


## Advisors: Working with Concentration Declarations

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




Log on to [ASK](#). 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	<a href="#">(Advising Detail   Internal Academic Record)</a>	
Banner ID	B	
Est. Completion	2015-2016 - Fall	
Declaration Status	Approved	
Progress Status	 * <i>Progress OK, and courses planned for future terms have already been taken.</i>	
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
Date Submitted	03/04/2015 08:32 PM

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 [here](#), with the green checkmarks representing requirements fulfilled. Feel free to insert comments to note approved substitutions.

Show Changes

**Highlight changes between versions** **Icon Key**

Remember that you need 10 upper-level courses to complete the requirements of the concentration. You need three focus courses. You need four seminars. You may bring up to four courses from outside the department IF and ONLY if they fit into your focus. For more details, see: <http://www.brown.edu/academics/american-studies/requirements-american-studies-concentration>

Institution	Course	Title	Term	Grade	Course attributes, see Options				Outside the department. limit 4; must also be focus courses	
					Focus - 3 courses	Junior Seminar	Senior Seminar	Seminar		
	Brown	HIST 1900	American Empire Since 1690	2011-Spring	A					
	Brown	AMCV 1610A	Amer Advering: Hist and Conseq	2011-Fall	A					
	Brown	HIST 1780	Political Movements in Twentieth-Century America	2011-Fall	B					
	Brown	AMCV 1010	Intro to American Studies	2012-Spring	A					
	Brown	ENGL 1710Y	American Literature and the Cold War	2012-Spring	A					
	Brown	AMST 1700G	Public Memory: Narratives of 9/11	2012-Fall	B					
	Brown	AMST 1700J	The Teen Age: Youth, Society and Culture in Early Cold War America	2014-Fall	A					
	Brown	AMST 1600A	Global Macho: Race, Gender, and Action Movies	2014-Fall	A					
	Brown	AMST 1905K	Asian Americans/Social Justice	2014-Fall	A					
	Brown	AMST 1905L	Transpacific Popular Culture	2015-Spring (2015-Spring)	(A)					

Key: Overlaps with another declaration New course Removed course Changed attribute **Icon Key**

(rem/grade) - course plan term does not match academic history

No comments

**Insert comments, visible to student and other advisors or just you**

STEP 3: You may review concentration-specific questions, if any, and, depending on your advisor-selection [preferences](#), assign an advisor. You can then approve the declaration or request revisions. SAVE.

**Approval Decision**

When you are ready, indicate your decision below.

If you are satisfied with the student's proposed concentration, select **"Approved."** The Registrar's Office will be notified that you have approved this declaration. We encourage you to approve the concentration declaration in person with the student.

If you would like the student to make changes to the concentration declaration, select **"Revisions Requested."** The student will receive an email notification with instructions to review your comments, resubmit the declaration and make an appointment with you for final approval.

**Decision**  
 No Decision  
 Approved  
 Revisions Requested

**Comments**

Cancel Save

- Approved declarations function as a kind of contract. You, the concentration advisor, are now the advisor of record.
- Students may update 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](mailto:advising_sidekick@brown.edu)