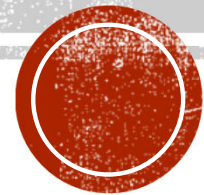


CD ADVISING

Degree Works Overview for CD Majors



STUDENT INFORMATION IN DEGREE WORKS

- **Classification**
 - Freshman – 0-39.999 hours earned
 - Sophomore – 31-60.999 hours earned
 - Junior – 61-90.999 hours earned
 - Senior – 91 or more semester hours earned
- **Standing**
 - Shows if you have any type of academic, financial, etc. holds
- **PIN Cleared**
 - Has PIN been cleared for registration?
- **Placement Information**
 - Math, foreign language, English
- **Credits Earned**
 - Overall, UA, and transfer
- **Advisor Information**



DEGREE PROGRESS AND GPA INFORMATION

- Degree Progress
 - Percentage shows percent of degree requirements completed; the closer to 100%, the closer to degree completion
- Overall GPA
 - GPA for all completed work on UA transcript
- In-progress and preregistered classes
 - When these boxes are checked, any courses the student is currently taking and/or courses the student has registered to take in the upcoming semester are included in the degree progress percentage and listed in the additional sections of the Degree Works report



BACHELOR OF ARTS (ARTS AND SCIENCES)

- "Incomplete" will show until all requirements are fulfilled
- Use this section to complete top portion of DocuSign Advising Worksheet
- Overall Credit Requirements
 - 120 total credit hours
 - 90 of the 120 credit hours must come from classes that fall within the College of Arts and Sciences
 - 36 of the 120 credit hours must be upper-level credits
 - Upper-level credits are earned by taking any 300/400 level class
- "Credits Applied" shows number of completed credits that are being counted for the required 120
- Catalog Year
 - Established by first year of enrollment at UA
 - A student's catalog year will not change; students must complete the degree requirements listed in their established catalog year



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- The literature/humanities/fine arts section consists of 12 required hours
 - All students must take at least one fine art
 - All students must take at least one literature
 - Students can then choose to complete the remaining 6 hours for this section by taking one of the following combinations:
 - L/FA
 - L/HU
 - HU/FA
 - Students should use the course look-up option (“Click for List”) in Degree Works when choosing these classes to make sure chosen classes will satisfy the core requirement; just because one course within a department counts as a core credit does not mean that all courses with that prefix will (i.e., not all music courses count for core credit)
 - **A maximum of 6 hours in any one department may be applied to the literature/humanities/fine arts section. For example, if a student wants to complete this section by taking one fine art and three core literature courses, this would not work because only two of the literature courses (6 hours) would count for core credit.**



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- The history and social/behavioral sciences section consists of 12 required hours
 - All students must take at least one history course
 - All CD students must take PY 101 as an ancillary course, and this will count as 3 hours of their SBS core credit
 - Students can then choose to complete the remaining 6 hours of this section by taking one of the following combinations:
 - HY/SBS
 - SBS/SBS
 - CD 102/103 counts as a core SBS credit and can be taken by all levels of students
 - Students should use the course look-up option (“Click for List”) in Degree Works when choosing these classes to make sure chosen classes will satisfy the core requirement; just because one course within a department counts as a core credit does not mean that all courses with that prefix will (i.e., not all PY courses count for core credit)
 - **A maximum of 6 hours in any one department may be applied to the history and social/behavioral sciences section. For example, if a student wants to complete this section by taking one history and three core PY courses, this would not work because only two of the PY courses (6 hours) would count for core credit.**



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- All students are required to complete a 6 hour (two course) sequence in literature OR history
 - Literature course sequences do not have to sequence in course number
 - For example, a student may take EN 205 and EN 208 as their literature sequence
 - History course sequences do have to sequence in course number
 - For example, if a student takes HY 101 and they plan to sequence in HY, then they must take HY 102 in order for the two classes to satisfy this core requirement
- Students should use the course look-up option (“Click for List”) in Degree Works when choosing these classes to make sure chosen classes will satisfy the core requirement



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- The natural sciences section consists of 8 hours
 - Arts and Sciences allows multiple forms of natural sciences classes to count for this core credit (such as geology and astronomy); however, CD students should take the following course combination to satisfy this core requirement:
 - Biology (BSC 108 or BSC 109, BSC 114/115, BSC 116/117, BSC 118, BSC 120)
 - Chemistry (CH 101, 102, 104, 105, 117, 118) **OR** physics (PH 101, 102, 105, 106, 115, 125, 126)
 - Both courses (i.e., BSC/CH or BSC/PH) should be four hours each and include the lab



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- The computer science and foreign language section consists of 6 hours
 - Students can choose to complete this requirement in CS or FL – it cannot be satisfied by a student taking one CS and one FL
 - Students should use the course look-up option (“Click for List”) in Degree Works when choosing these classes to make sure chosen classes will satisfy the core requirement



