

## Completing the Long Range Plan (LRP) and Declaring a Major

There is a multi-step process for joining an academic department as an undergraduate major. This document describes the steps to finalize your major declaration, which must be completed by the Friday before spring break of your fourth semester. Should you have questions about any aspect of the process, contact your college advisor or academic dean. They will be able to help you or direct you to someone who can. Questions related to the technical aspects of completing your LRP can also be directed to the AAC peer advisors – see <http://advising.duke.edu/peer>

### *First, Create A Foundation:*

Before you begin the LRP in DukeHub...

- Be sure you understand the Trinity general education requirements, including how and when courses can count toward multiple requirements. To learn about the Trinity curriculum requirements, go [here](#).
- Review a current version of your Advisement Report (from DukeHub go to the “Planning” tab, then “My Academic Requirements” and click on “View My Academic Requirements”). Reviewing your Advisement Report will show you which general education requirements you still need to fulfill. If you feel there are errors on your advisement report, i.e., requirements that should be met are not, contact your academic dean.

### *Understand the Goal:*

Now that you have a firm grasp of where you are, you are ready to map out where you are going. Using the “What If” advisement report in DukeHub you can integrate your general education requirements and major requirements into a single four-year plan. The LRP will tell you which courses double count and whether you can fit everything into your remaining time at Duke. A few things to remember about the “What If” report:

- In order to declare a major, your major and remaining general education requirements must fit into a four-year plan.
- Initially, you need to complete the “What If” report with at least one major. You may intend a second major, minor, or certificate but it isn’t necessary to add these now and you can easily add them later. The advantage of including them now, however, is that you will see whether your plan will enable you to satisfy all requirements. (Note – Certificate programs are not programmed into the ‘What-if’ report so you need to check manually whether your plan will complete

certificate requirements.

- If your academic plans change you can always go back and revise your “What If” report. If you end up changing your major, or want to add another major, minor, or certificate, you can do so through this Registrar [form](#). You only need to complete the LRP once, even if your plans change.
- The “What If” report is a theoretical tool – it shows you what your advisement report would like like when you graduate if you followed it exactly. You probably won’t end up taking the exact courses you use in your plan, however. The goal is to see that you can complete your degree within four years.

### *Gather the Pieces:*

To start, you need to gather the pieces that you will integrate into your LRP:

- You should have a good sense of the requirements for your intended major, minor, or certificate. Familiarize yourself with departmental requirements using [this](#) page.
- Search for interesting courses that will fulfil general education and major requirements in the course catalog.

### *Put it all Together:*

The following pages walk you through the steps for completing your What-If report.

## Step-by-Step Guide to LRP

*The first place you’ll go is the Planning Tab in DukeHub:*

The screenshot shows the Duke University Academic Planning interface. At the top, there is a navigation bar with links for HOME, REGISTRATION, ACADEMICS, BURSAR, FINANCIAL AID, PLANNING (highlighted with a red arrow), FORMS & REQUESTS, and PROFILE. Below the navigation bar, the page title is "Academic Planning". The left sidebar contains a list of planning tools: My Planner, Long Range Plan, View What-if Report, and My Academic Requirements. The "Run your Advisement Report to determine your progress toward your degree" link is highlighted with a red arrow. The main content area contains a list of planning tools and their descriptions:

- My Planner: allows you to map out the courses you may wish to take in future terms to satisfy requirements and to determine the best course combinations and sequencing. The Planner, used in conjunction with the What-If Report, helps you actively engage in designing your academic experience at Duke by giving you space to experiment with possible schedules as you reflect upon your goals and the various opportunities available to you at Duke.
- Long Range Plan: outlines the steps Trinity students need to take to declare their majors for the first time and for Nursing students to obtain approval of their class schedules.
- What if Report: provides a means of virtually changing your major(s) or minor(s), then simulating your progress toward completion of those new requirements. The WIF builds upon the functionality of the AR by analyzing not only completed and in-progress courses, but also the courses placed in your Planner for possible future enrollment.
- The WIF should not be used as a replacement for the Advisement Report, which examines your true progress. Since enrollments in planned courses is virtual, only, the WIF cannot impose some of the limitations and restrictions that apply when you actually register for a particular term. For example, it permits "enrollment" in courses for which prerequisites are not met and multiple "enrollments" in the same course.
- Advisement Report tracks the requirements you must satisfy in order to graduate. As you progress toward graduation, the Advisement Report (AR) analyzes all your completed and in-progress courses to determine which requirements are met for general education and your major(s) and minor(s) and which remain outstanding.

