How to submit the Program Planning Worksheet
– Perdue School of Business

- **Step 1: Find the Program Planning Worksheet at:** https://www.salisbury.edu/academic- offices/advising-center/perdue.aspx [listed under Useful Advising Resources]

Useful Advising Resources

- Program Planning Worksheet
- Business Pre-Professional GPA Calculator

- Business Professional Program Application
- University Catalog (where you can find program requirements and 4-year curriculum guides)

- **Step 2: Log in to the sheet and fill in the first part with your personal information, major/minor/ track, etc.**

Online Program Planning Worksheet

Please complete the form below. **An asterisk (*) indicates a required field:**

MAKE SURE TO CHECK THE DETAILED UNIVERSITY, MAJOR, MINOR REQUIREMENT, AND COURSE PRE-REQUISITE AT: Salisbury University - Undergraduate & Graduate Catalog.

Last Name:	YOUR LAST NAME
First Name:	YOUR FIRST NAME
Email Address:	YOUR SU EMAIL
*Enter Your Student ID:	YOUR SU ID
*Select Your Assigned Advisor	.CHECK GULLNET FOR YOUR ADVISOR'S NAME
*Select Your Major:	Select Major
Enter Your Second Major	
Enter Your Minor	
*Your Current Student Classification	Select Class
*Semester you are registering for:	Select
*Enter Your Expected Graduation Semester	Select

Wonder who is your advisor? Go to: Gullnet Home > Student Center > Advisor (on the right)

Important

Step 3: Log in to your Gullnet. Review your Academic Requirements Report

Academic Requirements Report is a **THE** most accurate report showing you what requirements you still need to complete in order to receive your diploma. Any requirement shows as Not Satisfied should be completed before graduation. For example:

▼120 Hours [L20]

Not Satisfied: Complete a minimum of 120 hours of course work (reported total includes completed and in progress courses).

- Units: 120.00 required, 72.00 taken, 48.00 needed

Perdue School Pre-Professional Core [R120 L10-100]

Not Satisfied: Complete ACCT 201, ACCT 202, ACCT 248, BUAD 200, COMM 100 or COMM 260, ECON 211, ECON 212, INFO 211, INFO 281, MATH 155 and MATH 160 or MATH 201 with grades of C or better and a Pre-Professional Program GPA of at least 2.5.

- Courses: 11 required, 7 taken, 4 needed

▶ ACCT 201 [L10]

▼ ACCT 202 [L20]

Not Satisfied: Complete ACCT 202 with a grade of C or better.

- Courses: 1 required, 0 taken, 1 needed

▶ ACCT 248 [L30]

▼ BUAD 200 [L35]

Not Satisfied: Complete BUAD 200 with a grade of C or better.

- Courses: 1 required, 0 taken, 1 needed

▶ COMM 100/260 [L40]

▶ ECON 211 [L50]

▼ ECON 212 [L60]

Not Satisfied: Complete ECON 212 with a grade of C or better.

- Courses: 1 required, 0 taken, 1 needed

Where is your Academic Requirements Report?

Go to: Gullnet Home >Student Center > Academic Requirements Report (from the drop-down menu under "Academics").

- **Step 4: Check if the course will be offered next semester.**

  - If you need *General Education Class,* make sure to use the **Course Attribute** and Course Attribute Value to search.
  - "Additional Search Criteria" could help you search courses that meets certain criteria, e.g. date, time, instructor, modality, etc.

Search for Classes

Enter Search Criteria

Search for Classes

Institution	Salisbury University
Term	2023 Spring

Select at least 2 search criteria. Select Search to view your search results.

