

Procedure for Completing CC Form 104-R

1. You can obtain the appropriate form by following this link [Academic Plan](#).
2. After downloading the form, fill in lines #1, #2, #3 of page 1.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
4	1. AUTHORITY: Title 10, US Code 2101 and 2104																								
5	2. PRINCIPAL PURPOSE(S): To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations.																								
7	3. ROUTINE USE(S): To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years.																								
8	4. VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.																								
10	1. NAME OF STUDENT (LAST, FIRST, MI)								2. ACADEMIC MAJOR								3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)								
11	Doe, John W								Political Science								12/25/2012								

3. After consulting with your academic advisor, fill out block #7. If it will take you more than 6 semesters to graduate, then you'll need to continue on page 2* of the form. Please note for each box you will need to fill out the term, year, course number, course title, credit hours.

Please fill from left to right, starting with fall term and ending with summer term. If you don't follow this format you will be asked to do it again.

a.

Term:		Fall			Year: 07		
No.	Course Title	Hrs.	Cts.	Grd.			
BIOL 2420	Human Physiology	4					
PEP 4400	Evaluation in Physical Edu.	3					
PEP 5430	Hist. & Phil. Of Physical Edu.	3					
MS 2010	Leadership Development	2					
MS 1010	Introduction to Leadership	2					
MS 3010	Org Leadership	3					
Total Term Hours:		17	0				

b.

Term:		Spring			Year: 08		
No.	Course Title	Hrs.	Cts.	Grd.			
BIOL 2320	Human Anatomy	4					
SPCH 1010	Public Speaking	3					
MS 3020	Advanced Tactics and Oper.	3					
MS 1020	Leadership Skills	2					
MS 2400	Physical Readiness	1					
Total Term Hours:		13	0				

c.

Term:		Summer			Year: 08		
No.	Course Title	Hrs.	Cts.	Grd.			
	Warrior Forge						
Total Term Hours:		0	0				

4. If you are getting a Bachelors of Arts or a Masters degree please change line #9, to reflect your plan. Also be sure you fill in your expected graduation date.
5. Page 3 of the form should be automatically filled out for you as fill in the other two pages. Please double check to verify that the information on page 3 is correct.
6. Once you get to this point, you'll want to save your work. The file is a read-only file so you will have to rename it in order to save it. Please save a copy for yourself. **Send an e-mail attachment of the file to l.maughan@usu.edu.**
7. ****Print out copy of your 104-R, sign and date lines 10 & 11. Also sign and date the appropriate line on the third page. Your academic advisor needs to sign lines 12 & 13. Bring this signed hard copy to Lisa Maughan in the Military Science Building in room 104. Or if you prefer you can send your 104-R via fax or mail.**

Fax Number: 797-3330,

Mailing Address: Lisa Maughan
 Utah State University
 Army ROTC
 9595 Old Main Hill
 Logan, UT 84322-9595

*If you are having trouble turning the pages, just look at the bottom of the form and you will see three tabs. These are used to turn the pages.

The screenshot shows Microsoft Excel with a form titled 'PLANNED ACAP'. The form contains several tables for entering course data. Each table has columns for 'Term', 'Course Title', 'Hrs.', 'Cts.', and 'Grd.'. Below each table is a 'Total Term Hours' row. At the bottom of the form, there is a section for 'REVIEW' and a signature line for the student (row 47) and the registrar/examiner (row 50). A mouse cursor is pointing at the bottom of the form near the signature line.

**If you are having trouble printing all three pages, make sure you have “Entire Workbook” selected as seen below.

