

Use this *Unofficial Planning Sheet* to map out your courses at Santa Fe. Include the general education courses for your AA degree and the prerequisite courses for your major (program of study). If you have not yet decided on a major, see a Career Counselor early in your academic career at Santa Fe!

Tools to use:

- View your degree and transfer requirements by using the Degree Audit Detail on eSantaFe
- View transfer requirements for multiple schools by using the AA University Requirements link on eSantaFe

When filling out your plan include:

- Preparatory courses
- General Education courses
- Preprofessional courses for your degree and major

It is your responsibility to:

- Meet with an advisor and ask questions.
- Submit all prior coursework for which you will be receiving college credit, such as AP, IB, Dual Enrollment and credit transferred from another college.
- Familiarize yourself with requirements for graduation and transfer.
- Be familiar with the requirements of the major you are pursuing and to schedule courses each semester in accordance with those requirements.
- Be aware of prerequisites for each course that you include in your semester schedule and discuss with your advisor how prerequisites will affect the sequencing of your courses.
- Use the Associate of Arts website and your transfer university's website.
- Follow college procedures when registering for courses and for making adjustments to your class schedule.
- Be aware of deadlines. Don't miss deadlines. Know when to register and when to drop or add classes.

First Time in College (FTIC) STUDENTS

You are strongly encouraged to see a Career Counselor to learn more about the opportunities available in academia! You may be perfectly suited for a career you have not yet considered. The advisement you received during orientation was designed to get you started. The advisement you'll receive when completing this plan will be more thorough and engaging (particularly if you have already met with a Career Counselor).

TRANSFER STUDENTS

You must submit a final, official transcript from every college you have attended. Transcripts are not final until all coursework is completed and all grades are posted. These final, official transcripts can then be evaluated (the process where all the data from official transcript(s) is entered into SF's computer system, all grades are recorded and course equivalencies may be assigned). The advisement you receive prior to completion of the transcript evaluation process is unofficial and will not include an evaluation of coursework attained from private schools or out-of-state schools. Once your transcript(s) is (are) evaluated, you can view the results on your Degree Audit and revisit the advisement process for a more thorough advisement session to complete this planning sheet.

PREVIOUS DEGREE STUDENTS

Your transcripts will not be used for the evaluation process. As a previous degree student, you should know which prerequisites you need to complete your educational goals. If you have any questions or concerns, please ask. We will not be able to advise you beyond the degree you have already received, but we may be able to refer you to an appropriate source of information.