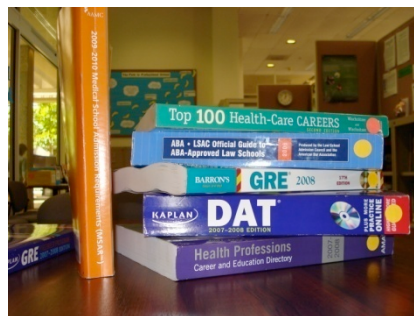


# MAKING A FOUR-YEAR PLAN

## Overview

Planning is critical for pre-health students who want to graduate within four years. The best time to make a four year plan is now. This guide is designed to help incoming students navigate the task of setting up a basic four-year academic plan. If you would like to have an advisor help you, feel free to walk-in to the Pre-Health/-Law Advising Center.



This guide is separated into four sections. Section I will go over ways you can find information about required courses. Sections II and III will help you create the outline for your four year plan and begin scheduling courses into the plan. Section IV will explain how to check the accuracy and comprehensiveness of your schedule.

## I. Gathering Information

All students pursuing a Bachelors degree must fulfill five requirement areas: General Education Core, Graduation Requirements, Degree Requirements, College Requirements, and Major Requirements. Pre-health students must also fulfill an additional set of requirements called “prerequisites”- i.e., courses you must complete before applying to professional schools.

Planning can help you figure out how the prerequisites fit into your degree and ensure that you complete all of your requirements, including your prerequisites, as efficiently as possible.

**1) Visit the Pre-Health/-Law Advising Center (PAC) website** to learn about prerequisites for the profession you are considering.

- Learn the steps in the “Path to Professional School.”
- Research the basic admission requirements for your field.
- Make a list of the required courses for professional schools in your field of interest

**2) Visit the Mānoa Catalog website** to go over your basic requirements.

- Familiarize yourself with the following requirements:
  - General Education Core (Foundation & Diversification)

- Graduation Requirements (Focus and Language)
- Degree Requirements (BA, BS, BFA, BEd, etc.)
- College Requirements

**3) Visit your College or School website.** Every program of study at the University is housed within a college or school. Your college sets its own policies for withdrawals, major declarations, etc. Check the Mānoa Catalog to find the website and contact information for your college's or school's advising office.

- Print out programs sheets for each degree /major you are considering

**4) Visit the department website for your intended major.** Links to department websites can be found on the Mānoa catalog website.

- Print out a list of your major requirements.
- Use the Mānoa catalog to check whether you have to take courses in a *specific order*.

**5) Check whether any of your courses have prerequisites/corequisites or placement tests.** Some courses, such as Math, Chemistry, and Language may require you to take an assessment test before you can register for the class. The Schedule of Classes lists where and when tests are offered and whether you need to make an appointment or reserve a seat.

- Schedule and take any necessary placement exams

## II. Setting Up the Template

- 1) **Download a Four-Year Academic Planning Sheet.** Notice that it is arranged by academic years rather than by calendar years.
- 2) **Fill in the years** next to the semester titles. Remember that calendar years begin with the spring semester of each academic year.

*For example:* If you were to begin school in Fall 2009, the next semester in that academic year is Spring 2010.

- 3) **Label your application year** (when to take standardized tests, application deadlines, letters of recommendation, interviews). For most health fields, applications are due a full year before the date you plan to enter professional school (i.e. the summer between your junior and senior year). Refer to the downloadable handout for your field of interest for more information about your application year.

## III. Filling Out the Template

- 1) **Gather your lists.** You should have three.

- ✓ Core Courses including foundation, diversification, focus, Language, and any college or school requirements (*from your college/school website*)
- ✓ Pre-Health Prerequisites (*from this website*)
- ✓ Major/ Degree Requirements (*from your major department website*)

- 2) **Review the courses on your lists**

- a. **Look for overlapping courses.** Certain courses on one list may fulfill multiple requirements.

*For example:* Your biology course may satisfy a pre-health prerequisite, meet a core requirement, *and* fulfill a related major requirement.

- b. **Re-check whether your courses have prerequisites.** Course prerequisites determine the order in which you must schedule your courses.

### 3) Pencil in your courses

- a. **Start with your math and science health prerequisites and your language courses.** These courses must be taken in a specific order and may only be offered in certain semesters.  
→ Try to take only two science or math courses each semester for your first two years.
- b. **Pencil in your Foundation courses (FW, FS,& FG),** which should be taken within the first year.
- c. **Fill in your remaining core and major requirements.**
- d. **Fill in any remaining health prerequisite courses.** It helps to spread your humanities and social sciences throughout your four years. They can serve to balance your course load during particularly demanding semesters.
- e. **Figure out whether you have room for elective courses.** A minimum of 124 credits are required to graduate. Total up all the credits in your plan and determine whether you have room for electives. Check the PAC website for a list of recommended health electives.

## IV. Verifying Your Schedule

- 1) **Check that your courses are correctly sequenced and that your course load is reasonable.** Take into account study time and work time if you plan to be a working student. As a rule of thumb, you should spend two hours studying outside of class for every one hour spent in class.
- 2) **Show your academic plan to an advisor at**

- PAC (located in QLCSS 101),
- your undergraduate major advisor, and
- your college advisor.

Be sure to discuss your plans with each of them and ask them to verify that your plan is complete and correct.

## CONGRATULATIONS!

You have created your very own Four-Year Academic Plan! Keep in mind that you can always add or move courses, depending on what is offered each semester, but don't delete any courses or credits without first talking to all three of your

advisors. Finally, check in with your advisors each semester to make sure you stay on track.