



UIC ROTC Advising Guidelines

These guidelines have been created through the OAD Steering Committee and Army ROTC for use by advisors in working with Army ROTC students. The guidelines will be reviewed periodically so advisor feedback is welcome.

- 1) ROTC instructors and advisors can best solve problems together.** We interact with our cadets up to four times a week. We are uniquely positioned to help solve problems quickly, but often aren't aware of each college's unique policies. A team approach allows us to quickly solve problems and help students. In each given situation, analyzing how best to approach what role ROTC can play and what role advisors play to resolve the problem is best.
- 2) Cadets can be identified in their UIC academic records in two ways – Banner attribute and MILS courses in DARS.** An ROTC cadet will be identifiable to an advisor in primarily two ways. The first is an attribute in Banner that indicates that a student is ROTC. Their Banner attribute is 2RTC and can be found on the SGASADD screen. In DARS, a cadet will have MILS courses in their record. Keep in mind that some students who are no longer an active cadet will show MILS in their DARS for previous semesters.
- 3) Cadets frequently need credit overload overrides.** Very few, if any, of a cadet's 29 credit hours in the ROTC program count towards graduation requirements. Therefore they typically graduate with over 150 credit hours. Juniors and seniors frequently need credit overload overrides in order to graduate. If an advisor is comfortable with a cadet's ability to succeed with this load, apply an overload override during registration in order to streamline registration challenges.
- 4) Cadets frequently need time conflict overrides.** ROTC strategically offers its classes to avoid time conflicts, but at times it is unavoidable. ROTC instructors will apply time conflict overrides to all 300 & 400 series courses during the registration window to avoid registration challenges. ROTC instructors assume the responsibility for conducting class at a time that allows their students to completely attend their academic courses.
- 5) Cadets need a 104R "Roadmap to Graduation" signed during the first two weeks of each semester.** The 104R is for ROTC what an academic plan is for the university. Although not exactly the same, its purpose is to provide the Army with an understanding that the cadet has an approved plan for degree completion.

The 104R form needs to be approved by an advisor and submitted to ROTC Cadet Command every semester. An advisor's signature only indicates that with current graduation requirements, current course offerings and assuming successful classroom performance, this plan will lead to graduation with the noted degree in the indicated semester. Thus, the 104R can change semester to semester as the student's academic plan develops.

Some important things to keep in mind when working with a cadet in approving the 104R:



ENTERING ELECTIVES: When completing the 104R even electives must be entered with specific classes chosen by the cadet for each semester. Cadet Command expects changes to those electives as a student's course plan develops but simply entering "elective course" will not be approved.

UNDECLARED STUDENTS: Undeclared students must choose a major for the purposes of the 104-R. Similar to entering electives, an advisor's role in this case is to guide the student to picking a potential major that best fits them at the time the 104-R is prepared.

Advisors should expect the 104R "Roadmap to Graduation" to be completed when presented for review to an advisor. The level of completion of the form may vary depending upon the student's time in ROTC.

RETURNING CADETS: Any returning cadet's responsibility is to present a completed plan, updated from their past 104R, to their advisor. If this was not completed during advising and registration in the previous semester, this should be accomplished during a walk in/appointment during week 1 or 2.

FIRST SEMESTER CADETS: First semester cadets should bring an educated guess to their college path, but advisors should understand this is a "first draft" attempt and provide ample assistance. It is expected that a first semester cadet will accomplish their first 104R by the end of week 2; however, given that it may take more time than is available with an advisor in weeks 1 and 2, extensions can be requested of Cadet Command. A review of the initial 104R should be accomplished during their Mandatory Freshman Advising in their first fall term and updated in subsequent terms.

