ACADEMIC ADVISING

REVIEW SESSION
Transfer Credits

POSTED ON JCU TRANSCRIPTS

Credits transferred prior to first semester matriculation are listed at the top of the transcript. Grades for these courses do not affect the student’s GPA.

Credits transferred while studying abroad are listed on the transcript in chronological order, under the semester in which the student was abroad. Grades for these classes are factored into the student’s GPA.

What if the credits are not there?

Then I have not received an official transcript from the institution in which the coursework was completed.
Language Courses & Placement Exams

**LANGUAGE COURSES**

Students can register for language courses **above the 101 level** only if:

- They have taken the placement
- They have transferred the course that is a prerequisite for the level they want to register for

**Where are the language placements?**

Language placements are online and are administered via Moodle.

The results are then communicated via email to the student and to the Registrar’s Office.

Students with a national secondary education diploma in a language other than English will be considered to have fulfilled the language requirement.
ENGLISH COMPOSITION

The passing grade for all English Composition classes is **C or above**.

**When advising students:**
please make sure they have earned (or strongly believe that they will earn) a passing grade.

**Students cannot take EN Comp courses and EN LIT or CW courses at the same time.**

MATHEMATICS

The passing grade for Math classes is **C- or above**.

**When advising students:**
please make sure they have earned (or strongly believe that they will earn) a passing grade.

A **D** in MA 100 or MA 101 does not fulfill the General Proficiency Requirement and does not allow the student to register for the other MA courses in the sequence (MA 197, MA 198, etc…).

Remember that **EN 110** is also a prerequisite for **BUS 220, COM 221, and all DJRN courses at the 200-level or above**.
CHECKLISTS
Checklist: Main Sections

Proficiency & General Distribution Requirements

All students must fulfill proficiency and general distribution requirements.

Students who arrive at JCU with transfer credits may have already completed most or all of them.

When advising students: make sure you check the transfer credits on their transcripts and keep in mind that courses taken in the core may also fulfill General Distribution Requirements, so the student may not need extra classes in a specific field.

Core Courses & Additional Core Requirements

Students can take these at JCU or while studying abroad. It is at your discretion to advise a student on whether a specific class should be taken here at JCU or not.

When advising students: Make sure the student meets all the prerequisites for a specific class. Regularly check grades earned in the core.

Students may not have more than two grades below a C- in the core.

Major Electives & Approved Substitutes

Students can take these at JCU or while studying abroad. If the student is taking a course outside of the typical major electives identified for that B.A. program, make sure you refer to the list of approved substitutes available online.

When advising students: Make sure the student meets all the prerequisites for a specific class.
### A. PROFICIENCY & GENERAL DISTRIBUTION REQUIREMENTS

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>COURSE</th>
<th>TERM</th>
<th>GRADE</th>
<th>SOCIAL SCIENCES, HUMANITIES, FINE ARTS</th>
<th>COURSE</th>
<th>TERM</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>EN 103 (C or higher prereq, for EN 110)</td>
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<td>Social Sciences: at least 2 courses from COM, EC, POL, PS</td>
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<td>EN 105 (C or higher prereq, for EN 110)</td>
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<td>EN 110 (C or higher required)</td>
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<td>Humanities: at least 2 courses from HS, EN LIT, PH, PS</td>
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<td>EN LIT (Required course)</td>
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<td>Fine Arts: at least 1 course from AH, AS, MUS, CW</td>
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<td>EN LIT or Approved Substitute</td>
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<thead>
<tr>
<th>MATHEMATICS &amp; SCIENCE</th>
<th>COURSE</th>
<th>TERM</th>
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<tbody>
<tr>
<td>MA 101 (C- or higher required)</td>
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<td>MA/NS/CS</td>
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<th>FOREIGN LANGUAGE</th>
<th>COURSE</th>
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<tr>
<td>First Course</td>
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<td>Second Course</td>
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<tr>
<th>GENERAL ELECTIVES</th>
<th>COURSE</th>
<th>TERM</th>
<th>GRADE</th>
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<td></td>
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<td>Sufficient to give a total of 120 credits</td>
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### B. ADDITIONAL REQUIREMENTS

- CS 110 Microcomputer Applications
- MA 198 Calculus I
- MA 208 Statistics I

### C. CORE COURSES

- BUS 220 Business Communications
- EC 201 Principles of Microeconomics
- EC 202 Principles of Macroeconomics
- FIN 201 Financial Accounting
- FIN 202 Managerial Accounting
- FIN 301 Finance
- LAW 219 Legal Environment of Business
- MGT 301 Principles of Management
- MGT 310 Organizational Behavior
- MGT 380 Operations Management
- MKT 301 Principles of Marketing
- MKT 481 Strategic Management

### D. MAJOR ELECTIVES

4 COURSES TO BE CHOSEN FROM: UPPER DIVISION BUSINESS COURSES, UPPER DIVISION EC COURSES, MA 209, MA 299 OR CS 310

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<thead>
<tr>
<th>COURSE</th>
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**Checklist:**

Main Sections (2)
Checklist: Additional Minor Section

**Minor Courses**

Minors require completion of at least six courses in a given field of study.

**When advising students:** please make sure all the general rules are met

**General Rules**

No more than one grade below a C-.

No more than two courses may be shared with Major.

No more than two courses may be transferred from other institutions.

No more than one course may be shared between two minors.

**Special Note**

If one of your students wants to declare a Minor in Entrepreneurship they must fill-out the official application form with Prof. Pulino.
QUESTIONS?

Email hchilelli@johncabot.edu