Advising & Registration Guide 2003-2004
COLLEGE OF PUBLIC PROGRAMS

Advising & Registration Guide

Created and Edited by Rosanna Sidhu
February 2002; edited by Cheryl Herrera March 2003
This publication is for the purpose of providing information and guidance.
However, the official university catalog resides at
http://www.asu.edu/aad/catalogs/general
and takes precedence should there be any inconsistencies.
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Welcome to the College of Public Programs at Arizona State University!

We look forward to assisting you as you begin your academic experience.

Since this is the first time you are registering for classes at ASU, we have put together this handbook to help you understand the process a little better. Please keep in mind, however, that everything you need to know is not in this handbook. You do not need to know everything at this time. Once you enroll in the Fall semester, it is your responsibility to meet with your academic advisor regularly to learn more about and understand the registration and academic requirements for your major.

The registration process will be much easier if you use this handbook along with your ASU General Catalog and Schedule of Classes. The ASU General Catalog is the official source of information for programs and requirements of ASU and its colleges, schools, and departments. The Schedule of Classes is published each semester and contains registration dates and procedures as well as course offerings.

The most important thing to remember is to ask questions if you don’t know something. If you wait too long, it might be too late. We wish you success and look forward to working with you!
Undergraduate Degrees, Minors, & Certificates
offered in the College of Public Programs

AMERICAN INDIAN STUDIES PROGRAM

American Indian Studies is an interdisciplinary program committed to broadening the knowledge of students interested in the histories, languages, cultures, arts and contemporary situations of American Indian nations and people. The program is designed to protect the integrity and identity of the indigenous populations of North America and to create a learning environment conducive to critical and creative thought. The program not only stresses sound academic preparation in the classroom, but also encourages students to interact and conduct research with American Indian governments and organizations. Additionally, the program emphasizes the continued effort of the university to form strong partnerships with American Indian nations at the local, regional and national levels.

- Bachelor of Science – American Indian Studies

HUGH DOWNS SCHOOL OF HUMAN COMMUNICATION

The Hugh Downs School of Human Communication exists to advance the understanding of message-related human behavior for the purpose of improving communicative interactions. Courses of study are designed to provide students with relevant programs adapted to individual academic and professional goals.

- Minor in Communication
- Bachelor of Arts/Bachelor of Science
  - Organization Communication
  - Intercultural Communication
  - Interpersonal Communication
  - Performance Studies
  - Rhetoric/Public Communication

WALTER CRONKITE SCHOOL OF JOURNALISM & MASS COMMUNICATION

The primary purpose of the Walter Cronkite School of Journalism and Mass Communication is to prepare students for careers in broadcast and print, management and public relations. To supplement their course work, students are able to earn practical experience through internships or by working for the campus radio station, the campus newspapers or the Cronkite School’s own cable television news show.

- Minor in Mass Communication
- Bachelor of Arts – Journalism & Mass Communication
  - Journalism
  - Media Analysis & Criticism
  - Media Management
  - Media Production
  - Strategic Media & Public Relations
SCHOOL OF JUSTICE STUDIES

The school provides an interdisciplinary setting for students interested in studying issues of justice and those desiring justice-related careers, including law. Students will develop an understanding of the meanings of justice and injustice and learn to analyze issues through critical inquiry and social-science investigation. Students will have opportunities to develop transferable skills including critical thinking, oral and written discourse, computer literacy, and problem solving. Students actively participate in their education and are encouraged to undertake volunteer opportunities and internships.

- Minor in Justice Studies
- Bachelor of Science
  - Social Justice
  - Criminology
  - Law and Society

DEPARTMENT OF RECREATION MANAGEMENT AND TOURISM

The Bachelor of Science degree program in the Department of Recreation Management and Tourism centers upon the systematic study of leisure-related phenomena, including human behavior and development, resource use, environmental and social issues, and public policy. It is a professional program that features full exposure of students to a multifaceted concept of recreation and the quality preparation of these students for professional-level entry into recreation service occupations.

