

A man with glasses on his head, wearing a red t-shirt, stands in a classroom. He is holding a worksheet titled "ADVISING GENERAL EDUCATION WORKSHEET". The background shows a whiteboard with some faint writing. The text "Academic Planning" is overlaid in large white font, underlined with a red line. Below it, "Workshop" is also in large white font. A yellow box contains the text "Arizona Western College" in red.

# Academic Planning

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# Workshop

*Arizona Western College*



## OUR GOAL

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Your goal today is to complete an **EDUCATIONAL ACADEMIC PLAN**. As we work through it, you will learn to navigate **SELF-SERVICE**, understand specific degree/certificate requirements and get course selection tips & tricks.

# PLANNING AHEAD

- **SMART** goal setting is key!
- Look to future job/career trends and make informed decisions.
- Reach out to experts in your field of interest. Consider volunteer/ internship roles early!
- ***Connect with academic advisors early and often.***



# What's Your Major?

Are you pursuing a transfer/occupational degree or a certificate program? Will you use an AGEC A, ABUS, AGEC S, AAS?

What are pre-requisites, co-requisites, and degree required course work?

Pay attention to:

- Writing intensive requirements;
- Dual application of courses;
- Cultural & Historical or Global course requirements

Print your checklist or view **MY PROGRESS** in Self-Service.

**ASSOCIATE IN BUSINESS (ABUS) AWC ADVISEMENT CHECK SHEET**  
To help you decide upon which courses to include in both the major and elective blocks, you and your advisor should consult university requirements for specific, required and recommended courses.

Student Name	ID #	Advisor	Major Code: ABUS.BUSM	Credits: 60			
<p>This program provides the opportunity for students to complete the lower division (freshman and sophomore) requirements, preparatory to completion in appropriate fields in general education and business subjects, for transfer to a university. The student should study carefully and discuss with their advisors the following statement of policy promulgated by the College of Business Administration in the three Arizona state universities regarding transfer credits from community colleges. See catalog for more information.</p>							
<b>Required Major Courses (22 Credits)</b>							
ACC 101	Financial Accounting	3	Cr	Gr	Stat	Appr	Notes
ACC 201	Managerial Accounting	3	Cr	Gr	Stat	Appr	Notes
FIN 201	Financial Management of Business	3	Cr	Gr	Stat	Appr	Notes
FIN 202	Principles of Microeconomics	3	Cr	Gr	Stat	Appr	Notes
FIN 203	Principles of Macroeconomics	3	Cr	Gr	Stat	Appr	Notes
MGT 211	Human Resources for Business	3	Cr	Gr	Stat	Appr	Notes
MGT 212	Quantitative Analysis	3	Cr	Gr	Stat	Appr	Notes
<b>Other Departmental Requirements (1 Credit)</b>							
Elective courses (Open and Non-open courses): ACC, BUS, COL, GEN, HON, INT, IMA, MGT and more:							
<b>General Education Requirements (54 Credits)</b>							
See the AGEC A/Bonus for the current catalog for selection of courses.							
<b>Writing Composition (8 credits)</b>							
ENG 101	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 102	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 103	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 104	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
<b>Mathematical (8 credits)</b>							
MAT 211	Calculus OR approved higher level math	3	Cr	Gr	Stat	Appr	Notes
<b>Arts/Humanities: Select at least one course from the Arts list and one course from the Humanities list. (8 credits)</b>							
Arts:							
Humanities:							
<b>Social and Behavioral Sciences (8 credits)</b>							
Psychology:							
<b>Physical and Biological Sciences (8 credits)</b>							
Biology:							
Chemistry:							
<b>Computer Information Systems (3 credits)</b>							
CIS 100	Introduction to Business Information Systems	3	Cr	Gr	Stat	Appr	Notes
CIS 101	Introduction to Computer Information Systems	3	Cr	Gr	Stat	Appr	Notes
<b>Additional courses (8 credits)</b>							
<p><b>Dual Application of Courses</b> is the charting of coursework between the AGEC and major or program requirements which allows the student to meet both requirements with a single course. Students must still meet the required number of credits to satisfy the program or degree. This dual application of courses gives students the opportunity to include additional course work under general electives.</p>							
<b>List and courses used to satisfy program or degree credits due to dual application. Cr: Cr; Gr: Stat; Appr: Notes</b>							
<p>One Cultural (C) course and one Global (G) or Historical (H) course are required. Two writing intensive (WI) courses are required. ENG 101 is a prerequisite for all other courses. Consult the current catalog for a list of approved courses.</p>							

Catalog 2020-2021

**ASSOCIATE IN ARTS (A.A.) AWC ADVISEMENT CHECK SHEET**  
To help you decide upon which courses to include in both the major and elective blocks, you and your advisor should consult university requirements for specific, required and recommended courses.

