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Advisors: Working with Concentration Declarations

Stephanie Obodda - 2018-04-04 - Comments (0) - ASK

Log on to <u>ASK</u>. Note: The homepage will only show you concentrators who have already been assigned as advisees -- it will not show the complete list of students with an active declaration in your area. You may click Preferences > Messages to choose which messages to receive via email.

To See Your Pending Declarations STEP 1: Select the Declarations tab > then Declarations. Click View.

Look for the 🕐 icon, available on most pages, for instructions or tips.

You can access a student's internal record and advising detail (which contains an "advising portfolio" of materials dating to their Brown application). You might see a second concentration, and a symbol, like a white checkmark, yellow bracket, or orange unequal sign, indicating whether the student's approved courseplan matches their completed and in progress courses.

	Declaration of Standard Concentration Program
Student Name	(Advising Detail Internal Academic Record)
Banner ID	В
Est. Completion	2015-2016 - Fall
Declaration Status	Approved
Progress Status	Ø ·
	Progress OK, and courses planned for future terms have already been taken.
Other Declarations	A.B. Literary Arts
	Degree Selection
Concentration	American Studies (Show Welcome Message)
Degree	A.B.
Track	[Concentration/degree has no tracks]
Preferred Advisor	[advisor assigned automatically by department]
Assigned Advisor	Haviland, Beverly

STEP 2: Beneath the essays you'll see the proposed concentration courseplan. Click the for a key to the icons along the left margin. This concentration uses the "Course Attributes" option described <u>here</u>, with the green checkmarks representing requirements fulfilled. Feel free to insert comments to note approved substitutions.

			Grad	es from internal		Course attributes.			see Options	Outside the
	Institutiona	Course B	TH: •	Yum e	Grades	Focus - 3 courses	Jurrior Seminar	Senior Seninar	Serrinar a	limit 4: must also be focu
0	Brown	HIST 1900	American Empire Since 1690	2011- Spring	A	4		_		Constant Providence
9	Brown	AMCV 1610A	Amer Adverting: Hist and Conseq	2011- Fall	٨					
0	Brown	HIST 1760	Political Movements in Twentieth- Century America	2011- Fall	B	1				4
0	Brown	AMCV 1010	Intro to American Studies	2012- Spring	A					
0	Brown	ENGL 1710Y	American Literature and the Cold War	2012- Spring	٨	4				4
9	Brown	AMST 1700G	Public Memory: Narratives of \$/11	2012- Fall	B		*		4	
0	Brown	AMST 1700J	The Teen Age: Youth, Society and Cuture in Early Cold War America	2014- Fall	A				*	
0	Brown	AMST 1600A	Global Macho: Race, Gender, and Action Movies	2014- Fall	۸					
0	Brown	AMST 1905K	Asian Americans/Social Justice	2014- Fall	A				4	
?	Brown	AMST 1905L	Transpacific Popular Culture	2016- Spring (2015- Spring)	(A)			4	4	

STEP 3: You may review concentration-specific questions, if any, and, depending on your advisor-selection <u>preferences</u>, assign an advisor. You can then approve the declaration or request revisions. SAVE.

	Approval Decision
When you are ready, in	dicate your decision below.
If you are satisfied with that you have approved the student.	the student's proposed concentration, select "Approved." The Registrar's Office will be notified this declaration. We encourage you to approve the concentration declaration in person with
If you would like the stu student will receive an e an appointment with yo	dent to make changes to the concentration declaration, select "Revisions Requested." The small notification with instructions to review your comments, resubmit the declaration and make u for final approval.
Desision	No Decision
Comments	Revisions Requested
	Cancel Save

- Approved declarations functions as a kind of contract. You, the concentration advisor, are now the advisor of record.
- Students mayupdate their approved course plan at any time. You might notice
 multiple declarations for a single concentrator. This is because the student has
 begun to edit the approved declaration. Because the approved declaration remains
 the program of record, ASK creates a new record for the revised version. The
 approved revision will then replace the prior contract, and that earlier record
 disappears. If you don't approve the revision, it will remain "pending" and the earlier
 approved version will remain the contract.
- Students may change their concentration *if* they can complete all new requirements within their 8 semesters. Students who wish to add a concentration must have that declaration approved in ASK by the last day of classes in their 7th semester.

See what students see by clicking these ASK Tutorials

Questions? Email advising_sidekick@brown.edu