



BROWN CIS IT Service Center

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Students: Update your ASK Concentration Declaration Course Plan

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Adding Courses

To add a course, you first click on the "Add Course" button. You will then see the "Edit Course" window. If you want to add a course you have already taken, you will want the Source to be "Select from academic history." If you want a course you plan to take in the future, set the source to "Manually create/edit".

The screenshot displays the 'Course Plan | Program Plan (Edit)' interface. An 'Edit Course' modal window is open, showing options for 'Source' (with 'Select from academic history' selected) and 'Tag'. A red arrow points from the 'Add Course' button at the bottom left to the 'Edit Course' modal. The background shows a table of courses with status indicators (green checkmarks for existing, red minus signs for new or removed) and a key at the bottom.

Key: | Overlaps with another declaration New course Removed-course Changed attribute
(term/grade) - course plan term does not match academic history

Adding a course from your academic history is straightforward-- simply select the course you want from the menu. You can then proceed with any extra concentration data or

comments you want to enter.

If you are adding a course you have not yet taken, there will be a couple additional steps. First, set the institution to either "Brown" or "Non-Brown". For Brown courses, you will need to select the subject and course number from the select menus. There is also a search field you can use to more quickly locate a course. For non-Brown courses, you will need to enter the institution, course number and title into the appropriate text fields. Regardless which type of course you are adding, you will also need to select the term in which you plan to take the course. Note that the term menu will only include the current and future terms. Any course from a past term should be added using the academic history.

Institution

Search

Search for a course using any combination of subject code, course number or words in the course title. Click on the course you want from the resulting list.

Subject

Number

Term (expected*)

Institution

Course Number

Title

Term (expected*)

Depending on your concentration, there may be additional information requested of you beyond the course and term. In this example from International Relations, you would be expected to tag each course with how it fits into your plan of study.

Editing a Course

To edit a course, you click on the appropriate "Edit" link. You will then see the same edit window described above, which you can work with in the same way. Note that you can switch between "Manually create/edit" and "Select from academic history", and if you are working with a course you have taken since you last edited the course plan, that's probably something you'll want to do.

Indicators and Icons

There are two types of special indicators you may see in your course plan. The course status icon shows whether the student has received credit for the course, and whether the course was taken when the plan said it would be. The key for these icons is below:

Course Status Icons

- ✔ The student has received credit for this course on schedule.
- The student is currently enrolled in this course on schedule, but no credit has yet been granted.
- ? The student has received credit for the course, but the term taken does not match the term for it in the course plan.
- ✘ The student has taken this course, but did not receive credit for it.
- The student has not taken this course, or may have dropped it.

For Brown courses you manually create, you should see the indicator start empty and then shift to one of the others as appropriate. However, for **non-Brown** courses you manually create, this won't happen. Instead, these courses will get flagged as "not taken". To fix these courses, you will have to edit the course and replace your manually entered data with a selection from your academic history.

The second indicator you might see is only relevant for students with more than one concentration. If you see a thick red line on the left of a given course, it means that the

course is also listed in one of your other concentrations. Brown has a rule that only two courses can overlap between concentrations, so if you are a multiple concentrator you'll want to pay special attention to these. See below for an example of this.

Institution	Course	Title	Term	Grade	Tag
✓ Brown	ECON 0110	Principles of Economics	2011-Fall	B	Core

Tags
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