Student Name	ID #	Advisor	Major Code: AA.PSYSD	Credits: 64			
<p>This combined major in the behavioral sciences allows students continuing at the university to major in either Field. Also, students considering a career in social work or other human services can use this program as a valid preparation for those careers.</p>							
<b>Required Major Courses (22 Credits)</b>							
PSY 201	Introduction to Psychology	3	Cr	Gr	Stat	Appr	Notes
PSY 202	Social Psychology	3	Cr	Gr	Stat	Appr	Notes
PSY 203	Developmental Psychology	3	Cr	Gr	Stat	Appr	Notes
PSY 204	Research Methods for the Social Sciences	3	Cr	Gr	Stat	Appr	Notes
PSY 205	Statistics in Psychology	3	Cr	Gr	Stat	Appr	Notes
PSY 206	Social Problems	3	Cr	Gr	Stat	Appr	Notes
PSY 207	Research and Ethics	3	Cr	Gr	Stat	Appr	Notes
<b>Other Departmental Requirements (4 Credits)</b>							
PSY 208: Elective (One Social Science requirement in the field of psychology, sociology, OR...)							
PSY 209: Elective (One Behavioral Science requirement in the field of psychology, sociology, OR...)							
PSY 210: Elective (One Behavioral Science requirement in the field of psychology, sociology, OR...)							
<b>General Education Requirements (42 Credits)</b>							
See the AGEC A/Bonus for the current catalog for selection of courses.							
<b>Writing Composition (8 credits)</b>							
ENG 101	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 102	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 103	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
ENG 104	freshman Composition (1st/2nd/3rd/4th)	3	Cr	Gr	Stat	Appr	Notes
<b>Mathematical (8 credits)</b>							
MAT 211	Calculus Mathematics with Applications OR approved higher level math	3	Cr	Gr	Stat	Appr	Notes
<b>Arts/Humanities: Select at least one course from the Arts list and one course from the Humanities list. (8 credits)</b>							
Arts:							
Humanities:							
<b>Social and Behavioral Sciences (8 credits)</b>							
Psychology:							
<b>Physical and Biological Sciences (8 credits)</b>							
Biology:							
Chemistry:							
<b>Additional courses (8 credits)</b>							
<p><b>Dual Application of Courses</b> is the charting of coursework between the AGEC and major or program requirements which allows the student to meet both requirements with a single course. Students must still meet the required number of credits to satisfy the program or degree. This dual application of courses gives students the opportunity to include additional course work under general electives.</p>							
<b>List any courses used to satisfy program or degree credits due to dual application. Cr: Cr; Gr: Stat; Appr: Notes</b>							
<p>One Cultural (C) course and one Global (G) or Historical (H) course are required. Two writing intensive (WI) courses are required. ENG 101 is a prerequisite for all other courses. Consult the current catalog for a list of approved courses.</p>							

Catalog 2020-2021

**2021-22 General Education Advising Worksheet**  
See advisor or program chair for specific major degree requirements & general post-grad general education courses.

AGEC A/Bonus	AGEC B	AGEC C	AGEC D	AGEC E	AGEC F	AGEC G	AGEC H	AGEC I	AGEC J	AGEC K	AGEC L	AGEC M	AGEC N	AGEC O	AGEC P	AGEC Q	AGEC R	AGEC S	AGEC T	AGEC U	AGEC V	AGEC W	AGEC X	AGEC Y	AGEC Z
AGEC A	AGEC B	AGEC C	AGEC D	AGEC E	AGEC F	AGEC G	AGEC H	AGEC I	AGEC J	AGEC K	AGEC L	AGEC M	AGEC N	AGEC O	AGEC P	AGEC Q	AGEC R	AGEC S	AGEC T	AGEC U	AGEC V	AGEC W	AGEC X	AGEC Y	AGEC Z

