

# Departmental Advising & Registration Planning

# Agenda

Department Chair: Welcome & Orientation

Registration Preparation:

Step 1: Identify what you have credit for

Step 2: Know what your major wants you to take

Step 3: Start making a schedule

Step 4: Register at 10am on Mon, Aug 13th

# Department Chair Welcome & Orientation

# Registration Preparation

# Step 1:

## Identify What You Have Credit For

### Tools needed:

- Degree Progress Report (DPR)
- Curriculum sheet
- Flowchart
- Poly Profile

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# Review your DPR and Curriculum Sheet

DPR can be found in your Student Center

# Step 2: Suggested Courses for Your Major



CAL POLY  
College of Liberal Arts  
Advising Center

## SUGGESTED COURSES FOR HISTORY (HIST)

- I. Recommended number of units for fall quarter 2018
  - 12-16 units on the 2017-2019 catalog
- II. Major Courses:
  - HIST 100-02 or 03
  - HIST 214, 222, or 223, *if not yet taken and if available*
  - HIST 316, 318, 319, 321, 334, 335, 337, 350, and/or 354 (GE Area F) (check prerequisites before enrolling)\*
- III. Support Courses:
  - CHIN, FR, GER, ITAL, JPNS or SPAN 201, if not yet completed and if eligible (students with less preparation in the chosen language should enroll in 101, 102, or 103, and work their way up to 201).
  - Any other upper-division courses to be counted for support.
- IV. General Education (GE) Courses:
  - Some combination of an Area C4, a non-HIST Area D5, and/or an Area F upper-division GE course, if needed to reach 12-16 units total.
- V. Additional Notes:
  - \*Please note: Some spaces have been reserved in HIST 316, 318, 319, 321, 334, 335, 337, 350, and 354. Please check prerequisites before enrolling.
  - The Graduation Writing Requirement (GWR) must be fulfilled by enrolling in a GWR-approved, upper-division English course OR by registering for the Writing Proficiency Examination (WPE). For GWR course information and WPE exam dates and registration, please visit the [Writing and Rhetoric Center web page](#).
  - To find out which classes you can use to satisfy the GWR, please check "Show GWR Classes" in the Select Course List menu in [PASS](#).
  - Students must satisfy the [United States Cultural Pluralism \(USCP\)](#) requirement before graduation. Please check your Degree Progress Report to see if you have fulfilled this requirement. If not, you can search for classes in [PASS](#) that will allow you to satisfy the USCP requirement, including classes that satisfy both a GE area and the USCP requirement.

# Major Specific Notes

Use the Fall Course Recommendations as guidance

## Art & Design: Dr. Fiorenza, Dept Chair

- Review all unused transfer credit with Dr. Fiorenza
- Graphic Design & Photography and Video concentrations:
  - ART 102 and 182, *if not already completed*
- Studio Art concentration:
  - ART 102, 148 and 182, *if not already completed*
- Depending on prerequisite and availability: ART 224, 213, 311, 317

## Music: Dr. Spiller, Department Chair

- Placement exams: Theory, Piano, Musicianship
- 13 units, all MU prefix is recommended
- Ensembles

## Theater: Dr. Machamer, Department Chair

- TH 101
- TH 210, *if not already completed*
- 1-2 of: TH 227, 228, 230/330, 225/325, 270, 341, 345 (check prerequisites)

# Major Specific Notes

Use the Fall Course Recommendations as guidance

## Graphic Communications: Dr. Macro, Department Chair

- Focus on unmet lower division courses first:
  - GRC 101 or 172
  - GRC 201
  - GRC 211 with permission number
- Support courses, *if not yet completed*
- Declaring your concentration

## JOUR: Mary Glick, Department Chair

- Transfer students should take JOUR 102 Fall quarter
- Take JOUR 203, *if not yet completed*
- Minors are highly recommended

# Major Specific Notes

## ENGL:

**Dr. Rummell, Department Chair**

**Dr. Forster, Associate Chair**

- Must register for ENGL 203 and 303 as assigned by the department
- Consider ENGL 290, if not yet completed
- Foreign language requirement – 201 level

## HIST:

**Dr. Murphy, Department Chair**

- HIST 100: Intro to the Study of History must be taken fall quarter
  - Section 02 has seats reserved for transfer student. If this section fills, you may select section 03
- HIST 214, 222 or 223, *if not yet taken and available*
- Foreign Language Requirement – 201 level
- The prerequisite chain that leads to the completion of senior project looks like this: HIST 100 → 303 → 304 → 460 → 461.

