



# Academic Planning

## Values and Directions

### What Is Academic Planning and Why Is It Important?

Success in graduate school is strongly supported by good academic planning to ensure that you understand all requirements ahead of time, work proactively to meet these requirements, and work smart to avoid common pitfalls. In doing this, you ensure that your academic work meets your program's requirements as well as university ones.

Effective academic planning ensures that you are integrated into your program. It helps you select courses according to your program requirements and keeps you on track to succeed and to complete your degree in a timely manner.

In your previous academic program before CGU, consider how much interaction you had with your department or program coordinator (did your program have someone in this role?) and with the registrar's office. How much of your progress in terms of registration for courses, maintaining your academic status, and completing your program was your responsibility? Depending on your background, this might be very different at CGU. Understanding academic planning and the roles of various people and departments involved can help you move successfully and in a timely manner toward degree completion.

### Directions for Thinking About Academic Planning

*These questions help you reflect and prepare to use the navigation tools and checklists effectively.*

1. Have you previously done any academic planning to create a sequence of courses to take and a pathway through an academic program? How long ago was that? How much guidance did you have? What were some challenges in the planning process?
2. Have you previously done any project management? Academic planning is very much like managing a long-term project: You have set goals or targets in relation to policies and requirements you must adhere to. And then working backwards, you establish items that must be completed, any dependencies or prerequisites so that you have a working sequence or work flow, and checkpoints at which you can assess progress and make any needed adjustments. What are some of your strengths in managing a long process? What are some of your challenges or fears?
3. In creating an academic plan, you will work closely with your advisor and program coordinator. Be prepared to ask them questions and seek clarification on department/university policies and guidelines for academic planning. Check to see if your department has a specific planning template. If not, we provide a general one at the end of this section.
4. What are some immediate questions that come to mind in starting a process of program planning? Consider what you already know about required or core courses, elective courses, transdisciplinary courses, and taking classes in another program or department. What are some areas you feel you know very little about? Explore the course catalog broadly and note courses that seem relevant and interesting to you that you can explore together with your advisor.
5. Talk to other students who have been in your program longer than you. What kinds of courses have they taken and which would they recommend to you and why?
6. CGU is committed to providing equal access to academic programs. Do you need additional support for physical, mental health, or learning challenges to ensure your success at CGU? Explore CGU's Office of Disability Services at [cgu.edu/disabilityservices](http://cgu.edu/disabilityservices).



# Academic Planning Navigator

Use this checklist to gather the information and resources you need for an excellent academic plan through your time at CGU.

## Week One Checklist

Get off to a strong start in your program. Use this checklist to find out about and connect with valuable resources and people in your department and school.

**My school's or division's official name and website (bookmark this for easy access):**

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**My department's official name and website (bookmark this for easy access):**

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**My program coordinator or department administrator's name:**

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**My program coordinator or department administrator's phone number and email:**

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What is my program coordinator or program administrator's role in relation to my academic progress? *Visit your administrator at their office to see where they are located and to get to know him or her and to find out more about how they help you with academic planning. This person is a critical source of timely information for your academic progress. Get to know him or her and pay attention to any emails from this source.*

Explore your department, division, or school webpages to become familiar with its programs, staff, and faculty. Write down questions to ask your advisor or department administrator.

Meet a student who has been here longer than you to get advice on your program and strategies for success.

