COMPLETING THE ARMY ROTC FORM 104-R

These instructions will provide a foundation for completing your Army ROTC Form 104-R. Please follow the instructions below to create your first draft for submission to me - John Peregrim - in the Office of the University Registrar on the second floor of Lassen Hall. Please be aware that this is a lengthy and difficult process that may require several revisions before it is complete. Once the process has begun, I will provide detailed written instructions for all revisions that are required. Do NOT go to your major department or to Academic Advising to get the form certified.

Remember that you are working to create an academic plan that accounts for every requirement needed to complete your bachelor’s degree including all of your major, General Education and other graduation requirements.

1) Determine your catalog rights. Continuous enrollment at a California Community College or CSU campus is required to maintain catalog rights. Continuous enrollment = enrolled in at least one semester or two quarters per calendar year.

   a) If you attended a California Community College or another CSU campus prior to arriving at CSU Sacramento, and maintained continuous enrollment, you may use the catalog of the academic year during which you began attendance. For example, if you began at American River College or CSU Chico in Fall 2008 or Spring 2009, you may use the 2008-2010 CSUS catalog for your major.

   b) If you attended colleges or universities other than those in the CSU / California Community College system, you will use the catalog in effect during the academic year in which you began continuous enrollment at CSU Sacramento. So if you started here in Fall 2011 or Spring 2012, you will use the CSUS catalog covering Fall 2010 through Spring 2012.

   Students who transferred to CSU Sacramento from another CSU campus or California Community College may also use the catalog in effect when you began enrollment at CSU Sacramento.

   Following the catalog in effect during the semester in which you started at CSU Sacramento is always a correct choice.

2) Now that you know which catalog to use, locate your major program online.

   a) Go to the main catalog page at: http://catalog.csus.edu/ . Select the link for the appropriate catalog (i.e., 2012-2014, 2010-2012, etc.).

      For the 2010-2012 catalog, select the link and when you arrive at the next page, click the “Academic Programs” tab near the top (the actual URL is: http://catalog.csus.edu/10-12/programs/afrs.html )

   b) On the left side of the screen you will see an alphabetical list of all major departments. Select the link for your major (e.g., Biological Sciences, Criminal Justice, Business Administration).

   c) You are now at the program for your major. Many majors have concentrations within the major. For example, if you are a Business Administration major, your concentration may be Accountancy, Finance, International Business and so on.
d) If you are planning on using transfer work to cover some requirements, let me know by sending a complete list of planned substitutions in an email when you submit your first draft to me or on a separate sheet of paper if you submit a hard copy. Some substitutions I will be able to approve, others will require the approving signature of your major department chair person or authorized advisor. I will let you know what is needed regarding this once I am able to review your first draft. **Do not automatically go to your major department unless I ask you to** since this can often slow down the entire process needlessly.

Submitting your proposed requirement substitutions can be done by listing the CSUS requirement and then the course you want to use including the school at which the course was taken. For example:

CRJ 1 Introduction To Criminal Justice = ADMJ 101 taken at Arizona State U.

3) Start to complete your Form 104-R by planning for all major courses that you will be taking at CSU Sacramento.

a) Enter your name and major (including concentration if applicable) at the top of the form.

b) Do not enter anything in box 5 at the top center of the first page; that is for me to complete.

c) The first page of the Form 104-R has six blank boxes representing semesters or quarters. Please start with the first box on the left and work forward in chronological order starting with the semester that you are instructed to use by Army ROTC.

Summer sessions should be added in chronological order if you plan on taking courses during the summer sessions and/or have established the summer when your field training (LDAC) will take place with ROTC.

**DO NOT INCLUDE WINTER INTERSESSIONS IN YOUR PLAN UNLESS YOU HAVE CONFIRMED THAT THE COURSE(S) ARE ACTUALLY BEING OFFERED BY CHECKING THE ONLINE CLASS SCHEDULE FOR THE UPCOMING WINTER INTERSESSION.** The schedule for each Winter Inter session is posted online during the Fall semester which immediately precedes it. Schedules for Winter Intersessions that are at least a year in the future are never available in Spring or Summer semesters. If you can’t confirm that the course is being offered in a posted class schedule, **DO NOT INCLUDE IT.** I discourage everyone from relying on Winter courses since the offerings are always extremely limited and will usually just result in having to revise your form once the class schedule is actually posted online.

d) At the top of the first box, enter the number 1 followed by the first semester you have been instructed to list by ROTC in the field titled “Term.” Enter the last two numbers of the year (e.g. 12 for 2012 - only two numbers allowed in the field) in the small box titled “Year.”

e) The first column in each box is for the course number. Course number is easily determined: it begins with letters identifying the department that offers the course. For example **CRJ** for Criminal Justice courses, **ENGL** for English courses, etc. This will be followed by a number such as CRJ 115 ENGL 50A. Numbers such as 83081 as found in the class schedules online under the column entitled “Class Nbr” are registration codes and are NOT the actual course number; please do not use these on your form.