This multi-disciplinary degree program is designed to provide students with the competencies necessary for employment in management and program delivery positions in diverse recreation agencies such as municipal recreation and park departments, county park departments, YMCAs, YWCAs, Boys and Girls Clubs of America, visitor and convention bureaus, senior centers, retirement communities, resorts, and other components of the tourism/commercial recreation industry. Graduates have also been employed by state offices of tourism, state parks’ departments, and various federal recreation resource agencies.

- Minor in Recreation Management
- Minor in Tourism
- Bachelor of Science – Recreation
  - Recreation Management Emphases:
    - Community and Urban Recreation
    - Natural Resource Recreation
    - Nonprofit Youth & Human Service Leadership & Management
    - Therapeutic Recreation
  - Tourism Management Emphasis

SCHOOL OF SOCIAL WORK

The School of Social Work is committed to the preparation of professional social work practitioners who will work to enhance individual and family functioning and promote social and economic justice. The School’s goals include preparing social workers who understand and respect diversity, with a specific focus on populations of the Southwest. The curriculum prepares students for entry-level positions in either private or public social service agencies where they will work with individuals, families, groups, organizations, or communities.

- Bachelor of Social Work
CERTIFICATE PROGRAMS

**Nonprofit/Youth Agency Administration: American Humanics** provides an academic approach featuring unique issues of voluntary, not-for-profit agency management and includes active participation by agency professionals who offer workshops, seminars, field trips, and experiential education experiences. American Humanics collaborates with such agencies as the American Red Cross, Big Brothers/Big Sisters, Boys and Girls Clubs of America, the Boy Scouts of America, Camp Fire, the Girl Scouts of the USA, Habitat for Humanity, Junior Achievement, the United Way, YMCA, and YWCA.

**Asian Pacific American Studies** is an interdisciplinary undergraduate program that examines the experiences of Asian Americans and Pacific Islanders within the United States, particularly in the Southwest. The program is designed to help students of all ethnicities to appreciate the diversity of Asian American and Pacific Islander cultures, experiences, and histories; understand the U.S. experience in new ways; and participate more effectively in an increasingly diverse society. The certificate program offers courses that provide students with opportunities to think critically about interethnic cooperation and conflict. The program integrates teaching, research, and community service.

**Public Administration & Public Management** prepares students for citizenship, leadership, and careers in governmental agencies and nonprofit organizations. It is for students interested in public service -

- delivering and managing public programs,
- reforming welfare,
- providing public safety,
- preserving natural resources,
- improving the quality of life,
- building and bridging communities,
- strengthening democratic governance,
- analyzing critical issues,
- and leading change in public policy.
Requirements

Semester Hours Required
A minimum of 120 semester hours and 45 upper division semester hours (300 and 400 level courses) are required for a bachelor's degree.

First Year Composition
Students must demonstrate reasonable proficiency in written English by achieving a grade of "C" or better in both ENG 101 and 102 or in ENG 105 or their equivalents. Should a student receive a grade lower than "C" in any of the courses, it must be repeated until the specified proficiency is demonstrated.

General Studies
General Studies requirements complement your undergraduate major by helping you to master critical learning skills, investigate the traditional branches of knowledge—the arts and humanities, the social sciences, and the natural sciences—and develop the broad perspective to appreciate diversity and change across time, culture, and national boundaries.

To help you achieve these educational goals, the General Studies Program includes five core areas and three awareness areas. The five core areas help students acquire critical lifelong learning skills and guide their exploration of the traditional branches of knowledge:

- literacy and critical inquiry;
- mathematical studies;
- humanities and fine arts;
- social and behavioral sciences; and
- natural sciences.

The three awareness areas promote appreciation of cultural diversity within the contemporary United States, develop an international perspective, and foster an understanding of current human events through study of the past:

- cultural diversity in the United States;
- global awareness; and
- historical awareness.