▽ Class Search

Subject	
Course Number	is exactly
Course Career	Undergraduate
	☑ Show Open Classes Only
Course Attribute	General Education
Course Attribute Value	

▽ Additional Search Criteria

Meeting Start Time	greater than or equal to
Meeting End Time	less than or equal to
Days of Week	include only these days
	☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
Instructor Last Name	begins with
Class Nbr	⑦
Course Keyword	⑦
Minimum Units	greater than or equal to
Maximum Units	less than or equal to
Course Component	
Session	
Mode of Instruction	
Campus	
Location	

Clear   Search

- **Step 5: Check the course pre-requisite/co-requisite.**

  Make sure you click the course section number to read the Enrollment Information, course description, Notes and Pre-requisite/Co-Requisite information. Please DO NOT take the classes you do not have the pre-requisite for. You will not be able to enroll, or you will be removed from the class. You could also check pre-requisite on the catalog: https://catalog.salisbury.edu/content.php?catoid=9&navoid=269. For example:

▽ MGMT 492 - STRATEGIC MANAGEMENT

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2037	610-LEC Regular	MoWe 9:00AM - 10:15AM	362 Perdue Hall	Eunice Eun	01/25/2021 - 05/14/2021	🟢

- **Step 6: Put the courses on your Program Planning Worksheet**.

Business Courses:

Course	Credit Hours	Category
ACCT202 : INTRODUCTION TO MANAGERIAL ACCOUNTING	3	Major
INFO281 : INTERMEDIATE BUSINESS STATISTICS	3	Major
BUAD200 : PERSONAL AND PROFESSIONAL DEVELOPMENT	1	Major
Please Select...	Credit Hours	Please Select
Please Select...	Credit Hours	Please Select
Please Select...	Credit Hours	Please Select

General Education, Math, Communication and Elective Courses:

Course	Credit Hours	Category
HIST 102 : WORLD CIVILIZATIONS	4	History
FTWL 106 : LIFELONG FITNESS & WELLNESS	3	Gym
Please Select...	Credit Hours	Please Select
Please Select...	Credit Hours	Please Select
Please Select...	Credit Hours	Please Select
Please Select...	Credit Hours	Please Select

Alternative:

Course	Credit Hours	Category
ENGL 221 : LITERATURE & FILM	4	Literature

- **Step 7: You could add your questions or comments in the "Notes" area. Then type your name, and click Submit.**

*Student Signature	Sammy Salisbury	Date	9/28/2020 5:29:02 PI

Submit   Reset

- **Step 8: Confirm the information on this page, if everything looks right, please click on "Confirm".**

Online Program Planning Worksheet

Please review your form submission data below.

If the data is accurate, please click Confirm:

Confirm

If the form submission data needs to be updated, please go back and update.

* * *

- **Step 9: You have submitted the worksheet successfully. You will see this page on your screen. The program planning worksheet that you submitted will be sent to your SU Student email. Your advisor will receive the email as well.**

Online Program Planning Worksheet

Thank you! Your submission is successful!

Dear Student,

Thank you for submitting your Program Planning Worksheet. For more information about Program Planning and your next step in this process, please visit the following site: www.salisbury.edu/academic-offices/advising-center/perdue.aspx. Detailed University, Major, Minor Requirements and Course Pre-requisite could be found at: catalog.salisbury.edu.

Sincerely,
Academic Advising Center - Franklin P. Perdue School of Business
Blackwell Hall

- **Please close your browser to logout.**

Other Useful Resources to help you fill the Online Program Planning Worksheet:

- o **Academic Checklist:** This is an excellent reference for planning your future semesters. Find your program in the University catalog (http://catalog.salisbury.edu/) . To generate a printable checklist or 4-year curriculum guide, click the "Print Degree Planner" icon on the top right of the page. Please note the checklist is just a reference! You should always review your **Academic Requirement Report on Gullnet for the MOST ACCURATE information.**

- o **Seagull Scheduler (recently updated): https://www.salisbury.edu/academic-offices/advising-center/_files/ handouts/pp-sea-gull-scheduler-how-to-instructions.pdf**

- o **How to Select Your Courses – Understanding the Program Planning Process**: https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=53bf8957-39f8-4d9d-a555-ac3e00dc08ec

- o **How to complete the Online Program Planning Worksheet**: https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=aa028428-c95e-4d56-bde4-ac3e00fdd7b4

- o **View your enrollment date/time**: https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689

- o **Update your Academic Record:** Log into Gullnet -> Academic Record -> Create a New Request -> you will have the chance to:
  1) Change/Add/Delete Major or Track
  2) Change/Add/Delete Minor
  3) Change Catalog Year
  4) Request to Study at Another Institution

- o **Perdue School of Business Advising Information**: Academic Advising - Perdue School | Salisbury University