

# ACADEMIC PLAN OVERVIEW

The online **Academic Plan** is available to students and their advisors to help guide course selection during the registration process to ensure timely completion of degree requirements. The online Academic Plan is directly linked to the student's registration and transcript records through CORCboard, and is automatically updated as changes to the student's records are made.

## I. TO ACCESS ACADEMIC PLAN

For students: Log in to CORCboard. From the "**Student**" role, go to "**Academic Plan**". Click on "**View Academic Plan**."

For advisors: Log in to CORCboard. From the "**Advisor**" role, go to "**Student Advising**." Enter the Student's name and click Search. Click on "**View Academic Plan**."

**TIP:** To change roles click on  or  in the menu to the left of the page.

In Internet Explorer you have the option to expand and contract all sections of the academic plan for easier viewing. Double-click on the small yellow folder icon to view different sections of the plan. In all other browsers you will see the complete plan at all times.

## II. DISCIPLINES, CLASSIFICATIONS, AND COURSES

**Academic Plan** is divided into **Disciplines**, **Classifications**, and blocks of **Courses** that fulfill the **Classifications**. The course requirements are listed within the classification.

## III. COURSE LISTINGS

Required courses are indicated "**Yes**" in the "**Required**" column of the course listing. See the "**Electives and Wildcards**" section below for elective notation (section VII).

**TIP:** It's important to note that the specific course ID (or course code) that is indicated is the course that is required. Courses that appear to have similar titles or content, but do not have the same course code will NOT fulfill the requirement, however, a course substitution may be requested. See the Student Handbook for details on the procedure for requesting a substitution.

**TIP:** Use the course ID to search for availability in the "**Find Course Sections**" link. Clicking on the course ID will open a window that will provide a general course description.

## IV. PROGRESS



Represents completed requirements (ie. Courses in which you have earned a passing grade).



Represents in progress courses (ie. Courses in which you are enrolled that do not have a grade assigned).

Once the minimum number of credits and/or required courses has been met the classification will be marked as complete with a red check mark.

Course progress is also noted "**Progress**" column (middle column, see sample below). The notations in this column are:

**No Status** – No attempt has been made to complete this course.

**In Progress** – You are currently enrolled in the course and no grade has been assigned.

**Below Min** – You have enrolled in the course and have not met the minimum requirement for completing the course (ie. earned a **W [Withdrawal]**, **I [Incomplete]**, **GNR [Grade Not Recorded]**, **F** or **AU [non-credit Audit]**).

**Complete** – You have fulfilled the requirement.

Clicking on the "**Progress**" notation will provide detail about the specific course which is being used to fulfill the requirement, the year and term in which it was completed, and the grade that was received. If a course was transferred it will appear as the Corcoran requirement with a grade of "**TR**" for transfer. If a **Course Substitution** is approved, you would see the course that you took to complete the requirement. It may also contain notes regarding action that needs to be or has been taken on the course.

Notes:	SAMPLE NOTES: Has permission to sub AH1020 for AH2025 (Fall 2002). Has permission to transfer AH1020 from MC for AH2025 (Fall 2002) but has not submitted final transcript. Has permission to sub AH1020 (FA02) but did not complete course.
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**TIP: Course Subs** are also referred to as "**Customizations**." If a course has been subbed, a "**yes**" will be indicated in the "**Custom**" column (far right column, see Sample A on next page).

## V. SUGGESTED SEQUENCE

The suggested enrollment sequence numbers can help determine when specific courses should be taken:

010 – Freshman Fall or 1<sup>st</sup> semester,      040 – Soph Spring or 4<sup>th</sup> semester,      070 – Senior Fall or 7<sup>th</sup> semester,  
020 – Freshman Spring or 2<sup>nd</sup> semester,      050 – Junior Fall or 5<sup>th</sup> semester,      080 – Senior Spring or 8<sup>th</sup> semester,  
030 – Sophomore Fall or 3<sup>rd</sup> semester,      060 – Junior Spring or 6<sup>th</sup> semester,      9%% – Complete any time

Sample A:

Program: Undergraduate / Bachelor of Fine Art / Photography

Discipline: Foundation

Classification: Foundation

Course Id	Sub Type	Course Title	Progress	Credits	Minimum Grade	Suggested Sequence	Required	And/Or	Custom
P III. AH1000	Lecture	Art History I	IV. In Progress	3.00	Passing	010	Yes	III.	No
AH1010	Lecture	Art History II	No Status		Passing	020	Yes		No
<input checked="" type="checkbox"/> AS1110	Lecture	Writing I	Complete	3.00	Passing	010	Yes		No
<input checked="" type="checkbox"/> AS1120	Lecture	Writing II	Complete	3.00	Passing	020	Yes		No
FN1040	Studio	Drawing	No Status		Passing	020	Yes		No
FN1110	Studio	Resources	Below Minimum	3.00	Passing	010	Yes		No

Totals	Minimum	Maximum	Taken	To Do
Credits	18.00	18.00	6.00	12.00
Courses	6	6	2	4

VI. CREDIT TOTALS

Below each section is a credit summary indicating the “*Minimum*” credits required, the number “*Taken*”, and the number left “*To Do*.” At the Corcoran, the minimum will almost always equal the maximum credits. While the minimum and maximum courses are listed, it’s best to disregard course minimums and focus only on the credits completed, since that’s actually the measurement that is required for the degree.

A final summary of degree requirements is located at the bottom of the Academic Plan indicating the credit progress toward completion of degree and the Minimum Overall and Curriculum GPA (for BFA students, curriculum GPA is calculated based on the courses listed in the “*Major Requirements*” block.

Matriculation Year/Term: 2009 / Fall				
Min Credits: 120.00	Taken: 36.50	To Do: 83.50	Min Overall GPA: 2.00	GPA: 3.84
Min Courses: 40	Taken: 13	To Do: 27	Min Curriculum GPA: 2.50	GPA: 0.00

Sample B:

(See also Sample A above).

VII. ELECTIVES AND “WILDCARDS”

Elective sections may be fulfilled with a specific course or a series of courses represented by a ‘wildcard.’ The wildcard “%” represents any character in the course ID. Example: An Art History elective may be noted as AH2%%, AH3%%, AH4%% - so any course beginning with AH2, AH3, or AH4 can fulfill the requirement. Courses which complete the requirement will then be listed with their complete course code.

<input type="checkbox"/> AS3%	Lecture		No Status	Passing	991	No	No
<input checked="" type="checkbox"/> AS3250	Lecture	Poetics Off The Page	Complete	3.00 Passing	999	No	No

Sample C:

VIII. “COURSES NOT COUNTED TOWARDS AN ACADEMIC PLAN”

Courses that do not fulfill a specific requirement are listed at the bottom of the **Academic Plan** page. These may be courses that were taken that didn’t meet the minimum grade requirement, were taken prior to matriculation in the program, or electives that were taken in excess of the requirement. Courses that were taken after matriculation may be considered for course substitution.

**TIP:** Courses can only be substituted if they were taken after the student began the program. So, if a course indicates that it was taken in Summer 2010, but the student began the program in Fall 2010, then it may not be considered for substitution. Courses taken prior to the start of a program may be considered for transfer credit, and may already be applied to the academic plan as transfer credit during the admissions process.

**Courses not Counted Towards an Academic Plan**

Course Id	Event Name	Sub Type	Section	Final Grade	Credits	Year Taken	Term Taken	Session Taken
PD1050	Pre-College 2-wk Res	Studio	A	A	2.00	2008	SUMMER	SU01
PDPHOTO	PD Elect - Photo	Studio	B	NC	0.00	2008	SUMMER	SU01

Sample D: