Welcome
Pre-Registration Advising Meeting
Fall 2016

Please silence your cell phone.
What we’ll cover today:

- **Academic Resources**
  - Advising Handbook
  - Undergraduate Catalog
  - DegreeWorks Degree Audit

- **Registration for Spring Semester Classes**

- **Meeting with Your Academic Advisor**
Who will help me prepare for next semester?

- You have an assigned professional Academic Advisor. You can access the name of your advisor online through your myBSU webpage.

- You can schedule an appointment to meet with your advisor to discuss spring scheduling beginning September 19.

- The Freshman Academic Advising Center is located in North Quad 339.
What classes should I take next semester?

- University Core Curriculum (UCC)
- Major
- Minor (if applicable)
Where can I find a list of classes?

- **2016-2017 Advising Handbook**
  Received during Summer Orientation
  www.bsu.edu/advising

- **Ball State Undergraduate Catalog**
  www.bsu.edu/catalog

- **DegreeWorks Degree Audit**
  my.bsu.edu
2016-2017 Advising Handbook
UNIVERSITY CORE CURRICULUM

The University Core Curriculum (UCC) is a required component of all undergraduate degrees at Ball State. It is intended to be a part of your entire academic program. Typically, students take major courses along with UCC courses nearly every semester until graduation.

Core Goals
The University Core Curriculum challenges all students to engage discipline outside the domain of knowledge in which their majors reside in developing skills in written and oral communication, to become literate in math, science, and history, and to understand issues in the areas of physical wellness and personal finance. It also addresses issues, problems, and opportunities in the areas of civic engagement, diversity, and international and environmental awareness. You must earn a combined grade point average of at least 2.000 in UCC coursework to graduate.

Core Courses
Making up the University Core Curriculum are four components—Foundations, Tier 1, Tier 2, and Tier 3—plus a writing proficiency program and a writing emphasis course requirement. Descriptions of Foundations and Tier 1 courses are provided in this handbook (see pages 26-31). Descriptions for all UCC courses can be found in the Ball State catalog (on the web).

Foundations
Each course is listed with its credit hours. Students usually focus on Foundations and Tier 1 courses during their freshman year before taking Tier 2 courses, but you may take UCC courses from different sections (Foundations, Tier 1, Tier 2) at the same time. Students typically meet the Tier 3 requirements with a course in their major during their senior year.

Core Requirements
The following UCC requirements apply to all students except early childhood education majors and Honors College students (see pages 22-23 for those modified requirements).

FOUNDATIONS REQUIREMENTS

Written Communication
Complete one course:

ENG 101* Writing with a Purpose (3)
ENG 106 Writing with a Purpose II (3)
ENG 107 Writing with a Purpose II (3)
ENG 200 Writing with a Purpose III (3)
ENG 210 Writing with a Purpose IV (3)
ENG 310 Writing with a Purpose V (3)

Mathematics
Complete one course:

MATH 105 College Algebra (3)
MATH 116 Calculus I (4)
MATH 125 Calculus II (4)
MATH 126 Calculus II (4)
MATH 220 Calculus III (4)
MATH 225 Calculus IV (4)

Natural Sciences
Complete one course:

PHYS 141 University Physics I (4)
PHYS 221 University Physics II (4)
PHYS 222 University Physics II (4)
PHYS 223 University Physics II (4)
PHYS 224 University Physics II (4)

Social Sciences
Complete one course:

ANTH 101 Introduction to Cultural Anthropology (3)
ANTH 202 Introduction to Cultural Anthropology (3)
ANTH 301 Introduction to Cultural Anthropology (3)
ANTH 302 Introduction to Cultural Anthropology (3)
ANTH 303 Introduction to Cultural Anthropology (3)
ANTH 304 Introduction to Cultural Anthropology (3)

