

# HOW TO CREATE A SCHEDULE

You will need the following:

**Progress Chart or Program Evaluation**~ a list of all course requirements needed to graduate

**Course Catalog** ~explains the components of each course and all necessary pre requisites

**Course Schedule**~lists each class offered for the current semester, time and day of class, and professor

**Web Advisor**~lists course availability

## STEPS TO CREATING YOUR SCHEDULE:

- 1.** Look over your Program Evaluation (found on web advisor) or Progress Chart (received during fresh/soph/jun checks) to determine what classes you need to take
- 2.** Select the math and English courses next in sequence until you have completed these requirements
- 3.** Review list of major courses and select the ones you'd like to take
- 4.** Review list of general education requirements located in the college catalog based on the academic year you began. Exceptions are listed below:
  - a. *Transfer students* beginning **Fall 2012**, use pg. 53 in 2011-2012 catalog for a list of general education requirements
  - b. If you are returning to the college after 3 years or more, you will be placed under the new catalog year
- 5.** Read the course catalog for a description and list of pre requisites for each course
- 6.** Refer to course schedule and/or web advisor to make sure course is offered and available for current semester
- 7.** Make sure to take into account your personal, work, athletic and home responsibility schedules when planning your classes

\*Refer to class standing box, for the date you may begin registration

<u>Class Standing</u>	-	<u>Registration Date:</u>
Seniors (More than 23.25 cus)		Nov 17 <sup>th</sup>
Juniors (14.25-23 cus)		Nov 18 <sup>th</sup>
Sophomores (6.5-14 cus)		Nov 19 <sup>th</sup>
Freshmen (0-6.25 cus)		Nov 20 <sup>th</sup>