

INSTRUCTION ON HOW TO FILE A DOCTORAL COURSE PLAN

This process requires two forms: the **Student's Course Plan** (cover page) and the **Degree Course Plan Template** (degree requirements check sheet). These forms are available on the Andrews University website at www.andrews.edu.

After visiting the AU website follow these steps:

1. Find the blue toolbar on the top of the AU homepage and click on **Academics**.
2. Under the schools heading, select **School of Education**.
3. Once at the School of Education cite, click on **Resources** located on the left side bar.
4. Under Resources, choose **For Students**. The **Students Resources** page will open. Under the heading **Academics**, click on **Graduate Forms** and then select **Doctoral Students**.
5. A list of forms will appear. Select the form named **Student's Course Plan**. This is the **cover page** for your course plan check sheet.
6. Fill in the fields by clicking on them.
7. You may e-mail the Student's Course Plan to your adviser for an approval. If you experience a problem with e-mailing it, print it and fax it to 269-471-6374 to the attention of your adviser.
8. Retain a copy of the **Student's Course Plan** for yourself.
9. Now you are ready to work on your **Degree Course Plan Template** (degree requirements check sheet).
10. Go back to **Graduate Forms and Course Plans** and select **Certificate and Degree Course Plans**.
10. Follow this link and choose your degree major. This will take you to the appropriate emphasis. Choose the year you began the program.
11. The Degree Course Plan Template is a Microsoft Word document. Save the template to your hard drive when you complete filling in the information.
12. Please make sure that these forms: the **Student's Course Plan** and the **Degree Course Plan Template** are submitted for an approval at the same time.
13. E-mail or fax it (269-471-6374) to your adviser for an approval.
14. If you have any questions, you may e-mail Anna at piskozub@andrews.edu or call her at 269-471-3109.