How to Complete Air Force ROTC Form 48
Academic Planning Form: Curriculum Perspective

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ME Undergraduate Advising Page: http://www.me.mtu.edu/advising.htm
I. ADMINISTRATIVE DATA

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. ACADEMIC INSTITUTION/AFROTC DETACHMENT</th>
<th>3. ACADEMIC MAJOR</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>4. INSTITUTIONAL OFFICIAL REVIEW</th>
<th>5. INITIAL REVIEW</th>
<th>6. I CERTIFY THAT I HAVE SUCCESSFULLY COMPLETED ALL DEGREE REQUIREMENTS AND WILL GRADUATE AS STATED IN BLOCK 5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTION OFFICIALS SIGNATURE/DATE</td>
<td>COMPLETION OF THIS EDUCATION PLAN SHOULD RESULT IN MY OBTAINING A DEGREE DURING</td>
<td>STUDENTS SIGNATURE</td>
</tr>
</tbody>
</table>

DO NOT SIGN BLOCK 6—SIGNATURE REQUIRED AFTER GRADUATION

<table>
<thead>
<tr>
<th>7. SIGNATURE OF CADET/DATE</th>
<th>8. REMARKS</th>
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II. ACADEMIC PLAN/TERM REVIEW

<table>
<thead>
<tr>
<th>TERM:</th>
<th>YEAR:</th>
<th>TERM:</th>
<th>YEAR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Number</td>
<td>COURSE TITLE</td>
<td>Credit Hours Attempt</td>
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<td></td>
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<td>Credit Hours Attempt</td>
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</tbody>
</table>

TOTAL CREDIT HOURS ATTEMPTED

<table>
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<tr>
<th>REMARKS</th>
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<tr>
<td>Fall Term Reevaluation Complete:</td>
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Signature/Date of Institution Official

<table>
<thead>
<tr>
<th>STUDENT'S SIGNATURE</th>
<th>AFROTC REVIEWER'S SIGNATURE/DATE</th>
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Completing the Form

- On paper, **in pencil**.
- **Header**
  - Include M # with Name.
  - Complete header blocks (Section I-Blocks 1-3 & 5).
- **Academic Plan (Section II)**
  - If a new cadet, start with current semester Fall 2015.
  - Use major flow chart, BanWeb transcript, HASS list, Co-Curricular list, advising web pages, etc.
  - Know your allowable number of semesters or required graduation date from the military.
Academic Plan

- Show all requirements including all required ROTC credits, co-curricular activities, etc.
- For electives (technical, professional, HASS, free, ENT modules, etc) you can just show a placeholder with correct number of credits, you don’t have to pick specific classes now.
- Do not draft a plan with more than 18 total credits in a semester unless absolutely necessary (including ROTC, co-curr, etc).
- If you plan any summer courses – transfers or otherwise – make sure this is reflected on the plan. AF 0340 for co-curr.
- For some majors, required courses are fall or spring only. Please make sure you understand these offerings before making your plan.
- Make sure no pre-requisites are violated.
- Please do not expect same-day or next-day turnaround from your academic advisors. We can likely check and return your form within a week or less if necessary.
Welcome, Ryan A. Towles, to BANWEB!

- Student Records
  - Registration
    - Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
  - Student Records
    - Academic Information
    - Transcripts, Grades, Account Information, Job Offer.
  - Fraternity/Sorority Release Authorization
    - Authorize release of information for Fraternity/Sorority eligibility verification.

- Academic Information
- Academic Transcript Request (Official)
- Academic Transcript (Unofficial)
- View Status of Transcript Requests
- Transfer History
- Tax Notification (1098-T)
- Final Grades
- Midterm Grades
- International Student Employer Information
- Account Summary By Term
- Graduation School Documents
- Job Offer
- Enrollment Verification
- Student Account Detail
- Order Duplicate Diploma
- International Arrival Information
- Study Abroad Application Status
- VA Enrollment Form
  - Submit enrollment information for VA Certification
HU/SS/FA/PSY/EC 9300L CREDITS ARE USABLE AS HASS CREDITS TOWARDS THE RESPECTIVE HASS REQUIREMENTS

EXCEPT FOR THE 3000-4000 LEVEL HASS REQUIREMENT (WOULD NEED 9300U)
If you plan to complete the Enterprise Concentration, please see your major advisor to declare that.
Where do ROTC Credits Go?

- Leadership Courses:
  ALL AF CREDITS (1001 through 4002, etc.)
  = Free Electives ONLY except for those on the co-curricular list

- Physical Training: AF 0120/0130/0230/0340
  = Co-Curriculars: can use each course number only once, 3 units to graduate. Some are ½ unit, some are 1 full unit.

- AF 3001 (3 cr) = Supplemental HASS
  - No more than 3 credit from this sub-list.
  - Mark other HASS credits as Non-Supplemental.

- SS 3505 (Military History) = SBS HASS course
Other Curricula

- Start with one focus (your major) in most cases.

- Minors
  - See Minor Advisor
  - List on www.mtu.edu/registrar/ (Students/Student Advising)
  - Declare minor and sign audit with minor advisor.

- All minors require a **minimum** of 6 credits at the 3000 or 4000 level that are not required for the major except as free electives (unique credits). This is a requirement for each minor if a student has multiple minors.

- Declared minor(s) must be complete in order to graduate.

- Discuss including minor requirements on the ROTC form with cadre.

- Aerospace Studies (AFAS) Minor
  - Advisor: Major Engler
  - Unique minor credits fulfilled with AF credits
  - Can count HU 3120, SS 3505 and/or SS 3600 (up to all 3 courses) as HASS credits.

- ME minors – Manufacturing and Aerospace Engineering (EMAE).

- Other minors – French, German, Spanish, Electrical Eng, Structural Materials
Other Curricula

Double Majors and Dual Degrees

- See advisor for major you want to add.
- See primary major advisor also for any possible substitutions.
- Complete academic plan showing requirements for both degrees, minding typical fall and spring offerings.
- Have plan checked by both major advisors.
- Discuss including additional requirements on the ROTC form with cadre.
A practice sheet

- More copies available outside ME advising office or on the ME advising web page
Thank You!

Department of Mechanical Engineering - Engineering Mechanics