ARTS AND SCIENCES GENERAL EDUCATION REQUIREMENTS

- The writing section consists of 6 hours
 - Students must take 2 writing designated courses (for 6 total credit hours)
 - Most writing designated courses are 300 or 400 level courses
 - Most often taken in the junior or senior year
 - Writing courses must be taken at UA – transfer credits will not satisfy this core requirement
 - We have two CD writing courses – CD 447 (clinic) and CD 425 – Applied Research in CD



REQUIREMENTS FOR CD MAJORS

- 34 credits for core major courses
 - 200 level courses taken before 300/400 level courses
 - CD 277 is the exception to this
- CD courses with additional prerequisites
 - CD 420 – 200 level courses and CD 305
 - CD 422 – 200 level courses and CD 352
 - CD 444 – 200 level courses and CD 443
 - CD 445 – 200 and 300 level courses and CD 443*
 - CD 447 – 200 level courses (including CD 277) and CD 305 and CD 420*

*CD 445 and CD 447 are clinical practicum courses and are application based



REQUIREMENTS FOR CD MAJORS: ANCILLARY COURSES

- PY 101
- CH or PH (specific options listed in Degree Works)
- Statistics (BER 345, PY 211, CJ 381, ST 260)
 - PY 211 and CJ 381 are A&S courses
 - Some of these statistics options may have prerequisites



MINOR REQUIREMENTS

- All students with a single major within the College of Arts and Sciences are required to complete a minor
- Students should formally declare a minor as early as possible, by the end of sophomore year at the latest
- Most minor degrees consist of 16-18 credits
- Once the minor is formally declared, minor course requirements will be listed in Degree Works



ELECTIVE, INSUFFICIENT/REPEAT, & NOT COUNTED TOWARD DEGREE COURSES

- **Elective Courses**
 - Degree Works automatically lists classes that count for elective credit in this section of the Degree Works report
 - Elective courses are classes completed by a student that do not count for general education, major/minor requirements, or ancillary requirements
 - Elective courses are counted in the 120 total required credits
- **Insufficient/Repeat Courses**
 - Degree Works automatically lists classes that were not passed, withdrawn, or repeated in this section of the Degree Works report
 - Credits from these classes are not included in credits for completion, but insufficient grades are included in GPA totals
- **Not Counted Toward Degree**
 - Classes that may have been successfully completed, but credits do not count toward degree completion



ADDITIONAL RESOURCES

- The "Undergraduate" section of the CD website has several resources related to undergraduate courses and advising
 - <https://cd.ua.edu/undergraduate/>
- UA's online course catalog contains information related to degree requirements and all courses offered on campus
 - Students should use the catalog to search course names/numbers for a brief description of each course, as well as prerequisite information
 - <https://catalog.ua.edu/>
- The registrar's office is the main resource for transfer credit policies and information.
 - <https://registrar.ua.edu/student-services/transfer-credit/>
 - Use the registrar's website to view transfer equivalency tables to determine if the needed class will transfer to UA as needed/wanted
 - Once this information has been located, students need to complete a letter of transiency – this letter is completed through the “Official Documents” section in the Student tab of myBama; the following link will take the student to an informational video which shows the steps to completing this letter - <https://registrar.ua.edu/student-services/http-registrar-ua-edu-wp-content-uploads-transient1-mp4/>
 - The letter of transiency should be completed before the student takes the course
 - Once the course is completed, the student should request for a transcript from the other institution be sent to the UA registrar's office; the course will not show in Degree Works until this has been done



WHEN DO I REGISTER FOR CLASSES?

- The registrar's website lists registration dates and times. This information can be found on the "Registration" section of the registrar's website, which is under "Student Services" on the homepage.
 - <https://registrar.ua.edu/student-services/registration/>
- Note that registration dates/times are based on the total number of hours earned, and that this number does NOT include courses in progress. Total hours earned is listed near the top of each student's Degree Works.



WHAT DO I NEED TO DO TO PREPARE FOR MY ADVISING APPOINTMENT?

- Carefully read and review emails received from the department regarding advising
 - Respond to these emails accordingly
 - If your CD advisor asks you to use a link to sign up for an advising appointment, complete this step in a timely manner
 - If your CD advisor asks you to let them know that you do not need an advising appointment with them (because you have already met with a Clark Hall advisor), send them an email informing them of this (in a timely manner)
- Use the information and resources reviewed in this video, as well as additional CD/UA advising resources, to complete your CD DocuSign Advising Worksheet
 - This worksheet should be completed prior to your advising appointment
- Make a list of your questions before your appointment
- Have your questions and advising worksheet with you during your appointment