# Major Specific Notes

**Use the Fall Course Recommendations as guidance**

## **COMS: Dr. Duffy, Department Chair**

- Foreign language requirement – 103 level
- Focus on unmet lower division courses first; as available COMS 213 and 217

## **ES: Dr. Isom, Department Chair**

- Consider unmet lower division courses ES requirements, as well as available upper division requirements (check prerequisites)
- Two quarters of the same foreign language at any level

## **MLL: Dr. Thompson, Department Chair**

- Next level Spanish
- Secondary language or Cal Poly Minor requirement, must be declared
- Language placement exam

# Major Specific Notes

**Use the Fall Course Recommendations as guidance**

## **Child Development: Dr. Jovanovic, Department Chair**

- Must take CD 102 Fall quarter
- Take CD 131, PSY 201/202, 254, 256, *if not already completed*
- Don't forget to consider support courses
- Prerequisite for BIO 302, *if not already completed*: ASCI 112, BIO 111, BIO 123, BIO 161, BOT 121

# Major Specific Notes

**Use the Fall Course Recommendations as guidance**

## **Psychology: Dr. Jovanovic, Department Chair**

- Prioritize any unmet lower division course requirements: PSY 201/202, 252, 256
- Don't forget to consider Support courses. Some will double count with a GE
- Other Upper Division PSY Electives
- Prerequisites for BIO 302 and PSY 344, *if not already completed*: ASCI 112, BIO 111, BIO 123, BIO 161

## **Political Science: Dr. Lowham, Department Chair**

- POLS 180 Fall quarter
- Prioritize unmet lower division major courses: POLS 112, 225, 229, 230
- Other Upper Division POLS

**How and when to declare your concentration**

# Major Specific Notes

**Use the Fall Course Recommendations as guidance**

## **Philosophy: Dr. Brown, Department Chair**

- PHIL 230 or 231 (permission may be needed to enroll)
- PHIL 241, *if not already completed*
- Upper Division Philosophy:
  - HIST of PHIL: PHIL 310, 312, 317
  - PHIL 321 or PHIL 331
- Ethics & Society Concentration (optional)
  - How and when to declare

# Major Specific Notes

**Use the Fall Course Recommendations as guidance**

**Anthropology – Geography**

**Sociology**

**Dr. Jones, Department Chair**

- Prioritize any unmet lower division major courses
- Upper division ANG/GEOG or SOC based on prerequisites.

How and when to declare your concentration

**Women's & Gender Studies**

**Dr. Jane Lahr, Department Chair**

- Consider minor in Women's & Gender Studies or Queer Studies

# Tentative Course Offerings (TCOs)

Found on CLA department websites

## 2017-2018 Tentative Course Offerings

COURSE	DESCRIPTION	F	W	SP
COMS 101	Public Speaking (4)	X	X	X
COMS 102	Principles of Speech Communication (4)	X	X	X
COMS 126	Argument and Advocacy (4)		X	X
COMS 145	Reasoning, Argumentation & Writing (4)		X	X
COMS 201	Advanced Public Speaking (4)	X		
COMS 208	Performance of Literature (4)		X	X
COMS 212	Interpersonal Communication (4)	X	X	X
COMS 213	Organizational Communication (4)	X	X	X
COMS 217	Small Group Communication (4)	X	X	X
COMS 218	Media, Self and Society		X	X
COMS 226	Applied Argumentation (4)			X
COMS 250	Forensic Activity (2)	X	X	X
COMS 270	Selected Topics	TBD		
COMS 301	Business and Professional Communication (4)	X		X
COMS 308	Group Performance of Literature (4)			X
COMS 311	Communication Theory (4)	X	X	X
COMS 312	Communication Research Methods (4)	X	X	X
COMS 315	Intergroup Communication Methods (4)	X		
COMS 316	Intercultural Communication (4)	X	X	X
COMS 317	Technology and Human Communication (4)			X
COMS 319	Critical Cultural Studies and Communication (4)			X
COMS 322	Persuasion (4)	X	X	X
COMS 330	Classical Rhetorical Theory (4)	X	X	X
COMS 331	Contemporary Rhetorical Theory (4)	X		

