

# Student Guide to Academic Planning or, How to Pick the Right Classes and Graduate On Time!

## ONLINE 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 online in the “Registration” section of the WebAdvisor Student Menu ([here](#))
- 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:** Monday, March 22 to Wednesday, April 14.

Your assigned slot will fall within the dates for your class level:

<b>March 24-25</b>	fourth-year students (90-126 units completed), fifth-year ARCHT students (127-165 units)
<b>March 29-30</b>	third-year students (60-89 units completed)
<b>March 31-April 1</b>	second-year students (30-59 units completed)
<b>April 5-6</b>	continuing first-year students (0-29 units completed)
<b>April 12-14</b>	make-up registration for all class levels

- 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 early-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 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 2010.

- 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	WHERE TO GET IT	WHAT IS IT FOR?
Your Degree Audit	WebAdvisor: From Student Menu, choose “Program Evaluation/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>
Sequence Chart	<a href="#">Advising Tools Page</a>	<ul style="list-style-type: none"> <li>Shows the suggested path through your major</li> <li>Based on your CCA start term (<b>be sure to view the right chart</b>)</li> </ul>
Course Info Chart	<a href="#">Advising Tools Page</a>	<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	<a href="#">Advising Tools Page</a>	<ul style="list-style-type: none"> <li>Essential info about the major and curriculum</li> </ul>
H&S Overview	<a href="#">Advising Tools Page</a>	<ul style="list-style-type: none"> <li>Overview of H&amp;S requirements and prerequisites</li> </ul>
Grad Plan Worksheet	<a href="#">Advising Tools Page</a>	<ul style="list-style-type: none"> <li>Template for mapping out your upcoming semesters</li> </ul>
Test Schedule Worksheet	<a href="#">Advising Tools Page</a>	<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	<a href="#">Advising Tools Page</a>	<ul style="list-style-type: none"> <li>Guide to subject and major codes as listed in the WebAdvisor “Search” function</li> </ul>

# 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.

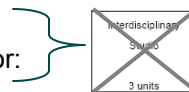
2 Review your Degree Audit:

- Your Degree Audit shows all your degree requirements, and indicates which of these requirements are filled and which are unfilled (classes you still need to take.) You may want to highlight or circle anywhere that says “1 course needed”, “6 credits needed” etc.
- Make sure all your credits are listed as expected, especially your transfer credit. Transfer credit must be placed **by the end of your first term at CCA**; see policy [here](#) in the Student Handbook.
- 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.

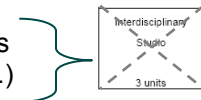
3 Record your completed courses (from your audit) onto your Annotated Sequence Chart:

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 Fill out a Grad Plan for your remaining semesters:

- If you map out all your remaining semesters, you can be clear about your expected graduation date.
- Be aware of prerequisites & corequisites when plugging courses in:
  - WebAdvisor: shows prerequisites & corequisites for all courses (on the Section Description page)
  - Course Info Chart: shows prerequisites & corequisites for your major
  - H&S Overview: shows prerequisites for general H&S requirements
- 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 of remaining courses 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>

a) Always look at the course code and number (ie, 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.

b) 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**!

c) Be sure to note the campus for course offerings and make sure you have enough travel time between classes. Seats on the CCA [shuttle](#) are not guaranteed; allow 90 minutes travel time between campuses.

## ★ WEBADVISOR TIP: Having trouble finding the courses you're looking for?

◆ Review the [Key to Subject and Major Codes](#). 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 under the letter U because the subject code is “UDIST.”

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

- **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.
- **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 chair or advisor:

- Studio courses within your major: Need your advisor or chair's signature.
- Studio courses outside your major: Need the appropriate chair or advisor signature; see the reverse side of the form for a list of contacts.


Please note: 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.
- Does not guarantee you a spot in the class, it 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. Once your form has been filled out and signed, you will need to visit Student Records so that a staff member can key in your class. **It is highly recommended that you submit the form before your Priority Registration appointment.** See Student Records for questions.

- **COMPLETING FIRST YEAR REQUIREMENTS BEFORE ADVANCING IN YOUR MAJOR:** In order to make sure that students build a foundation during their first years at the college and do not advance in their major without completing their first year requirements, each program has chosen at least one course which has the following prerequisites:
  - Core Studios (*Drawing 1, 2D, 3D, 4D*)
  - *English 1* and *English 2*
  - *Intro to the Arts* and *Intro to the Modern Arts*If you have not yet completed these requirements, you will want to do so ASAP so that you don't get blocked from advancing in your major!
- **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 till 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.