Students are instructed to complete the First Term Academic Planning Form (APF) in SCORE, prior to their scheduled course enrollment meeting with their faculty adviser. Students will receive an email from the Registrar on the Friday before classes begin informing them of their faculty adviser assignment and appointment time, and giving them access through SCORE to the APF. During the freshman address on the Monday before classes begin, students will again be advised to complete this form.

When logging into SCORE, after completing the Academic Year Sign-In, first year students will be taken to the landing page, where they will click on the link for Student Center.

When the Student Center page is displayed, they click the Freshman Center button.

On the Freshman Center page, the student can review his or her faculty adviser assignment, and see the time of their scheduled advising appointment. To complete the Freshman Academic Planning Form, the student clicks on the link in the second section of the page.

The first term APF is an advising document designed to facilitate a productive, thoughtful conversation between student and adviser concerning the courses in which the student will enroll during his or her first term at Princeton.

The top half of the form is similar to the APF used after first term enrollment, with questions concerning possible majors, academic plans, and an area for the student to provide remarks.

The Course Planning section of the form has questions specific to first term course planning, and includes the student's term assignment for the freshman writing seminar, and an area for the courses the student is considering. This area is completed by the student, and is the most important part of the form. You can see this list, and will use it along with recommended course placement information, to determine with the student the courses in which he or she will enroll during the first term.

The final section of the form is where you can enter any remarks concerning the advising conversation. This section can only be completed by the faculty adviser (or Dean/DOS). Both student and adviser have access to the form and can see saved comments on the form.

When you and the student together have determined which courses the student will take in the first term, you will complete the First Term Course Enrollment Worksheet, and indicate your approval of the selected courses.

Note: Completion of the APF form does not enroll the student in courses. You must indicate approval for a specific list of courses on the First Term Course Enrollment Worksheet. You will keep one copy of the worksheet for your files, and the student will use his or her copy of this worksheet as a reference when enrolling in courses through SCORE.