



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.