

## Instructions for completing your Degree Plan

- 1) Be sure you are completing a Degree plan for the correct Catalog. Students are under the catalog that was in place the year they began at UW-Eau Claire. Students have the option of changing to a newer catalog if they so choose, but you cannot change to a catalog earlier than the year you started here.
- 2) Before you begin, request a "What If" degree audit for HCAD from the Registrar's website, this will make completing your degree plan easier. Using your "What If" HCAD degree audit, turn to the last page of the degree plan. This page reflects all the coursework that is required to fulfill all University and Program requirements that must be taken on-campus before you can begin your practicum. Mark any course you have already taken with a "T" for Taken. All the courses that remain must be scheduled and taken before you'll be ready to begin your practicum. If you have taken other courses here or elsewhere are similar enough to our required course that you think we should consider substituting them for required courses, you may file a petition for substitution with your advisor.
- 3) Using the information and worksheets included in the degree plan, in consultation with the sample 4 year plan, you will craft a plan of when you will take each required course that remains. We understand that your plan may shift and change for various reasons, but do your best to craft a plan that works well. Pay attention to the following considerations:
  - How many credits is it reasonable for you to take each semester? Are you involved in many extra-curricular activities or are you working?
  - How do you feel about Winterim and Summer School? Many of our required courses (particularly some of our required GE or COB courses) are offered during these terms, and may allow you to graduate sooner. You can use COB web resources and the Course Scheduling tool on Blugold to get an idea which courses tend to be offered during these shorter terms
  - You should take HCAD 101 as soon as you are interested in learning more about the major
  - In your first 2 years on campus, you should be focused on getting all of your COB prerequisite courses completed (ACCT 201 & 202, ECON 103 & 104, & IS 240), as well as MATH 246 which is a pre-requisite for many other courses
  - There are a number of courses that are offered either Spring OR Fall ONLY-these are noted in the degree planning document, so plan accordingly
  - The last year you will be on campus before leaving for practicum, you must take HCAD 301 and 302. 301 is in the Fall and 302 is in the Spring, but these courses can be taken in ANY ORDER, as long as each is taken your last respective fall or spring on campus.
  - Anyone considering studying abroad should speak to their advisor. It may be possible to do an independent study comparing the health care system of the country you are studying in with the US, and you may be able to substitute that IS for a required course. Also, if you are planning to study abroad during your third year, and complete your practicum during your fourth year, note that you may need to be taking HCAD 301 or 302 during your second year! Studying abroad can be a fantastic opportunity and is encouraged, but just be sure to plan ahead.
  - Once you have chosen terms for the above courses, you can fill in the rest with other required courses. You may wish to consider the overall balance of your semesters as you plan your degree.
  - Review your plan:
    - Do I have all my University requirements accounted for, like GEs, Foreign Culture, and Cultural Diversity? Your "What If" degree audit has shown you exactly what you still need to fulfill.
    - Are all of my COB Pre-reqs COMPLETED before I have upper level COB courses that require them scheduled? (only exception is BSAD 305 which just requires Junior status)
    - Have I scheduled my HCAD 301 & 302 for the LAST spring and fall I'll be on campus?
    - Have I paid attention to courses only offered once per year? (i.e. HCAD 301, 302, 222, 375 IDIS 201, ECON 280, PHIL 306)
- 4) Once you feel you have a good, solid schedule that makes sense, you will submit the entire degree plan & your "What If" HCAD degree audit with your application for admission.