Academics: Staying on Track

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Today’s Agenda

• Overview of Graduation Requirements
• Declaring Major, Minor or IM Cluster/Themed Inquiry
• General Education Program
• Four-Year Academic Planning
• Advising at Chapman
• Transfer Credits
• Program Evaluation
• Things to Consider/Potential Obstacles
• Q & A
Chapman University – Bachelor’s Degree

Minimum 120 credits required
The Major

- Major requirements (including number of units and sequencing of courses) vary greatly between colleges and departments
- 120 credits minimum for degree
- Need 30 credits per year to graduate in four years
- Up to 9 credits of the major can be shared with GE
- Consult with an AAC and faculty program advisor EARLY in the decision-making process
- Major requirements are listed in online catalog and program evaluation
  - Use student’s catalog year
Declaring the Major

- Any undeclared students?
  AAC is home for undeclared students
- Must declare through the Registrar’s Office by end of term in which student earns 60 credits
  Every addition of a major requires a signature
  Some majors require a separate application process prior to acceptance
- Policy also applies to IM Cluster/Themed Inquiry or minor
- Failure to comply with policy will result in registration hold
- Change of Major/Minor form available via Registrar’s website
- Cannot change major during registration period
How to Pick a College Minor or Cluster/Themed Inquiry

• Minors range from 18-30 credits

• Minors provide an opportunity to:
  • Explore a different field
  • Pursue an interest (Dance)
  • Compliment the major

• Choose a minor that compliments the major
  • Example: Psych major w/Art minor – Art Therapist

• Changed major, but still enjoy the courses?
  • Check to see if first choice major is also offered as a minor

• Some minors require an application (Example: all minors in Dodge College)

• 6 credits from minor can be shared with GE

• List of current minors available on Chapman website

• Can instead complete an InterMultidisciplinary Cluster/Themed Inquiry or Honors Program
General Education (GE) Program

- Flexible and personalized (45-46 credits)
- Students can select GE courses that meet their educational, career and personal goals
- Designed to be spread over four years
  - Many upper division course options for junior and seniors
  - Only GE required in the first year is the First Year Foundations Course (FFC 100)
Four-Year Academic Plan: The Roadmap to Graduation

Student ownership in developing plan is key
Fully understand major and minor requirements
Need to work with AAC and faculty program advisors
Recommend completing by sophomore year
Can review sample plans on Advising Portal

AAC Advisor
- General Education
- Overall graduation requirements
- Credit totals
- Selecting GE courses is most flexible part of 4yr plan

Faculty program advisor
- Sequence of Major requirements
- Course availability
- Recommendations on major electives, minor or IM cluster/Themed Inquiry that compliments major
- When to study abroad? (depends on major)
- Mentoring in the field, internship/research opportunities, etc.
# Sample Applied Human Physiology Four-Year Plan

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Interterm</th>
<th>Spring</th>
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</thead>
</table>
| **First Year** | Biol 204/L  
 Chem 140/L  
 Math 110  | HSCI 101        | Biol 205/L or Biol 208/L  
 Chem 150/L  
 Math 111 |
| **Sophomore** | Phys 107/L  
 Math 203 or Psy 203  
 HSCI 210/L |                 | Phys 108/L  
 HSCI 365 |
| **Junior**   | HSK 366/L  
 Area of Study (AOS) Elective  
 Area of Study (AOS) Elective |                 | Area of Study (AOS) Elective  
 Area of Study (AOS) Elective  
 Area of Study (AOS) Elective |
| **Senior**   | Area of Study (AOS) Elective  
 Area of Study (AOS) Elective |                 | AHP 498  
 Area of Study (AOS) Elective |

**General Education** | **Cluster/Themed Inquiry, Minor, or 2nd Major** | **General Electives**

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*Work on with Program Advisor*

*Work on with Academic Advisor*
Who is my advisor?
Student Center - Self Service

Advising Portal
Advising Portal Sample

Peace Studies
- Lisa Leitz, Chair
For advising on post-graduate planning, contact Chair Lisa Leitz, who can direct students to the appropriate faculty member.

