

Instructions on developing an engineering military plan of study

Step 1: Review the military plan of study powerpoint

Go to <http://enge.vt.edu/undergraduate/planofstudy.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://enge.vt.edu/undergraduate/planofstudy.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. Plan of study resources are available at:
 - <http://enge.vt.edu/undergraduate/planofstudy.html>
2. 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.
3. 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.
4. Locate your unofficial transcript on [Hokie Spa](#):
 - Place all transfer courses (if applicable) on your document.
 - Place your fall courses in the appropriate section/column on your document.
 - Label the [CLE courses](#) with the appropriate area number for example:
 - PHIL 1204 Knowledge and Reality (Area 2) 3 credits.
5. 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.
6. Please note: Checksheets for students graduating in 2018 have not yet been released. The 2017 checksheets will look much different as they will have the old ENGE and MATH sequences, please see below for the equivalencies.
 - ENGE 1215 replaces ENGE 1024
 - ENGE 1216 replaces ENGE 1104/1114
 - MATH 1225 replaces MATH 1205
 - MATH 1226 replaces MATH 1206
 - MATH 2204 replaces MATH 2224
 - MATH 2214 has not changed
 - MATH 1224 is no longer required (content has been moved to MATH 1226 and MATH 2204)
7. **The maximum credit hours is 19, full time status is 12 credit hours. Do not plan for more than 19 credit hours a 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. When developing your plan, if you move a course to a different semester other than that listed on the checksheet, you must check to see if it is typically offered in that semester by using the timetables or check your intended majors departmental website for pre-req charts, flow charts, and course offerings.
 - **Timetable of Classes:**
 - https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisRequest
 - The timetable provides a searchable listing of the current or upcoming classes offered at VT.
 - **Click on the CRN# for course descriptions, pre-req's, co-req's, restrictions, etc.**
 - **Historical Timetable:**
 - https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisHistorical

This database allows you to see if a class was taught in a given semester. For example, if you were wondering if a particular class would be taught in the spring you could look at past spring semesters on the Historical Timetable
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.