Academic Planning Form (APF)

The Academic Planning Form (APF) is located in TigerHub in a tile labeled “Advising.” There are eight brief steps to the APF, five of which require you to enter information. Please fill out any requested information for each step, then hit confirm. You will then see arrows allowing you to proceed to the next step or go back to a previous step. You must submit your APF prior to your course selection meeting with your adviser, and your adviser must indicate approval of your academic plans and confirm that you met. If your APF lacks adviser approval, a hold will be placed, which will block you from enrolling in courses until the APF is approved and the hold is removed.

Step 1: Welcome to the APF will note the name of your adviser.
Step 2: Major. This step will only appear if you have NOT yet declared a major. (A.B. sophomores: please declare before filling out your APF.) Undeclared students must indicate possible 2-3 majors. The APF will show you the prereqs for each of the majors you select.

Step 3: Interests. Indicate whether you are interested in health professions, study abroad, or service learning programs like Service Focus and ProCES courses.
Step 4: Remarks. In this field, please provide any additional information about your interests, goals, and plans. This could include information about any academic challenges you’re experiencing.

Step 5: Certificates. This step will be view only for seniors. If you are considering any certificates, please specify which ones. Unlike majors, it is not necessary to put down any certificate option.

Step 6: Degree Requirements. Your progress through degree requirements is displayed. Please review then click on Confirm.
Step 7: Course Planner. Use the link to the Course Planner to select the classes you are considering and submit them to your course queue. You will discuss your class selection with your adviser and may subsequently make changes. You can find instructions on using the Course Planner on the Registrar’s page at https://registrar.princeton.edu/student-and-alumni-services/first-year-course-selection.

Step 8: Submit APF. After you review the information in your APF, click Submit. Your adviser won’t see your APF if you don’t submit.

Once you submit your APF, you will no longer be able to make changes unless your adviser provides you access.