HUMA 101 Introduction to Ethics (3)
HUMA 102 Introduction to Ethics (3)
HUMA 103 Introduction to Ethics (3)
HUMA 104 Introduction to Ethics (3)
HUMA 105 Introduction to Ethics (3)
HUMA 106 Introduction to Ethics (3)
HUMA 107 Introduction to Ethics (3)
HUMA 108 Introduction to Ethics (3)
HUMA 109 Introduction to Ethics (3)
HUMA 110 Introduction to Ethics (3)

TIER 1: DOMAIN REQUIREMENTS

Blues

Social Science

100 Introduction to Social Science (3)
101 Introduction to Social Science (3)
102 Introduction to Social Science (3)
103 Introduction to Social Science (3)
104 Introduction to Social Science (3)
105 Introduction to Social Science (3)
106 Introduction to Social Science (3)
107 Introduction to Social Science (3)
108 Introduction to Social Science (3)
109 Introduction to Social Science (3)
110 Introduction to Social Science (3)

PHYS 101 Introduction to Physical Science (3)
PHYS 102 Introduction to Physical Science (3)
PHYS 103 Introduction to Physical Science (3)
PHYS 104 Introduction to Physical Science (3)
PHYS 105 Introduction to Physical Science (3)
PHYS 106 Introduction to Physical Science (3)

BIO 100 Introduction to Biology (3)
BIO 101 Introduction to Biology (3)
BIO 102 Introduction to Biology (3)
BIO 103 Introduction to Biology (3)
BIO 104 Introduction to Biology (3)

CHEM 101 Introduction to Chemistry (3)
CHEM 102 Introduction to Chemistry (3)
CHEM 103 Introduction to Chemistry (3)
CHEM 104 Introduction to Chemistry (3)

ENGL 101 English Composition I (3)
ENGL 102 English Composition II (3)
ENGL 103 English Composition III (3)
ENGL 104 English Composition IV (3)

PHYS 101 Introduction to Physics (3)
PHYS 102 Introduction to Physics (3)
PHYS 103 Introduction to Physics (3)
PHYS 104 Introduction to Physics (3)

TIER 2: EMPHASIS REQUIREMENTS

Blues

Social Science

Select one course:

ANTH 100 Introduction to Cultural Anthropology (3)
ANTH 101 Introduction to Cultural Anthropology (3)
ANTH 102 Introduction to Cultural Anthropology (3)
ANTH 103 Introduction to Cultural Anthropology (3)
ANTH 104 Introduction to Cultural Anthropology (3)
ANTH 105 Introduction to Cultural Anthropology (3)
ANTH 106 Introduction to Cultural Anthropology (3)
ANTH 107 Introduction to Cultural Anthropology (3)
ANTH 108 Introduction to Cultural Anthropology (3)
ANTH 109 Introduction to Cultural Anthropology (3)
ANTH 110 Introduction to Cultural Anthropology (3)

HUMA 101 Introduction to Ethics (3)
HUMA 102 Introduction to Ethics (3)
HUMA 103 Introduction to Ethics (3)
HUMA 104 Introduction to Ethics (3)
HUMA 105 Introduction to Ethics (3)
HUMA 106 Introduction to Ethics (3)
HUMA 107 Introduction to Ethics (3)
HUMA 108 Introduction to Ethics (3)
HUMA 109 Introduction to Ethics (3)
HUMA 110 Introduction to Ethics (3)

TIER 3: MAJOR REQUIREMENTS

Blues

Select one course:

ANTH 100 Introduction to Cultural Anthropology (3)
ANTH 101 Introduction to Cultural Anthropology (3)
ANTH 102 Introduction to Cultural Anthropology (3)
ANTH 103 Introduction to Cultural Anthropology (3)
ANTH 104 Introduction to Cultural Anthropology (3)

