

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

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ME Undergraduate Advising Page: <http://www.mtu.edu/mechanical/undergraduate/advising/>



Department of Mechanical Engineering - Engineering Mechanics

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

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.

7. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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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 2019.
 - 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 Army.

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 approximately a week.

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

Browse

TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-

Find a page...

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 ***

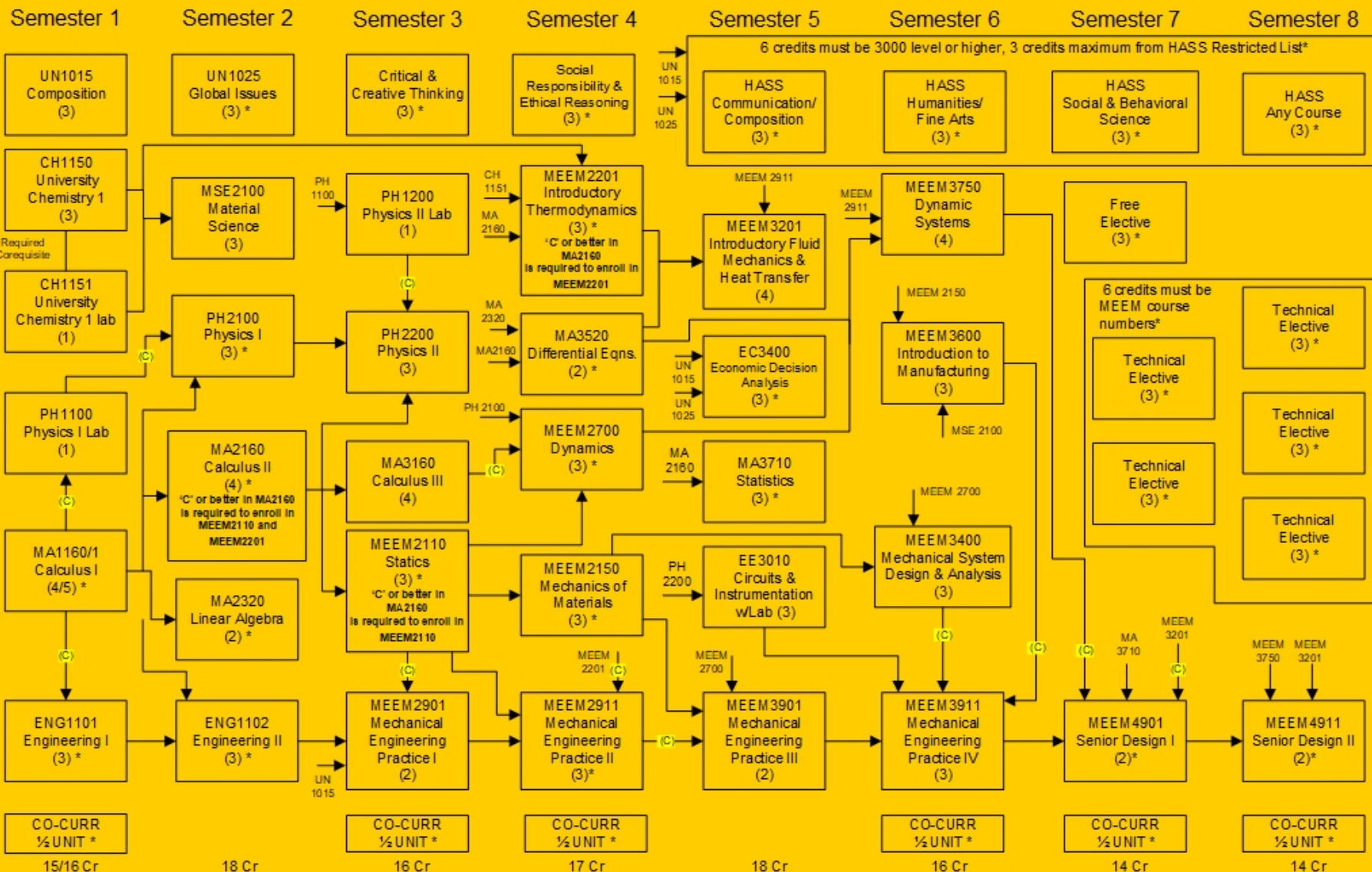
PRE-SYSTEM INSTITUTION SUMMARY HOURS -Top-