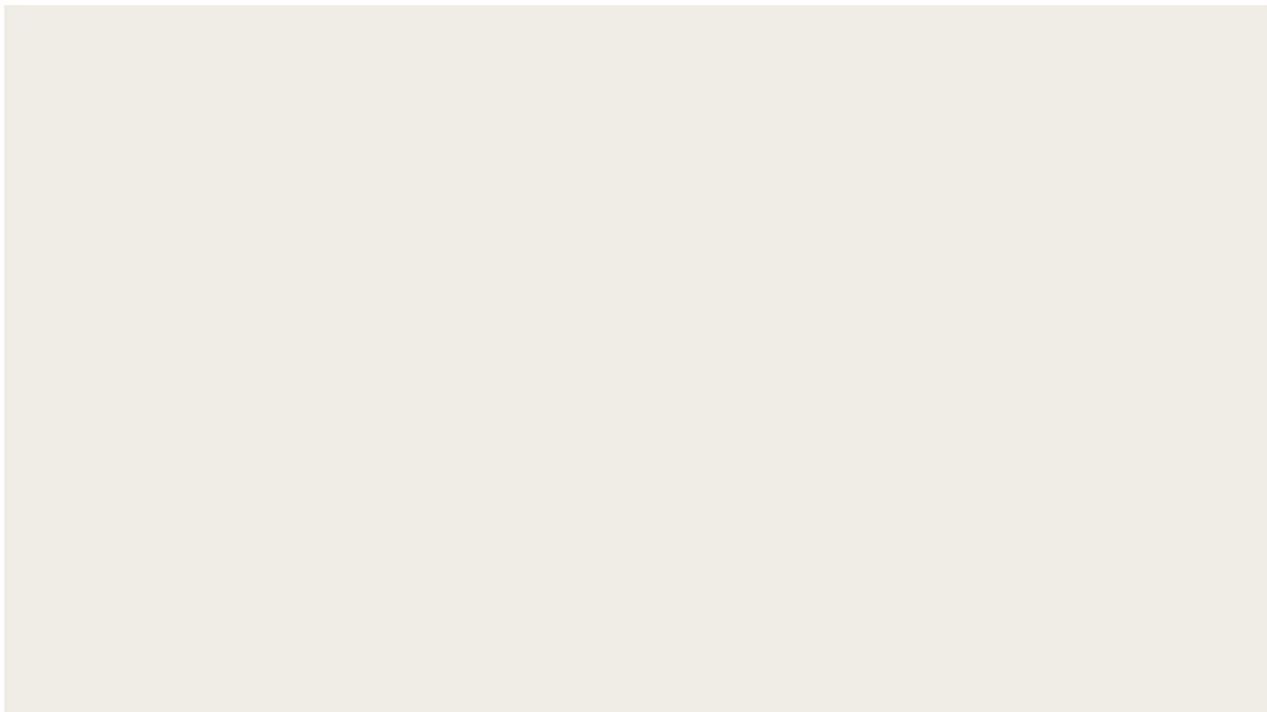
## Explore the Handbook

- Find the student handbook on your school or division webpages. Is there a PDF copy? Download it.
- Browse the student handbook looking for information that helps you understand the stages and requirements for program completion.
- Highlight terminology and instructions you do not understand. Bring this to your advising meetings and check with your program coordinator to clarify what you do not understand.
- Print important pages and highlight useful information. Add to this section of your ASK binder.
- Highlight or make note of anything—terminology, requirements—that you do not clearly understand. Ask your advisor or administrator for clarification.
- Are all important deadlines in my calendar so that I am not taken by surprise down the road? How can I make a timeline together with my advisor or program coordinator to map out my academic program? See the general program planning templates at the end of this section, if your department does not have its own forms.

## Checklist for Understanding Course Registration

- I have bookmarked the online schedule of courses on the registrar's website: [cgu.edu/registrar](http://cgu.edu/registrar).
- I have read course descriptions for courses I am required to take and those I am interested in.
- I understand how to select courses for my program.
- I have spoken with my advisor about my course selection.
- I know how to register online for courses.
- I understand what late registration fees are and how to avoid them.
- I understand what "add/drop" period means.
- I understand the procedures for withdrawing from a course.

Write questions here about course registration or enrollment to ask your program coordinator and advisor:



# The Registrar

## Essential Information for Success

The registrar is your one-stop center for all university-wide information that affects your registration, progress, good standing as a student, and program completion. Explore the Registrar's pages. Check out the sections in the Students tab on the Registrar's website. Take notes on details that help you understand program and university requirements. Learn more at [cgu.edu/registrar](http://cgu.edu/registrar).

I know the names of the registrar and assistant registrar.