****The written instructions provided to cadets for completing a 104R and the presentation given to cadets in their MILS class are included as Appendices A and B for your reference.***

- 6) There have been changes to the number of military science (MILS) credits accepted toward the degree in some colleges (effective Fall 2016).**
- a. College of Business Administration** – The College of Business Administration permits students contracted in the ROTC program to utilize hours of 300- and 400-level MILS course towards the 7-12 hours of open electives required for the six Bachelor of Science degrees in the college. The Accounting degree currently has only 5-7 open business electives so they can take these courses accordingly.
 - b. College of Engineering** – The College of Engineering approved using MILS credits towards any of the Free Electives or Outside the Major electives in all engineering degrees. In addition, please keep in mind that the college would approve up to 3 hours of MILS credit earned as service in the military and any of the 200+ level MILS courses offered on campus.
 - c. College of Liberal Arts and Sciences** – The College of Liberal Arts and Sciences approved all advanced MILS courses (200-level and above) to be accepted towards the student's degree. Please have students see their LAS advisor for questions.



- d. **All Other Colleges** – Student in all other colleges should seek information and assistance about the number of MILS credits that can be applied toward the degree by visiting their college advising office.

- 7) **Cadets need to consider their summer opportunities early.** Cadet Command offers many summer training opportunities. We know that the colleges also provide students equally developing opportunities. By coordinating summer plans during December and January, ROTC instructors and advisors can most efficiently coordinate each individual student's summer learning plan. Advisors play an integral role in preparing a student to be ready to have these discussions.

- 8) **Because 60% of ROTC Cadets will join the Reserves/National Guard and serve part time, advisors should encourage all cadets to pursue civilian employment opportunities.**



- 8) **ROTC email: armyrotc@uic.edu.** During the summer, all ROTC instructors lead training events out of state. Additionally, we are only assigned in this role for 2-3 years. If you are unable to contact an individual instructor, please use our organizational email address, which is always supervised, to get in touch with the right person.

Planned Academic Program Worksheet
(Cadet Command Form 104-R) Completion Instructions
*****Verify you are using the September 2013 version*****

1. The following document provides some guidelines when preparing your Planned Academic Program Worksheet. It also provides step by step instructions for the completion of CC Form 104-R.
2. **The CC Form 104-R is for all intents and purposes a contract with U.S. Army Cadet Command.** It represents your academic plan for the remainder of your time in Army ROTC. The form must be accurate and complete. All Cadets will be counseled each semester to either verify accuracy or address changes in your academic plan.
3. The following are some rules to adhere to when completing your CC Form 104-R:
 - a. You are authorized the number of semesters required to receive a degree in your program of instruction. For example, you are pursuing a degree in Biology, University of Illinois at Chicago has designated this is an 8 semester program, therefore you must meet all the requirements for Army ROTC in addition to the requirements of the Biology Degree in 8 semesters. **If you are receiving scholarship benefits, Cadet Command will not pay for additional semesters (i.e. summer semesters).**
 - b. **U.S. Army ROTC gives you time to complete ONE degree.** If you wish to pursue other degrees (i.e. Minors or a Double Major) you must do so in the time frame for your primary degree. For example, if you wish to Double Major in Biology and Political Science, the credits required for a degree increase significantly. While it may be more manageable to spread this load out over 10 semesters, you are authorized the number of semesters for your first degree (i.e. 8 semesters).
 - c. **You must maintain your status as a full time student.** This is a minimum of 12 credit hours a semester even if you drop a class.
 - d. **Ensure you include your Army ROTC classes for each semester (include 1 hour PT classes if you have them)**
 - i. Fall semester: MILS 101- Intro to Leadership: Individual-1 credit hour
 - ii. Spring semester: MILS 102- Intro to Leadership: Teamwork -1 credit hour
 - iii. Fall semester: MILS 201-Applied Leadership I-2 credit hours
 - iv. Spring semester: MILS 202-Applied Leadership II-2 credit hours
 - v. Fall semester: MILS 301-Advanced Leadership and Tactics I-3 credit hours
 - vi. Spring semester: MILS 302-Advanced Leadership and Tactics II-3 credit hours
 - vii. Summer semester: LDAC
 - viii. Fall semester: MILS 401-Advanced Applied Leadership I-3 credit hours
 - ix. Spring semester: MILS 402-Advanced Applied Leadership II-3 credit hours
 - e. **There is a Military History requirement in order to commission into the Army.** This class must be reflected on your CC Form 104-R. This requirement is fulfilled at UIC by taking MILS 217 or HIS 217. On a case by case basis, when these courses are not available, cadets are authorized to enroll in Military Science 287 – Independent Study, in order to meet the requirement. **All cadets who enroll in the independent study option must first receive approval from the Professor of Military Science.**