**1**

**View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

**Go to My Progress**

# Arizona General Education Curriculum (AGEC)

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## AA,AS,ABUS Degrees



English 101/107 & 102/108



Mathematics 142 or higher  
(depends on your specific degree)



Arts & Humanities  
(1 course of each area)



Social & Behavioral Sciences  
2 courses



Physical & Biological Sciences  
2 courses



Additional Courses 2 courses



Awareness Requirements  
(C,H/G, 2 (WI))

## AA,AS,ABUS Degrees



English  
(2 courses 100, 101/107 or 102/108)



Mathematics 105 or higher  
(depends on your specific degree)



Arts & Humanities  
1 course



Social & Behavioral Sciences  
1 course



Physical & Biological Sciences  
1 courses

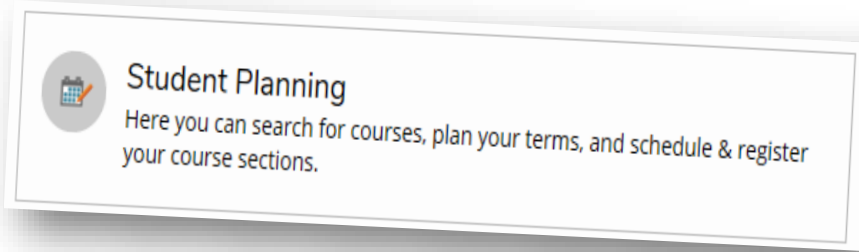
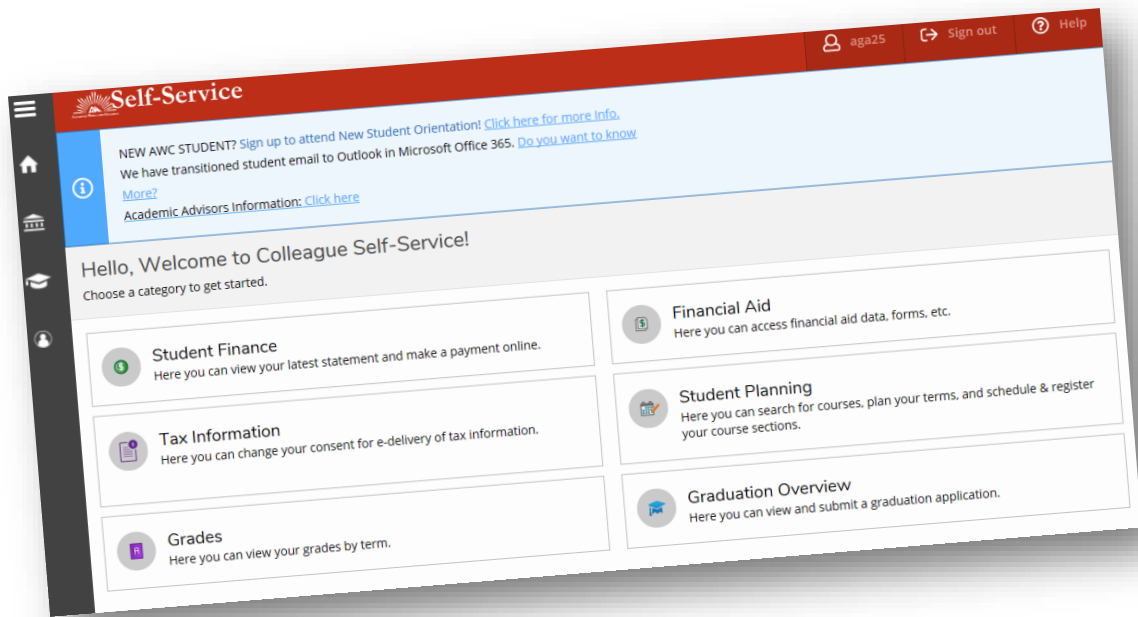


Additional Courses 1 courses




Awareness Requirements  
No requirements





**1**




**View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2**



**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

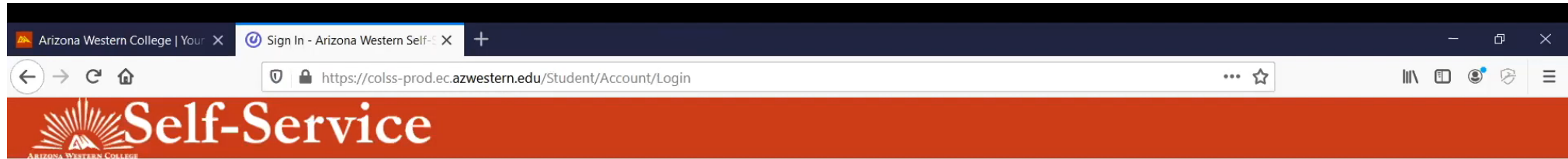
[Go to Plan & Schedule](#)

