



## **Instructions to advisers**

This plan of study is essential in setting and checking requirements for graduation, so you are urged to use it with care.

Steps in handling the form are:

1. Completion of the form by you and the student *together*.
2. This copy then resides in the registrar's office and will be corrected only upon receipt of a "change of course requirements" form from you, the adviser.
3. Copies of the completed plan of study will be sent to *you* and the *student*.
4. This plan of study is finally used by the registrar to determine qualification for graduation.

May we suggest some ideas for completing the form that may be helpful to you and us.

1. Section A for general education is to be completed and altered by the registrar *only*!
2. You and the student are to complete sections B-D for the major, certification, concentration area and endorsements. Please list courses in the same order stated in the catalog's definition of the major. If a general total in a department is indicated, leave enough space for such courses to be listed and list only those already completed or relatively definite in future plans.
3. Use ink for all entries that are completed or definitely required. Please use pencil for courses still tentatively planned.

*Remember:* Upon completion of this Plan of Study, forward this copy immediately!

Inform the registrar's office of changes in a major and concentration by means of "change of course requirements" form.