CM minor Important Information

* Fill out the entire top of the form. Everyone gets in unless they have under a 2.0 GPA.
* Sign the bottom above the line that reads “student”.

Required Courses:

* All classes here are required.
* Classes can be taken in any order except if they have prerequisites (see back of application).
* You will have to crash classes unless they are open to minors or your major requires a course (i.e. ARCE requires CM 115 so you don’t usually have to crash that class).
* You may choose to take CM 115 or CM 371. I recommend CM/CE 371 as it is easier to get into and usually has spots available for minors.
* If you take CM 115 you will need to complete a minimum of 26 units (13 of which must be 300-400 level classes)
* CM 310 is a minor only class so you should have no problems registering for that, just check your prerequisites.

Elective Courses

* CM 317 is a university G.E. class, so you can register for it, but it is very difficult to get into. There are 7 seats per quarter (or less) opened up to the entire university. If you really wish to take this class I suggest you take it during summer term. It is easier to get into and doesn’t require you to be on campus.
* CM 420-426 are our topics courses. They each house a different category of class (like industrial or Technology). This means that you can take the same class number multiple times and get a new experience each time.   
  **Make sure you look at the subheading. Examples are CM 422- Professional Preparation: Contractor’s License/Project Management/Estimating/Value Engineering.**Each of these CM 422 classes are counted as a separate class.
* You may take only 8 units of a class before it stops being counted towards your minor. So if you take CM 422 four different times, each with a different subheading, you will only get a maximum of 8 units.

Substitutions

* There are a few substitutions on the back of the CM minor application. These are automatic substitutions, just let Jenay know.
* Any other substitutions are at the discretion of the CM Department Head.

Completion

* Once you believe you are complete (or you are currently enrolled in your final course), you MUST notify Jenay via e-mail. She will pull your form and verify that all courses are accounted for.
* If you are missing courses, or you need a substitution, she will let you know at this point.
* Failure to do this may result in your CM minor not being completed.

MISC

* You may not enroll in classes past the completion of your major. This includes minor classes. Some students feel that they can finish all their coursework and spend an extra quarter or two just working on minor courses. You will be not be allowed to register past the quarter you finish your major courses. We recommend you save at least one major course or GE requirement while you are working through your minor.
* You cannot complete your minor during a masters program. All minors must be completed during undergraduate courses (4 +1 programs are the exception and you may be PBAC status).
* If at any time you wish to drop the minor, you may send Jenay an e-mail asking to be removed. Your DPR will generally reflect this 2-3 weeks after your request.
* We advise that you sign up for the minor before taking CM courses. This allows you to be placed on our e-mail list so you receive important updates regarding open classes, etc.
* **Julie will not hand out permission numbers to minors until open registration begins (second round). Do not e-mail or visit her in person beforehand, as she will not have numbers to hand out.**