# SELF-SERVICE

## ACCESS THE STUDENT PLANNING TAB!

- Use the **VIEW MY PROGRESS** tool to review degree/certificate requirements and course selection.
- Use the **PLAN YOUR DEGREE FOR CLASSES** tool to plan/register courses.

# Planning and Registering for Courses in Self Service:



## Sign In

User name

Password

Sign In

### Student Video Tutorials

- [Introduction to Student Planning](#)
- [Student Planning—Plan Your Courses](#)
- [Student Planning—Register for Classes](#)

### Student Tutorials

- [Student Planning Student Manual](#)

### Helpful Links

- [Self-Service Account Mgmt](#)
- [ToroWeb](#)
- [Bookstore](#)
- [Transcript Request \(NSC\)](#)
- [Search for Courses](#)



# Build Your Educational Academic Plan

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## Planning Tips:

- Complete MATH & ENGLISH coursework early.
- Add Summer/Winter courses to your plan!
- Plan 4 to 5 courses per semester.
- If possible, plan science courses in separate semesters.

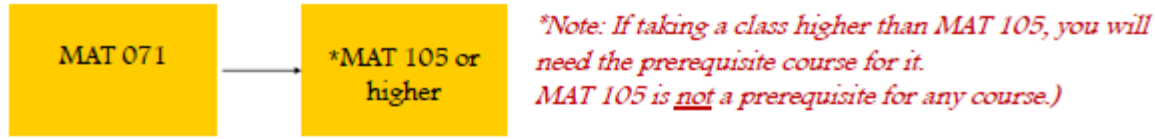
## Keep the follow in mind when planning:

- Developmental Courses
- Pre-requisites/corequisites
- Class sequencing

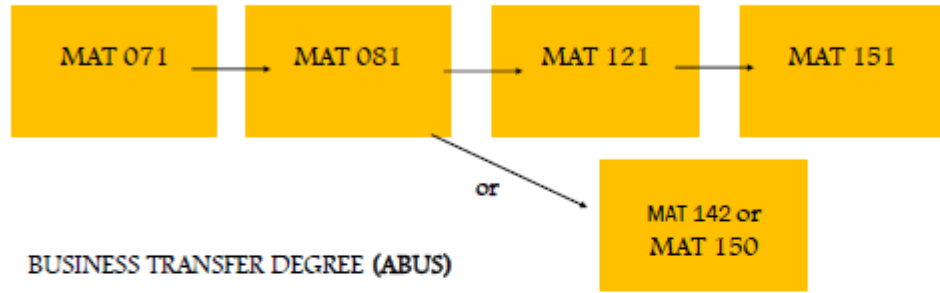


# Math Course Sequencing

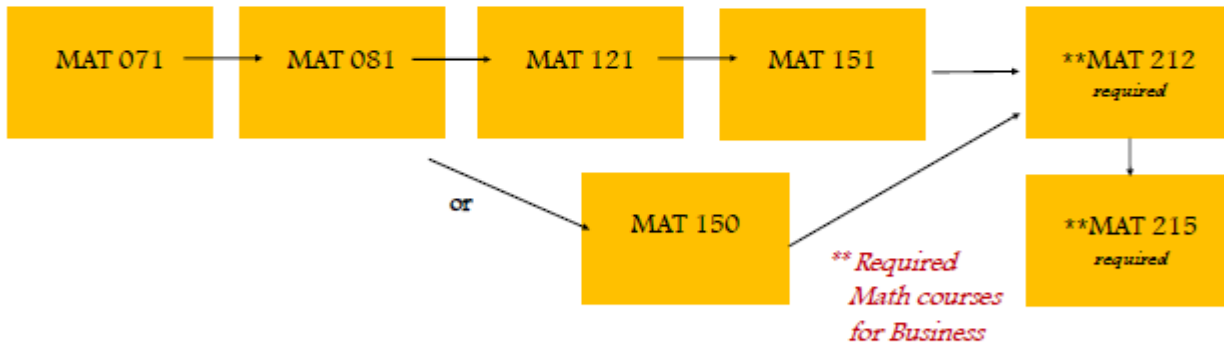
## SOME OCCUPATIONAL DEGREE PROGRAMS (AAS)



