

How to Complete Army ROTC 104-R Academic Planning Form: Curriculum Perspective

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ME Undergraduate Advising Page: <http://www.me.mtu.edu/advising.htm>



Department of Mechanical Engineering - Engineering Mechanics

For use of this form, see CC Pam 145-4, the proponent agency is ATCC-PA-C

DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974

1. **AUTHORITY:** Title 10, US Code 2101 and 2104
2. **PRINCIPAL PURPOSE(S):** To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations.
3. **ROUTINE USE(S):** To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years.
4. **VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION** Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.

1. NAME OF STUDENT (LAST, FIRST, MI)		2. ACADEMIC MAJOR		2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)	
4. Academic School		5. CREDIT HOURS Select Semester or Quarter (S/Q)		Semester ▼	6. GRADE POINT AVERAGE (GPA)	
a. Identification (Check one):					Term: _____	
Host					Curr GPA: _____ CUM: _____	
Extension Center					Term: _____	
Cross-Enrolled					Curr GPA: _____ CGPA: _____	
c. HOST SCHOOL		d. HOST FICE			Term: _____	
					Curr GPA: _____ CUM: _____	
					Term: _____	
					Curr GPA: _____ CGPA: _____	
					Term: _____	
					Curr GPA: _____ CUM: _____	
					Term: _____	
					Curr GPA: _____ CGPA: _____	
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					Curr GPA: _____ CUM: _____	
					Term: _____	
					Curr GPA: _____ CGPA: _____	

[illegible]

a.				
Term:		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

Term:		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

c.				
Term:		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

d.					
Term:		Year:			
No.	Course Title	Hrs.	Cts.	Grd.	
Total Term Hours:					

e.					
Term:				Year:	
No.	Course Title	Hrs.	Cts.	Grd.	
Total Term Hours:					

f.				
Term:		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

8. STUDENT INITIALS & DATE: (Have the student initial and date beside each term to indicate they have been counseled)	TERM 1:	TERM 4:	TERM 7:
	TERM 2:	TERM 5:	TERM 8:
	TERM 3:	TERM 6:	TERM 9:

Completing the Form

- Electronic File (MS Excel).
- Header
 - Include M # with Name (pencil in on hard copy if preferred)
 - Complete all header blocks (1-5).
- Academic Plan (Block 7)
 - 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 grad 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.
- For some majors, required courses are fall or spring only. Please make sure you understand these offerings before making your plan.
- 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.

Browse



Welcome, Ryan A. Towles, to BANWEB!

[Home](#) > [Student Information](#) > **Student Records**

Personal Information

Faculty and Advisor

Students

Financial Aid

Employees

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

■ View Status of Transcript Requests

■ Final Grades

■ International Student Employer Information

■ Enrollment Verification

■ Academic Transcript Request (Official)

■ Transfer History

■ Tax Notification (1098-T)

■ Account Summary By Term

■ Graduate School Documents

■ Academic Transcript (Unofficial)

■ Midterm Grades

■ Job Offer

■ Student Account Detail

■ Order Duplicate Diploma

International Arrival Information**Study Abroad Application Status****VA Enrollment Form**

Submit enrollment information

TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-

199409: WASHTENAW COMMUNITY COLLEGE

Subject	Course	Level	Title	Grade	Credit Hours	R
MA	150	01	Calculus & Analytic Geometry 1	TR	5.000	0.00
MA	151	01	Calculus & Analytic Geometry 2	TR	5.000	0.00
MAU	888	01	Unassigned MA Elective	TR	3.500	0.00

Total Earned Credits: 13.500

*** Unofficial Transcript ***

25-JUN-95: CEEB Advanced Placement

Subject	Course	Level	Title	Grade	Credit Hours	R
BL	104	01	Principles of Biology	CR	4.000	0.00
BLU	888	01	Unassigned BL Elective	CR	6.000	0.00
SS	230	01	American Government & Politics	CR	3.000	0.00

Total Earned Credits: 13.000

*** Unofficial Transcript ***

199509: MTU Dept Advanced Placement

Subject	Course	Level	Title	Grade	Credit Hours	R
HU	102	01	First-year English 2	CR	3.000	0.00
HU	103	01	First-year English 3	CR	3.000	0.00

