

# 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:	<input type="text" value="YOUR LAST NAME"/>
First Name:	<input type="text" value="YOUR FIRST NAME"/>
Email Address:	<input type="text" value="YOUR SU EMAIL"/>
*Enter Your Student ID:	<input type="text" value="YOUR SU ID"/>
*Select Your Assigned Advisor	<input type="text" value=".CHECK GULLNET FOR YOUR ADVISOR'S NAME"/>
*Select Your Major:	<input type="text" value="Select Major"/>
Enter Your Second Major	<input type="text"/>
Enter Your Minor	<input type="text"/>
*Your Current Student Classification	<input type="text" value="Select Class"/>
*Semester you are registering for:	<input type="text" value="Select"/>
*Enter Your Expected Graduation Semester	<input type="text" value="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

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Enter Search Criteria

**Search for Classes**

Institution

Term

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

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Course Attribute

Course Attribute Value

▼ Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  ?

Course Keyword  ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

- **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	<span style="color: green;">●</span>

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

Business Courses:		
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:		
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:		
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	<input type="text" value="Sammy Salisbury"/>	Date	<input type="text" value="9/28/2020 5:29:02 PM"/>
<input type="button" value="Submit"/> <input type="button" value="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](http://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](http://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:**

- **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.**
- **Seagull Scheduler (recently updated):** [https://www.salisbury.edu/academic-offices/advising-center/\\_files/handouts/pp-sea-gull-scheduler-how-to-instructions.pdf](https://www.salisbury.edu/academic-offices/advising-center/_files/handouts/pp-sea-gull-scheduler-how-to-instructions.pdf)
- **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>
- **How to complete the Online Program Planning Worksheet:**  
<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=aa028428-c95e-4d56-bde4-ac3e00fdd7b4>
- **View your enrollment date/time:** [https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module\\_item\\_id=780689](https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689)
- **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
- **Perdue School of Business Advising Information:** [Academic Advising - Perdue School | Salisbury University](#)