- f. You cannot plan for summer semesters, all of your classes need to be programmed into the CC Form 104-R during the spring and fall semesters.** Additionally, as a Cadet you will be attending the Leadership Development and Assessment Course (LDAC) during the summer between your junior and senior year. You may still be able to take summer classes, but LDAC is the priority. **LDAC will be annotated on your CC Form 104-R in the summer block between your junior and senior year.**
 - g. CIET/LTC will need to be annotated on the 104-R beginning with anyone who enters after this semester. This is in the summer between freshman/sophomore, or sophomore/junior.**
- 4. The following are step by step instructions to complete CC Form 104-R: verify in the bottom left hand corner that you are using the current version dated May 13.**
- a. Block 1: fill in your Name (Last, First, Middle Initial)
 - b. Block 2: fill in your academic major
 - c. Block 2.a: The CIP code is through the Dept of Ed and can be found <http://nces.ed.gov> or just Google "CIP codes"
 - d. Block 3: fill in the date you filled out this form
 - e. Block 4: fill in the university you attend
 - i. Place an "x" in the appropriate box
 - 1. HOST: University of Illinois at Chicago
 - 2. Extension Center: CSU, IUN, PUC, IIT, RMU
 - 3. Cross enrolled: Roosevelt, Columbia, University of Chicago, St. Xavier, Northwood, Resurrection University College of Nursing
 - 4. FICE: **UIC is 1776, IUN is 1815, PUC is 1827, CSU is 1694, IIT is 1691, RMU is 1746, Roosevelt is 1749, Columbia is 1665, UChicago is 1774**
 - f. Block 5: Select either "semester" or "quarter" from the drop down list
 - i. Enter the total number of credits required for your PRIMARY degree. If you are a double major or are pursuing a minor, you only need to enter the number of credit hours required for the primary degree.
 - ii. Enter the number of ROTC hours that do not count. This will vary depending on the university. At UIC, there are a total of 29 ROTC credit hours and they count towards university wide electives. For example, if you have 14 credit hours in university wide electives then the number of ROTC hours that do not count would be 15.
 - iii. Normal Academic Progression Standard (NAPS): this populates on its own and tells you the recommended number of credit hours you should take each semester in order to graduate on time
 - iv. Enter the number of credit hours that transferred to the university THAT COUNT TOWARDS YOUR DEGREE.
 - v. Enter the number of credits you have completed at the university that count towards your degree. DO NOT COUNT TRANSFER CREDITS AGAIN.

- vi. “Remaining for degree” and “number of authorized semesters” populates on its own. Scholarships are paid out based on the “number of authorized semesters”.
- g. Block 6: Enter your semester and cumulative GPA for only those semesters at the university. These are to be updated each semester.
- h. Block 7: Enter your academic plan for your remaining time in college. If a transfer student you MUST list all classes you have taken prior to coming to the university that count towards your degree. If a traditional student you MUST list all classes you have taken at the university as well.
 - i. Term: Use the fall/spring/summer format (i.e. fall semesters go in the left column, spring is in the center column, and summer is in the right column).
 - ii. Enter the correct year for each semester
 - iii. “NO” column: enter the course number (MILS 101).
- iv. “Course title column”: Enter the course title or abbreviation, if transferring the course in list the course number and title that the university gave you credit for (i.e. you took ENG 1241 at DuPage Community College, but UIC gives you credit for ENG 145, you list ENG 145 – English Composition I).
 - v. “Hrs” column: This is the number of credit hours the university gives credit for
 - vi. “Cts” column: This is the number of credit hours that counts towards your degree (i.e. Underwater basket weaving is 2 credit hours, but does not count towards your Biology degree-Hrs column says 2, and Cts column says 0).
 - vii. “Grd” column: This is the grade received for that course.
 - viii. “Total Term Hours: This will populate on its own and should reflect the sum of the column.
- i. Block 8: You will initial these blocks each time you are counseled by your instructor. The terms refers to your term in ROTC not that you have been counseled on each individual term.
- j. Block 9: Your academic advisor will check “yes” or “no” block based upon whether or not this plan is viable. You enter the degree you are going to receive (i.e. B.S in Biology) and the date in which you will complete your degree (YY/MM). This information will auto populate on to the third page.
- k. Block 10: Once your advisor has reviewed your 104-R you will sign the box
- l. Block 11: Enter the date using the appropriate format that you signed block 10
- m. Block 12 and 13: Your academic advisor will sign and date these boxes once they have approved your CC Form 104-R and “yes” has been checked in Block 9.
- n. Page 3 of the CC Form 104-R will auto populate. If it does not then you have failed to fill the form out correctly. You will sign and date the form on the appropriate line when you submit the CC Form 104-R to your MS Instructor.