The second column in each box is for the course title. For example CRJ 115 is titled “Violence and Terrorism,” ENGL 50A’s title is “Introduction to American Literature I,” and so on.
The third and fourth columns are for the number of units for the course in question, usually somewhere from 1 through 5 units. Continuing the example from above, both CRJ 115 and ENGL 50A are 3 unit courses while CHEM 1A is a 5 unit course. The number of units should be entered in both the 3rd and 4th columns.

f) Enter each semester’s courses chronologically all the way through the semester in which you intend to graduate. If you have attended or intend to attend summer sessions at CSUS to complete your degree requirements, include the summer sessions maintaining chronological order.

g) Make sure that you maintain a proper sequence of major courses to be completed by paying attention to any prerequisites needed before taking the course in question. You will see prerequisite courses listed in parentheses following the course number and title in the catalog’s major program listings. For example, if you are a Civil Engineering major, you may not take ENGR 45 until you have completed CHEM 1A and MATH 30.

4) Planning your General Education courses.

If you transferred here with work completed at other schools and aren’t certain of what you still need, usually because your transfer credit evaluation hasn’t been completed yet, let me know and I will complete your transfer credit evaluation and let you know what requirements you have met and those you have not. If you do not have copies of your transcripts from other schools, let me know and I can provide unofficial copies for you to work with. If you feel that you do know what you have completed to date, then go ahead and plan your remaining G.E. requirements.

Please be aware that even if you transferred to CSUS from another CSU campus and had completed ALL of their General Education requirements, you will still be required to take no less than 9 units of G.E. in residence here at CSUS.

A blank General Education chart is included for you to use in your planning. You can take notes by entering those courses that you have completed in the appropriate areas, as well as entering course numbers for those G.E. requirements you plan to take here. You should not include this sheet when submitting the first draft of your form.

You will find a complete description of General Education and all courses approved for all General Education Requirements online at: [http://catalog.csus.edu/current/first%20100%20pages/ge.html](http://catalog.csus.edu/current/first%20100%20pages/ge.html).

a) Make sure all areas and sub-areas are met.

Area C requires 12 units with at least 3 units in Area C1 Introduction to the Arts, and at least 3 units in Area C2 Introduction to the Humanities. The remaining 6 units may be either arts or humanities or a combination of both.

Area D also requires 12 units and must be from no less than 3 different disciplines (e.g., ANTH, HIST and GOVT). These courses may overlap with the American Institutions requirement (U.S. History, U.S. Constitution, and California State & Local Government).

If you are “certified” for completion of General Education by a California Community College, which means that you have completed at least 9 units in Area D and have met the minimum requirements for these two areas according to the community colleges’ requirements, then you will be exempt from taking courses from a minimum of three different disciplines/subject areas. If you have any doubts whether this applies to you or not, don’t worry about it; I will certify you if applicable and let you know that you do or do not have to meet these requirements.
b) Make sure that you have no less than 9 units of upper division GE. Upper division courses are numbered 100 and above.

c) Do not plan on taking a Writing Intensive course until you have completed at least 60 units and have gone through the Writing Placement for Juniors process (WPJ) since you will not be allowed to register in Writing Intensive until that placement process is complete. You may be required to take an ENGL 109 course either before you take your Writing Intensive course, or concurrently with it.

Writing Intensive courses are noted in the GE course listings by an asterisk (*) following the course number.

Some academic departments include a requirement that will meet Writing Intensive as a part of the major. For example Criminal Justice requires CRJ 190 Contemporary Issues in Criminal Justice as a core requirement. This course also meets Writing Intensive, but is only open to Criminal Justice majors and does not count toward the minimum of 9 units of upper division General Education. On the other hand, the Environmental Studies major requires ENVS 112 International Environmental Problems for its majors, but this course is open to the entire university and DOES count toward the minimum 9 units of upper division G.E.

5) Foreign Language Requirement: If you completed the second semester of the third year level of a language in high school with at least a C- grade, let me know since this will meet the requirement without additional work. If we don't have a copy of your high school transcript you will need to provide an official copy directly to me (if you transferred her from another college, Admissions probably didn't require that you submit one).