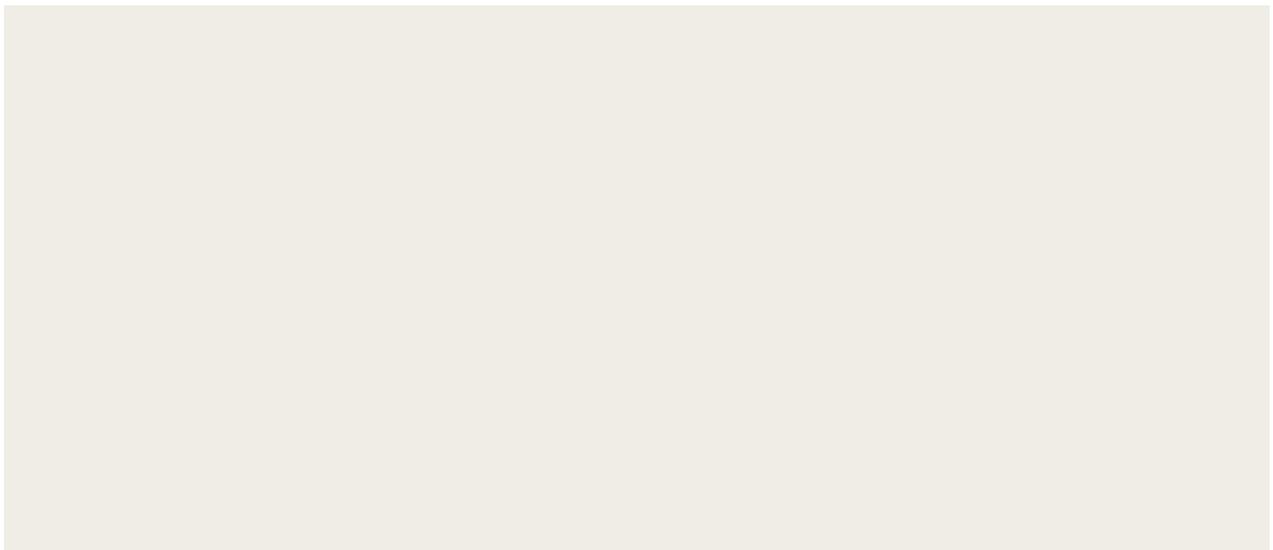
Registrar: \_\_\_\_\_ Assistant Registrar: \_\_\_\_\_

I have visited and browsed through these webpages on the registrar's website:

- a. Academic Calendar
- b. Registering for Classes
- c. CGU Schedule of Classes and 5C Schedule of Classes
- d. Satisfactory Academic Progress
- e. Academic Honesty Policy
- f. Student Privacy and Student Rights and Responsibilities
- g. Bulletin
- h. Doctoral Students: Completing Your Degree
- i. Masters Students: Completing Your Degree
- j. Transcript Requests
- k. Veteran's Education Benefits
- l. Forms Index

I understand the conditions for maintaining my student status. I understand what is meant by Satisfactory Academic Progress.

Make a list of key items from reading the registrar's pages that are relevant to your academic planning process and questions for your program coordinator and advisor.



# Program Planning Documents

**This section is for you to develop with your advisor and department program coordinator.**

*Check with your advisor and program coordinator to see if your department has a recent version of a program planning document that they would like you to use.*

If your department does not have a program planning document at this time, you can use the generic template we provide here. Please note: This generic program planning document includes a financial planning section. Make sure you work through the Financial Literacy section of your ASK Binder to ensure you understand how to make a good financial plan to support your academic planning.

Use your program planning document in advising sessions to create a strong plan to track your progress. Make sure you update it as you journey through your course of studies at CGU. Your program planning document is invaluable in helping you do this effectively and efficiently.

## Program Planning Questions

1. What are my required courses?
2. Is there a required or optimum order for taking these courses? What are the prerequisites?
3. What elective course options are available to me?
4. Can I take courses outside my program?
5. Are courses across the Claremont University Consortium (7Cs) open to me?
6. Does the transdisciplinary course requirement apply to me? What are the conditions and how do I choose a T-Course?
7. How do the required and elective courses connect with and build on each other?
8. What can I do to prepare for these courses ahead of time? What academic skills are needed to succeed in these courses and how can I develop or sharpen these? (Look at the Graduate Study Skills section of this ASK Binder). Are there specific content areas I ought to have as foundational background to excel in these courses?
9. What is the best timeline for completing my coursework in a timely manner?
10. What is a projected course of action after I complete my coursework (PhD students)?
11. What professional development work should I coordinate and integrate with my academic program plan? (Preparing Future Faculty for teaching development, internships, conferences and publications, grant writing, career development, etc.).