Total Earned Credits: 6.000

*** Unofficial Transcript ***

199603: MTU Dept Advanced Placement

Subject	Course	Level	Title	Grade	Credit Hours	R
HU	191	01	First-year Spanish 1	CR	4.000	0.00
HU	192	01	First-year Spanish 2	CR	4.000	0.00
HU	193	01	First-year Spanish 3	CR	4.000	0.00

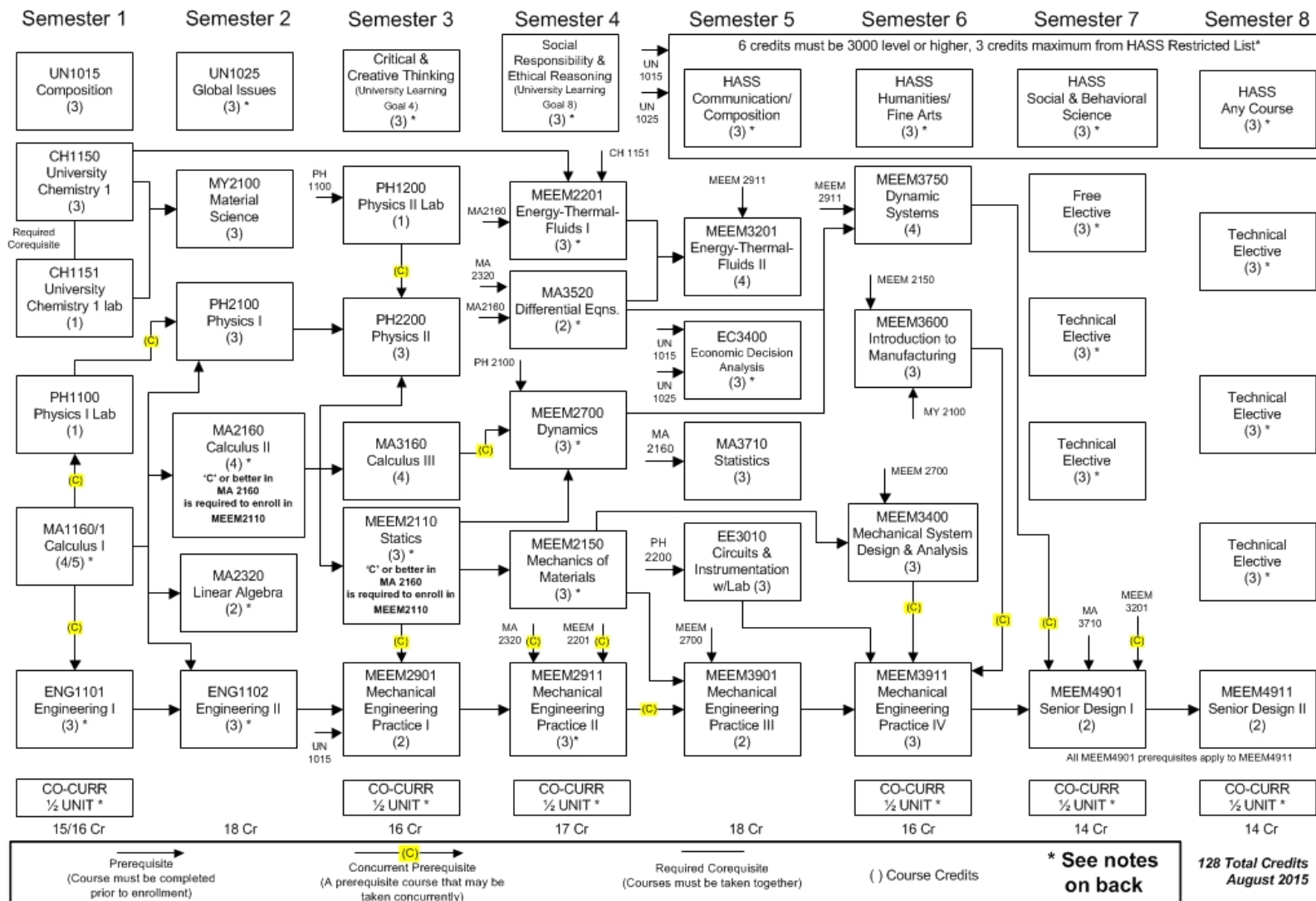
Total Earned Credits: 12.000

*** Unofficial Transcript ***

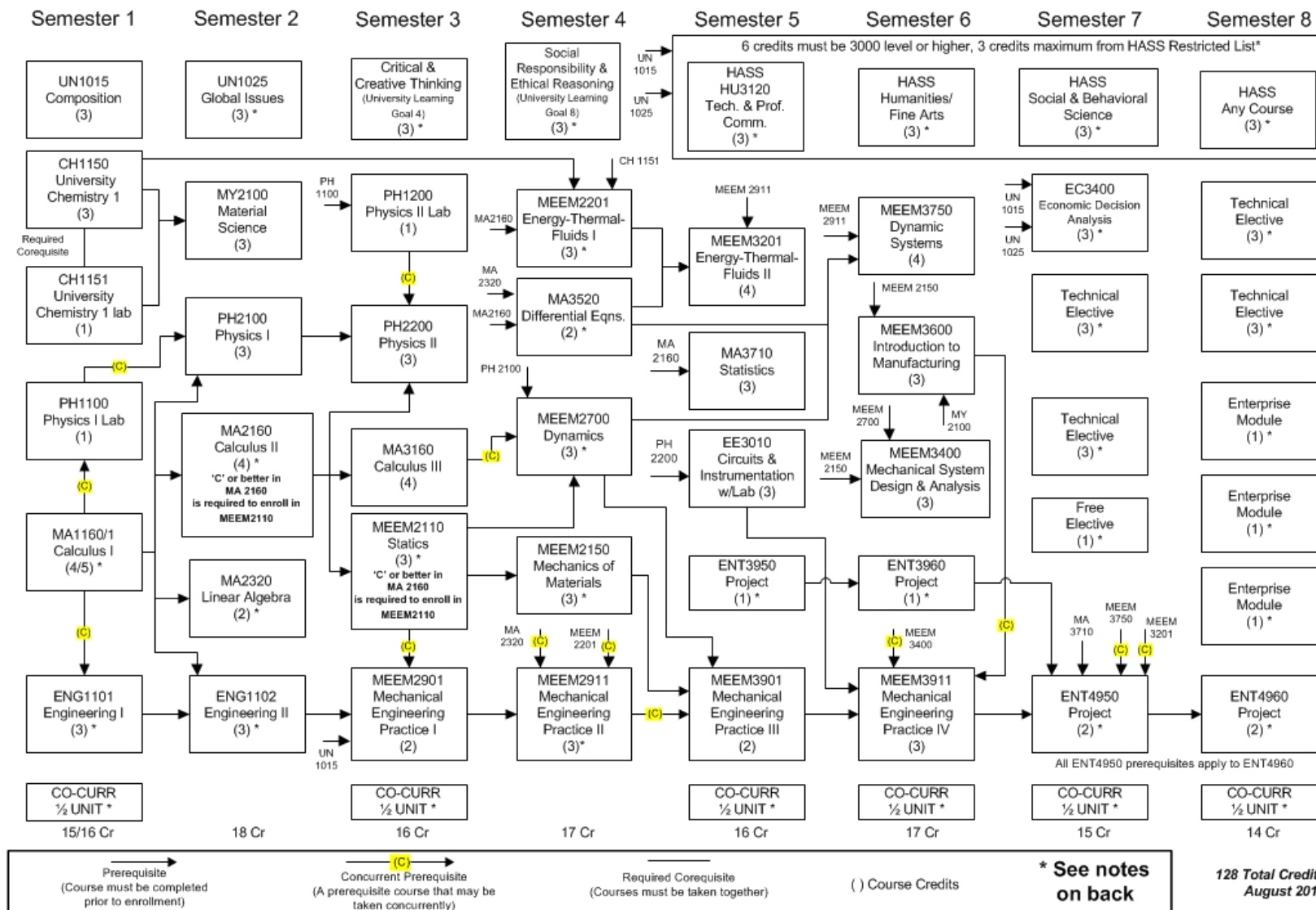
DRE-SYSTEM INSTITUTION SUMMARY HOURS -Top-

- 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)

GREEN



PINK



All ENT4950 prerequisites apply to ENT4960

128 Total Credits
August 2015

Mechanical Engineering - Enterprise Enrollment Guidelines (Undergraduate) – August 2015

Enterprise project work (ENT3950/3960/4950/4960) and other Enterprise Concentration requirements (HU3120 and Enterprise Modules) are required for students completing the BSME-Enterprise Concentration as shown on the BSME-Enterprise Concentration flowchart. Students may enroll in Enterprise project work (e.g., ENT2950) and participate on an Enterprise team prior to declaring the Enterprise Concentration. If the student decides not to complete the Enterprise Concentration, any Enterprise project credits can be applied to free electives for the standard BSME. HU3120 can be used as 3 credits of General Education for Communication/Composition or Humanities/Fine Arts provided this requirement has not already been met. If the student chooses to complete the Enterprise Concentration, he/she must complete and sign a Curriculum Add/Drop form with an ME academic advisor to add the Enterprise Concentration.