HUMA 101 Introduction to Ethics (3)
HUMA 102 Introduction to Ethics (3)
HUMA 103 Introduction to Ethics (3)
HUMA 104 Introduction to Ethics (3)
HUMA 105 Introduction to Ethics (3)
HUMA 106 Introduction to Ethics (3)
HUMA 107 Introduction to Ethics (3)
HUMA 108 Introduction to Ethics (3)
HUMA 109 Introduction to Ethics (3)
HUMA 110 Introduction to Ethics (3)

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BIO 100 Biology for the Modern World (3)
BIO 101 Principles of Biology I (4)
BIO 102 Principles of Biology II (4)
BIO 103 Principles of Biology III (4)
BIO 104 Principles of Biology IV (4)

CHEM 101 Introduction to Chemistry (3)
CHEM 102 Introduction to Chemistry (3)
CHEM 103 Introduction to Chemistry (3)
CHEM 104 Introduction to Chemistry (3)

ENGL 101 English Composition I (3)
ENGL 102 English Composition II (3)
ENGL 103 English Composition III (3)
ENGL 104 English Composition IV (3)

PHYS 101 Introduction to Physics (3)
PHYS 102 Introduction to Physics (3)
PHYS 103 Introduction to Physics (3)
PHYS 104 Introduction to Physics (3)

*Major restrictions, clauser restrictions, permission restrictions, or prerequisites required.

Writing Proficiency Program Requirement
All bachelor's students must satisfy the writing proficiency requirement prior to graduation. During your junior year (30-40 semester credits), you may satisfy the requirement through successful completion of either WPF 302 Writing Proficiency Examination or WPF 303 Writing Proficiency Course.
UCC Requirements

**Foundation:**
ENG, COMM, HIST, MATH, Personal Finance, PFW

**Tier 1 Domains:**
Fine Arts
Humanities
Natural Sciences
Social Sciences

**Tier 2 Domains:**
Fine Arts, Design, and Humanities
Natural and Social Sciences

**Writing Proficiency Requirement**

**Tier 3 Capstone Course/Experience**
Freshman Major Courses

- The Advising Handbook lists courses for every academic major on campus.

- All majors list suggested courses as well as other relevant information.

Departmental Majors (Bachelor's Degrees)

A typical bachelor's degree requires 120 credits and allows for some general elective credits. However, some programs of study require more credits and/or do not allow any electives.

Accounting (BA/BS) – See Business

Arts and Sciences (BS)

First Year: MATH 160*, 160*, 251*, 351*, ECON 201 and 202 (recommended)

Second Year Fall: MATH 367, 315

Advertising (BA/BS)

- You must select a concentration in Account Management/Strategy, Creative Development, or Media Planning.
- A grade of C or better is required in all major courses, including courses outside the department.
- Students should complete Language Usage Proficiency Exam (LUPE) while enrolled in JOUR 101.
- First Year: JOUR 103, ECON 106 or 107
- Second Year Fall: JOUR 105, 104*, or 259 (you should finish all three by the end of your two)

Anthropology (BA/BS)

- You must select a concentration in General Anthropology, Archaeology, or Applied Cultural Anthropology.
- First Year: ANTH 101, 103, 105
- Second Year Fall: Upper-division courses in cultural, archaeological, or biological anthropology

Architecture (BA/BS) – See College of Architecture and Planning

Art (BFA/BA)

- Open only to students who have been admitted to the School of Art through a selective admission process.
- All admitted art majors will meet with Barbara Giorgio, coordinator of undergraduate advising, admissions, and scholarships (AJ 691, 765-285-8383, bgiorgio@bus.edu) before the first year for orientation and registration. This will ensure placement in the appropriate major courses.
- You must select a concentration in:
  - BFA: Animation, Ceramics, Drawing, Game, Metals, Painting, Photography and Intermedia Arts, Printmaking, Sculpture, or Visual Communication (Graphic Design)
  - BA: Art History
- BA: Studio Art: 12 hours from single areas of emphasis must be approved by the School of Art.
- Students majoring in Art (BFA or BA) must complete the requirements for the Art History and Studio Art concentrations.
- Students majoring in Art (BFA or BA) must take AHS 101 for Tier 1 Fine Arts requirement.
- First Year Fall: ADS 101*, AFA 101*, AHS 101*, ART 100* (full only)
- First Year Spring: ADS 102*, AFA 202*, AHS 202*, ART 200* (except BA in art history)
- Second Year Fall: BFA degree concentrations involve a three-year sequence of courses beyond the first-year foundation courses and are available at bfa.edu/bac/undergraduate.
- BA degree concentrations involve a three-year sequence of courses beyond the foundation courses and are available at bus.edu/Undergraduate.