- HU/SS/FA/PSY/EC
1XXX/2XXX
CREDITS ARE
USABLE AS HASS
CREDITS
TOWARDS THE
RESPECTIVE
HASS
REQUIREMENTS
- EXCEPT FOR THE
3000-4000 LEVEL
HASS
REQUIREMENTS
(WOULD NEED
3XXX/4XXX)



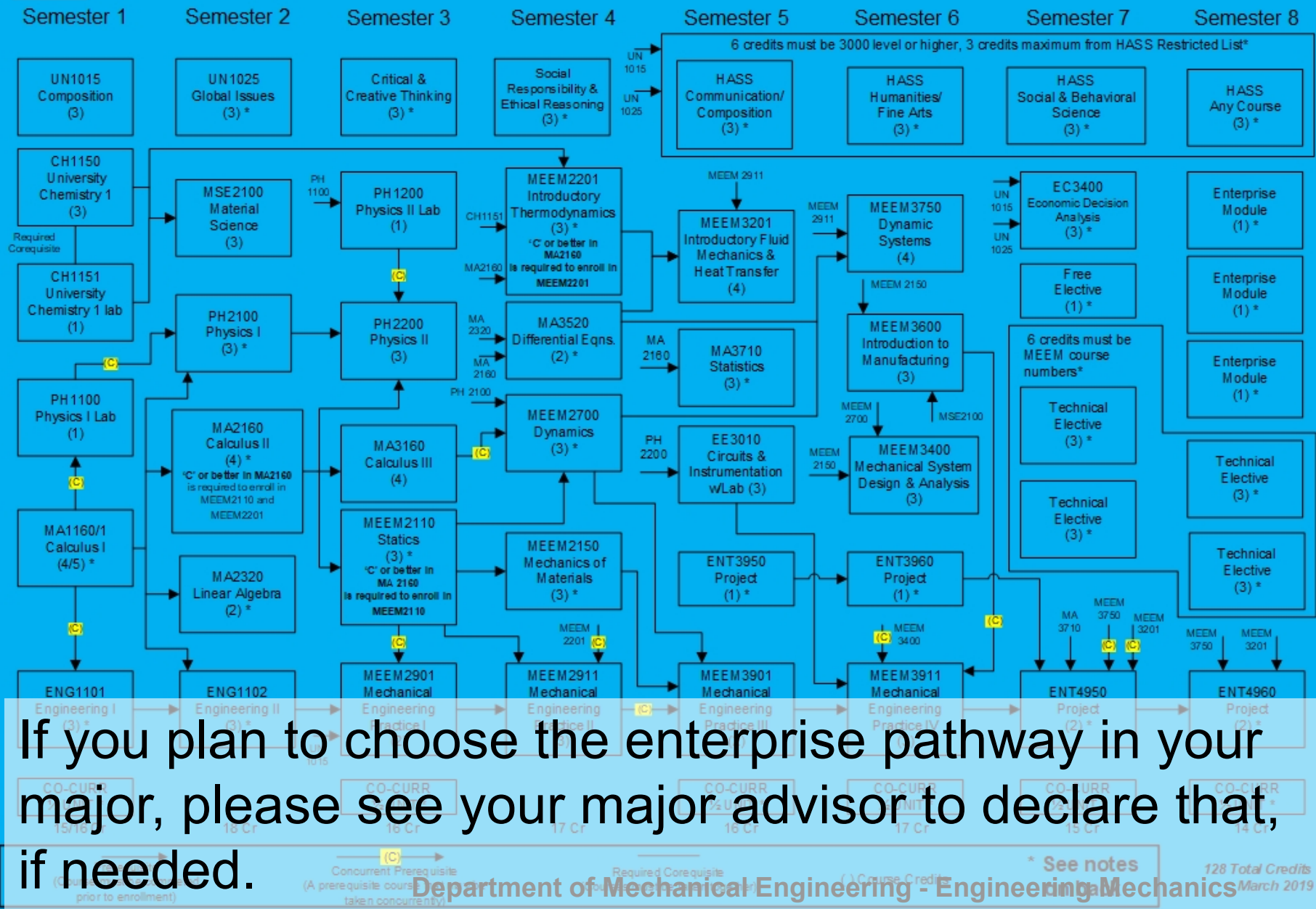
Michigan Tech Bachelor of Science-Mechanical Engineering

