Instructions on developing an engineering military plan of study

Step 1: Review the military plan of study powerpoint
   Go to http://www.enge.vt.edu/undergraduate/undergrad-plan-of-study.html
   Click Plan of Study PowerPoint

Step 2: Review your intended major checksheet
   Go to: http://www.registrar.vt.edu/undergraduate/checksheets/college/index.html
   Click College of Engineering
   Locate your intended major
   Click on the year closest to your graduation year

Step 3: Determine if your major has an extended military plan
   Go to http://www.enge.vt.edu/undergraduate/undergrad-plan-of-study.html
   Click on your intended major on the right side bar for a 5 year military plan of study. Please note, not all majors have a 5 year plan already developed for you.

Step 4: Review your unofficial transcript
   Go to: www.hokiespa.vt.edu
   Click Hokie Spa
   Click Transcripts and Certifications Menu
   Click View Unofficial Transcripts
   Click Submit
   Verify the completion /progress of course requirements; then mark those classes off of the checksheet

Step 5: Run a “what if” degree audit
   A “what if” degree audit will automatically place courses in the appropriate requirement area...such as CLE's
   Go to: www.hokiespa.vt.edu
   Click Hokie Spa
   Click Degree Menu
   Click Degree Audit Report Menu
   Click Request a “What-If” Degree Audit Report
   Select Major
   Select Degree
   Select Graduation Term
   Click Run Analysis
   Once complete: Click View Link
   The Degree Audit will open in new window
   Click Open All Sections
   Scroll down (CLE Areas are labeled “CORE” in the audit)
Step 6: Developing your plan

1. Locate your plan of study document: Air Force-Form48, Army-104R, Navy-4 year plan. You may need to get this from your military instructor and should be completed electronically.

2. Using the list of required military courses located in the PowerPoint, place all military requirements for your branch on your plan of study document on the top two/three lines of each semester, and maintain consistency throughout the form.

3. Using your unofficial transcript on Hokie Spa, place all transfer courses (if applicable) on your plan. You may need to create a new section or use an existing summer column on the form.

4. Using your unofficial transcript on Hokie Spa, place your fall completed and passed courses and currently enrolled spring courses in the appropriate section/column.

5. If you took a CLE course label the course with the appropriate area number for example: PHIL 1204 Knowledge and Reality (Area 2) 3

6. If available for your intended major, use the extended military plan to place all required courses on your plan of study document. If no extended military plan is available for your intended major, use the checksheet to place all required courses on your plan of study document.

7. Please remember that the maximum credit hours is 19, we will not approve a plan of study with more than 19 credits per semester.

8. Depending on AP, IB, Transfer Credit and fall/spring only course offerings, it is very likely that your plan of study will be 4.5 or 5 years as an engineering student in the Corps of Cadets.

9. If you move a course to a different semester other than that listed on the checksheet, you should check to see if it is typically offered in that semester by using the timetables (see slide 14) or check your intended majors departmental website for pre-req charts, flow charts, and course offerings.

10. Please note, you should allocate at least one (1) week between the time your advisor reviews the plan and its due date so there is adequate time to make any necessary changes and gain your academic advisor's signature.