If you did NOT meet this requirement in high school, you must either take coursework to meet the requirement or, if you believe that your proficiency is solid, you can test out of the requirement through our Foreign Language Dept. If you need to take courses, you must complete the second semester (or third quarter) of the first year level of a language at the college level. Using Spanish as an example, here at CSUS you would need to pass SPAN 1B Elementary Spanish, SPAN 5A Intermediate Oral Proficiency, or SPAN 7 Spanish Reading Proficiency with at least a C- grade. You will find a complete description online at: [http://www.csus.edu/fl/proficiency/prof-requirement.htm](http://www.csus.edu/fl/proficiency/prof-requirement.htm).

As of Spring 2013 the following majors leading to a bachelor of science degree are exempt from the Foreign Language Requirement: Business Administration (all concentrations), Chemistry, Biochemistry, Civil Engineering, Computer Engineering, Construction management, Electrical and Electronic Engineering, Health Science (all concentrations), Kinesiology (Athletic Training and Exercise Science), Mechanical Engineering, Nursing (traditional and RN to BSN), Physics, and Recreation, Parks and Tourism Administration (Recreation and Parks Management; Recreation Therapy).

6) Other Graduation Requirements

a) American Institutions – All students must complete U.S. History, U.S. Constitution and California State and Local Government.

U.S. Constitution and California State and Local Government can be met by any one of the following: GOVT 1 Essentials of Government, GOVT 150 American Governments, GOVT 113 American Political Thought. GOVT 180 California State and Local Government ONLY covers California and NOT U.S. Constitution; it is primarily for students who have completed U.S. Constitution but not the California Government part of the requirement.

b) Race and Ethnicity – See the complete list of approved courses online. Courses that have been approved for the Race & Ethnicity requirement are noted by a plus sign (+) following the course number in the listings.

HIST 17A and 17B here at CSUS also meet the Race & Ethnicity requirement however do NOT assume that having met U.S. History at another CSU campus or California Community College that you have also met Race and Ethnicity as this is most often not the case. If you believe that you have completed this requirement at a California Community College, let me know the course in question and I’ll let you know if you have; there’s a very specific list of community college courses that meet this requirement.

c) Make sure that you have no less than 120 units total and no less than 40 upper division units. When adding up your total units, remember that you may not count more than 70 units taken at community colleges.

7) Submit your first draft of the Form 104-R either by sending it as an email attachment to me at peregrim@csus.edu, or by submitting a hard copy, or having ROTC send it to me directly following their first review to check your MILS course sequence. If you want to submit a hard copy, bring it to The Office of the University Registrar on the second floor of Lassen Hall and ask our receptionist to put it in my in-box. In your email message, or on a separate piece of paper if submitting a hard copy, please include your full name, student I.D. number, major and concentration (if applicable), all current contact information including email addresses, mailing address and telephone numbers.

a) There is no need for an appointment when submitting your form since my review takes several hours to complete and I cannot review and certify your academic program on the spot.

b) I must work on these forms in the order in which I receive them, so there may be a delay before you hear from me. ROTC understands this and I will work on your form as quickly as I possibly can. I always try to give ROTC students priority, but I have many other advising responsibilities as a Degree Evaluations Advisor, so your patience is appreciated. If you have been given a deadline for submission by Army ROTC or for a scholarship application, let me know this up front and I will do my best to accommodate you and see that you meet your deadline.

c) My written instructions for revising your form will be very detailed and designed to provide you with a point of reference that will guide you through what you need to add or change. Please take your time and refer to my instructions as you revise your form.

d) Always feel free to contact me with questions or concerns. Email is always best so that we don’t play telephone tag and so that we both have copies in writing of everything we cover. If you do contact me and don’t hear back in a few days, it is NOT an indication that I am ignoring you. It simply means that I’m either not in the office or that my email in-box is very full and I WILL respond as soon as I possibly can; I never ignore email. Just please be aware that I put in a 40 hour work week between Monday and Thursday and am therefore never on campus on Fridays.

13 May 2014
e) Please do not go to Academic Advising regarding General Education or graduation requirements or with your Form 104-R. While they are a worthwhile resource for most students in their first few semesters at CSUS, ROTC students are unique in having to prepare their entire academic program through graduation and Academic Advising is neither able nor authorized to provide advising on this level. Please contact me for this kind of advising and refer to your major department for all major advising.

NOTE: if Academic Advising directs you to come in to them for an end of year advising session, you MUST attend or a registration hold will be placed on your records. Please DO NOT implement any changes that they suggest without letting me know what they've said and giving me a chance to review their recommendation. Following their suggestions without my input is a recipe for delaying your graduation or taking courses that you don't need.

8) Attached to these instructions is a sample of the Form 104-R for your reference.

9) If I am away from work for an extended period of time, and you need to have a form completed to meet a deadline that will occur before I return, please contact Joanna Sampanis in Degree Evaluations which is in the Office of the University Registrar at sampanisj@csus.edu. Joanna is my designated backup person and will assist you in completing your form on time.