

## Developing an Academic Plan

General Guidelines: Use your Degree Audit to view your degree requirements and courses required for transfer. Each box represents a semester. You may not need to use all the boxes. If you are a part time student you may need more than one sheet. A.A. degree students can view suggested AA Academic Plans at: <http://www.sfcollege.edu/advisement/>

Carefully consider course load and study time. Allow 2-3 hours of study time per week for each hour of class. Balance your schedule (For example - don't take all writing intensive or science classes in the same semester). A.S Students may look at the sample degree audits on the program pages.

### How to Develop a Plan

1. AA students - Write your intended transfer university and major (if applicable). If your intended major was not listed when you chose your advisement track, speak with your SF advisor or an advisor at the school you plan on transferring to.
2. List the specific courses suggested or required for admission into the program or university for your intended major (if applicable), which you can find on your degree audit when you click on "Transfer Requirements."
3. Label the terms and years for as long as you plan to be at Santa Fe.
4. If you're currently in classes, put them in the Semester 1 box. New students - put the classes you plan to take next.
5. If you are in a Developmental Education (Dev. Ed.) sequence, look at the Dev. Ed. Audit link in eSantaFe to see what Dev. Ed. classes you still need to take. On your plan, fill in the classes you need each semester until you have listed the Dev. Ed. classes in your sequence. You must register for Dev. Ed. classes first.
6. Keep in mind that some courses may have a prerequisite course that you must take first. Be sure to include prerequisite courses in your plan.

### Communications and Writing Intensive

A.A. students need to complete at least 12 hours of writing intensive courses (4 courses). Writing intensive courses are marked with a \* in the degree audit. Non-A.A. degree students may have different requirements. View your degree audit for your specific requirements.

1. Look at your degree audit. The first class A.A. students see under Communications Area A (State Core Composition) is ENC 1101; this is your first college level English course.
2. After completing ENC 1101, the next semester A.A. students will take ENC 1102 or ENC2210 (Fall 2015 or later Catalog Year). Each of these courses builds on the other. You need to successfully complete ENC 1101 (with a grade of "C" or higher) before taking ENC 1102 or ENC2210.
3. AA students should plan to take at least two more writing intensive classes. One course will come from the Research & Analysis category.
4. Your last writing intensive class can be from any category.

### Mathematics

1. You need 6 hours of college level Math for your A.A. \*Developmental Education classes and MAT1033 do not count toward your 6 hours. If you are full-time, you must take math every semester until you are done with the required general education math courses.
2. Now, sequence out your math classes. Remember to check the requirements for your intended transfer major and sequence in any additional math courses.

Once you have mapped your Communications and Math courses, refer to your degree audit to determine other courses you need to take. Read the course description from the Degree Audit or registration page to find out more about the class and if it has a prerequisite. Add these courses to your plan.

You are almost finished! Check to see if your semester plan totals at least 60 college level credit hours (Dev Ed classes do not count). If not, see what you need to add to complete the plan. Remember to count credit hours taken before this semester. If there are a lot of courses required for transfer, you might have more than 60 hours in your plan. A.S. Degree students may have a different total.

