

HOW TO MAKE AN ACADEMIC PLAN

GOAL = GRADUATION



1. GATHER YOUR TOOLS

A. GET CURRICULUM REQUIREMENTS FOR YOUR MAJOR

This is a list of all the courses you need to complete for a degree in your major.

1. Log into www.nova.edu and click on “Undergraduate” at top of screen
2. Click on “Academic Programs”
3. Click on “Majors and Minors” on left side menu
4. Choose your major from alphabetical list in center of screen
5. Choose “Curriculum” in center of screen for list of requirements – Note you also have the option of viewing a sample 4 year planner (see Step 2A below)

B. GET A CAPP REPORT

CAPP (Curriculum, Advising, Program and Planning) is a list of all your degree requirements, personalized with your information. Your transfer and NSU credits are applied to the report as they are completed, so that you can see what’s remaining for you to do.

1. Log into www.sharklink.nova.edu and click on Student tab
2. Click on “Webstar” from menu in center of page
3. Click on “Student” from next page
4. Click on “Student Records” and click on “CAPP Degree Evaluation” from bottom choices
5. Select term and submit, then click on “Generate New Evaluation” at bottom of screen
6. Click on circle next to “Program” you want to view (usually only 1 option) and generate request
7. Click on “Detail Requirements” and submit
8. Review report. Refer to the “Yes” or “No” designation on the left side, which indicates “Yes” if the requirement has been completed, and “No” if you still need to meet the requirement (or any part of it).



2. MAKE ACADEMIC PLAN TO GRADUATION

A. IF YOU HAVE NO TRANSFER CREDITS, USE SAMPLE PLANNER PROVIDED ONLINE

1. It takes into account the course frequency (fall, winter, odd, or even years)
2. It takes into account the courses that are prerequisites to another course(s) in the program.
3. Please note: You may need to adapt the planner if you start at a lower level mathematics or composition course.

B. IF YOU HAVE TRANSFER CREDITS, ADAPT ONLINE PLANNER BY CROSSING OUT COURSES YOU'VE COMPLETED

1. Check CAPP report to see what courses you've transferred in. Depending upon how many you've completed, you may want to make a new plan.
2. Follow the order that the courses are listed on the planner, keeping in mind what's offered in fall or winter only.
3. Note which courses are prerequisites to another course.
4. You can find prerequisites **AND** frequency in course descriptions at the end of the undergraduate catalog. They are also noted on the information page for each course in Course Wizard. Click on the course prefix (i.e. UNIV) and number (i.e. 1000) to get to this page.

C. CALCULATE WHEN YOU WILL BE FINISHED

1. Add up number of credits you need to meet requirements for degree using your CAPP report.
 - a. Count total number credits needed in general education area
 - b. Count total number credits needed in core/major area
 - c. Add a and b, then subtract that number from total (usually 120 cr.) required for degree
 - d. Balance refers to open elective credits needed. **In addition**, you need to add open elective credits for every course that is used more than once to fulfill a requirement. For example, MATH 2020 will fulfill 3 credits of general education math and 3 credits of Biology major. You can't receive credit twice, therefore, add 3 credits to open electives needed.

- e. You may transfer in more credits than can be used for your degree. It all depends on how your transfer credits are applied to your degree requirements. This means you **CANNOT** assume a transfer of 80 credits means you only have 40 more credits to complete. Follow instructions above.
2. Divide by average number of credits you plan to take within a semester
3. Answer will be approximate number of semesters you need to complete

D. REMEMBER THAT FULLTIME STATUS IS 12 CREDITS

1. Most grants and scholarships require that you be a fulltime student
2. Loans require you to be enrolled in at least 6 credits

E. BE REALISTIC WHEN MAKING YOUR PLAN

1. Do not plan too many courses in one semester. Consider the other activities in your life (job, clubs, study time, etc.)
2. Balance your course load, for example, take a lab course and an arts course to have a mix of class types
3. Keep in mind that only DEGREE APPLICABLE CREDITS are eligible for financial aid. If you get aid be sure that your courses fulfill a requirement of your curriculum: general education, major, minor, open electives, or freshmen seminar.

F. IF YOU PLAN SUMMER COURSES, BE AWARE THAT WE DON'T HAVE A FREQUENCY CHART FOR THE SUMMER SEMESTER

1. Typically, specialized courses are not offered in the summer
2. General education courses and heavily populated courses (like Biology I and II, or Chemistry I and II) are usually offered