Art (Pre-Art)

- Refer to admission requirements for current students at bfa.edu/Art/current.
- For more information on registration for art courses and application materials, contact Barbara Giorgio, coordinator of undergraduate advising, admissions, and scholarships (AJ 691, 765-285-8383, bgiorgio@bus.edu).
- Students should not take AHS 101 for Tier 1 Fine Arts requirement.
All Majors in Catalog
DegreeWorks Degree Audit

- Accessed through your myBSU webpage
- Lists the requirements for your selected degree and academic program of study
- Includes UCC, major, concentration, minor
- Takes into account
  - advanced standing/AP classes
  - transfer/dual-credit classes
  - credits completed
  - grades earned
- Updates continuously/automatically
• The first block shows your academic information including advisor, degree, major, minor, etc.
• The degree block identifies overall degree requirements.

• This block will include the number of credit hours completed and in progress (out of 120 required credit hours) and will list the cumulative GPA (on a 4.000 scale).
- The University Core Curriculum block identifies all the UCC classes needed, completed, and in progress.

- Credit may be recorded as a grade, a transfer class (T), credit (CR), or in progress (RG).
The block(s) identifying major/minor requirements list classes, credit hour information, and any specific grade/GPA requirements for your major/minor.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Interview</td>
<td>Still Needed: Students must complete an exit interview with the appropriate track coordinator.</td>
</tr>
<tr>
<td>Language Proficiency Requirement</td>
<td>Still Needed: Before enrollment in JOUR 104, NEWS 126, 121, or 122, students must successfully complete a language proficiency examination.</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Still Needed: 1 Class in CCIM 210</td>
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<tr>
<td>Media and American Society</td>
<td>JOUR 101 Media and American Society</td>
</tr>
<tr>
<td>Intro to Visual Comm</td>
<td>Still Needed: 1 Class in JOUR 163**</td>
</tr>
<tr>
<td>Journalistic Storytelling Introduction</td>
<td>NEWS 105 Journ Storytelling: Intro</td>
</tr>
<tr>
<td>Great Stories and Storytellers</td>
<td>NEWS 10B Friedv Great Storytellers</td>
</tr>
<tr>
<td>Ethical and Legal Principles</td>
<td>Still Needed: 1 Class in NEWS 195**</td>
</tr>
<tr>
<td>News Gathering Research</td>
<td>Still Needed: 1 Class in NEWS 196**</td>
</tr>
<tr>
<td>News Gathering: Interview</td>
<td>Still Needed: 1 Class in NEWS 121*</td>
</tr>
<tr>
<td>Journalistic Storytelling: Covering Events</td>
<td>Still Needed: 1 Class in NEWS 122*</td>
</tr>
<tr>
<td>Multimedia: Audio</td>
<td>NEWS 132 Multimedia: Audio</td>
</tr>
<tr>
<td>Multimedia: Video</td>
<td>NEWS 133 Multimedia: Video</td>
</tr>
<tr>
<td>Journalistic Storytelling: Covering Issues</td>
<td>Still Needed: 1 Class in NEWS 221**</td>
</tr>
<tr>
<td>Immersion: Special Topics</td>
<td>Still Needed: 1 Class in NEWS 207*</td>
</tr>
<tr>
<td>Ethical and Legal Issues</td>
<td>Still Needed: 1 Class in NEWS 409*</td>
</tr>
<tr>
<td>Immersion: Student Media</td>
<td>Still Needed: 1 Class in NEWS 197**</td>
</tr>
<tr>
<td>Concentration Requirements</td>
<td>Still Needed: See Conc in News section</td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: 56-68 hours are required. You currently have 39, you still need 17 more hours.
• Click on a course’s prefix and number for more information.