Philosophy
- Michael Pace, Chair
For advising on post-graduate planning, contact Chair Michael Pace, who can direct students to the appropriate faculty member.

Academic Plan:
- B.A. in Philosophy

Political Science
- Nubar Hovsepian, Chair
For advising on post-graduate planning, contact Chair Nubar Hovsepian, who can direct students to the appropriate faculty member.

Religious Studies
- Nancy Martin, Chair (Note: Dr. Julie Bidmead will be the interim chair of Religious Studies for fall 2018. During fall 2018, please contact Dr. Bidmead for assistance)
For advising on post-graduate planning, contact Chair Nancy Martin, who can direct students to the appropriate faculty member.

Sociology
- Ed Day, Chair
- C.K. Magliola, Advising Coordinator
- Sociology Department Website
For advising on post-graduate planning, contact Chair Ed Day or Program Advisor C.K. Magliola, who can direct students to the appropriate faculty member.

Schmid College of Science and Technology (SCST)

For questions regarding Schmid majors:
- B.S. Biochemistry and Molecular Biology: Dr. Marco Bisoff or Dr. Elaine Benakos Schwartz
- B.S. Biological Sciences: Dr. Melissa Rowland-Goldsmith
- B.S. Chemistry: Dr. Elaine Benakos Schwartz
- B.S. Computer Science: Dr. Erik Linstead and Dr. Elizabeth Stevens (for advising questions, please email computescience@chapman.edu)
- B.S. Data Analytics: Dr. Erik Linstead and Dr. Elizabeth Stevens (for advising questions, please email computescience@chapman.edu)
- B.S. Environmental Science and Policy: Dr. Jennifer Funk
- B.S. Mathematics: Dr. Adrian Vaque and Dr. Jill Dunham (for advising questions, please email mathadvising@chapman.edu)
- B.S. Mathematics and B.S. Civil Engineering: Dr. Michael Fathy
- B.S. Physics: Dr. Justin Dressel (for advising questions, please email physics@chapman.edu)
- B.S. Software Engineering: Dr. Erik Linstead and Dr. Elizabeth Stevens (for advising questions, please email computescience@chapman.edu)

Major Academic Plans:
- B.S. in Biochemistry and Molecular Biology: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Chemistry: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Computer Information Systems: Catalog 2016-2017 and earlier
- B.S. in Computer Science: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Data Analytics: Catalog 2017-2018
- B.S. in Environmental Science and Policy: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Mathematics and Civil Engineering: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Mathematics: Catalog 2016-2017 and earlier, Catalog 2017-2018
- B.S. in Software Engineering: Catalog 2016-2017 and earlier, Catalog 2017-2018
Transfer Credit Policy

• Catalog year ‘16 or later
  • Once matriculated at Chapman, students are limited to **24 credits** of transfer coursework
  • Total transfer credit listed on program evaluation, only if final transfer transcript is submitted to the Registrar
  • Use “Search Transfer Course Approvals” database to ensure enrollment in appropriate transfer courses. Transfer credit amount not listed.
  • If desired transfer course is not listed, students must obtain pre-transfer approval from the Registrar (articulation@chapman.edu)
  • Refer to **Transfer Credit Policies and Guidelines**
  • This is important to remember when students go home for the summer and take courses at their local college or university.
Program Evaluation

Primary tool for tracking degree progress
Available online via My.Chapman.Edu (Student only)
List graduation requirements

Have questions about program evaluation?
- Faculty program advisor - major related questions
- AAC academic advisor - questions on GE & overall graduation requirements

Student Responsibility Statement
Program Evaluation Sample

GENERAL INFORMATION [RG 1130]

Student Responsibility: It is the responsibility of each student to refer to the Program Evaluation to check which requirements have been completed and which requirements still need to be completed. A student may not shift this responsibility to an advisor or to the staff of the Office of the University Registrar.