104-R Class

**POWERPOINT PRESENTATION FOR CADETS
provided to UARC for reference. 12-18-15*

Chicago ROTC

Presentation Agenda

- 104-R basic overview, structure, and purpose
- The Dreaded Block 5
- Remaining Form
- Transfer Student Issues
- 104-R Examples
- 104-R time tables

Basic Overview

- What is a 104-R?
 - Worksheet designed to ensure that a cadet is academically aligned for continuation in the ROTC program
 - Keeps track of courses, grades, and planned semesters to maintain visibility on cadet’s progress in college
 - When filled correctly, defines a cadet’s specific mission set
 - Identifies potential problems as early as possible so they can be addressed and resolved in a timely manner

Fig. 1, Blank USACC Form 104-R, SEP 13

PLANNED ACADEMIC PROGRAM WORKSHEET
For use of this form, see USACC 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 (AW 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, continuation, or discontinuance in the Army ROTC program.

1. NAME OF STUDENT (LAST, FIRST, MI)		2. ACADEMIC MAJOR		2a. OIP CODE	3. AS OF DATE (MMDDYYYY) (Date of form preparation)	
4. ACADEMIC SCHOOL		5. CREDIT HOURS Select Semester or Quarter (S/Q)		6. GRADE POINT AVERAGE (GPA)		Term: _____
a. IDENTIFICATION (Check one): Host _____ Extension Center _____ Cross-Enrolled _____		a. Total required for degree: _____ (1) ROTC Hours that do not count: _____ (2) Total Hours Req'd for NAPS: _____ Normal Academic Progression Standard _____				
b. HOST SCHOOL		b. Credits toward degree Comp to date: _____		Curr GPA: _____	CUM: _____	Term: _____
c. HOST FICE		c. Transfer Credits accepted: _____		Curr GPA: _____	CUM: _____	Term: _____
d. REMAINING FOR DEGREE: _____		d. Remaining for Degree: _____		Curr GPA: _____	CUM: _____	Term: _____
e. Number of authorized S/Qs: _____		e. Number of authorized S/Qs: _____		Curr GPA: _____	CUM: _____	Term: _____
7. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.						
a.		b.		c.		
Term: _____	Year: _____	Term: _____	Year: _____	Term: _____	Year: _____	Term: _____
No.	Course Title	Hrs.	Cls.	Grd.	No.	Course Title
Hrs.	Cls.	Grd.	No.	Course Title	Hrs.	Cls.
Grd.	No.	Course Title	Hrs.	Cls.	Grd.	No.
Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:
d.		e.		f.		
Term: _____	Year: _____	Term: _____	Year: _____	Term: _____	Year: _____	Term: _____
No.	Course Title	Hrs.	Cls.	Grd.	No.	Course Title
Hrs.	Cls.	Grd.	No.	Course Title	Hrs.	Cls.
Grd.	No.	Course Title	Hrs.	Cls.	Grd.	No.
Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:	Total Term Hours:
8. STUDENT INITIALS & DATE: TERM 1: _____ TERM 4: _____ TERM 7: _____ (Have the student initial and date beside each TERM 2: _____ TERM 5: _____ TERM 8: _____ term to indicate they have been counted) TERM 3: _____ TERM 6: _____ TERM 9: _____						