Academic Year 2019-2020 and later



* See notes on back

128 Total Credits
March 2019



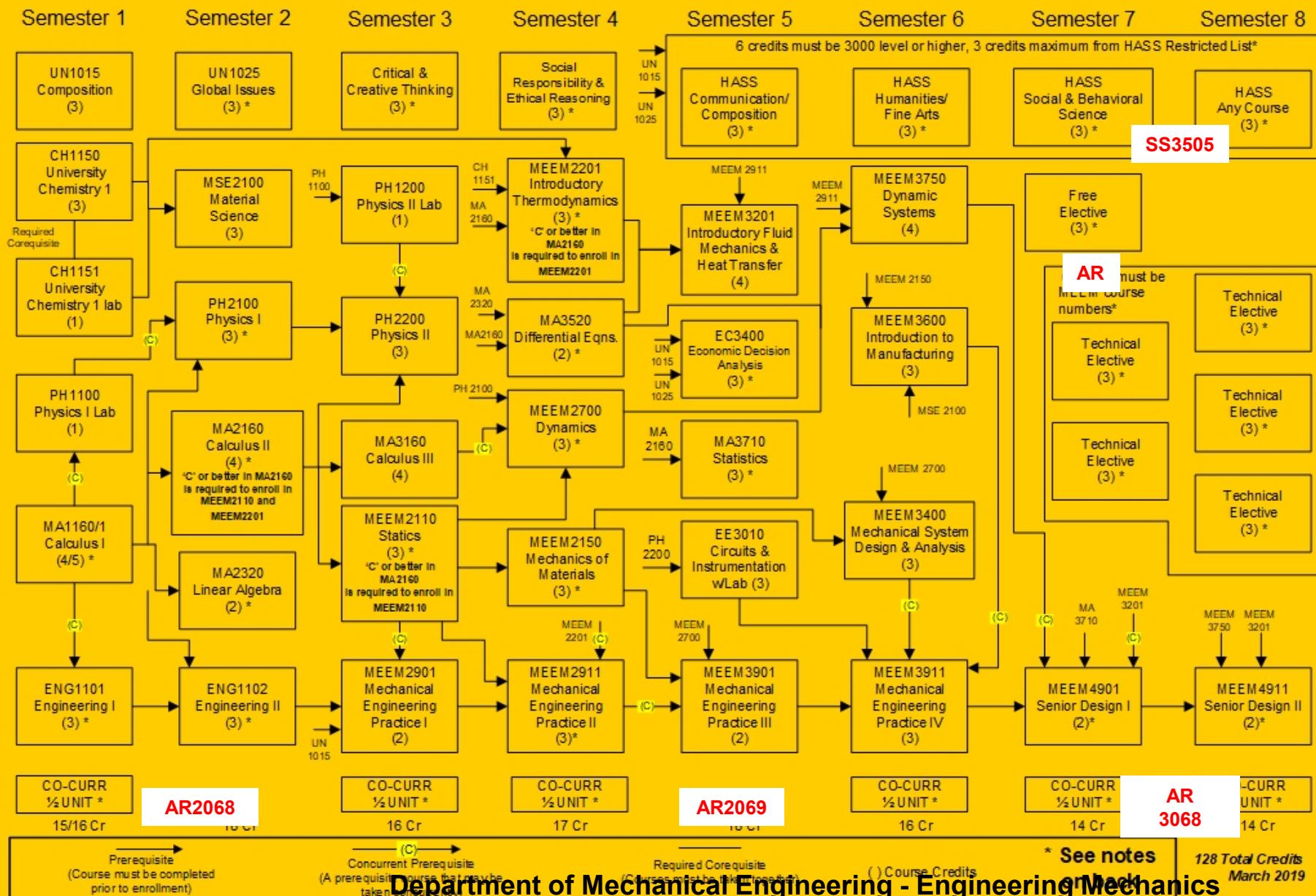
Where do ROTC Credits Go?

- Leadership Courses:
MOST 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.
- SS 3505 (Military History) = SBS HASS course



Michigan Tech Bachelor of Science-Mechanical Engineering

Academic Year 2019-2020 and later



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 complete audit with minor advisor.
 - Share minor audit with major advisor (if different)
 - Declared minor(s) must be complete in order to graduate.
 - Discuss including minor requirements on the ROTC form with cadre.
 - Multiple minors cannot share credits.

- **Military Arts and Science**

Advisor: LTC Thompson

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, etc.

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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credits _____	

<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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credits _____	

A practice sheet

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

A large, yellow, curved graphic element on the left side of the slide, resembling a stylized 'M' or a large arc.

Thank You!