Note: Depending on the length of your report, please allow 60 seconds for either the What-if or Academic Requirements report to run.

## Step 1: Planning Future Courses

- Review your advisement report. (Click “Run your Advisement Report”) to determine your remaining general education requirements after the current semester.
- Review major requirements on your major department’s website. Will you complete an AB or BS? Compare requirements for both options. Are you required to select a concentration? Do any courses required for the major carry curriculum codes that satisfy remaining general education requirements? If so, they will fulfill both requirements simultaneously.
- Use the Undergraduate Bulletin or the course catalog in DukeHub to find courses that interest you and that could satisfy remaining graduation requirements.
- If you are planning to study overseas/study away via programs in Global Education, visit the Global Education [website](#) to find the Duke-In courses that fulfill academic requirements.

*Next, you’ll click under My Planner:*

To find courses, click on the green Browse Course Catalog button.

Duke UNIVERSITY

HOME REGISTRATION ACADEMICS BURSAR FINANCIAL AID **PLANNING** FORMS & REQUESTS PROFILE

Academic Planning

Depending on your school, the Academic Planning area offers a variety of functions.

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My Planner

Plan courses over multiple terms. Browse potential courses and add them to your planner. Move those courses to future terms to plan your future schedules.

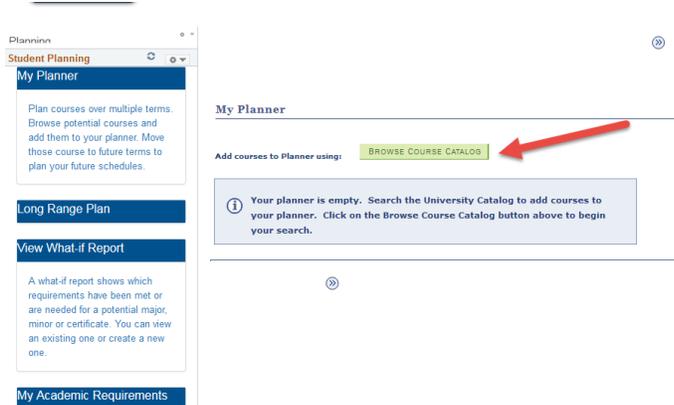
Long Range Plan

View What-if Report

A what-if report shows which requirements have been met or are needed for a potential major, minor or certificate. You can view an existing one or create a new one.

My Academic Requirements

Run your Advisement Report to determine your progress toward your degree.



## *Step 2: Select the courses you plan to take in MyPlanner*

Next you'll load courses you plan to take into MyPlanner. Remember:

- My Planner is not the same as the bookbag.
- At this stage, you can enter all of the courses you think you might take, even if you are not positive that you will take them.

Using the green “Browse Course Catalog” button on the My Planner page, find each class you plan to take. To add a course to your Planner, click the box to the left of the course title and then click the green “Add to Planner” button at the top of the page. In a single department you can click multiple courses at once, and add them to your planner simultaneously. You can add all the courses you think you might take, even if you don't end up using them all in your four year plan.

Include courses you plan to take during Global Education study abroad/study away semesters by adding those Duke-In courses to MyPlanner, just like you would for any other Duke course.

Using this method, add all general education and major courses to MyPlanner.

## *Step 3: Assign courses from My Planner to specific future semesters*

Now, you'll assign the courses in MyPlanner to specific future semesters in your four-year plan. You can choose all the courses you'd like to put into a particular semester at once, by “Selecting” them, and then clicking the green “Move” button. You will get a verification message in green for every course moved to a specific semester. You can also move courses around if you need to. To add completely new courses, first add them to MyPlanner.

Remember:

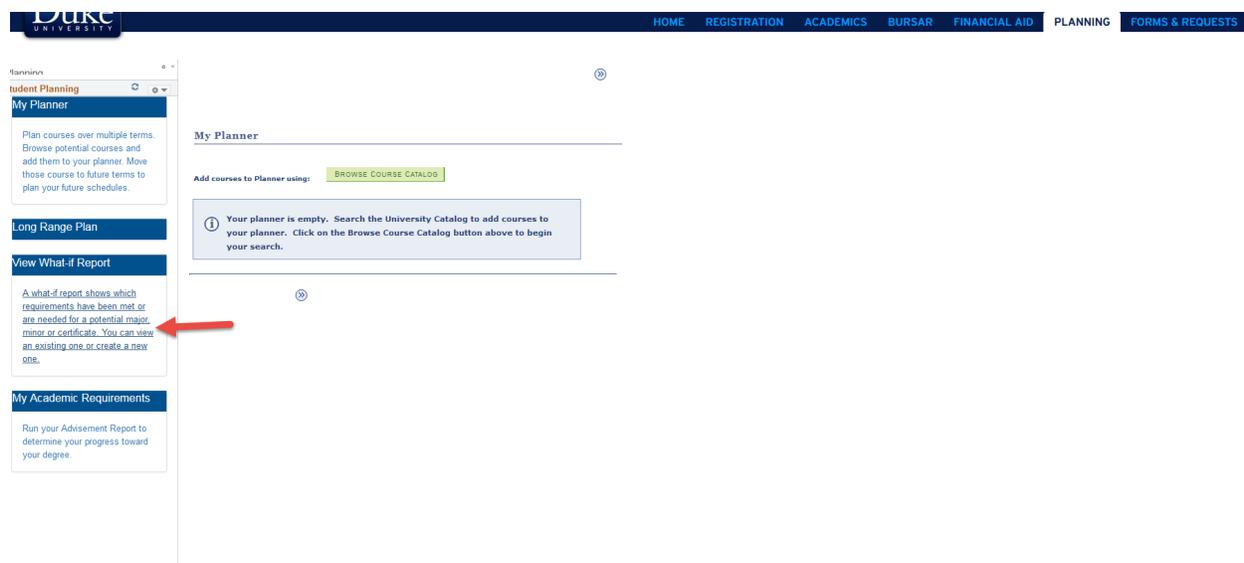
- You can include summer terms, if you wish.
- Note restrictions about when courses are offered (e.g. “Fall only” or “Fall and/or Spring”). MyPlanner will let you add courses to the wrong semester so you need to pay attention and add courses to valid terms.
- It’s best to create a “What-If” report using only Duke or Duke-In courses. If you’re planning to fulfill requirements with non-Duke courses, find similar Duke courses and use those as place holders in your report. Remember, non-Duke courses can receive Area of Knowledge codes but not Mode-of-Inquiry codes (except for language classes taken in an immersive setting).
- When you finish assigning courses to specific semesters in your four-year plan (Step 3 below) **you will need to delete all the courses you didn’t use**. If you overload MyPlanner beyond the feasible number of courses you can take in four years, your “What-If” report will not work properly.

Semesters that are completed (with four courses) will collapse into a blue bar.

### *Step 3: Check your work using the “What-If Report”*

Your next step is to use the “What-If” Report to verify that completed and planned courses will satisfy all general education and major requirements.

Click on the What If Report:



- On the “What-If” report page, there are two scenarios, the Career and

Program Scenarios. For Career Scenario, choose “undergraduate”, for Program choose Trinity College.

- Your Area of Study is your intended major. Your Concentration is the concentration you plan to pursue within your major (this is an option for a minority of majors within Trinity.)
- The Area of Study is where you have the option of adding a second major, a minor, or a certificate, for a maximum of three areas of study.
- When entering your Area of Study note the plan type (AB, BS, Min, C, AB2, BS2). Your first major should always be AB or BS, and should be the first area of study. Your second major is AB2 or BS2. A minor is Min and certificates are C.

The order in which you list your majors matters. Duke students only receive a single degree and if you are pursuing an AB and a BS, the BS must be the first major if you want to receive the BS degree.

If you are pre-health, “pre-health” isn’t an Area of Study. Consult with your pre-health advisor if you have questions about your required coursework.

Click the green “Submit Request” button on the bottom right of the “What-If” report to generate the report.

**What-If Report**

**Create What-if Scenario**

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

[RETURN TO REPORT SELECTION](#)

**Career Scenario**

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
Duke University	Undergraduate	2015 Fall Term

**Program Scenario**

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
Trinity College	Psychology (BS)	Personality & Social Behavior
None	None	None
None	None	None

[SUBMIT REQUEST](#)

On the “What-If” report, satisfied requirements are collapsed into a single blue bar. You can expand the blue bar by clicking the green arrow inside the blue bar.

The “What-If” report includes all courses (completed, planned, and in progress). It assumes that courses in progress will be completed with a grade of C- or higher.

The yellow diamonds indicate courses that are in progress or planned for a future semester. The blue stars indicate courses that were left in the “unassigned” box in MyPlanner and are therefore not assigned to a specific semester – you should have NO blue stars in your final “What-If” report.