Suggested Enterprise teams for mechanical engineering undergraduate students are shown below. It is possible for an ME student to participate on other Enterprise teams provided the student's planned project work for ENT4950 and ENT4960 meets the capstone requirements dictated by the ME-EM department to satisfy ABET accreditation requirements. For all teams the capstone project must be defined for ENT 4950 and 4960 (full two-semester project) prior to registration in ENT 4950.

The minimum Enterprise team participation for ME students completing the BSME-Enterprise Concentration is four project semesters (ENT 3950/3960/4950/4960) with the same Enterprise team. Three one-credit Enterprise modules are also required. HU3120 is required and can be double-counted as General Education Communication/Composition or Humanities/Fine Arts provided this requirement has not already been met. Refer to the BSME-Enterprise Concentration flowchart notes (reverse/page 2 of flowchart) for more details. All required forms and templates are shown in the appendix of this document and are available on the wall outside the ME Advising Center (204/205 MEEM) and at <http://www.mtu.edu/mechanical/undergraduate/advising/>

ME-EM faculty advised or ME-focused Enterprises (Projects available that meet ME Enterprise capstone criteria)

Advanced Metalworks (AME, L01) – Advisor: Dr. Paul Sanders, M&M 603, sanders@mtu.edu
<http://www.michigantechame.com/>

Component design/modeling, fabrication (machining, casting, wrought processing), and performance characterization (microstructure, mechanical properties). Primarily working on industry-sponsored projects related to machining, casting, and wrought processing of metals and metallic components. Fabrication of patterns for sand molding, permanent molds, dies for die-casting, and specialized testing equipment for our sponsors and other enterprises on campus.

Registration: Students must apply at <http://michigantechame.com/get-involved> and email completed application to Dr. Sanders (sanders@mtu.edu) for Enterprise advisor approval. See instructions on page 6 for ENT 4950.

Aerospace (L21) – Advisor: Dr. Brad King, MEEM 1014, lbking@mtu.edu
<http://www.aerospace.mtu.edu/>

