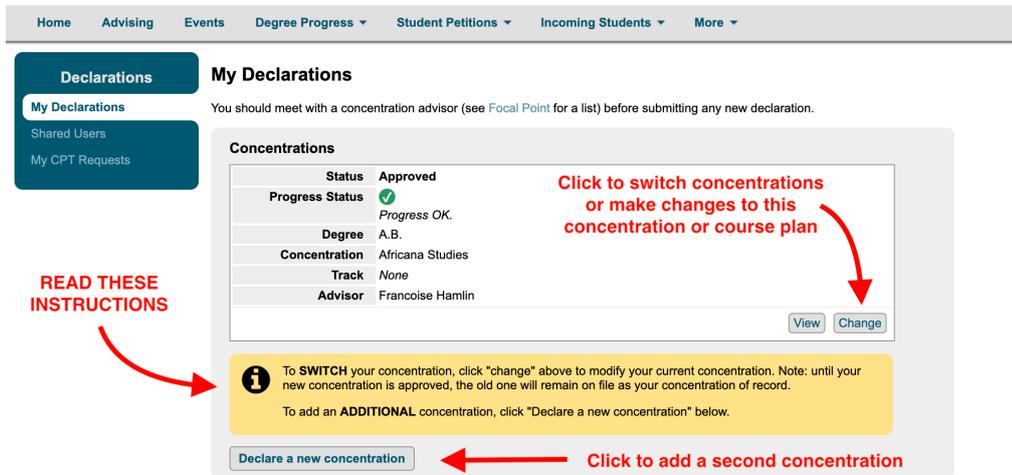


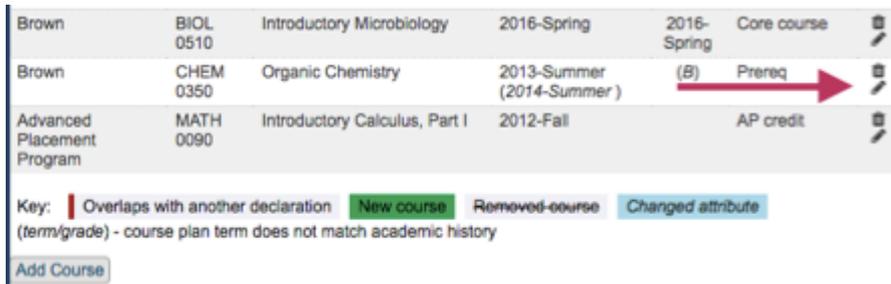
## Students: Update your course plan in ASK

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.



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.



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 \(Summary\)](#)