The program plan functionality in ASK helps students understand what is expected of them, and also helps advisors more easily see where students are applying their courses. Students will be able to view the concentration or track’s program definition within ASK and use it as a guide to which courses are expected or allowed. They can also clearly indicate where each course fits into their program of study, making it easier for advisors to evaluate the declaration.
First, note that if your concentration and track supports the program plan functionality, you will see a set of options just above your course plan. You can use these to toggle between the course and program plan, and there is also an “Edit” link you use to work with the program plan.
In this example, the student has eight courses already entered into the course plan. **Seven of these have already been taken**, and the senior seminar was planned for fall 2014, but the **student has not yet enrolled in the course**. Let’s see how this looks in the program plan.
The program plan takes up more space than the course plan, so we can’t show you the whole thing here, but you can begin to see how it works. First, notice that there is a summary at the top indicating how many credits are required, how many credits are in the plan, and how many are remaining. In this case, only seven of the eight courses in the course plan have been placed in the program plan, and one of those is the senior seminar. This is reflected in the credit counts, where we have seven credits in the plan, and only six that are completed.
Next, let’s take a closer look at the “Core Courses” section. Note the small open circle on the far right. This indicates that the section is incomplete. This could mean that there are courses the advisor must approve, or that there are not enough credits to satisfy it. In this case, the student doesn’t yet have anything for the Anthropology course at the top of the section. Below this, you can see that the Economics course has a checkmark next to it, which means that the requirement has been satisfied.
There are four status icons you might see, and the key for them is displayed at the bottom of the program plan. The open circle means that the requirement or section is either incomplete or has been tentatively satisfied. In addition to the case just described, you might see this if you have placed a course in your program plan that must be approved by your advisor. This will happen if you either substitute a course or if the requirement is something other than an explicit course.
Next, let’s see how you edit the program plan. You start by clicking on the “Edit” link in the header, which will then display your list of courses on the left, and the program plan on the right.
Courses that have been placed in the program plan are displayed in a lighter color than those that have not. In this case, only the *Anthropology course* has not already been placed in the program plan.
To place a course in the program plan, you simply **drag and drop** it to where you want it to go. Once you drop the course in place, the interface will update the status icons automatically.
In this case, the Anthropology course has already been taken and is the last requirement to satisfy the Core Courses section, so we get a checkmark both by the course itself and the overall section. We can now save the program plan, and then save the declaration. Remember that nothing is actually saved to the server until you save the declaration.
Finally, let’s look at some details that you might run into as you build your program plan. First, there are three kinds of basic requirements, and two kinds of requirement groups.

- Three kinds of basic requirements
- Two kinds of requirement groups
[show the ANTH 0110 and ECON 0110 courses]

In some cases, requirements will be explicit courses. This is what we’ve seen here for all the Core Courses, where specific subject and course numbers are indicated. Depending on the particular course and concentration or track, such courses may or may not allow substitutions. If a course does not allow substitutions, it will have a small padlock icon next to it. If you do substitute a different course for such a requirement, it will need to be approved by your advisor.
The other kind of course requirement you may see is a description of the kind of course that will satisfy the requirement. ASK will let you drop any course on this kind of requirement, but it will need to be approved by your advisor, just as with course substitutions.
Some programs may also have non-course requirements. For example, many professional tracks require documentation from an internship. You satisfy non-course requirements by uploading a document to your declaration. This kind of requirement will be described in the body of the program plan, but the file upload interface is below the course or program plan in the main declaration screen.

The ideal might be to connect what’s shown in the program plan vs. the actual file upload interface, but I’m not sure how clearly that can be done.
Requirements that are collected together can come in one of two flavors: groups and paths. Both of these are ways to represent options that you have in creating your plan.

A requirement group is credit-based. For example, in the sample program there is a “Political Inquiry” group where you may take one of two courses to satisfy the requirement.
A requirement path doesn’t depend on credits, and as long as you satisfy the required number of definitions, you will satisfy the requirement. For example, the program we’ve worked with here allows the student to satisfy the requirement either by submitting paper documentation for a non-course requirement, or by taking one or more language courses.
The program plan functionality in ASK helps students understand what is expected of them, and also helps advisors more easily see where students are applying their courses. Students will be able to view the concentration or track’s program definition within ASK and use it as a guide to which courses are expected or allowed. They can also clearly indicate where each course fits into their program of study, making it easier for advisors to evaluate the declaration.