Five Core Areas

Literacy and Critical Inquiry (L)
The literacy and critical inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.
Mathematical Studies (MA and CS)

Mathematics (MA) is the acquisition of essential skills in basic mathematics and requires the student to complete a course in college mathematics or college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.

Computer/statistics/quantitative applications (CS) applies mathematical reasoning and requires students to complete a course in either the use of statistics/quantitative analyses or the use of the computer to assist in serious math analytical work.

Humanities and Fine Arts (HU)

The humanities and fine arts explore questions of human experience and expression as they articulate the human condition, reflect basic human values and promote a broader and deeper understanding of an individual’s relationship to self, culture, and nature.

Social and Behavioral Sciences (SB)

The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

Natural Sciences (SQ and SG)

The natural sciences help students appreciate the scope and limitations of science and its contributions to society. General Studies courses that satisfy the natural science requirement are given one of two classifications: quantitative and general.

Natural Science-Quantitative (SQ). These laboratory courses include a substantial introduction to the fundamental behavior of matter and energy in physical and biological systems.

Natural Science-General (SG). These laboratory courses cover aspects of scientific inquiry that lend themselves to more qualitative or descriptive discussions of science.

Three Awareness Areas

Students must complete courses that satisfy each of the three awareness areas. Courses that are listed for a core area and one or more awareness areas may satisfy each of these requirements concurrently. Additionally, a single course may be used to satisfy a maximum of two awareness area requirements

Cultural Diversity in the United States (C)

The objective of the cultural diversity requirement is to promote awareness and appreciation of cultural diversity within the contemporary United States. The objective is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups

Global Awareness (G)

The objective of the global awareness requirement is to help students recognize the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The global awareness area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.
Historical Awareness (H)
The objective of the historical awareness requirement is to help students develop knowledge of the past that can be useful in shaping the present and future. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

In addition to the university General Studies requirements, the College of Public Programs requires the following.

Communication Requirement
All undergraduate majors are required to take one of the following courses:

- COM 100 Introduction to Human Communication (SB)
- COM 225 Public Speaking (L)
- COM 230 Small Group Communication (SB)
- COM 241 Introduction to Oral Interpretation (HU)
- COM 259 Communication in Business & the Professions

These courses present an overview of human communication and help the student to develop oral presentation skills and competence. The course may be included within the university General Studies requirements and major requirements where appropriate.

Computer Science Requirement
A computer science course is required for all undergraduate majors in the College of Public Programs. Any CS course from the university General Studies list that involves the use of computer application skills is acceptable. It may be included within the Mathematical Studies requirement where appropriate.

Please see your academic advisor for a complete list of acceptable courses. Below is a list of commonly taken courses:

- CSE 180 Computer Literacy
- CIS 200 Computers in Business
- EDT 321 Computer Literacy
- EDT 323 Computer Applications

Writing Competency Requirement
In addition to ENG 101 and 102 First-Year Composition or their equivalents, one of the following courses in advanced written expository composition is required of all undergraduate majors:

- BUS 301 Fundamentals of Management Communication
- ENG 215 Strategies of Academic Writing
- ENG 216 Persuasive Writing
- ENG 217 Writing Reflective Essays
- ENG 218 Writing about Literature
- ENG 301 Writing for the Professions
- JMC 201 Journalism Newswriting
- JMC 201 Radio-TV Writing

This course will be counted as fulfilling one of the university General Studies literacy and critical inquiry (L) requirements.
Limitation on Physical Education Activity Hours
No more than eight hours of physical education activity courses may be counted within the minimum 120 hours required for graduation.

Pass/Fail Option
The College of Public Programs does not offer any courses for pass/fail credit. Courses completed for pass/fail credit outside the College of Public Programs may count only as elective credit in meeting degree requirements.

Please refer to the “Curriculum Checksheet” for the requirements for your specific major.

