

Step-by-step  
**First-Year Student Guide to Academic Planning**  
*or, How to Pick the Right Classes and Graduate On Time!*

**PRIORITY REGISTRATION**

**HOW WILL I REGISTER?**

- You will register through the [WebAdvisor website](#), from any computer with an internet connection.

**HOW DO I USE THE ONLINE REGISTRATION WEBSITE (WEBADVISOR)?**

- Step-by-step instructions are in the “Registration” section of the Student Menu: <https://webadvisor.cca.edu>
- The instructions contain important info that *should be read ASAP- don't wait until you sit down to register!*

**WHEN WILL I REGISTER?**

- Priority Registration Period:** March 24-April 14, 2010. Your assigned slot will fall within the dates for your class:

March 24-26	fourth-year students (90-126 units completed), fifth-year ARCHT students (127-165 units)
March 29-30	third-year students (60-89 units completed)
March 31-Apr 2	second-year students (30-59 units completed)
<b>Mon Apr 5-Tues Apr 6</b>	<b>continuing first-year students (0-29 units completed) ▶ Priority Registration timeslots</b>
<b>Fri Apr 9</b>	<b>continuing first-year students (0-29 units completed) ▶ Make-up Registration</b>
<b>April 12-14</b>	<b>Make-up Registration for all class levels</b>

- Priority Registration Time Slot:** You will be assigned a priority registration time slot (a 3-hour block within these timeframes: Mon-Thurs, 7:00am –5:00pm.) An email with your individual registration times will be sent to your CCA email address in mid-March. Your slot can also be viewed on WebAdvisor through the “My Registration Priority” link.

- Make-Up Times:** Each evening and on Fridays, there is a “make-up” time for those who missed their earlier appointment. April 9 and April 12-14 are also make-up days when changes can be made to your schedule. After April 14, no more changes can be made until Add/Drop in September.

- IMPORTANT! REGISTRATION BLOCKS (HOLDS):** Check if you have any registration “holds” or blocks by visiting “My Holds” on WebAdvisor now, and contact the appropriate office to resolve them. **If you do not resolve your holds prior to your individual registration times, then you will not be able to register.**

**WHAT INFO DO I NEED TO REGISTER SUCCESSFULLY?**

RESOURCE	WHAT IS IT FOR?	WHERE TO GET IT
Your Degree Audit	<ul style="list-style-type: none"> <li>Shows your degree requirements and indicates which requirements/courses you still need to take.</li> </ul>	WebAdvisor: From Student Menu, choose “Program Evaluation/Degree Audit”
Annotated Sequence Chart	<ul style="list-style-type: none"> <li>Shows the suggested path through your major</li> <li>Based on your CCA start term (be sure to view the right chart)</li> </ul>	These documents are all available on the Advising Tools webpage: <a href="http://www.cca.edu">www.cca.edu</a> > Student Life > Academic Advising > Advising Tools  Or just click here: <a href="http://www.cca.edu/students/advising/planning">www.cca.edu/students/advising/planning</a>
Course Info Chart	<ul style="list-style-type: none"> <li>Shows all the courses offered by your major and includes prerequisites, corequisites, when courses are offered, and tips</li> </ul>	
Program Tipsheet	<ul style="list-style-type: none"> <li>Essential info about the major and curriculum</li> </ul>	
H&S Overview	<ul style="list-style-type: none"> <li>Overview of H&amp;S requirements and prerequisites</li> </ul>	
Grad Plan Worksheet	<ul style="list-style-type: none"> <li>Template for mapping out your upcoming semesters</li> </ul>	
Test Schedule Worksheet	<ul style="list-style-type: none"> <li>Allows you to map out class times and schedule options</li> </ul>	
Key to Subject and Major Codes	<ul style="list-style-type: none"> <li>Guide to subject and major codes as listed in the WebAdvisor “Search” function</li> </ul>	

# HOW DO I KNOW WHAT CLASSES TO TAKE?

## TAKE CLASSES TO FILL YOUR DEGREE REQUIREMENTS

- ♦ Degree requirements vary by major; you must complete all your requirements in order to receive a degree from CCA. Degree requirements include taking the appropriate studio and H&S classes, meeting GPA and other curricular requirements (may include an internship, senior show, etc; varies by major.) See the Student Handbook for more details: [www.cca.edu/students/handbook/undergraduate](http://www.cca.edu/students/handbook/undergraduate).
- ♦ Each class you take must fulfill a specific degree requirement, or it will not count toward your degree. Students are responsible for keeping track of their progress toward graduation, including units completed and fulfillment of major requirements. Your advisor can help you learn how to track your progress.
- ♦ A major's requirements may change from year to year, but your requirements are "locked in" based on your start term (first semester) at CCA. Since your requirements are locked in, they will not change if your major adds a requirement for new students when you're already a junior, etc.