Review your “What If” report. Check for:

- **Are your general education requirements and major requirements complete?** If any requirement is missing, you need to go back and add the course(s) necessary to complete any missing requirement(s).
- **Are all courses assigned to a specific semester?** If you added courses to your planner but did not assign them to a specific semester, they will show up as classes taken in a semester beyond when you would have graduated, e.g., Spring 2025. Any class you still intend to take should be moved to a specific semester. Classes you don’t expect to take should be removed from your planner. If they are not removed, they can appear to satisfy requirements even though you do not plan to take them.
- **Have you used any graduate courses?** Any course numbered 500 and above is consider a graduate class. These classes appear on your ‘What-if’ report as 3 credits because the graduate school works on a different credit system. However, undergraduates receive only 1 credit for these classes and they will convert to 1 credit when you actually enroll in the class. This can make your ‘What-if’ report appear that you will have satisfied the 34 credit requirement when that will not actually be the case.

While the “What-If” report is a helpful planning tool, it is not perfect. For example, if you feel your plan satisfies requirements for your chosen major but the report indicates it does not, the programming for your major may not be completely up to date. Contact the DUS to learn whether your plan will complete the major; if not, find out what is missing. If you feel there are errors in the general education requirements section, you should discuss those with your advisor.

Planning Student Planning

**My Planner**  
Plan courses over multiple terms. Browse potential courses and add them to your planner. Move those course to future terms to plan your future schedules.

**Long Range Plan**

**View What-if Report**  
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### What-If Report

Duke University | Undergraduate

This report last generated on 09/15/2016 3:12PM

collapse all expand all view report as pdf

Taken
  In Progress
  Planned
  What-if

NOTE: Courses with grades of I, N, X, and Z INCLUDED IN REQUIREMENTS

COURSE HISTORY

THIS REPORT ASSUMES SATISFACTORY COMPLETION OF ALL IN-PROGRESS COURSES

PS PATCH BUNDLE 42 TESTING

FIRST YEAR SEMINAR: 1 full course designated as a seminar

SMALL GROUP LEARNING EXPERIENCE

AREAS OF KNOWLEDGE: 2 cc in each of the following 5 areas (ALP, CZ, HS, QS, SS)

MODES OF INQUIRY

**Not Satisfied:** A course may carry a maximum of three MOI codes, all of which may be applied to the Modes requirement.

Cross Cultural Inquiry (CCI): 2 course credits

**Satisfied:**

CCI

The following courses were used to satisfy this requirement:

Course	Description	Units	Link	Credits	Status

## Step 5: Completing the Long Range Plan (LRP)

Complete the LRP by answering 4 questions about your future plans, reflecting on your decisions in a brief LRP Essay, and reflecting on your pre-major advising experience with the Advising Survey.

[For Trinity and Nursing students only. Follow these steps for your initial declaration of major.](#)

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- Under the Long Range Plan tab, go to Step 1, to answer four short questions that help inform Trinity College decisions about undergraduate education.
- In Step 2, write a brief (roughly 250 word) reflection on how you chose your major. Be honest, and don't let this step be a source of anxiety. The primary purpose is to allow you to think back on your previous two years, and to contemplate how you would like to spend your next two years at Duke. Your major advisor will have access to this essay, so be sure to add elements that you'd like to discuss moving forward.
- Next, please complete Step 7, the Advising Survey. The Academic Advising Center uses your feedback to learn what aspects of advising are working for students and what needs to be improved - your candid feedback will help us improve academic advising for all students. **When you complete the survey, you can also indicate whether you would like for your college advisor to retain access to your academic records in DukeHub.**
- Finally, print your "What If" report and essay and schedule an appointment with your college advisor.

## *Remaining Steps*

When you meet with your advisor, you'll review your "What If" report and your essay, and you will both sign the essay. At this meeting, you can discuss expectations for future contact you may like to have. You'll then bring your report and essay to the Academic Advising Center and they will process your major declaration.

## *CONGRATULATIONS!*

If you declare before the deadline (the Friday before spring break), you should have an advisor in your major assigned to you for the upcoming registration period. Now that you have declared, it is your major department that is responsible for making you eligible to enroll and your college advisor can no longer do this. If you have declared two majors, your advisor in either department can make you eligible.

The Academic Advising Center has information from many departments that welcomes students to the major and explains how your advisor will be assigned – if available for your major department, it will be provided when you turn in your long range plan. You can also find this information online at <https://advising.duke.edu/content/information-newly-declared-majors>