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

Student Guide

Joining a department as an undergraduate major entails a few steps, many of which you have already completed simply by being a Duke student. While each of these steps requires contemplation and planning, we do not wish for any of these steps to present significant obstacles. Should you find yourself stuck or uncertain, remember: Your academic advisor and academic dean are available to guide you through each of these steps. AAC peer advisors (http://advising.duke.edu/peer) can also help you figure out how to prepare your “What-If Report” in preparation for meeting with your academic advisor (read below to learn about the What-If Report). Not only can they tell you about specific requirements and deadlines, they can take time to listen to you as you sort through your diverse interests, your goals, and the many ways that you can shape your unique intellectual path at Duke – both by choosing a specific major and by integrating this major with co-curricular and other academic opportunities.

This document describes the steps to finalize your major declaration, which all Duke students must complete no later than the Friday before mid-semester break of their fourth semester. For most Duke students, this is the Friday before Spring Break (for 2015-16 this is Friday, 11 March 2016).

First, Create A Foundation:

Before you begin the LRP in ACES, be sure that you have a foundation in place:

1. Be sure you understand the general education requirements (e.g., areas of knowledge, modes of inquiry, and small group learning experiences). Understand how and when courses can/cannot count for multiple requirements. To learn about general education requirements, go here: https://trinity.duke.edu/curriculum/trinity-college-curriculum.

2. Review a current version of your Advisement Report (available in ACES – go to the “Student Center” tab and select “Advisement Report” in the drop-down menu). With your Advisement Report, you can see which general education requirements you still need to fulfill. For more information about Advisement Report, go here: http://trinity.duke.edu/undergraduate/academic-policies/advising-reports.

Understand the Goal:

Now that you have a firm grasp of where you are, you are ready to map out where you are going. You’ll map your plan with the LRP in ACES. The LRP is a tool that allows you to 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 LRP:
1. In order to declare the major, you need to use the LRP to be sure that your major and general education requirements fit into a four-year plan.

2. Initially, you need to complete the LRP with a minimum of one major. You may intend a second major, a minor, or certificate, and you can add these additional elements into your LRP. Unless you are certain of these additional elements, it isn’t necessary to incorporate them right now. Once you declare your first major, arrange to meet soon with the Director of Undergraduate Studies or your faculty advisor in your new major. S/he may suggest revisions to your LRP, and you’ll want to make these revisions before you integrate other elements into your plan.

3. Remember: you can always go back and revise your academic plan using “My Planner” and the “What-If Report” in ACES (more on that below). If you ultimately decide to change your major or add an additional major, minor, or certificate, you can do so via the Registrar’s Office. For more information, go to: http://trinity.duke.edu/undergraduate/academic-policies/change-major-minor-certificate.

Gather the Pieces:

Now that you know where you are and where you are going, you need to gather the pieces that you will integrate into the LRP:

1. You will need a firm understanding of the requirements of your planned major (and, if relevant, minor and/or certificate). Read the information provided by each department by clicking on the links at: http://trinity.duke.edu/undergraduate/majors-minors.

2. Find courses of interest, particularly ones that satisfy general education and major requirements, in the Undergraduate Bulletin. If you don’t have a hard copy of the Bulletin, it is available online at http://registrar.duke.edu/university-bulletins/undergraduate-instruction. You can also find courses via an assortment of search tools in the “Registration” tab in ACES.

Put it all Together:

If you’ve completed the steps above, you’re ready to complete your LRP. The following pages walk you through the steps using screen shots in ACES
Step-by-Step Guide to LRP

The first place you'll go is the Student Center Page:

Step 1: Planning Future Courses

Goal: find courses that interest you and that satisfy all remaining general education and major requirements.

