


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 | (Advising Detail Internal Academic Record) | |
| 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

- 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