**CC Form 104 R Instructions (SEP 13 version)**

*Preparation*- Identify your major’s course requirements from your undergraduate catalog or university’s academic directive and prepare a draft 104-R on the **Adobe spreadsheet** prior to scheduling an appointment with your academic advisor.

Block 1- Enter your name

Block 2- Enter your academic major

 Block 2a.- Enter your major’s 6-digit CIP Code. *Provided by Academic Advisor*; required for STEM majors. <http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>

Block 3- Enter the current date

Block 4- Enter your school; 4a. Check *Extension Center (VU, WCU)* or *Cross-Enrolled (NU, CU, PSU-A/B, IU)* if not a Widener student; 4b. Enter *Widener University* on the line if not attending the host; 4c. Enter *003313*

Block 5- Select S for Semester (default)

 5a. Enter the total number of credits that are required for you to graduate

(1)- ROTC hours that do not count: if your ROTC credits are not counting towards the number of credits for graduation - enter the number of credits that do not count here

(2)- Add the two numbers from above (Adobe form will do this automatically)

 Normal academic progress: (Auto-populates)

 5b. Enter the total number of credits that you have completed at **current school**

5c. Enter the total number of transfer credits that were accepted towards your degree, if any; this includes AP credits

5d. Enter the total number of credits that you STILL HAVE TO COMPLETE INCLUDING THIS SEMESTER- (Adobe form will do this automatically)

5e. Auto-populates; this number should match the number of semesters outlined in Block 7.

Block 6- Enter your Semester and Cumulative GPA for each semester that you have been at **current school** (example: *Fall 2008 3.0*, *Spring 2009 2.7*, *Fall 2010 3.5* ….)

Block 7-

***OPTIONAL****-* ***does not count towards number in Block 5e****: Start by entering all courses that you have taken in each semester in order, starting with any transfer credits that have been accepted. Each block should be labeled by the Term (Transfer, Fall, Spring or Summer), the year (06, 07, 08…). In each of those blocks you will list the course number, course title, hours, credits and the grade that you received.*

**REQUIRED-** Begin the next block with the classes you are taking this semester. Continue with the classes you plan on taking for ALL REMAINING SEMESTERS until you graduate. If you are unsure of exactly which class you will take, you can put in *elective* or *400 level history* or another general term. You must fill out the hours for each class as you did for the classes already taken. Remember to add the appropriate **Military Science** courses and an **American Military History** course sometime prior to graduation (PMS wants it *done* *prior* *to MSIV year*).

Overall, in Block 7 you will complete ***OPTIONAL****- ONE BLOCK FOR EVERY SEMESTER THAT YOU HAVE BEEN HERE* and/or **REQUIRED-** ONE BLOCK FOR EVERY SEMESTER YOU WILL BE HERE UNTIL YOU GRADUATE. **Current plus future semesters equate to the number in Block 5e**.

Block 8- This Block is used for counseling. DO NOT WRITE ANYTHING IN THERE UNTIL YOU HAVE BEEN COUNSELED by either your instructor or the campus OIC.

Block 9- Bottom of page 2, have your academic advisor check off whether or not the planned courses are required for your degree (should be *Yes*), enter the type of degree you will earn (example: *BS in Sociology*), and in what month/year you are scheduled to graduate.

Blocks 10-11- Sign and Date.

Blocks 12-13- Have your academic advisor Sign and Date.

Page 3- Complete Name, University, and Degree. Sign if submitting with a scholarship application, **or**, sign on the date of contracting.

*Review*- It is your (Cadet) responsibility to draft the 104-R before going to your advisor. You must also have your MS instructor review the draft for accuracy. Do not complete a new 104-R unless you: 1. change major (with PMS approval) and/or 2. need to add an additional semester causing migration into the following year’s commissioning class (commissioning classes run between 01OCT and 30SEP). Minor changes not affecting commissioning class can be done in pen during your counseling session with your instructor or OIC. Handwrite grades and counseling dates at this time as well. This is a counseling tool and “living” document.

**ACCURACY IS IMPORTANT; THE ARMY USES THIS FORM TO PROJECT YOUR COMMISSIONING DATE, AND TO DETERMINE SCHOLARSHIP BENEFITS ALLOTTED, IF APPLICABLE.**