## UNDERSTAND YOUR DEGREE AUDIT

- ♦ Your Degree Audit allows you to track your progress toward graduation by listing all applicable requirements. Audits indicate whether each requirement is completed, in progress, or outstanding. Audits reflect all units you've earned at CCA or transferred from a different institution. Audits are updated after the grades are posted each term.
- ♦ Because each major has different curricular requirements, your Degree Audits may be altered significantly if you select or change your major.
- ♦ You can print out test audits for different majors if you want to see what the various degree requirements look like. Log into WebAdvisor and look under **Program Evaluation/Degree Audit**; enter any major into the "What if I changed my program of study?" box and print out a test audit for that major. Note: Test audits won't show any special exceptions; see advisor or Student Records for assistance.

## PLAN YOUR PATH TOWARD GRADUATION

- ♦ ENTERING YOUR MAJOR: You should plan to "enter" your major in your third semester at CCA. The first two terms should be used to complete as many first-year requirements as possible while taking electives to explore major options.
- ♦ FIRST-YEAR REQUIREMENTS: In order to make sure that students build a foundation during their first years at the college and that students do not advance too far in their major without completing their first year (FY) requirements, each program has chosen at least one course which has the following prerequisites:
  - Core Studios: *Drawing 1, 2D, 3D, and 4D*
  - English: *English 1 and English 2 (or FiCS: Foundations in Critical Studies)*
  - Art History: *Intro to the Arts and Intro to the Modern Arts*

For most majors, the class with the above prerequisites is a class that most students take in the sophomore year. Be certain to fulfill your FY requirements as soon as possible so that you won't get blocked from advancing in your major! (Please note: The class for which these are prerequisites *is itself a prerequisite* for upper level courses in the major, so you cannot just skip over it.)

## MAJORS AT CCA

### • What are the majors like?

Find out more about the majors by contacting the advisor ([www.cca.edu/students/advising/schedule](http://www.cca.edu/students/advising/schedule)) or Chair (<http://www.cca.edu/about/administration/academic-affairs/node/112>), reviewing the major's CCA webpage ([www.cca.edu/academics](http://www.cca.edu/academics)) and advising page ([www.cca.edu/students/advising/planning](http://www.cca.edu/students/advising/planning)), talking to students, and attending major exhibitions and events.

- **Declaring a major:** When you're ready to declare a major, simply fill out a form at the Student Records office.

**NEXT PAGE: STEP-BY-STEP GUIDE TO SUCCESSFUL REGISTRATION & GRADUATION PLAN**

# STEP-BY-STEP GUIDE TO SUCCESSFUL REGISTRATION & GRAD PLAN

1 Take a few minutes to review the resources listed in the table on page 1.

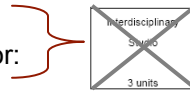
2 Review your Degree Audit:

- Your audit shows all of your degree requirements, and indicates which of these requirements are fulfilled and those that are unfulfilled (classes you still need to take.) Circle any alerts such as “1 course needed”, “6 credits needed.”
- Make sure all your credits are listed as expected, including your AP and standardized test scores and transfer credit. Transfer credit must be placed **by the end of your first term at CCA**; see the Student Handbook for details: [www.cca.edu/students/handbook/transfercredit](http://www.cca.edu/students/handbook/transfercredit).
- Check if you have courses in the last section, “Other Courses”; these courses do not fill a requirement. Check with your advisor if you have courses listed here that you think could count toward your degree.
- Now you know which courses are left to take, but you need to figure out your remaining path through your major. Your audit shows what you have left to take, and your Sequence Chart shows the recommended path.

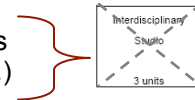
3 Record your completed courses (from your audit) onto your Annotated Sequence Chart:

a) Review the Annotated Sequence Chart (must be the appropriate year; based on your first semester at CCA)

b) Read through your audit carefully; now use a pencil on your sequence chart to X out each course you have received credit for:



c) Mark courses that are “in progress” with a different color or symbol (these are credits that you have not completed yet, but presumably will by the end of the current semester.)



4 Identify which classes to take in spring so that you'll be ready to enter your major next fall.

- Determine if you will be able to complete all 8 FY requirements in spring (your second semester).
  - If not, you may want to connect with the [program advisor](#) from your intended major for advice on what to take in spring to get back “on sequence” and have a smooth transition into your major. Do not just assume that you can take outstanding FY requirements in addition to your major requirements, nor that you can just push one of your major requirements ahead a semester.
- Check the prerequisites for the classes you'll take in spring '11, to be sure that you are prepared. For example, if you want to take Photo's “Investigations 1” in spring '11, be sure take “Tools 2” in fall '10.
  - To check prerequisites & corequisites, review the following ([www.cca.edu/students/advising/planning](http://www.cca.edu/students/advising/planning)):
    - [WebAdvisor](#): shows prereq's & coreq's for all courses (on the Section Description page)
    - [Course Info Chart](#): shows prerequisites & corequisites for courses offered in your major
    - [H&S Overview Chart](#): shows prerequisites for general H&S requirements

**OPTIONAL:** Consider filling out a personalized “Graduation Plan” ([www.cca.edu/sites/default/files/pdf/08/grad-plan-worksheet.pdf](http://www.cca.edu/sites/default/files/pdf/08/grad-plan-worksheet.pdf)) for your remaining terms. If you map out all your remaining semesters, you can be clear about your expected graduation date:

- While filling in the Grad Plan, keep in mind that a course may be offered every semester, spring only, every other year, etc. (See Course Info Chart for details)
- Check your work: the number of courses on your Grad Plan should match the number remaining on your Sequence Chart. If they don't match, go back to your Audit and see what you missed.

