CU-Boulder Air Force ROTC Students: Degree Plan Completion Process

Plan Ahead! Getting an Advising Appointment may take up to one week!

1. Obtain an electronic Form 48 plan template from your military instructor/detachment website

2. Fill out the plan using your Degree Audit in MyCUInfo and the samples provided on these websites:
   - Arts and Sciences students: start here: [http://www.colorado.edu/advising/programs-requirements](http://www.colorado.edu/advising/programs-requirements); click on your major, then see “Four Year Plan” dropdown at the end of the page
   - Engineering students: Start here: [http://www.colorado.edu/engineering/academics](http://www.colorado.edu/engineering/academics) click on your intended major, then see the “sample undergraduate curriculum” link
   - Business students: see [http://www.colorado.edu/business/undergraduate-advising/four-year-plans](http://www.colorado.edu/business/undergraduate-advising/four-year-plans)

Note: YOU must fill out the plan first to the best of your ability! Academic Advisors will help you make corrections and updates, but you need to take the first crack at it. This may take you an hour or more to complete. Open Option Students: see the next page for special instructions.

3. Make an Advising Appointment
   - Arts and Sciences students: Login with your Identikey at [www.colorado.edu/mycuhub/](http://www.colorado.edu/mycuhub/)
   - Engineering: Login with your Identikey at [www.colorado.edu/mycuhub/](http://www.colorado.edu/mycuhub/)
     - Pre-Engineering: make sure your appointment is with James Murray or Chris Anderson
   - Business: go to [http://www.colorado.edu/business/students/academic-advising](http://www.colorado.edu/business/students/academic-advising) and select “Appointment Scheduling”
     - Pre-Business: make sure your appointment is with Vanessa Napier or Heather Clark

   *Tip: If possible, email your completed plan to your advisor at least 24 hours in advance of your appointment. * In your email, let the advisor know that you will be coming in for an appointment soon and will need to review your plan for accuracy and obtain their signature.

4. Graduate on time
   - Keep your plan updated as you enroll for each term, following the process above to work with your academic advisor.
     - The actual courses that you take may be different from those you list on your initial plan. This is expected, but you should consistently update the plan to ensure you can finish on time.
What if I am an Open Option Student?

- **Arts and Sciences Open Option:**
  o Choose the *Arts and Sciences major* that you are MOST LIKELY to complete, and fill out the degree plan using the samples on the advising.colorado.edu website, along with the Degree Audit’s “What If” feature. *You should obtain a signature from your regular assigned First Year advisor.* First Year advisors will only sign forms that plan for completion of a degree-granting major.

- **Pre-Engineering Open Option:**
  o Choose your most likely Engineering major, fill out the degree plan using the Engineering instructions above (also using the “What if feature in the Degree Audit), and use MyCuHub to make an appointment with Chris or James to obtain a signature.

- **Pre-Business Open Option:**
  o Choose your most likely Business major, fill out the degree plan using the Business instructions above (using the “What If” feature in the Degree Audit) and select “Appointment Scheduling”, then a “Pre-Business” appointment at [http://www.colorado.edu/business/students/academic-advising](http://www.colorado.edu/business/students/academic-advising)

How do the AIRR Courses fit?

- Each term you will need to plan a AIRR Course, and add it in to your schedule. The progression is:
  - Freshmen: AIRR 1010 (1 cr), AIRR 1020 (1 cr)
  - Sophomore: AIRR 2010 (1 cr), AIRR 2020 (1 cr)
  - Junior: AIRR 3010 (3 cr), AIRR 3020 (3 cr)
  - Senior: AIRR 4010 (3 cr), AIRR 4020 (3 cr)

- AIRR Courses generally count as Free Electives or Non-major electives in your degree plan.
  o One large exception: Arts and Sciences students may NOT count AIRR 1010, 1020, 2010, or 2020 toward their degree hours. Therefore, AF students in Arts and Sciences need to plan on a total of 124 credit hours for the degree.
  o Engineering students may count AIRR 2010, 2020, 4010, and 4020 toward their Humanities/Social Science required hours (6 total). Engineering students may not count AIRR 3020 toward their degree hours; plan on 131 hours total for the degree.

Will you have room for a minor?

- Typically it is difficult to complete a minor in addition to your major, unless your major is small, or you have substantial AP/IB/transfer work. However, the Leadership Studies minor is an exception to this rule—this minor only requires two courses, LDSP 1000 (3 cr) and LDSP 4000 (3 cr).
cr) in addition to your AIRR coursework. To add this minor, please connect with the Leadership studies program.