USACC Form 104-R, SEP 13 Page 1 of 3

The Dreaded Block 5

Block 5

- Most likely designed by Satan himself
- Block 5 is the section that historically has the most mistakes
 - Section a: Total required for degree (**NOT including ROTC**)
 - What is the magic number?
 - Most programs have a “minimum credit hour requirement”
 - UIC, IUN, CSU, PUC: 120 credit hours; IIT 127 credit hours (semester-based institutions)
 - RMU: 188 credit hours (quarter-based institution)
 - University of Chicago: 42 quarter courses

THIS WILL OFTEN VARY WITH DEGREE

Block 5 Continued

- The “magic number” can be different under certain circumstances
- More difficult majors can sometimes require a student to take more than the base level of credits required for a degree
 - ex., a UIC student majoring in Architecture has to take 124 credit hours (not counting ROTC) to graduate; Mechanical Engineering is 128. Their block 5, section a number is, therefore, 128- **NOT** 120. They cannot take 120 credit hours and graduate with a degree in their major.

Degree Requirement Resources

The Google machine is a wonderful tool to find this kind of stuff.. It just takes a little creative interneting (it's a word)

UIC: <http://www.uic.edu/ucats/catalog/DPML.shtml>

IIT: <http://admissions.iit.edu/undergraduate/programs>

RMU: <http://www.robertmorris.edu/coursecatalog/>

CSU: <http://www.csu.edu/collegeofbusiness/mmmis/management.htm>

IUN: <http://www.iun.edu/degrees/>

PUC: <http://webs.purduecal.edu/histpoly/>

It is best to validate these requirements with academic advisors

ROTC Hours That Do Not Count

- Block 5, section a, subsection 1
- The most confusing part of this form. It is filled out incorrectly nearly 100% of the time. I should know.
- How do we determine what this magic number is?
 - Very carefully is the answer. Let's dive in...

How To Calculate ROTC Hours That Do Not Count: A Semi-Confusing, Four Step Process

- Step 1: Does the university count ROTC credits?
 - UIC: MILS Courses ONLY count as free electives
 - Some majors have more free electives than others. Some majors will be able to count many ROTC courses for credit. More intensive majors may only garner partial credit or none at all.
 - <http://www.cs.uic.edu/bin/view/Main/UndergraduatePrograms>
- Step 2: Determine the number of potential ROTC credits per school course catalog
 - UIC: 18 class credits + 8 PT credits + 3 Military History credits
= 29 credit hours

Calculation Continued

- **Step 3: Subtract number of ROTC credits required minus how many can be counted towards degree**
 - UIC Computer Engineer: 29 ROTC credit hours required – 12 free elective hours = 17 ROTC hours that do not count

- **Step 4: Cross-reference total potential credits with cadet's transcript**
 - Not all ROTC cadets take the entire eight semesters/12 quarters worth of classes.
 - Some cadets join ROTC later in college, some transfer in, some are prior service and do not attend the first two years, etc.

How Steps 1-3 Affect The Numbers

- Ex.- A student transfers in to UIC and elects to join the program as a junior, as he/she is prior service. The student's major requires 120 credits to graduate, and the student is transferring 60 credits in, all of which are articulated to his/her major. What is the correct number for block 5, section a, subsection 1?

Answer: UIC total number of potential ROTC credits is 29. As the cadet will be coming in as a prior service, and not attending the 100s and 200s level classes, only the 300 and 400 level classes will be used for calculation. At 4 credits per semester (PT class being one credit and lecture/lab amounting to three credits) for four semesters, this amounts to 16 credits. The free electives were used up by the transfer credits, so none of the ROTC courses will count, and the correct number remains 16.

How That Looks on Paper

Fig. 4, Example from slide 13

E. CREDIT HOURS	
Select Semester or Quarter (S/Q):	Semester
a. Total required for degree:	120
(1) ROTC Hours that do not count:	16
(2) Total Hours Rqd for NAPS:	136
Normal Academic Progression Standard	17
b. Credits toward degree Comp to date:	0
c. Transfer Credits accepted:	60
d. Remaining for Degree:	76
e. Number of authorized S/Qs:	4

A second year RMU student elects to join the program as a sophomore (no prior service). The student took 16 hours per quarter their 1st year. The student's major is in Accounting, which requires 188 credits to graduate. RMU ROTC has 42 credit hours from start to finish (MS1-MS4 w/military history), but the student will go to LTC (not compressed 1 & 2). Accounting allows 12 free electives.