It is your responsibility to meet with your academic advisor regularly to develop an educational plan that will meet your academic, career, and personal goals.

Professional Status

Individuals who meet the minimum university admission requirements will be admitted to the undergraduate academic unit of the college with preprofessional status in that respective academic unit.

Requirements for Professional Status
Entry to any undergraduate academic unit of the college with professional status requires:

- the completion of at least 56 semester hours with a minimum cumulative GPA of 2.50;
- the university First-Year Composition requirement and the university mathematics requirement; and
- the College of Public Programs writing competence, communication, and computer requirements.

The academic units may also have additional requirements for professional status. It is your responsibility to meet with an advisor in your major to determine how you will meet those requirements.

Most upper-division courses in the college are not open to preprofessional students. Preprofessional students should check the catalog information in their major fields to determine any course enrollment restrictions.

Students should refer to the section of the catalog and advising documents with reference to their preferred areas of study for specialized departmental retention requirements and/or continued enrollment in their major courses.

Academic Standards and Retention

Any student with preprofessional or professional status in the respective academic units of the college is considered in good standing for the purpose of retention if the student maintains a cumulative GPA of 2.00 or higher in all courses taken at ASU. However, in order to achieve major status in the undergraduate degree programs in the college, students must have a cumulative GPA of 2.50 or higher at ASU.
Any student who does not maintain good standing status is placed on probation. A student on academic probation is required to observe any limitations or rules the college may impose as a condition for retention.

A student who is on probation becomes disqualified if (1) the student has not returned to good standing or (2) the student has not met the required semester GPA.

Disqualification is exercised at the discretion of the college and becomes effective on the first day of the fall or spring semester following college action. A disqualified student is notified by the Office of the Registrar and/or the dean of the college and is not allowed to register for a fall or spring semester at the university until reinstated. A student who is disqualified may not attend as a nondegree student.

Students seeking reinstatement after disqualification should contact the College Student Services Office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the Readmissions Section of the Office of the Registrar.

All academic discipline action is the function of the College Student Services Office, WILSN 203, under the direction of the dean of the college. Students having academic problems should contact this office for advising at 480/965-1034.
ADVISORS

The advisors in the College of Public Programs strive to perform their duties in a professional, ethical, confidential, accurate, and supportive manner, respecting student diversity and needs, and always holding the individual in highest regard. The student and advisor should accomplish this process in a spirit of shared responsibility to develop academic excellence, strong decision-making skills, and self-reliance.

A student who has been admitted to the College of Public Programs is assigned an academic advisor from the academic unit of the student’s major area of study.

AMERICAN INDIAN STUDIES PROGRAM
AGRICULTURAL BUILDING, ROOM 372 (480) 727-7056

Mandy Newman Academic Advisor
mandy.newman@asu.edu

HUGH DOWNS SCHOOL OF HUMAN COMMUNICATION
STAUFFER HALL 412 (480) 965-5095

Jamie Caruso, Academic Associate (Advisor)
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Michele Brennan, Academic Advisor
michele.brennan@asu.edu

WALTER CRONKITE SCHOOL OF JOURNALISM AND MASS COMMUNICATION
STAUFFER HALL 231A (480) 965-5011

Mary Cook, Academic Associate, Advising Coordinator
(students last name A-G)
mary.cook@asu.edu

Carol Schulte, Academic Associate (Advisor)
(students last name H-N)
carol.schulte@asu.edu

Heidi Anne Sommer, Academic Advising Coordinator
(students last name O-Z)
heidi.sommer@asu.edu

SCHOOL OF JUSTICE STUDIES
WILSON HALL 331 (480) 965-7682

Jim Fieberg, Academic Advising Coordinator
fieb@asu.edu

Karen Long, Academic Advisor, Senior
karen.long@asu.edu
Advising Expectations

You can expect your advisor will:

