree audit, and “PSCI 2004” in the Ideals and Values area.
   • Look at your department website! This is where you will find a tracking sheet to help you accurately see the major requirements, and also find suggestions for how to progress through your major. If you are an IAFS or ENVS major, it is HIGHLY recommended that you use the tracking sheet located on your department website in conjunction with your degree audit.
   • Open Option (OPNO) students are not in a degree-granting major, so if you are an OPNO student you need to select your most likely major and fill out your degree plan to the best of your ability, using the “what if” feature in the degree audit system.
   • **If you are planning to Intra-University Transfer to Engineering**, fill out the degree plan using the “What If” feature in the Degree Audit, and also the sample plans listed on this website: [http://www.colorado.edu/engineering/academics](http://www.colorado.edu/engineering/academics) (click on the major you intend to pursue, and look at the “sample undergraduate curriculum”).

5. Get your plan approved by your advisor
   • Make an appointment at aac.colorado.edu. Put “4 year plan” in your reason for appointment. Then email your plan to your advisor at least one day in advance of your appointment.
   • If you are OPNO or PREN and intend to intra-university transfer to Engineering, you need to work with James.Murray@colorado.edu to have your degree plan approved for Engineering. Make an appointment with James at aac.colorado.edu or email him directly if you are not listed as a PREN student.

Frequently Asked Questions:
1. Will I have room for a minor?
   • Yes, if you do not need foreign language for MAPS/CORE, if you plan very carefully from the beginning, and are OK with taking 16-18 credits per term. The size of your intended major also obviously matters.

2. What if I need to change my major?
• Arts and Sciences First Year students may change their major simply by meeting with their academic advisor. After the first year, you must use aac.colorado.edu to find a major meeting and declare your new major. Your new advisor will sign your plan.
• Students transferring between colleges must follow the Intra-University Transfer processes as listed on this website: https://advising.colorado.edu/students/current-students/intra-university-transfer
• Students needing advising assistance while transferring between schools may work with the center for students in transition advisors: email SiTadvising@colorado.edu

NOTE: advisors cannot sign 4-year plans unless the plan could actually allow you to graduate! This does not mean your plan is set in stone, however—we expect it will change as you actually select courses. The best way to ensure an on-time graduation is to check in and update your plan every semester.