Please note that course lists may have more than ten courses. To view a course list in full, please click the “View All” option where available.

Requirement status of “Satisfied” includes in progress courses. The report assumes the minimum passing grade will be earned and counts the course while in progress as meeting the requirement.

Repeats for in progress courses are not processed until final grades are submitted and repeat rules are applied. Credit totals and requirement statuses are subject to change.

UNDERGRADUATE DEGREE REQUIREMENTS [RG 1034]

Not Satisfied: Students must meet all graduation requirements in addition to completing GE and major requirements.

GRADUATION REQUIREMENTS [RQ 1091]

Not Satisfied: All students must meet minimum graduation requirements.

Degree credit (minimum 120)

Not Satisfied: Complete a minimum 120 credits, excluding preparatory skills and credit limitations. Credits taken over the limits allowed will be added to the minimum credit required count. Please see the LIMITATIONS OF CREDIT section below and the course catalog for more information.

**This requirement may not include applicable credit adjustments based on credit limitations. If status under LIMITATIONS OF CREDIT section below shows Not Satisfied then adjustments have not been made and your remaining minimum credit needed is subject to change.**

- Credits: 120.00 required, 11.50 earned, 12.50 in progress, 96.00 needed
Program Evaluation Sample

Quantitative Inquiry (QI)

Not Satisfied: Complete a Quantitative Inquiry course (3 credits) to satisfy this requirement. See GE website for full list of approved courses for this category.

- Courses: 1 required, 0 taken, 1 needed

Values and Ethical Inquiry (VI)

Satisfied: Complete a Values and Ethical Inquiry course (3 credits) to satisfy this requirement. See GE website for full list of approved courses for this category.

- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy</td>
<td>3.00</td>
<td>Spring 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Social Inquiry (SI)

Satisfied: Met by test credit

The following courses were used to satisfy this requirement:

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
<td>Fall 2019</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>
Things to Consider: Argyros School of Business (for Non-Majors)

- Changing/adding Accounting, Business or Economics major
- Submit Intent to Change Major Form to Argyros Advising
  - Must first achieve a 2.5 or higher GPA in core courses to be admitted in major.
  - Accounting, Business: ECON 200, ECON 201, ACTG 210, MATH 109
  - Economics: ECON 200, ECON 201 and MATH 109
  - If the GPA requirement is not met, courses can be repeated for a higher grade. But this could set a student back.
- Students should meet with program advisor to consider alternatives:
  - Declare a Business minor or I/M cluster/Themed Inquiry?
Things to Consider: Dodge College of Film and Media Arts (for Non-Majors)

• “I want to change my major to something in Dodge College”
  • Film Production is the most competitive program, followed closely by Public Relations & Advertising
  • It is not any “easier” for a current Chapman student to get in to these majors or minors
  • Students should meet with an advisor to consider alternatives
  • Guidelines for applying to Dodge:
    • https://ftvstudents.chapman.edu/academics/change-of-program
Potential Obstacles

“"I am a senior and I haven’t completed my foreign language course yet”"

- Must complete a 200 level or higher foreign language (3rd semester)
- Some students may have to take 3 courses in order to fulfill the requirement

Recommendation

Complete language requirement by end of sophomore year
Potential Obstacles

Taking the wrong InterMultidisciplinary cluster/Themed Inquiry course can delay graduation

Common mistakes:
- Not completing 6 upper division credits
- Taking courses from major discipline
- Example: English major tries to use ENG 221 for I/M cluster

Check program evaluation and meet with AAC advisor to confirm enrollment in correct courses.
• Meet with career counselor to discuss career goals
• Learn about volunteer opportunities in your potential career or major
• Attend campus Career Fairs to learn about jobs in your field of interest
• Learn about professional organizations in your field of study
• Apply for Study Abroad (if planning to be abroad in their Junior year)
Thank you for coming
Enjoy the rest of your day!