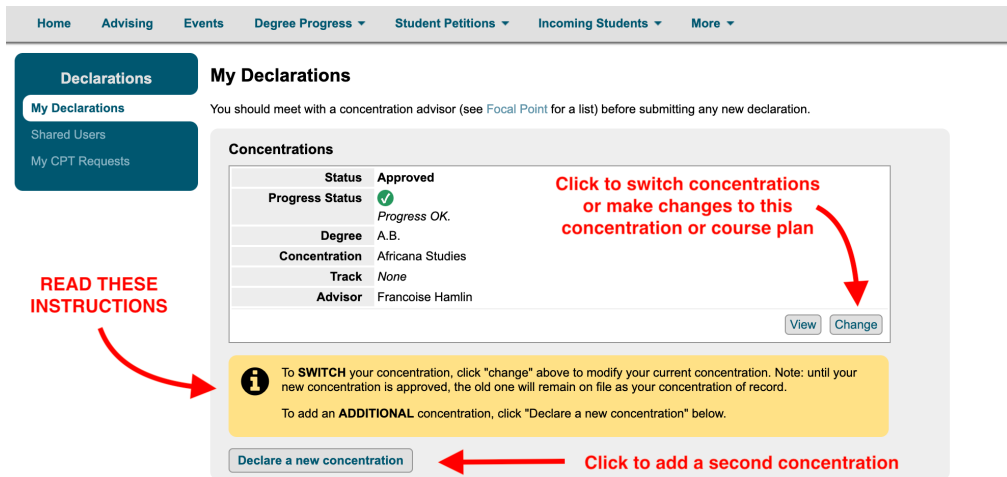


## Students: Update your course plan in ASK

Stephanie Obodda - 2020-07-16 - Comments (0) - ASK

1. Log on to ASK. From the Degree Progress > Declarations, you'll see any approved or in-process declarations. Click change under your approved declaration.



**Declarations**

**My Declarations**

You should meet with a concentration advisor (see [Focal Point](#) for a list) before submitting any new declaration.

**Concentrations**

Status	Approved
Progress Status	<span style="color: green;">✔</span> Progress OK.
Degree	A.B.
Concentration	Africana Studies
Track	None
Advisor	Francoise Hamlin

**Click to switch concentrations or make changes to this concentration or course plan**

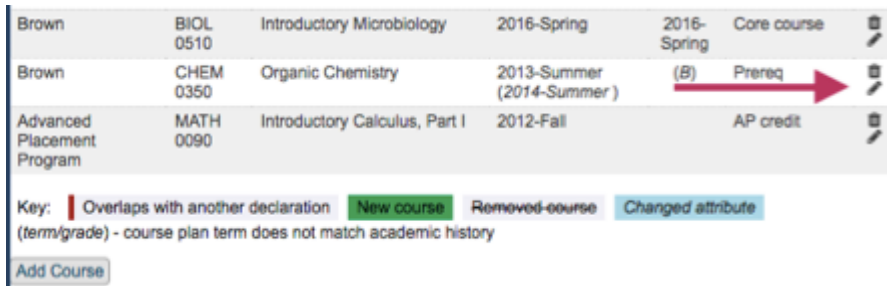
**READ THESE INSTRUCTIONS**

**To SWITCH** your concentration, click "change" above to modify your current concentration. Note: until your new concentration is approved, the old one will remain on file as your concentration of record.  
To add an **ADDITIONAL** concentration, click "Declare a new concentration" below.

**Declare a new concentration**

**Click to add a second concentration**

2. Scroll to the course list and click the pencil to edit an existing course. You may also trash a course or add a new one at the bottom.



Brown	BIOL 0510	Introductory Microbiology	2016-Spring	2016-Spring	Core course	
Brown	CHEM 0350	Organic Chemistry	2013-Summer (2014-Summer)	(B) Prereq		
Advanced Placement Program	MATH 0090	Introductory Calculus, Part I	2012-Fall		AP credit	

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

**Add Course**

3. When you edit or add a course, a new dialogue box will open up allowing you to add an item from your internal academic record (a Brown course, approved AP credit or approved transfer course)

**Edit Course**

Source  Manually create/edit Select from 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\*)

Tag

Comments

Files

\* For courses you have already taken, please enter the term in which you were enrolled, or use the "Select from academic history" option. For courses that you have not taken, please enter the term in which you plan to take the course.

4. Check the submit box and save.

**Save or Submit**

When you submit a declaration for approval, it will be routed to the appropriate department, which will assign an advisor to you. You will then receive an email with your advisor's name. It is your responsibility to contact your advisor to set up a meeting.

You will not be able to make any changes in this system while your declaration is under review. Your advisor may require revisions to your declaration, at which time you will be able to make the necessary changes.

My declaration is complete. Submit for review by department.

I am a senior and these are my final revisions prior to graduation.

## Attachments

- [ASK Guide updating course plan.pdf \(267.88 KB\)](#)

## Related Content

- [Students: Manage the Program Plan in ASK \(Summary\)](#)