COURSE	SUMMER 2017	FALL 2017	WINTER 2018	SPRING 2018
CD 102		Jipson		
CD 131		Gordon	Gordon	Gordon
CD 230		Clarkson	Clarkson	Clarkson
CD 254		Barrett	Barrett*	Barrett
CD 256		Perisho	Lee*	Staff
CD 304		Gordon	Gordon	Gordon
CD 305		Block	Block	Block
CD 306		Williams K.	Williams K.	Williams K.
CD 329		Daniels	Daniels	
CD 350		Mayer	Staff	
CD 351			Jipson	Jipson
CD 401			Daniels	Daniels
CD 413		Jipson	Jipson	Jipson
CD 417		Lee/Garcia-Lemus	Garcia-Lemus	Lee/Garcia-Lemus
CD 424		Lee		Lee
CD 431		Daniels		Daniels
CD 456				Smith
CD 460		Block	Block	Block
CD 461		Jipson	Lee	
PSY 201	Freberg ##&	Freberg/Williams	Freberg/Freberg	Freberg
PSY 202		Laver/Ryujin	Laver/Ryujin	Laver/Ryujin
PSY 252		Langner*	Burn*	

# Step 3: Start making a schedule

- Choose a unit load of 12-16 units.
  - Consider outside commitments & the fast pace of the quarter system when determining your unit load.
- If all lower division GEs have been satisfied, select an upper division GE area C4, D5 or F.
  - Tip: Look for GE courses that can double count for the USCP requirement and/or GWR requirement!
- Plan schedules on PASS
  - Be sure to check prerequisites
  - Look for open seats or reserved seats that note "reserved for transfers" or your major.

# What's Next?

1. Continue planning your schedule
  - “Push” your ideal 16 units from PASS into your Student Center.
  - Have alternative classes ready to add to your schedule.
3. Register at 10am, Monday Aug 13th
  - Check waitlisted courses via Student Center after 1pm to confirm enrollment
  - Continue to adjust your schedule within 16 units Aug 13-Aug 16.
  - **The goal is to be enrolled in 12-16 units by Thursday, 16th.**
4. Review your CLA Transfer Student Advising Guide
5. Submit your PolyPlan for advisor feedback
6. Continue Registration as needed
  - Aug 20<sup>th</sup>: Second Round Registration, up to 22 units
  - Aug 25-Sept 17: Open Enrollment
7. Classes Start Thursday, Sept 20<sup>th</sup>

# PolyPlan Submission & Advisor Review

Prepare to Graduation on Time



1

Use your Degree Progress Report and Major Flowchart to update your PolyPlanner through graduation



2

Save a PDF copy of your Plan - you can do this right in PolyPlanner!



3

Submit your PolyPlan @ [cla.calpoly.edu/student-resources/transfer-polyplan](http://cla.calpoly.edu/student-resources/transfer-polyplan)



Choose to meet with an Advisor one-on-one, or have an Advisor email you with feedback.



4

Done! Simply wait for our reply.

# Additional Assistance

1. CLA Advising Center open tonight till 6pm  
Building 47, Room 22B
2. One-on-One Appointments Available  
Phone or In-Person  
Thurs Aug 9<sup>th</sup> and Friday Aug 10<sup>th</sup>  
**Sign up for a half hour appointment at instructor computer**
3. Open Lab Session for Registration  
**Monday Aug 13<sup>th</sup> 8:30 -10:30am**  
**Library, Room 216B**  
No sign up necessary