What does block 5 look like?

2. ACADEMIC MAJOR	2a. CIP CODE
Bachelor of Science in Accounting Degree	
6. CREDIT HOURS	
Select Semester or Quarter (S/Q)	Quarter
a. Total required for degree:	188
(1) ROTC Hours that do not count:	24
(2) Total Hours Rqd for NAPS:	212
Normal Academic Progression Standard	18
b. Credits toward degree Comp to date:	48
c. Transfer Credits accepted:	0
d. Remaining for Degree:	164
e. Number of authorized S/Qs:	10

Transfer Student Issues

How Step 3 Affects The Numbers

- Ex.- A student transfers in to UIC and elects to join the program as a junior, as he/she is prior service. The student's major requires 120 credits to graduate, and the student is transferring 60 credits in, all of which are articulated to his/her major. What is the correct number for block 5, section a, subsection 1?

Answer: UIC's total number of potential ROTC credits is 29. As the cadet will be coming in as a prior service, and not attending the 100s and 200s level classes, only the 300 and 400 level classes will be used for calculation. At 4 credits per semester (PT class being one credit and lecture/lab amounting to three credits) for four semesters, this amounts to 16 credits. As the student's major requires more than 120 credits to complete, none of the ROTC courses will count, and the correct number remains 16.

Transfer Student Issues, Continued

- Cadets that transfer into a university often come in with credits that are not relevant to their major. As these credits do not count towards their graduation as far as the 104-R is concerned, and they are known as "unarticulated transfer credit".
- When filling out transfer credits on block 5, section b of the 104-R, these unarticulated transfer credits will be left out of the calculation.

Filling Out the Rest

Final Calculation (I promise).. TOTAL TERM HOURS MUST ADD UP TO HOURS REMAINING FOR DEGREE
 ALSO – ANY CREDITS TOWARDS DEGREE COMPLETED TO DATE MUST BE ANNOTATED ON THE 104-R AND ADD UP CORRECTLY

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 4. VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL: NOT PROVIDING INFORMATION: Voluntary information is necessary to determine eligibility of the individual for acceptance, commissioning, or reenlistment in the Army ROTC program.

1. NAME OF STUDENT (LAST, FIRST, MI)
 Rosebrook, Chris

2. ACADEMIC MAJOR
 Computer Science

3. AB OF DATE (MM/DD/YYYY) (Date of form preparation)
 08/02/14

4. ACADEMIC SCHOOL
 CHICAGO STATE UNIVERSITY

5. CREDIT HOURS
 Select Semester or Quarter (B/Q) Semester

6. GRADE POINT AVERAGE (GPA)
 Term: Fall 12 Term: Spring 13
 Curr GPA: 3.20 CUM: 3.20 Curr GPA: 3.40 CGPA: 3.30
 Term: Fall 13 Term: Spring 14
 Curr GPA: 3.10 CUM: 3.26 Curr GPA: 3.00 CGPA: 3.21

