**Spring 2017 Creation of Academic Plan Assignment (2% of a Total Grade)**

This Assignment consists of three parts:

* Assignment 1 ( 0.5%)
* Assignment 2 ( 0.5 %)
* Assignment 3 (1%)

**Prerequisite:** Self-enrolled in the Community Blackboard site “Engineering\_and\_Computer\_Science\_Advising: Engineering and Computer Science Advising”. Instructions are attached.

**Assignment 1 : Student Advising Survey (Grade:0.5% )**

Login to the Community BB, take Assignment 1: Student Advising Survey located by clicking Content

**Deliverable:** submitted survey via Community BB “Engineering\_and\_Computer\_Science\_Advising: Engineering and Computer Science Advising”. Dropbox “Assignment 1: Student Advisory Survey”

**Assignment 2: Current and Next Semester Courses & Program Outline - Due: April 10(Grade:0.5% )**

Part 1(0.25%): Current and Next Semester Courses

1. Use this link to find the classes you need for your major from the college catalog:  <http://catalog.montgomerycollege.edu/content.php?catoid=6&navoid=606>

On the right, change "Entire Catalog" to "Programs", then search the program (your major) you want.

If you are planning to transfer to Engineering, please see the Transfer Sheets for the courses you should take for the school you want to transfer to: <https://cms.montgomerycollege.edu/EDU/Department2.aspx?id=11115>

2. Open the MS Word file below (Current and Next Semester Attachment) to fill out the courses you are taking this semester and what you plan to take next semester.

Use the SAR report on your MyMC account to find your current schedule.

Check that you will have the the prerequisites done for the next semester courses.  See Course Descriptions in the college catalog: <http://catalog.montgomerycollege.edu/>. Use the catalog search on the right or click on the courses that you found in your major program.

Check that you are in the correct Math sequence:  <https://cms.montgomerycollege.edu/EDU/Department2.aspx?id=34892>

Click on **Mathematics courses Updated Flowchart.**

3. Save the MS Word file on your computer, then Attach it by clicking on "Assignment 2: Current and Next Semester Courses Program Outline - Due: March 20th" link above (if you haven't already).  Click the "Browse My Computer" button and navigate to where you saved your file.  Click the "Submit" button at the bottom right of the page.

**Deliverable:** Submitted to the Community BB Assignment 2 dropbox a word document with the current and next semesters’ list of courses.

**Part 2 (0.25%) Program Outline using Advising Sheet for student major**

1. Use this link to find and download the Advising Sheet (in pdf format) for your major http://cms.montgomerycollege.edu/EDU/plain.aspx?id=15000

NOTE: if you are only taking a course, please put in submission comments the reason why you are taking this course: visiting student or etc.

If you are taking CMSC courses, please use Computer Programming Certificate for this assignment.

2. Use Student Advisory Report (SAR) to fill out the Advising Sheet. In the column "Grade" put a grade or a semester when the course was completed.

Put your name, email and M number on the top of the Advising Sheet where it is identified.

You can print the Advising Sheet and fill out by hand or fill out a pdf version of it.

If you fill out by hand, you would need to scan it or take a picture and upload a scanned/picture file to this Assignment Dropbox

If you fill out pdf, upload pdf version of the Advising Sheet to this Assignment Dropbox.

**Deliverable:** Submitted to the Community BB Assignment 2 dropbox an electronic version (pdf) format or scanned version of the Advising Worksheet/Program Outline plan for selected major.

**Assignment 3: Student Academic Plan via MyMC (Grade:1% )**

1. Fill out Student Academic Plan located at MyMC -> Students Tools Student Academic Plan using Advising Sheet filled out in the Assignment 2.

2. When plan is started, put in the Notes  Section of the Academic Plan  "Started on <provide the date when you started working on it>

3. When plan is completed, put in the Notes Section of the Academic Plan "Completed on <date>" . Also include any questions you have for an advisor.

If you have any questions or not sure how to fill out the plan, schedule an Appointment with the program Advisor.

Print your plan or save as pdf and submit to your course instructor.

4. What to submit : When a plan is completed via MyMC, you can save it as pdf and upload to the Assignment 3 dropbox located on the Community BB.

**Deliverable :** Completed via MyMC Academic Plan. Notes section indicates when the plan was completed.

**Appendix**

**Academic Advisors for Computer Science and information Systems:**

**Rockville : Dr. Alla Webb** **alla.webb@montgomerycollege.edu**

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