**Part One: Reading your Advisement Report**

Your advisement report is the official report that is used by the Central Records Office (CRO) and the College Registrar to decide if you can graduate or not! It’s a wonderful advising tool that you have access to at ALL times (through myNOVA). Learning how to read it and understand what it means is an empowering advising tool for students.

**Step 1: Fill out the Following Information:**

Areej Manzoor

**Your Name:**

7243495

**Your Student ID Number:**

AAS-Cyber Security

**Your Program/Plan:**

Ingrid Rodriguez

**Your Faculty Advisor (optional):**

2018-2019

**Your Catalog Year:**

**Step 2: List the Classes you need to graduate according to your Advisement Report:**

Access the advisement report by logging into MyNOVA, selecting SIS, selecting Student Center, clicking on “other academic…”, selecting “Academic Requirements” and clicking on the circle with the “>>”.Write the classes in any order, you will sort them out in the next section, only list the classes that are "unsatisfied".

|  |  |  |  |
| --- | --- | --- | --- |
| **CST110 IN** | **ITN 100 OR ITN101** | **ITN170 OR ITN171** | **ITP100** |
| **ENG 111 IN** | **ITN106 IN** | **ITN276** | **ITP 112,120,130,132,136,225,270** |
| **SDV100 IN** | **ITN 200** | **ITN266** | **ITN267,277,290,295,** |
| **ITE115 IN** | **ITN261** | **ITN263** | **MTH154 IN** |
| **ITE221 OR ITN107** | **ITN260** | **ITN262** |  |

**Step 3: Does your class have a “prerequisite” or a “corequisite”:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Semester 1 | Semester 2 | Semester 3 | Semester 4 |
| Example: | *MTE units 0-3* | *BIO 101* | *BIO 102* |  |
|  | **CST110** | **ITP100** | **ITN260** | **ITN261** |
|  | **ENG111** | **ITN101** | **ITN200** | **ITN262** |
|  | **SDV100** | **ITN107** | **ITN276** | **ITN260** |
|  | **ITE115** | **ITN170** | **ITP 136** | **ITN266** |
|  | **ITN106** | **REL233** |  | **ITN 277** |
|  | **MTH15** |  |  |  |

Search the Catalog at [http://www.nvcc.edu/catalog/index.html,](http://www.nvcc.edu/catalog/index.html) click on “View Programs of Study” and then click on the classes for more info. All the classes listed above will be re-listed below in the correct category. Arrange the classes that have prerequisites so that the prerequisites occur in semesters **before** the classes that require them.

**Step 4: List classes you may need to repeat (D’s do not Transfer):**

Grades of D and F are recommended to be repeated, you can only repeat a class once without permission. If you are getting financial support to pay for your class, follow up to verify if they will pay for a class twice. You may have to pay out of pocket. If you do not plan/need to repeat courses indicate “N/A” in one of the boxes.

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| --- | --- | --- | --- |
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**Part Two: Creating an Academic Plan**

**Step 1: Take the following into consideration when creating your plan:**

1. Classes without any requisites can be put in any semester, but make sure they are available in that semester.
2. Classes with prerequisites will have to be taken AFTER you take the pre-requisite.
3. Classes with corequisites must be taken in the SAME semester.
4. NOVA’s programs of study: [http://www.nvcc.edu/catalog/index.html.](http://www.nvcc.edu/catalog/index.html) They are created with the intention that 1st semester is a fall semester and 2nd semester is a spring semester. Usually classes offered are based on this schedule. Courses can be taken in the summer semester too.
5. For transferring, it’s important to research your transfer institution’s preferred elective options. Go to <http://www.nvcc.edu/transfer/agreements/index.html> to view NOVA’s transfer agreements. **List your intended transfer colleges:**

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**Step 2: Create Your Plan:**

Realistic credits per semester is 12-15 credits for a full time student; 6-9 credits for a part-time student.

If you are not currently taking math and English courses, plan for them in your next two semesters.

**Academic Year: 2018-2019**

The Year will go from Left to Right.

|  |  |  |
| --- | --- | --- |
| Fall 2018 | Spring 2019 | Summer 2019 |
| MTT3 | **ITP100** |  |
| ENG111-ENF 3 | **ITN106** |  |
| SDV100 | **ITN107** |  |
| ITE115 | **ITN170** |  |
| ITN101 | **MTH 154** |  |
|  |  |  |

**Academic Year: 2019-2020**

The Year will go from Left to Right**.**

|  |  |  |
| --- | --- | --- |
| Fall 2019 | Spring 2020 | Summer 2020 |
| ITN276 | **ITN260** |  |
| ITP136 | **ITN200** |  |
| REL233 | **ITN276** |  |
| ITN261 | **ITP136** |  |
|  |  |  |
|  |  |  |

**Academic Year: 2020-2021**

The Year will go from Left to Right**.**

|  |  |  |
| --- | --- | --- |
| Fall 2020 | Spring 2021 | Summer 2021 |
| ITN262 |  |  |
| ITN266 |  |  |
| ITN277 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please Note: This plan is not a substitution for an advising session. It is recommended that you follow-up with your advisor, a counselor, or your SDV100 instructor.

**Part Three: Advisement Report**

**Step One: Submit your advisement report:**

Submit a PDF copy of your advisement report along with this worksheet via the assignment submission button.