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

Term	Year	No.	Course Title	Hrs.	Crs.	Grd.
Fall	12	ISOL 1070	Int Sci Survey I	3	3	B
Fall	12	CPT1006	Intro Comp Computer Mac	3	3	A
Fall	12	EN02260	ENG Technol Writing	3	3	A
Fall	12	MTH 1200	College Algebra	3	3	A
Total Term Hours: 12 12						
Spring	13	ISOL 1070	Int Sci Survey I	3	3	B
Spring	13	CPT1006	Intro Comp Computer Mac	3	3	A
Spring	13	MIL320	Leadership and Teamwork	2	2	B
Spring	13	MIL321	Physical Fitness	1	1	A
Spring	13	SPAN11	Elem Spanish I	3	3	A
Total Term Hours: 14 14						
Fall	13	AFAM 100	Intro AFAM Studies	3	3	B
Fall	13	CPT1006	Intro Comp Computer Mac	3	3	A
Fall	13	CPT1100	Adv Comp Prog	3	3	A
Fall	13	MTH1410	Calc I	4	4	B
Fall	13	MIL320	Leadership and Teamwork	2	2	B
Fall	13	MIL321	Physical Fitness III	1	1	A
Total Term Hours: 15 15						
Spring	14	CPT1006	Intro Comp Computer Mac	3	3	A
Spring	14	CPT1100	Adv Comp Prog	3	3	A
Spring	14	MIL320	Leadership and Teamwork	2	2	B
Spring	14	MIL321	Physical Fitness III	1	1	A
Total Term Hours: 14 14						
Fall	14	1510	General Physics	4	4	B
Fall	14	2225	Programming Languages	3	3	A
Fall	14	2400	Assembly Language	3	3	A
Fall	14	3100	Intro to Celestrial Mechanics	3	3	A
Fall	14	4210	Theory of Computation	3	3	A
Fall	14	3020	Leadership & Ethics	3	3	A
Fall	14	3510	Physical Readiness	1	1	A
Total Term Hours: 25 25						

8. STUDENT INITIALS & DATE: TERM 1: _____ TERM 2: _____ TERM 3: _____ TERM 4: _____ TERM 5: _____ TERM 6: _____ TERM 7: _____ TERM 8: _____ TERM 9: _____

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PLANNED ACADEMIC PROGRAM WORKSHEET
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7. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES. (CONTINUED)

g. Spring				h. Summer				i. Fall			
No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.
4800	Intro to Database	3		4800	Special Topic: CPFR	3		4820	Software Engineering	3	
4800	Computer Organization	3		1100	Intro to Army American Studies	3		2200	Linear Algebra	3	
2800	College Math	3		1100	Intro to Visual Arts	3		2900	Calculus	3	
4800	Special Topic: CPFR	3						1120	General Physics II	3	
3510	Physical Readiness	1						1120	Circuit Programming	3	
3020	Leadership & Ethics	3						3510	Physical Readiness	1	
Total Term Hours: 16				Total Term Hours: 9				Total Term Hours: 16			

j. Spring				k. Summer				l. Fall			
No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.
4310	Mobile Apps	3									
3510	Physical Readiness	1									
MLB 217	Military History	3									
Total Term Hours: 7				Total Term Hours:				Total Term Hours:			

m. Spring				n. Summer				o. Fall			
No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.	No.	Course Title	Hrs.	Cts.
Total Term Hours:				Total Term Hours:				Total Term Hours:			

8. REVIEW: All of the above courses are required (as minimum) for the completion of the degree: Yes No (If no, list exceptions on reverse of this form).
Completion should result in Bachelors of Science in Computer Science degree, during (Month, Year): May, 2016

10. SIGNATURE OF STUDENT: _____ 11. DATE (MM/DD/YYYY): 09/18/2014

12. SIGNATURE OF REGISTRAR AND EXAMINER OF CREDENTIALS (OR OTHER INSTITUTION CERTIFYING OFFICIAL): _____ 13. DATE (MM/DD/YYYY): 09/18/2014

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PLANNED ACADEMIC PROGRAM WORKSHEET
For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PA-C

STATEMENT OF UNDERSTANDING

We, the undersigned, hereby declare that the program outlined on the worksheet (on the reverse side of this statement) that
Cadet Rosebrock, Christopher J is about to undertake a formally structured program approved by Chicago State University
(FULL NAME, Last, First, MI) (Name of University or College)
designed to meet the requirements of a BS in Computer Science degree; that the degree to be attained is the culmination of an
(Type of Degree)
undergraduate college program of at least four years; and that the remaining credit hours shown on the worksheet are necessary either to fulfill
discipline requirements or to fulfill credit hour requirements, or both, for the attainment of the degree. If the Cadet is an ROTC Scholarship
participant, the scholarship will be in force for the number of semesters indicated in Block 5.

Sep 18, 2014 _____
(Date) (MM/DD/YYYY) (CADET SIGNATURE)

Sep 18, 2014 _____
(Date) (MM/DD/YYYY) (PROFESSOR OF MILITARY SCIENCE SIGNATURE)

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Examples