

DEPARTMENTAL ADVISEMENT SHEETS REQUIREMENTS

1. Up To Date Information (Phone numbers, catalog numbers, etc.)
2. Contact Information for the Department – Phone Number and Email Address
3. Information where pertinent on when the courses should be taken and in what order
(The WCBA's or Engineering department's curriculum sheets may be used as an example.)
4. Space where students can insert their grades
5. Available space where students can insert which courses they have taken to fulfill elective requirements within their major
6. General Education Information That Includes the Following:
 - a. Appropriate number of spaces for general education courses listed by domain and by intensive requirements
 - b. Listing of general education courses that must be selected by the student to fulfill program requirements
 - c. Listing of intensive general education courses within the department
 - d. Explanation that students must take a minimum of 2 courses and no more than 3 to satisfy the requirements in the natural science, artistic and literary and societies and institutions domains, and that the total for these domains is 8.
 - e. Explanation that students may take one additional course from natural science, artistic and literary, or societies and institutions domains as a substitute for the selected topics domain.
 - f. Reference to the General Education website for up to date information
7. Important Notes on such matters as whether the courses require a grade of "C" or better and if they can be taken Credit/No Credit.
8. Whether or not Developmental Courses count towards major requirements
9. Is a minor required
10. A reference to other important documents, such as the departmental web site or the Undergraduate Bulletin
11. Total number of upper division hours required to complete the program
12. Total number of semester hours required to complete the program
13. A list of acceptable courses that fulfill major requirements