Academic Planning

Completing your AFROTC Det 810 Form 48
Overview

- The Form
- Choosing Classes
- Filling in the form
- Getting signatures
The AFROTC Det 810 Form 48 provides a formal method of planning all the courses to complete your degree and major. In addition it is very important in that it is used to establish your date of graduation and date of commissioning for contracting and scholarships. It is completed with the idea that there may be changes, but includes the best path to graduation and commissioning.
Choosing Classes

- What do I need?
  - Undergraduate Catalog
  - Major Academic Planners (MAP)
    - [www.baylor.edu/university_advisement/MAPs](http://www.baylor.edu/university_advisement/MAPs)
- What do I have already?
  - BearWeb
    - Transcript
    - Degree Audit
- What is left to take?
  - AFROTC Det 810 Form 48

To complete the form, you only need to answer three big questions.

First, what are the requirements for my degree and major? You can find information in your Undergraduate Catalog. An even easier tool is the Major Academic Planner (MAP) for your degree and major. You can find these on the University Advisement web page at the URL listed on the slide.

Now that you know what you need, you need to eliminate those requirements you have already completed. Go to BearWeb to see your transcript. You can also run a degree audit in BearWeb. The degree audit is the best place for information on what you have completed as this is the document used by most of Baylor’s colleges and schools for certifying your graduation readiness. If it is not on your transcript or degree audit, it is not complete.

After you know the requirements and have eliminated those requirements you have complete, you are left with those courses you still need to complete. Those are the courses you will need to list on your form.
A couple of items before we get into the details of the form. First, use pencil to complete the form. If you need to make changes, using pencil will make it easier and prevent you from having to completely reaccomplish the form.

Second, please write legibly!! Your advisor and your AS professors will need to be able to read this form.

Finally, completely fill in Blocks 1, 2, 3, and 5. There are spots for signatures. Those are completed after the form is complete and reviewed. All other information needs to be included.
Here is what it should look like.
Before we move to the next blocks, it is important to know a bit about the course information you are about to provide. Using the MAP and Undergraduate Catalog, enter the needed courses in Area II. In the course number area, enter the prefix and number—BIO 1305, SOC 1305, etc. Having 1305, even with a title, does not always provide enough information for advisors.

The course titles for some areas are quite long. If needed, you can use abbreviations. That said, all BIO classes are not Biology, and AS classes are not Air Force. Find the course titles in the catalog or on the MAP and use those.

If you find that not all of your courses fit in the blocks, you can double up on the labs and lectures. For example, you may need to put AS 1101 and AS 1111 on the same line. If you have the lines, put each on its own line. But if short, you can double up. Also, you can put Chapel in the comments area since it is 0 credit hours.

Finally, list courses in alphabetical order. This will help when reviewing the form later. Courses are listed in alphabetical order on your transcripts, so entering grades after the semester will be easier.
Cadets are authorized to pursue a double major or obtain a minor only upon the detachment’s receipt of an academic plan signed by an advisor establishing a valid date of commission for one major. Once this is complete, cadets may add additional hours to an existing certified academic plan to meet the requirements of a second major or minor. However, the additional hours must not place the cadet at risk of taking too many hours per term, require additional terms, or change the already established commissioning date.

Be sure to include:
- All course work. The plan should be for all courses until you are ready to graduate—not just the first semester or year.
- All summer terms, periods of non-attendance, extended status, co-op, and terms abroad.
- Leadership Evaluation and Development (LEAD). You need to plan to be away. It will be very difficult to take summer courses that semester, so you do need to plan for LEAD in the appropriate summer

Place terms in chronological order (i.e. do not stick summer semesters at the end).
Here is what the first two semesters may look like.
You have additional blocks for more semesters. Again, list semesters in chronological order and include all summer work and LEAD.
AS classes can sometimes be used in place of requirements for your degree or major. Here are a few. Check with your academic advisor about specific courses in Engineering, Computer Sciences, Education, or other degrees.
While the academic plan you develop will be important and will be reviewed by someone in the advising area, this does not take the place of your advising for the semester. There are many more topics you will want to cover with your academic advisor.

Once you have completed your form, you will send that form to your advisor or advising area. You can find our advising area contact in BearWeb. Once you turn the form in for review, expect it to take at least two business days. We will not just sign the form. We are certifying that the plan will get you to graduation. Allow us time to ensure that is true. It will also help you by making sure you are not in your last semester and find a nasty surprise in a missing course.
Once your advisor has approved and signed the form, you will need to take the completed form to the detachment for your AS instructor to review with you.
Once more, this process does not take the place of your semester advising appointment. You need to see your assigned advisor in order to be cleared to register for courses. Make that appointment in addition to your form 48 review.

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Note About Advising

• In order to register for classes, you need to schedule another appointment for academic advising.

• Form 48 Review DOES NOT constitute an advising session.
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Summary

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If you have any questions, please feel free to talk with your academic advisor or a cadre member at your detachment.