

Academic Planning Form (APF) Instructions

Degree Map (Page 1) Instructions

Fill in the courses you have already taken (use your [unofficial transcript](#) if needed), the courses in which you are currently enrolled, and the courses you plan to take abroad (use the [UCEAP website](#)) and still need to take at UC Merced (use your [MyAudit](#)). Feel free to use shorthand or abbreviations. A sample of courses on page one might look like this:

Year 3		
Fall (at UC Merced)	Spring (abroad)	Summer (at UC Merced)
PSY 160 (M)	UD SSHA Elec (GE)	UD PSY Elec (M)
PSY 151 (M)	UD SSHA Elec (GE)	UD SSHA Elec (GE)
PSY 142 (M)	UD PSY Elec (M)	
WRI 101 (GE)	Elective	

Planned Courses Abroad (Page 2) Instructions

- Find possible courses you may wish to enroll in while abroad. UCEAP students should use the following resources:
 - Host university web site: find the link to your host university by clicking on the page for your program from <http://eap.ucop.edu/> or from the [MyStudyAbroad Portal](#), and click either the “Courses & Credit” tab or the “Host Institutions” tab.
 - MyEAP Course Catalog: <http://studyabroad.ucmerced.edu/go/MyEAPcatalog>.
- Compare these course descriptions / syllabi to remaining UC Merced requirements you wish to fulfill (use your MyAudit Report).
- Fill out the Academic Planning Form using the course titles you have found. You should do this before meeting with your academic advisor(s), as they will advise you based on the courses you have chosen. Keep in mind this is just a tentative course schedule and does not guarantee that you will be able to enroll in these courses. This form does not guarantee that you will receive major/minor credit for these courses either. Students should plan to send course syllabi to their academic advisors as soon as they are available. Students are also responsible for notifying their academic advisors of changes to their anticipated courses right away. A sample of courses on page two might look like this:

UCEAP / program course number	Course title	Number of units*	Major 1	Major 2 / Minor	GEs	Units only	Proposed UC Merced course substitution	Likely to be applied	Comments / notes
GENE20002	Genes & Genomes	4	X				BIO 142		
BIOL 125	Cell Biology	4	X				BIO 110		
BIOL 110	Immunology	4	X				UD Bio elective		
COMM 121	Marketing Comm	3				X			
SOC 105	Soc & Environments	4			X		SSHA elective		
HIST30056	Colonizing Australia	4		X			UD Hist elective		

- You will either need to make an appointment to meet with the academic advisor or come to drop-in advising for each of your major(s) or intended major(s) to discuss your intended courses and preferably at least one month prior to the application deadline (but sooner is better). Bring your Academic Planning Form and course descriptions and/or syllabi (syllabi preferred, if available) with you. Plan ahead, as the advisors’ schedules fill up quickly as UCEAP application deadlines approach. Your academic advisor(s) will review your proposed courses and sign the form.
 - Minors: If you have an intended minor for which you plan to fulfill requirements with courses taken abroad, you must get your minor advisor’s signature on this form. However, if you have an intended minor for which no classes abroad will count, no signature is necessary.
 - Undeclared: Students applying to UCEAP options that require junior standing must have a declared or intended major to participate and must have the academic advisor for that major sign off on the Academic Planning Form.
- Sign the form. At this point, after your meeting, you should have a clear idea of how the courses you are planning to take while abroad are likely to count toward your degree and how to make course selections once abroad so that you will be able to cope effectively if courses change or are unavailable.