• Be available for an appointment each semester
• Accurately advise you on academic, career, and scholarship opportunities
• Assist you in graduating in a timely manner
• Be available by telephone and/or e-mail

Your advisor will expect you to:

• Keep your scheduled appointment and show up on time
• Be familiar with the “ASU General Catalog,” “Schedule of Classes,” and your major checksheet.
• Keep your address, telephone number, and e-mail address current with the university
• Participate in pre-registration
• Take ownership of your academic career.
Mandatory Advising

The following categories of students are required to receive advising and to be cleared on the Mandatory Advising Computer System before they may register for classes:

- all freshmen;
- transfer students in their first semester at ASU;
- students with admissions competency deficiencies;
- students with special admissions status;
- students on probation;
- students who have been disqualified;
- students with a cumulative GPA less than 2.00;
- readmitted students; and
- all Social Work majors.

You are strongly encouraged to seek advising regularly throughout your academic career, whether or not it is mandatory, in order to have a successful academic experience at ASU.
Your Schedule

For your first semester at ASU, we recommend that you register for 14-16 credit hours, that’s four or five classes. Most of the classes that you will be registering for will meet university, college, and general studies requirements.

A common schedule for a student with a major in the College of Public Programs (that’s you) looks like this:*  

- First-Year Composition  3 hrs  
- Math  3 hrs  
- College Success Elective  1-3 hrs  
- Social & Behavioral Science  3 hrs  
- Humanities and Fine Arts  3 hrs  
- First-Year seminar 1 hr  

14-16 hours

*Please refer to the suggested two-year curriculum found on the back of the curriculum checksheet for the recommended schedule for your specific major.

Placement

Placement in First-Year Composition courses (WAC 101 followed by ENG 101 the next semester, or ENG 101, or ENG 105) is determined by the score earned on the ACT English or SAT Verbal exam. International students from non-English speaking countries will be placed into First-Year Composition courses (WAC 107, followed by ENG 107 the next semester, or ENG 107) according to ACT, SAT, or TOEFL scores.
Placement in First-Year Composition will be determined as follows:

**ACT ENGLISH**

<table>
<thead>
<tr>
<th>EXAM SCORE</th>
<th>REGISTER FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 or below</td>
<td>WAC 101</td>
</tr>
<tr>
<td>19-28</td>
<td>ENG 101</td>
</tr>
<tr>
<td>29 or above</td>
<td>ENG 105</td>
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**RECENTRED SAT VERBAL**

<table>
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<th>EXAM SCORE</th>
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<tr>
<td>460 or below</td>
<td>WAC 101</td>
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<tr>
<td>470-650</td>
<td>ENG 101</td>
</tr>
<tr>
<td>660 or above</td>
<td>ENG 105</td>
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</table>

**TOEFL**

<table>
<thead>
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<th>EXAM SCORE</th>
<th>REGISTER FOR</th>
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</thead>
<tbody>
<tr>
<td>207 or below</td>
<td>WAC 107</td>
</tr>
<tr>
<td>207-220</td>
<td>WAC 107 or ENG 107</td>
</tr>
<tr>
<td>220 or above</td>
<td>ENG 107</td>
</tr>
</tbody>
</table>

*SAT scores shown in the table are based on the scale for the Recentered SAT English test, which was first offered in April 1995. Scores on the SAT taken before April 1995 are converted to the recentered scale when entered on the computer.

Qualified deaf and hearing-impaired students must receive authorization through Disability Resources for Students in order to register for an appropriate First Year Composition course.

Exceptions to these guidelines may be made for students who have taken the Advanced Placement Exam in English offered by the College Entrance Examination Board, the International Baccalaureate English A exam, or the CLEP General or Subject Exams in Composition, or for students enrolled in the Honors College. Contact the First Year Composition Office at (480) 965-3853 for more information about Placement Testing for English.

Math placement is based on the highest-level course taken in high school or at a community college and the grade you earned in that course. Please refer to pages 41-43 in your orientation handbook or visit [http://fym.la.asu.edu/placement](http://fym.la.asu.edu/placement) to determine which math course you should register for.

