To help assist you in the process, we just wanted to share with you some answers to 8 Frequently Asked Questions about ASK.

1. How can I start the process of declaring an Engineering concentration in ASK?

To begin a new concentration or to revise an existing declaration, simply login to http://ask.brown.edu and navigate to the "Declarations" tab in the top menu. Then select the button that says "Declare a New Concentration" or "Change" to revise an existing declaration. Once you select and set a concentration, degree, and track, then you will be able to enter in your program plan.

As a first step, I would strongly encourage you to login and try to edit the "Program Plan". (The program plan is the graphic interface that shows which classes you would like to use toward your engineering concentration.) You will be able to add courses from your academic history or by manual entry, and then you can drop and drag these into bins for each requirement. (If you need to make a substitution, e.g. MATH0520 in place of MATH0190, you can also drop different courses into the bin, but this will require you to add a comment explaining the substitution, and will be contingent on advisor review and approval.)

2a. How do I find the Program Plan view?

The default view for courses in the ASK declaration form is the "Course Plan" view which is used by the vast majority of Brown concentrations. To get to the "Program Plan" view, please scroll down the declaration form, and just below the Personal Statement you should see the following heading:

Please click on "Program Plan", and then you should see an "edit" link on the right which you can click to go to the "Program Plan" GUI where you can add courses and drag/drop them to assign to program requirements.

2b. What should I do if there is no "Program Plan" link next to the "Course Plan"?

If your declaration was transferred over from the old concentration system (or if you began a concentration in ASK before March 2015), you may not be able to see the Program Plan view. In this case, just below the Personal Statement you may see the following heading:

If you see this heading (without the "Program Plan" link), you will need to reset the concentration system by following this four step procedure: (1) manual select a different concentration using the “Edit Degree Selection” button, (2) save the form, (3) exit the declaration page, and then (4) return to restart a new concentration for your desired major. (Sorry for the complicated work around, but there was no easy way to resolve this issue.)

3. How can I request a substitution in ASK for a program requirement?
The ASK Program Plan system is infinitely flexible about substitutions. All you have to do is drop and drag the course you wish to use into the bin of the requirement. Then the system will ask you to add a comment explaining the substitution. Your advisor will then review your substitution request when it is submitted, and either approve or request revisions.

4. ASK will not allow me to submit my form. It gives me an error that says "You must complete your program plan before you can submit...." What should I do?

If you receive a warning that looks like this and includes a list of requirements:

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You must complete your program plan before you can submit your declaration for review. The following requirements have not been satisfied:
- ENGN0030 (1.0): Introduction to Engineering
- ENGN040 (1.0): Dynamics and Vibrations
- ENGN0410 (1.0): Materials Science
- ENGN0510 (1.0): Electromagnetics
- ENGN0520 (1.0): Electrical Circuits and Signals
- ENGN0720 (1.0): Thermodynamics
- Fluid Mechanics or Solid Mechanics
- CHEM0330 (1.0): Equilibrium, Rate, and Structure
- Calculus
- Vector Calculus
- Differential Equations I
- Differential Equations II
- Computer Science
- ENGN1570 (1.0): Linear System Analysis
- ENGN1620 (1.0): Analysis and Design of Electronic Circuits
- ENGN1830 (1.0): Digital Electronics Systems Design
- Advanced Science Requirement
- Specialization Option
- One of the following courses:
- At least four courses in the humanities and social sciences
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This means that you have not fulfilled these requirements in the "Program Plan" view. You may well have these courses listed on your "Course Plan", but ASK does not know how these classes will match to the "Program Plan" requirement bins. You need to have a complete form, with every bin filled in the Program Plan, before you can submit. So I suspect this is your problem.

The Program Plan is the graphic interface that shows which classes you would like to use toward your engineering concentration. (You can access this by clicking in the Program Plan and the edit links just above your course plan list.)

The Program Plan GUI is where you can drop and drag courses into bins for each requirement. (It is also where you can request substitutions for requirements. If you need to make a substitution, e.g. MATH0520 in place of MATH0190, you can also drop different courses into the bin, but this will require you to add a comment explaining the substitution, and will be contingent on advisor review and approval.)

5. ASK will not allow me to submit my form, but it does not list any missing requirements. What should I do?
If you receive a warning that looks like this but does not include any missing requirements:

You must complete your program plan before you can submit your declaration for review. The following requirements have not been satisfied:

Close

If you receive this warning with a list of requirements, please reference question 4 above.

If you receive this warning without a list of requirements, and have completed the "Program Plan" (drop and drag GUI interfaces), then the most likely problem is the presence of a "Null" credit course in your "Program Plan".

For some unknown reason, it appears that some courses in Banner are listed with both a "null" credit and 1 credit option. (If you pick the "null" credit version, you will notice that the number of credits "In Plan" will be one less than the number "Required" in the "Program Plan" view.) To fix this error, please remove the "null" version of the course from your "Course Plan". Then add the "1 credit" version and drop and drag in the "Program Plan" view.

6. I know that many courses are offered in alternating semesters and/or alternating years. Where can I find out when Engineering courses will be taught?

In terms of courses, the best resources for Engineering courses is on the school website here: http://www.brown.edu/academics/engineering/undergraduate-study/courses

This website includes the most current information about AY2015-16 and AY2016-17.

7. Where can I find the most accurate information about Engineering concentration requirements?

The newly revised Engineering section of the University Bulletin provides the most concise, complete and up-to-date description of each concentration track (including our AB program in Engineering and our ScB programs in Biomedical Engineering, Chemical & Biochemical Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Materials Engineering, and Mechanical Engineering as well as Engineering and Physics).

You can find the most recent version of the Bulletin online at: http://bulletin.brown.edu/engineering/

Then, please click on the “Undergraduate” link at the top to see the program requirements.