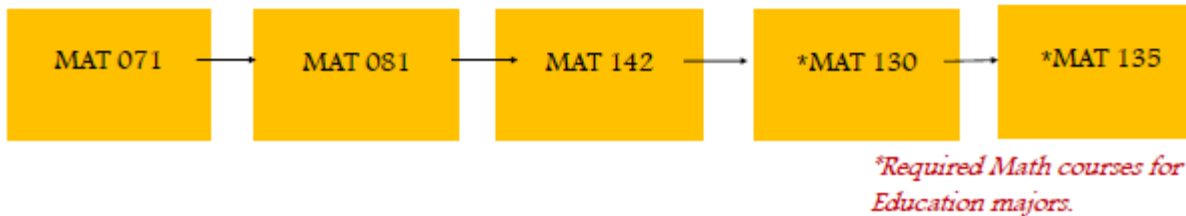
## TRANSFER DEGREES (AA) - MAT 142 or higher is required



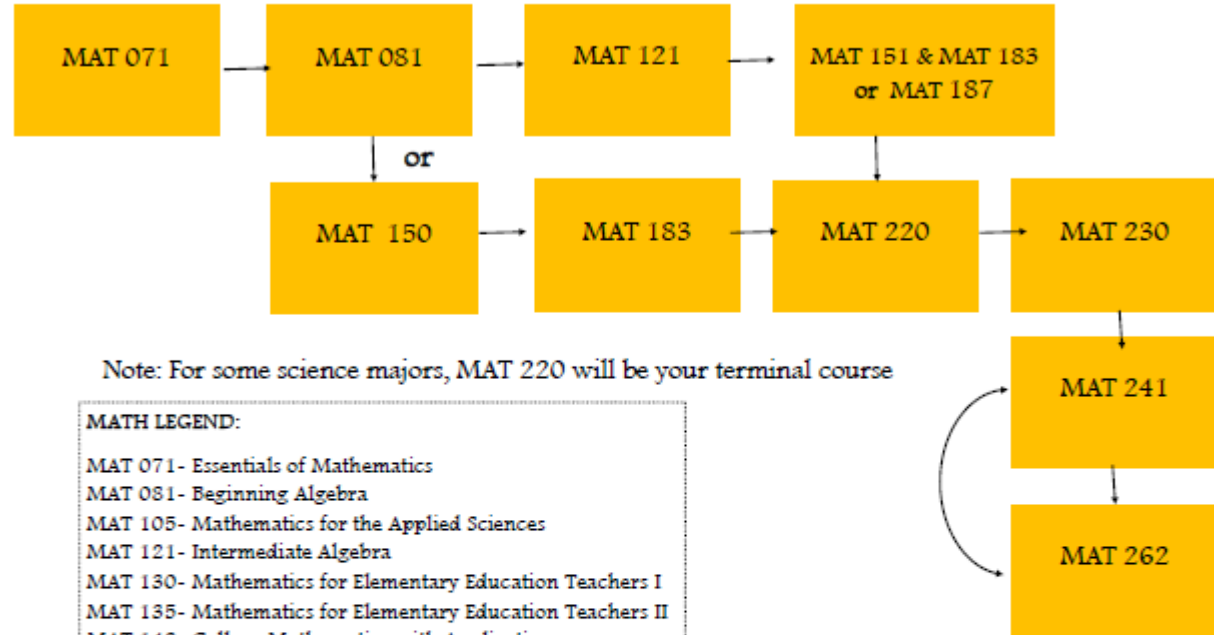
## BUSINESS TRANSFER DEGREE (ABUS)