## Program Plan Items to Create

In this section, please add the following as part of your program planning process:

1. Department program planning form/document.
2. A timeline of your program plan with milestones for completing different parts of your program.
3. A list of professional development goals or targets that you will work on in parallel with your academic program progress.

### Coursework and Program Requirements Plan

For each semester, jot down which courses you plan on taking along with the number of units that are associated for each course. Check the box in Core column to indicate if the course satisfies a program required core course and not an elective. Please consult your student handbook as well your advisor or program coordinator when determining which courses to take.

	AY 2017-18			AY 2018-19			AY 2019-20		
	Class	Units	Core	Class	Units	Core	Class	Units	Core
<b>Summer</b>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
	Total summer units			Total summer units			Total summer units		
<b>Fall</b>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
	Total fall units			Total fall units			Total fall units		
<b>Spring</b>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
	Total spring units			Total spring units			Total spring units		

Total units completed this year	<input style="width: 100%;" type="text"/>	Total units completed this year	<input style="width: 100%;" type="text"/>
Total units transferred in	<input style="width: 100%;" type="text"/>	Total cumulative units (includes transfer units)	<input style="width: 100%;" type="text"/>
Number of units required to complete my degree:	<input style="width: 100%; border: 1px dashed black;" type="text"/>	Total required units – cumulative units	<input style="width: 100%;" type="text"/>

Note: The number of units required to complete your degree can be found in your student handbook. Typically, master's degrees require 36 units to graduate while doctoral degrees require 72 units. Cumulative units is the total number of units taken thus far. Total required units – cumulative units is the number of units left to complete degree unit requirements.

Additionally, many departments and degree programs require that students fulfill other requirements beyond coursework (e.g. field placement, research tools, thesis proposals, qualifying exams, etc.). Use the following space to jot down when you plan on fulfilling those requirements. Feel free to include other personal academic goals, such as attending a professional conference in your field, recital performance, etc.

Consult your student handbook as well your advisor or program coordinator to learn more about program requirements and recommended academic/professional development opportunities available.

	AY 2017-18		AY 2018-19		AY 2019-20	
	Description	Completed	Description	Completed	Description	Completed
<b>Summer</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Fall</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Spring</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

## Financial Planning

Academic planning and financial planning go hand in hand. This worksheet will provide you an overview of your educational investment and methods for financing it.

	AY 2017-18	AY 2018-19	AY 2019-20
<b>Summer</b>	Units Taken		
	Cost of Tuition		
	Student Fees		
	Fellowship		
	Other Aid		
Loans			

<b>Fall</b>	Units Taken		
	Cost of Tuition		
	Student Fees		
	Fellowship		
	Other Aid		
Loans			

<b>Spring</b>	Units Taken		
	Cost of Tuition		
	Student Fees		
	Fellowship		
	Other Aid		
Loans			

<b>Total</b>	Tuition/Fees		
	Fellowships/Aid		
	Loans		

Definition of Terms
<p><b>Units Taken</b> – Review your <i>Coursework and Program Requirements Plan</i> to enter the total number of units you will be taking for a specific semester.</p> <p><b>Cost of Tuition</b> – This figure is calculated by multiplying the total number of units taken in a semester by cost per unit. Visit the Student Account’s website for current tuition costs.</p> <p><b>Student Fees</b> – Fees paid per semester enrolled. It includes the Student Services Fee and Technology Fee. Visit the Student Account’s website for current fees.</p> <p><b>Fellowship</b> – Sum of institutional aid given for a semester.</p> <p><b>Other Aid</b> – External aid received, e.g. aid provided by employers, external scholarships, or tuition paid out of pocket</p> <p><b>Loans</b> – Sum of all loans taken in a semester</p>

**Resources:** View academic, billing, and financial aid information at your Student Center accessed through the MyCGU portal  
 Coursework and Program Requirements Plan to estimate future semester unit load  
 Student Accounts website for tuition costs and fees (<https://mycampus.cgu.edu/web/student-accounts/home>)