- Review your advisement report. (Go to the “Student Center” tab and select “Advisement Report” in the drop-down menu.) Which general education requirements will remain after the current semester?
- Review major requirements described on your major department’s website. Be sure to answer the following questions:
  - In your major, do you plan to complete the AB or BS? Study the different requirements for the AB and BS.
  - Does the major require you to select a particular concentration?
  - Do any of 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 ACES to find courses that could satisfy remaining graduation requirements.
- If you are planning to study overseas/study away via programs in Global Education (e.g. Duke in NY or Duke in China) visit the Global Education website http://studyabroad.duke.edu to find the Duke-In courses that fulfill academic requirements.
The next place you’ll go is the **Future Plans** page, and then click **My Planner**.

This is what the My Planner page looks like when you visit it for the first time. To add courses, click on the green Browse Course Catalog button.

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**Step 2: List the courses you plan to take in My Planner**

**Goal:** load courses you plan to take into My Planner.

Things to keep in mind: (1) My Planner is not the same as the Bookbag; and (2) at this stage, you can enter into My Planner 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 of the classes you plan to take.**
  - When you find a particular class in Browse Course Catalog, click the box to the left of the course title.
  - Click the green “Add to Planner” button at the top of the page.
  - **Note:** in a single department (e.g., History), you can click multiple courses at one time and add them to your planner simultaneously with the Add to Planner button.

- **Include courses you plan to take during Global Education study abroad/study away semesters by adding Duke In courses to My Planner, just like you would for any other Duke course (a sample screen shot is shown on p. 8).**

- **Your Spring 2016 classes are already in My Planner – there is no need to add them again.**
Example: Let’s say you want to add ECON courses to My Planner.

- Once you are in the Browse Course Catalog section, click the letter E all course subjects that start with “E” appear.
- Next, click on the green arrow next to ECON. All courses in ECON appear.
- Check the box to the left of each ECON course you plan to take.
- When you finish making your ECON course selections, click the green Add to Planner button at the top of the screen.

Using this method, add all courses – major courses, general education requirements, and electives -- to My Planner. (Some of these screen shots include some old course numbers or previous semesters. Don’t worry about it – the process is the same.)

Important Note: At this stage, you can add many courses to My Planner – all the courses that you are thinking about taking. When you finish assigning courses to specific semesters in your 4-year plan (Step 3, below), you will need to delete all the courses you didn’t use – i.e., all the courses that remain in My Planner. If you overload My Planner beyond the feasible number of courses you can take in 4 years, your Long Range Plan will not work properly (for more information, see Step 3, below).
The screen shot to the left shows My Planner once you’ve loaded courses you plan to take.

Note: a Duke Study Abroad/Study Away example is embedded in this example. This student plans to participate in Duke in Madrid, where she will take ECON 100s. Because the courses offered through Duke in Madrid are Duke courses, they are in the Undergraduate Bulletin and Course Catalog. They can be added to My Planner just like any other Duke course.

You can sort courses in My Planner by any column attribute. Just click the title for that particular column (e.g., “Description” or “Course”). In this example, they are sorted by course, in alphabetical order.
Step 3: Assign courses from My Planner to specific future semesters

Goal: Assign courses you loaded into My Planner to specific future semesters in your four year plan.

- You can include summer terms, if you wish.
- Be sure to pay attention to the notations about the semester in which a course is offered (e.g., “Fall Only” or “Fall and/or Spring”). My Planner will allow you to add a course to the wrong semester, so it is up to you to add it to the correct semester!
- We recommend that you initially create a LRP using only Duke or Duke-In courses. If you think you might participate in a non-Duke program, or if you think you might take transfer courses during the summer, know which requirements you hope to fulfill with non-Duke courses, find similar courses at Duke, and enter them as placeholders in My Planner.
- Remember: you must check with the Office of Global Education regarding any general education requirements you want to fulfill via non-Duke study away courses, and with the Director of Undergraduate Studies regarding any major requirements you want to fulfill with non-Duke courses. Be sure to understand the course transfer process and limitations. Go to: http://trinity.duke.edu/academic-requirements and then to “Transfer Credit.”
- In Step 2, we told you to list all courses that interested you. Now that you are assigning courses to specific semesters, you will begin to eliminate courses that you don’t plan to take.

