

**CHEMICAL ENGINEERING 191
COURSE PLAN ASSIGNMENT**

**Fall 2014
T. H. Fletcher**

Student Name: _____

Date: _____

The course plan assignment consists of the following parts:

1. Using an MS Excel file called Planning Worksheet, prepare a course plan indicating when you will take the courses required for graduation. Do this using the following steps:
 - a. Obtain the MS Excel file from the department website:
(<http://chemicalengineering.byu.edu/planning-worksheets>).
 - b. Enter the year for each semester or term that you plan to use (e.g. "Fall 2012").
 - c. From the list of required courses displayed along the left side of the form, cut and paste each course into the appropriate semester or term. The disappearance of courses from the left column when you cut and paste them into the plan will provide a handy checklist to ensure that you've included all required courses in your plan. Enter a notation next to courses completed at another school or via AP credit.
2. Enter that plan in your MyMap site in Route Y (except, perhaps, those electives that you haven't yet chosen).
3. Review your plan with your advisor and have him suggest corrections/revisions as needed. Bring your Planning Worksheet with you (or email it in advance) when you meet with your advisor to facilitate that discussion.
4. Once you and your advisor are satisfied with the plan and have entered any changes into MyMap accordingly, have your advisor sign the form at the bottom of this page.
5. Submit this signed form to the Department of Chemical Engineering by the following due date, according to the first letter of your last name:

A-F	October 9
G-N	October 16
O-Z	October 30

Advisor Instructions: Please review this student's course plan on his/her spreadsheet tool and/or MyMap site to make sure it will expeditiously lead the student toward admittance to the professional program and graduation. Revise the plan with the student as needed. Once you and the student are satisfied with the plan and you have verified that the final version has been entered into MyMap, please sign the form below. The student will need to submit the signed form to the department to receive credit in ChEn 191.

Advisor's Signature

Date