The minimum math requirement for majors in the College of Public Programs is MAT 113, College Algebra Plus or Math 114, College Mathematics. All students who enroll in MAT 113 or MAT 114 will be required to take a readiness exam. Students performing poorly on the exam will be advised to drop back to Intermediate Algebra.

The Walter Cronkite School of Journalism and Mass Communication and The School of Social Work require proficiency in a language other than English for majors in those academic units.

Communication majors have the choice of demonstrating proficiency in a language other than English under the B.A. Proficiency is defined as completing the second semester intermediate level, or higher, of a language other than English. For more information regarding language placement, please refer to pages 44-45 in your orientation handbook or visit [http://www.asu.edu/languages/lpinfo.html](http://www.asu.edu/languages/lpinfo.html)
Campus Match

Campus Match is an opportunity for freshmen to spend their first semester in a unique learning community. Groups of 25 students are clustered together in the same core classes. Students register for a pre-set schedule that includes a first-year composition course, two general studies courses and a student success seminar—all at popular times and days of the week. As part of Campus Match, students are guaranteed space in these courses.

The student success seminar, UNI 101, is the cornerstone of each cluster. Taught by a peer mentor, UNI 101 provides students with information on university resources, academic strategies, and vital campus issues.

Campus Match is a great way to meet people and learn good study habits. Attending classes together allows students to form study groups quickly and easily and gives students a chance to get to know each other both in and out of the classroom. Campus Match gives new students the support they need to excel at ASU.

Certain clusters are especially suitable for particular majors. Please refer to your Campus Match brochure for specific recommendations.

First-Year Seminars

First-year Seminars are one-credit hour courses, taught by ranked faculty on a topic of particular interest. The seminars provide an opportunity for new students to interact with faculty in a small-class discussion and are identified with a 191 course number. Check with your advisor to find out if First-Year Seminars are taught in your major.

Registration Checklist

Before you submit your registration form, make sure you have:

☑ obtained clearance for mandatory advising;
☑ requested Official Transcripts and Test Scores to be sent to ASU;
☑ submitted the Complete Measles Immunization Verification Form;
☑ met the prerequisites for the courses for which you are preregistering;
☑ checked the day, time, and location of your classes; and
☑ checked your schedule for finals.
Common Course Options

The following are common course options that can be used to meet the above-listed requirements. Remember to read the course descriptions in the ASU General Catalog and check class times in the Schedule of Classes.

**First Year Composition:**
- WAC 101 Intro to Academic Writing
- WAC 107 Intro to Academic Writing/Int'l Students
- ENG 101 First Year Composition I
- ENG 102 First Year Composition II
- ENG 105 Advanced First Year Composition
- ENG 107 English for Foreign Students I
- ENG 108 English for Foreign Students II

**Mathematical Studies (MA/CS):**
*(MA – MATHEMATICS)*
You are expected to fulfill the university’s mathematics requirement by the time you have accumulated 30 hours of credit in residence at ASU.
- MAT 113 College Algebra Plus
- MAT 114 College Mathematics
- MAT 117 College Algebra
- MAT 119 Finite Mathematics
- MAT 170 Precalculus
- MAT 210 Brief Calculus

*(CS-COMPUTER/STATISTICS/QUANTITATIVE APPLICATIONS)*
- CIS 200 Computers in Business
- CSE 180 Computer Literacy (PC or Mac)

**Humanities & Fine Arts (HU):**
- APA 200 Intro to Asian Pacific American Studies (c)
- APH 100 Intro to Environmental Design (G,H)
- ARS 100 Intro to Art
- ARS 101 Art of the Western World I (h)
- ARS 102 Art of the Western World II (h)
- CON 101 Construction & Culture (G,H)
- DAH 100 Intro to Dance
- HUM 110 Cont. Issues In Humanities
- PHI 101 Intro to Philosophy
- REL 100 Religions of the World (g)
- THE 100 Intro to Theatre