Example: This is a partial screen shot of My Planner with three unassigned courses loaded into it: ECON 132, ECON 1A, PSY 107, etc. (Note, course numbers have changed – don’t worry, the process is the same!)

To assign ECON 132 to Spring 2014, click on the “Select” box to the left of the course. In the drop-down box, select the semester you plan to take ECON 132 and click the green “Move” button.
You will get a verification message like the one in green below for every course you move to a specific semester.

**My Planner**

Add courses to Planner using: [BROWSE COURSE CATALOG]

Delete all courses in Planner: [DELETE ALL]

- ECON 132 has been moved to 2013 Spring Term.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Prereq</th>
<th>Units</th>
<th>Typically Offered</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>ECON 1A</td>
<td>PRINCIPLES OF MICRO</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>PSY 107</td>
<td>AFFECTIVE AND MOOD DISORDERS</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>PSY 109A</td>
<td>HLTH PSYCH/BEHAV CHANGE</td>
<td></td>
<td>1.00</td>
<td>Fall Only</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>PSY 109C</td>
<td>BEHAVIORAL MEDICINE</td>
<td></td>
<td>1.00</td>
<td>Occasionally</td>
<td></td>
</tr>
</tbody>
</table>

- Repeat these steps for every course you plan to take. Fortunately, you don’t have to do it one at a time. You can click “Select” for all the courses you plan to take in a single semester and move them to that semester by selecting the term and clicking “Move.”

- Once scheduled, you can still rearrange courses by moving them to a different semester or by deleting them. In the example below, an unassigned course (ECON 132) was added to the Spring 2013 semester, although you can still change it to a different semester – e.g., from Spring 2013 to Spring 2015 – using the same method. Just go to the Spring 2013 semester, click the course you want to change, and select the semester you want to move it to (see p. 9 for a screenshot).

- To add completely new courses, you need to add them first to the original My Planner list.
Below is a partial screen shot of My Planner after courses have been assigned to future semesters.

Note that there are three unassigned courses (displayed at top): PSY 107, PSY 199C and PSY 161AS. These should be assigned to future semesters or deleted. In this view, you can easily see what future semester schedules look like:
(1) semesters that have already been completed are collapsed into a blue bar, but
(2) the Spring 2012 semester has room for at least two more classes.

(The Fall 2012 semester is an example of prior course number sequences, which are no longer relevant – please disregard!)
Step 3: Check your work using the “What-If Report”

Goal: use the What-If Report to verify that completed and planned courses will satisfy all general education and major requirements.

- Still in the “Future Plans” tab in ACES, leave the “My Planner” area by clicking the “What-If Report” tab.
- On the “What-If Report” page, there are two scenarios: the Career Scenario and the Program Scenario.
- Be sure that your Career Scenario is “undergraduate”
- In the Program Scenario:
  - Your Academic Program is “Trinity College.” THIS IS IMPORTANT FOR ANY PRATT STUDENT APPLYING TO TRANSFER TO TRINITY COLLEGE.
  - Your Area of Study is your intended major.
  - Your Concentration is the concentration you plan to pursue within your major (this may not be relevant for your specific major).
- 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 (only two of which can be majors). Remember, however, that we suggest adding only one major to your plan for the initial LRP, and adding additional plans after you’ve spoken to the Director of Undergraduate Studies in your first major.
- When entering your Area of Study:
  - Pay attention to the plan type (AB, BS, Min, C, AB2, BS2):
    - Your first major should always be AB or BS, and it should be the first area of study that you list.
    - Your second major is AB2 or BS2.
    - Minor is Min
    - Certificate is C
  - It matters which major you add as a first or second major:
    - If you are pursuing an AB and a BS, the BS must be the first major if you want to receive the BS degree.
    - You are required to meet with the major advisor in your FIRST major every semester before registering. You don’t have to meet with an advisor in your second major, although we strongly encourage that you seek out mentorship by the Director of Undergraduate Studies or another faculty member in the second major.
- If you are pre-med, pre-vet, or are completing other pre-health coursework, note that “prehealth” is not an Area of Study. You should, however, consult with a pre-health advisor and be sure to include all required coursework into your LRP. Some of your pre-health coursework will also fulfill general education and/or major requirements, while other courses will be electives.
- Click the green “Submit Request” button on the bottom right of the “What-If Report.” This generates the report.
In the What-If Report below, a student plans to declare a major in Psychology (BS), with a concentration in Personality and Social Behavior.
The screen shot below shows the What-If Report after the student clicks the green “Submit Request” button.