## ELEMENTARY EDUCATION TRANSFER DEGREE (AA)



## MATH, SCIENCE, AND ENGINEERING TRANSFER DEGREE (AS)



### MATH LEGEND:

- MAT 071- Essentials of Mathematics
- MAT 081- Beginning Algebra
- MAT 105- Mathematics for the Applied Sciences
- MAT 121- Intermediate Algebra
- MAT 130- Mathematics for Elementary Education Teachers I
- MAT 135- Mathematics for Elementary Education Teachers II
- MAT 142- College Mathematics with Applications
- MAT 150- College Algebra with Review
- MAT 151- College Algebra
- MAT 172- Finite Mathematics
- MAT 183- Plane Trigonometry
- MAT 187- Precalculus
- MAT 212- Brief Calculus
- MAT 215- Math Analysis for Business
- MAT 220- Calculus I
- MAT 227-Discrete Mathematics
- MAT 230- Calculus II
- MAT 241- Calculus III
- MAT 252-Introduction to Linear Algebra
- MAT 262- Differential Equation
- MAT 270-Applied Statistics

## Now what do I do?



NEW AWC STUDENT? Sign up to attend New Student Orientation! [Click here for more info.](#)  
We have transitioned student email to Outlook in Microsoft Office 365. [Do you want to know More?](#)  
[Academic Advisors Information; Click here](#)

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Course Catalog**  
Here you can view and search the course catalog.

**Financial Aid**  
Here you can view your financial aid data, forms, etc.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Grades**  
Here you can view your grades by term.

# Have an Academic Advisor Review your plan in Self Service!

Step 1: Sign in to Self-Service and go to **Student Planning**.

Step 2: Make sure that your academic program is listed correctly; if it's not, submit a [Change of Major](#) form to [records@azwestern.edu](mailto:records@azwestern.edu)

**Self-Service** cw31 [Sign out](#) [Help](#)


[Academics](#) · [Student Planning](#) · [Planning Overview](#)

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1** **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2** **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)


Programs	Cumulative GPA	Progress
AS in Engineering	(2.000 required)	<div style="width: 100%;"></div>


 Self-Service

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and complete your degree. Here are 2 steps to get you started:

**1**  **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2**  **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
AS in Engineering	(2,000 required)	<input type="text"/>

Step 3: Select **View Your Progress** to review the requirements and plan courses for your degree or certificate (check out the **Plan Your Courses** tutorial to see how to plan courses)

Step 4: To review your planned courses, go to **Plan & Schedule**

Self-Service

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

2 Plan your Degree & Register for Classes  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
AS in Engineering	(2,000 required)	

The screenshot shows the 'Self-Service' portal interface. At the top, there is a red header with the 'Self-Service' logo and user information (cw31, Sign out, Help). Below the header, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. The main content area is titled 'Plan your Degree and Schedule your courses' and includes a search bar for courses. The 'Advising' tab is selected and highlighted with a yellow circle. Below the tabs, there is a 'Compose a Note' button (circled in yellow) and a text area containing a sample note: 'SAMPLE: Please review my academic plan. I'm planning to complete an AS in Engineering and then transfer to ASU.' At the bottom left, there is a 'Save Note' button (circled in yellow). On the right side, there is a 'Request Review' button (circled in yellow) and a status indicator showing 'Last reviewed requested on 4/1/2020' and 'Course Plan last reviewed on 4/1/2020'.

Step 5: To have your plan reviewed by an Academic Advisor, go the Advising tab and click on **Request Review** ([see video demo](#)). Before submitting your plan for review, please compose and save a note for the advisor to better assist you with your academic plan.

Step 6: Your plan is ready for review! An advisor will review your plan and assist with the process. Please make sure to monitor your [AWC email account](#) for important messages from your advisor.

The screenshot displays the 'Self-Service' portal interface. At the top, there is a red header with the 'Self-Service' logo and navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. A yellow circle highlights a green notification box in the top right corner that reads 'Your plan is ready for review'. Below the notification, there is a search bar labeled 'Search for courses...'. The main content area has tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers', with 'Advising' selected. Under the 'Advising' tab, there is a section for 'Advising Office' with a 'Request Review' button. Below this is a 'Compose a Note' section with a text area containing the sample text: 'SAMPLE: Please review my academic plan. I'm planning to complete an AS in Engineering and then transfer to ASU.' and a 'Save Note' button. In the bottom right corner, there is a small red circle containing the number '16'.






ARIZONA WESTERN  
COLLEGE  
FOUNDED 1963

**THANK YOU!**

 Career and Advisement Services

 [advisement.services@azwestern.edu](mailto:advisement.services@azwestern.edu)

 928-344-7624