**Social and Behavioral Sciences (SB):**
- APA 200 Intro to Asian Pacific American Studies (c)
- ASB 102 Intro to Cul/Soc Anthropology (g)
- ASM 101 Human Origins & the Dev of Culture
- COM 100 Intro to Human Communication
- ECN 111 Macroeconomic Principles
- ECN 112 Microeconomics Principles
- GCU 121 World Geography (g)

**Social and Behavioral Sciences (SB) continued:**
- HST 102 (h), 103 (h), 104 (G,H), Western Civilization
- HST 109 (h), 110 (h), The United States
- JUS 100 The Justice System
- JUS 200 Concepts and Issues of Justice
- MCO 120 Media and Society
- PGS 101 Intro to Psychology
- POS 101 Political Ideologies
- POS 110 Government & Politics
- POS 160 Global Politics (g)
- REC 120 Leisure & Quality of Life
- REC 160 Leisure & Society
- SOC 101 Intro to Sociology
- SWU 171 Intro to Social Work (h)
- WST 100 Women and Society (c)

**Natural Sciences (SQ):**
All the suggested Natural Science courses listed below are designated SQ. The General Studies requirement is two courses with SQ or SG designation; at least four hours must be SQ

**Physics:**
- PHY 101 Intro to Physics
- ASP 111, 113 Intro to Solar Systems Astronomy*
- ASP 112, 114 Intro to Stars, Galaxies & Galaxies*

**Chemistry:**
- CHEM 101 Intro to Chemistry
- CHEM 113 General Chemistry

*both courses must be taken to secure SQ credit

**Awareness Designations**
- (c) – cultural awareness
- (G) – global awareness
- (H) – historical awareness
Non-General Studies Options

**College Success Electives:**
UNI 100 (3) Academic Success at the University

**Non-English Languages:**
American Sign Language (SHS)
Arabic (ARB)
Chinese (CHI)
French (FRE)
German (GER)
Ancient Greek (GRK)
Hebrew (HEB)
Indonesian (IDN)
Italian (ITA)
Japanese (JPN)
Korean (KOR)
Latin (LAT)
Norwegian (NOR)
Portuguese (POR)
Russian (RUS)
Spanish (SPA)
Swedish (SWE)
Thai (THA)
Vietnamese (VTN)

**Immunization Requirements**
Every newly admitted student born after December 31, 1956, must provide proof of measles/rubella immunity to Student Health. *Students are not permitted to register until proof of immunity to measles/rubella is on file with Student Health.*

The following proof of measles/rubella immunity is considered adequate:
- two vaccinations of MMR (measles, mumps, rubella), at least one of which must have been given after December 31, 1979; and
- a copy of laboratory test results that show immunity to both measles and rubella.

Measles/rubella immunity proof can be faxed to Student Health at 480/965-8914.

Verification that Student Health received a student’s proof of measles/rubella immunity can be confirmed by going to [www.asu.edu/registrar](http://www.asu.edu/registrar) on the Web two working days after the information has been faxed to Student Health.
Understanding your transcript

For the purpose of computing your grade point average (GPA), grade points are assigned to each of the grades for each semester hour as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEFINITION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grades have no grade point value, therefore, cannot be calculated into your GPA: “I,” Incomplete; “P,” Pass; “W,” Withdrawal; “Y,” Satisfactory.