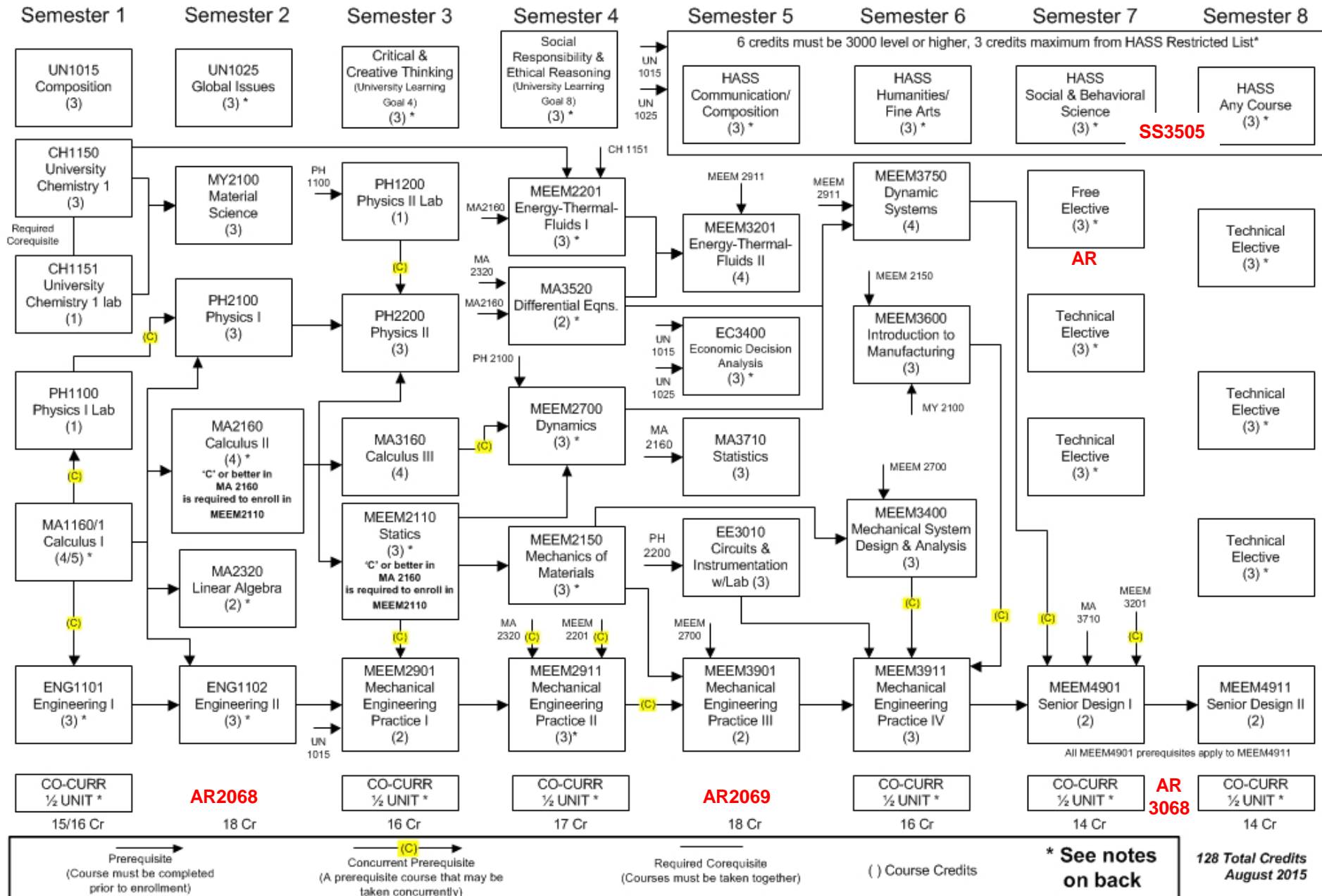
Invent and build spacecraft and gliders with an emphasis on systems engineering in the areas of avionics, propulsion, rocket design, and aerodynamics. Combination of competition and industry-sponsored projects.

Registration: Student may register for appropriate section without instructor/Enterprise advisor approval. Exceptions are ENT 1960, ENT 3980, ENT 4950/60 and ENT 4961 which require instructor approval. See instructions on page 6 for ENT 4950.

If you plan to complete the Enterprise Concentration, please see your major advisor to declare that.

Where do ROTC Credits Go?

- Leadership Courses:
ALL AR CREDITS (1001/1003/1011 through 4002, etc.)
= Free Electives ONLY
- Physical Training:
AR 2068/2069/3068/3069
= Co-Curriculars: can use each course number only once, each is 1 full unit, 3 units to graduate.
- ~~AR 4001 or AF 3001 (3 cr) = Supplemental HASS~~
 - ~~No more than 3 credit from this sub-list.~~
 - ~~Mark other HASS credits as Non-Supplemental.~~
 - ~~If you take HU 3120, CM 3410, or ENT 2961/2962 and use as HASS, you cannot use AR/AF for HASS~~
- 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.
- **Military Arts and Science**

Advisor: LTC Melnitsky

 - Unique minor credits fulfilled with AR credits
 - Can count SS 3505, SS 3600 and/or SS 3610 (up to 2 courses) as HASS credits.
- **ME minors – Manufacturing and Aerospace Engineering.**
- **Other minors – French, German, Spanish (International for any), Electrical Engineering, Structural Materials, Alternative Energy, Polymer Engineering.**

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.

Mechanical Engineering Academic Plan

<i>Fall</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credits	_____

<i>Spring</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credits	_____

<i>Summer</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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Total Credits	_____

<i>Fall</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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Total Credits	_____

<i>Spring</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
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Total Credits	_____

<i>Summer</i> _____	_____
<u>Course</u>	<u>Credits</u>
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Total Credits	_____

<i>Fall</i> _____	_____
<u>Course</u>	<u>Credits</u>
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Total Credits	_____

<i>Spring</i> _____	_____
<u>Course</u>	<u>Credits</u>
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_____	_____
Total Credits	_____

<i>Summer</i> _____	_____
<u>Course</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
Total Credits	_____

A practice sheet

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

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Thank You!