

Major Planning and Graduation Planning Worksheets

What are they?

These two documents are assessment tools that allow for evaluating remaining requirements and visualizing long-term academic planning and are designed to complement each other. They are best used in conjunction with the Eagle Service “My Progress” Tab and the University Catalog.

The main difference between the documents is that the Major Planning Worksheet allows you to see how many requirements you have fulfilled and how many are remaining, while the Graduation Planning worksheet allows you to better see the semester sequencing to fit your courses within the desired graduation timeline.

To get started, you will need to download and save both documents to your computer before filling them out.

How do you use them?

1. **Major Planning Worksheets:** *Please select the Major Planning worksheet that matches your major AND corresponds with your [Catalog year](#) (the semester you started AU). We recommend that you start your overall planning by using this worksheet first.*
 - *In some areas you will need to input the “Course Pre-Fix/Number” where many options are available to complete the requirement. This is true in AU Core and some major requirements. For example: CORE-100 *Please note that Integrative courses which overlap with your major are pre-filled.*
 - *The next column titled “Semester” and has a space for you to indicate what semester you took the class. For example, FALL 21 or SPRING 22.*
 - *The bottom left side of the worksheet has an important grid to help calculate the following credit:*
 - *Total Credits Remaining (120 is the minimum required for a bachelor’s degree including a minor or double major)*
 - *AU Core Credits Remaining*
 - *US History/Econ Credits Remaining*
 - *SOC Major Credits Remaining*
 - *Minor or 2nd Major Credits Remaining*
2. **Graduation Planning Worksheets:** **Please note there are formulas in this document. Any edits to the formulas will impact its accuracy and therefore we recommend that you refrain from editing them.*
 - *After you have completed the Major Planning Worksheet, you can use this to help fill in the courses on the Graduation Planning Worksheet that correspond with the*

semesters, including the number of credits earned for each course. You may also find your Unofficial Transcript in Eagle Service helpful for this task.

- *The worksheet has eight semesters (and summers) available to enter the courses you have already completed and project what you will take at AU. You may wish to change the titles from “semester one” to the semester you started at AU and move forward naming the semesters where you completed courses.*
- *If you enter grades, this document calculates your cumulative GPA for you. You can find it in the upper, green “Cumulative GPA” box.*
- *VERY IMPORTANT: Under the “Cumulative GPA” box, you will find additional information on total credits. Please note that at least 120 are required to obtain a bachelor’s degree.*

Additional information:

Using these instructions, please take the opportunity to complete this two-part process and follow it by setting up an appointment with your Academic Advisor.

<https://www.american.edu/soc/advising/undergraduate-advising.cfm#tab-appointments-4649656>