When calculating your GPA, you will need to know the following:
- **Semester GPA** is based on *semester* net hours.
- **Cumulative GPA** is based on total net hours.
- **ER (Earned Hours):** This reflects the total hours earned at ASU, including those earned with “P” or “Y” grades. This also includes credits transferred from another college or university.
- **NT (Net Hours):** This reflects only the hours earned at ASU in courses graded “A,” “B,” “C,” “D,” or “E.”
- **HP (Honor Points):** This reflects the total honor points for all semesters at ASU. This is an example of what an unofficial transcript looks like:

```
ARIZONA STATE UNIVERSITY

NAME: SUNDEVIL, SUZY            ASU ID: 123-45-6789 CMP: M MAIN
RES:  Y  COLL: PP  DEG: B.A.    MAJ: COMMUNICATION     UPDT: 12/20/00
RESTRICTED WITHDRAWAL CNTS : F: 0    S: 0    J: 0    S: 0    P/B: 0
OTHER INSTITUTIONS ATTENDED
HS: HORIZON                  AZ GRAD: 1999
PREV GPA - 0.00
FIN AID GRADUATION DATE: 05/02

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HRS GR</th>
<th>COURSE</th>
<th>TITLE</th>
<th>HRS GR</th>
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<td>D</td>
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```
Calculating Your GPA

To compute your own GPA, use the following directions. Remember that your GPA is based only on ASU courses graded “A,” “B,” “C,” “D,” or “E.”

<table>
<thead>
<tr>
<th>CLASS</th>
<th>GRADE</th>
<th>POINT VALUE</th>
<th>CREDIT HOURS</th>
<th>HONOR/GRADE POINTS</th>
</tr>
</thead>
<tbody>
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<td>BIO 100</td>
<td>C</td>
<td>2</td>
<td>X</td>
<td>4</td>
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<td>1</td>
<td>X</td>
<td>3</td>
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<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
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<tr>
<td>MAT 117</td>
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<td>3</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
</tr>
</tbody>
</table>

1. Multiply the point value of the grade by the credit hours of the course. The product of the multiplications will be the honor points for that course.

2. Divide the total honor points for all courses by the total credit hours to obtain your GPA. GPAs are rounded to the nearest 100th of a grade point.

\[
\frac{44}{16} = 2.75
\]

An undergraduate course taken at ASU may be repeated for credit if the grade of “D,” “E,” or “W” or a mark of “X” is received. Undergraduate courses in which grades of “D” or “E” are received may be repeated only once. After an undergraduate student repeats 100- and 200-level courses, the student’s transcript shows both grades, but the student’s cumulative GPA reflects only the higher grade. After an undergraduate student repeats 300- or 400-level courses, the student’s cumulative GPA and the transcript reflect both grades.

To be eligible for the deletion of “D” or “E” grades, the course must be repeated at ASU. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU bachelor’s degree.

This policy does not apply to seminar and independent study courses with different content each semester. This policy affects only undergraduate students and undergraduate courses.

<table>
<thead>
<tr>
<th>CALCULATING THE EFFECT OF REPEATING A LOWER-DIVISION COURSE (100-200)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain current cumulative credit hours and honor points from your transcript. Use the NET hours, not the earned hours. (See transcript example.)</td>
</tr>
<tr>
<td>2. Subtract the credit hours and honor points for the course to be repeated (SOC 101) from the total credit hours and honor points.</td>
</tr>
<tr>
<td>3. Add the credit hours and projected honor points (based on the grade you think you’re going to receive) to obtain the new totals.</td>
</tr>
<tr>
<td>4. Divide the honor points by the credit hours to obtain the projected GPA.</td>
</tr>
</tbody>
</table>
If this student repeats SOC 101 and earns a “B” in the course, her cumulative GPA will be 3.00.

<table>
<thead>
<tr>
<th>Step</th>
<th>Course</th>
<th>Honor/grade points</th>
<th>Net hours</th>
<th>Honor/grade points</th>
<th>Net hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
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<td>44</td>
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<tr>
<td>Step 2</td>
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<td>-3</td>
<td>-3</td>
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<td>Step 3</td>
<td>SOC 101 (B)</td>
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<td>16</td>
<td>48</td>
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<tr>
<td>Step 4</td>
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<td></td>
<td>48 ÷ 16 = 3.00</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>