

Student Success Center

Four Semester Undeclared Plan Instructions

Disclaimer: This four semester plan will serve as an academic guide while you are exploring major options. This information should be updated each semester, as needed. If you have reached 60 semester hours you must schedule an appointment with Rhonda Jones before registering for next semester. She can be reached at 731-881-1599/rjones@utm.edu.

Instructions for completing the form

Step 1: Fill in all information, including: name; date; ID; intended major (s); and the name of your assigned advisor.

Step 2: Start with this CURRENT semester. Continue by planning all future semesters that are applicable to you.

- If you have earned 0 to 15 hours, you must create a plan for 4 semesters (including the CURRENT semester)
- If you have earned 16 to 29 hours, you must create a plan for 3 semesters (including the CURRENT semester)
- If you have earned 30 or more hours, you must create a plan for 2 semesters (including the CURRENT semester)

Step 3: Make sure to fill in all information on the four semester plan, including: course number; purpose of the course (CORE/Major/Elective); and number of hours for each course.

Step 4: Be sure to fill in the CORE section of the form. For each CORE category, include the course number and the semester in which you completed/intend to complete it.

Step 5: Indicate which exploration option (Major Fair, Gens 201, etc.) you have selected to complete.

Step 6: Sign the form and return it to your advisor during your scheduled appointment.

Tips for completing the Undeclared Four Semester Plan

- Choose a major to explore and visit the following websites—www.mymajor.com and www.myfuture.com.
- Download and complete the Undeclared Four Year Academic Plan and identify which major courses still need to be completed for your intended major .

- Review your transcripts and contact your assigned advisor to schedule an appointment and complete the change of major form.
- Use banner to run your CAPP (<http://www.utm.edu>) identify what requirements you have left to complete (CORE and Major) for your intended major.
- Decide which CORE & Major classes to take over the next 4 semesters (including the current one) and completely fill out the form.
 - Make sure prerequisites and mandatory placement courses (eng. 100, math 080, reading etc. are completed in a timely manner
 - Identify which requirement each course satisfies (Major/CORE/Elective) and how many semester hours they are worth
 - Each semester should include at least 12 semester hours for full time status.