5 Review the course schedule on WebAdvisor: <https://webadvisor.cca.edu>

- Always look at the course code and number (i.e., ILLUS-200) so that you can be sure how the course you are looking at on WebAdvisor will count toward your requirements. If the course code and number for a particular class do not exactly match the requirements listed on your degree audit, then that class will not fill that requirement:
  - > For example, VISST-200 will not fill the “Visual Studies Seminar (VISST-300)” requirement; likewise, DIVST-300 will not fill the “Diversity Studies Seminar (DIVSM-300)” requirement.
- As you locate courses you need (both ideal and “back up” choices), save them to your **Preferred List** (similar to “shopping carts” found on many websites.) Then, on the day of your registration slot, you can pull the courses right from your **Preferred List**!
- Note the campus listed for each class and be sure you have enough travel time to/from classes. Seats on the CCA shuttle ([www.cca.edu/students/shuttle](http://www.cca.edu/students/shuttle)) are not guaranteed; allow 90 minutes travel time between campuses.

## 6 What else do I need to know to successfully register?

- **WEBADVISOR TIP: Having trouble finding the courses you're looking for?**

- ◆ Review the *Key to Subject and Major Codes* ([www.cca.edu/sites/default/files/pdf/08/subject-major-code-key.pdf](http://www.cca.edu/sites/default/files/pdf/08/subject-major-code-key.pdf)). For example, if you want to fill your "H&S Elective" requirement, how can you know what subjects to look at in the WebAdvisor menu? There are 10 different subjects that fall under H&S; a course with any of these codes could fill your H&S Elective requirement.

- ◆ Remember that the "Subject" menu on WebAdvisor is listed alphabetically *by subject code*, not *by the subject name as it appears*. So, "Jewelry/Metal Arts" classes appear in the list where the letter M would be, because the subject code is "METAL." "Interdisciplinary Studio" is listed under the letter U because the subject code is "UDIST."

- **BALANCED SCHEDULE:** In order to fulfill CCA's degree requirements in four years (five years for B'ARCH), you will need to take 5-6 classes each semester. Be sure to create a balanced schedule (2-3 studio classes and 2-3 H&S classes each term). In most cases, students should not take more than two Core Studios per term; see your first-year advisor for help creating a balanced schedule.

- **PREREQUISITES:** Prerequisites are built into a program in order to make sure that students are fully prepared for the next level of learning. WebAdvisor will not allow you to register for any class for which you haven't completed *all* prerequisites. Under rare circumstances, students may be allowed to register for a class for which they have not yet completed the prerequisites. This is allowed when a student uses a *Prerequisite Override Form* to get a signature of approval from the appropriate program chair or advisor. First-year advisors cannot sign these forms; see the reverse side of the form for a list of contacts.

An approved *Prerequisite Override Form* does not mean that the prereq course is waived; you may need to take it concurrently or in a subsequent semester; this is at your advisor/chair's discretion. It does not guarantee you a spot in the class, but simply verifies that you are eligible to register for it.


The *Prerequisite Override Form* is available online on the Student Records "forms" webpage ([www.cca.edu/students/studentrecords/forms](http://www.cca.edu/students/studentrecords/forms)) or in the Student Records office on each campus. **It is highly recommended that you submit the completed form to Student Records before your Priority Registration appointment.** When you turn in your form, Student Records will give you a "code" to use to override the prerequisite block that will pop up in WebAdvisor. If you don't get the code before your appointment, you will be blocked from registering for the class in question. See Student Records for questions.


- **BACK UP PLANS:** We recommend that you map out an ideal schedule and back-up options in case your first choice classes are full on the day of your timeslot! If you understand your curriculum and requirements you will be able to create appropriate back-up options.

- **QUESTIONS?** Check in with your advisor if you need more information about courses or planning.

- **ADDITIONAL SUPPORT:** There will be special computer kiosks set up in Student Records where students can register and receive support and assistance from Student Records staff.

### ★ TIPS:

 **Ask questions!** "Make friends" with the people in Student Records and utilize their expertise. Don't wait until the last minute to ask questions of your advisor or Student Records.

 **Keep Track!** You should keep a file with copies of every official piece of paper that has to do with credits, grad plans, advising, and financial aid.