• Other information on the degree audit includes elective information, current courses in progress, GPA calculators, and 4-year planning tools.
How many classes should I take?

- You are considered “full-time” when you take 12 credit hours (or more).

- You must earn 30 credits to be considered a sophomore at the end of Spring Semester 2017.

- The State of Indiana recommends students take “15 to Finish” and complete 15 credit hours each semester.

- Some majors may need to take more credits each semester.
When can I schedule classes?

- Registration for fall, spring, and summer classes is completed online and arranged by time tickets. **A time ticket tells you the earliest day and time you are eligible to register for classes.**

- Registration time tickets are primarily based on your level of completed credit hours, including current enrollment.

- Your time ticket will be listed through your myBSU webpage beginning October 17.
Viewing Your Time Ticket

- Login to Self-Service (SSB) through your myBSU page and click on the **Student** tab.
• Click on **Registration** and then **Registration Status**.
• Your time ticket includes the **date** and **time** you can begin registering for classes and alerts you to anything that would prevent you from registering for classes.
How do I schedule classes?

- Registration for fall, spring, and summer classes is completed online.

- In addition to checking your time ticket prior to your registration date, there are three (3) main steps in registering for classes:
  
  1. Meet with your Academic Advisor to discuss course options, academic progress, and major.
  2. Plan your schedule by searching for class days and times.
  3. Register for classes when your time ticket opens.
Scheduling and Registration

Search for Class Days/Times

- Login to Self-Service (SSB) through your myBSU page and click on the **Student** tab.
- Under the **Student** tab, click on **Registration**.
• Select **Look Up Classes**.
• Under **Search by Term**, select **Spring 2017**.
• Click the **Submit** button.
• Highlight/select the course subject you want to search.
• Click the **Course Search** button.
• Find the section (day/time) that you like and write the red CRN (course reference number) at the top of your scheduling worksheet.
• There is no “save” feature. You must write down your information.
Register for Classes

- When your time ticket opens, log in to Self-Service (SSB) through your myBSU page and click on the Student tab.
- Click on Registration.
- Click on Course Add / Drop / Withdrawal and select the correct term.
• Enter all of your CRNs in the spaces under **Add Classes Worksheet** and click the **Submit Changes** button.
- Once you are finished, you can view and print your schedule.
Where can I go for help?

The online advising portfolio (www.bsu.edu/advising) includes:

- Planning & Registration worksheet
- Scheduling & Registration worksheet
- Grades and GPA Worksheet
- Parallel Plan Worksheet
- Scheduling Worksheet (grid)
- Time Management Worksheet
- Transferring Credit from High School Handout
How do I schedule an advising appointment?

- Students *must* attend one of these pre-registration advising meetings before meeting with an advisor about spring registration.

- Call (765) 285-1161 or stop by North Quad 339. **Appointments are not made through email.**

- The Freshman Advising Center is open 8 a.m. – 5 p.m., Monday through Friday.

- When you call, please have your Ball State ID# and the name of your advisor.
How do I prepare for an appointment?

• Complete the worksheet given to you today.

• Review your DegreeWorks degree audit.

• Review the Advising Handbook (www.bsu.edu/advising) and the online Ball State Undergraduate Catalog (www.bsu.edu/catalog).

• Bring the completed worksheet and your Advising Handbook to your appointment.
Thank you for attending!

- As you leave, please have your Ball State ID ready to be scanned.
- Pick up one handout.