Satisfied requirements are collapsed into a single blue bar. You can expand the blue bar by clicking the green arrow inside the blue bar.

Note: 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.

In this example, the student’s courses satisfy all of the general education requirements.

We also see what is NOT satisfied: the 34-unit graduation requirement. This student has room for electives, or perhaps a second major, a minor, or a certificate.
Below the general education requirements, the What-If Report lists all major requirements: core requirements (typically courses taught in the major department) as well as co-requisites for the major (typically courses taught by other departments).

In this example, all major requirements are satisfied except for the required number of upper-level electives. This student needs to go back to My Planner, add more upper-level electives, assign them to semesters, and generate a new What-If Report.

The yellow diamonds indicate courses that are in progress or planned for a future semester (i.e., no grade reported yet). The blue stars indicate courses that were erroneously left in the “unassigned” box in My Planner and are therefore not assigned to a specific semester – you should have NO blue stars in your final What-If Report.

(Note: blue-starred courses are assigned to a false semester (Spring 2021).
A NOTE OF CAUTION: while the What-If Report is very sound, it is not perfect. It is updated as each department reports changes to its undergraduate curriculum. If you notice errors before you complete the LRP, we ask that you and your academic advisor report the error to your academic dean in the Academic Advising Center. Once the academic dean verifies the error, s/he will have it corrected. In the meantime, the academic advisor will allow you to proceed with declaring a major via the LRP.

In addition to the online view of the What-If Report, you can also view it as a pdf:

Step 5: Completing the Long Range Plan (LRP)

Goal: 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.


- In Long Range Plan, go to “Step 1: Describe Your Future Plans.” Trinity College uses your answers to these four simple questions to inform decisions about undergraduate education. You are not bound by your answers.

- Go to “Step 2: Write Your Essay.” Your essay should be a 250-word reflection on how you chose your major. Be honest, and don’t let this component of the major declaration process be one of anxiety. The primary purpose of the essay is to allow you to think back on your previous two years, to contemplate how you would like to spend your next two years at Duke, and to allow your academic advisor to discuss with you any Duke opportunities that you may not have already considered. Your major advisor will also have access to this essay, so be sure to add elements that you’d like to discuss moving forward.
• Go to “Step 7: Complete Advising Survey.” The Academic Advising Center depends heavily on your feedback when making choices about the direction of advising and resource allocation. Please spend a few moments to help us plan for future Duke students.

• Print your What-if Report and Essay.

• Schedule an appointment with your academic advisor.

You’re almost done! This is the last page....

The Long Range Plan looks like this:

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe Your Future Plans</td>
<td>Incomplete</td>
</tr>
<tr>
<td>2. Complete an Essay</td>
<td>Incomplete</td>
</tr>
<tr>
<td>4. Add Courses to My Planner</td>
<td>No courses have been added to your Planner.</td>
</tr>
<tr>
<td>5. Repeat steps 3 and 4</td>
<td>Repeat steps 3 and 4 until your What-If report includes all your planned courses.</td>
</tr>
<tr>
<td>7. Print Your Essay</td>
<td>Bring printed essay to your Advisor.</td>
</tr>
<tr>
<td>9. Obtain Your Advisor's Approval</td>
<td>Schedule an appointment with your advisor so that [s]he can review and sign off on your Long Range Plan.</td>
</tr>
</tbody>
</table>

Remaining Steps

1. Meet in person with your advisor to review the LRP
2. You and your academic advisor must sign the Essay page of the LRP
3. You must deliver hard copies of the What-If Report and your signed Essay page to the Academic Advising Center

CONGRATULATIONS!