



HUMBOLDT STATE UNIVERSITY

ACADEMIC PLANNING GUIDE

2006-2007



Produced by the Humboldt State University Advising Center
Office of Academic Affairs

Welcome to Humboldt

We're happy to have you here!

This **Academic Planning Guide** gives an overview of the bachelor's degree program at Humboldt, and is designed to help you keep track of your academic progress. Keep this **Guide** with your important papers, use it as a handy reference, and update the worksheet on p. 6 each term as you plan your registration for the next. Please note, however, that information in this guide can become outdated, and it does not cover all academic policies. It's designed to be used in conjunction with your **HSU catalog**, your **Degree Audit Report for Students (DARS)**, each semester's **Class Schedule & Registration Guide**, and with advisor consultation.

We also recommend that you review the *Calendar of Activities and Deadlines* and other academic policy information published each semester in the **Class Schedule & Registration Guide**. If you have questions or need clarification on any of the information here, you can find help now, and throughout your academic career at the Advising Center. We're located in SBS 295. Come in to visit us, call us at 707.826.5224, visit our website at www.humboldt.edu/~advising, or email us at advising@humboldt.edu. We welcome your questions, comments, and suggestions.

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Essentials

The Bachelor's Degree Program

As you pursue your academic goals, be aware of the basic components common to all HSU bachelor's degree programs:

- 1) unit minimums
- 2) residence requirements
- 3) general education
- 4) American Institutions
- 5) diversity and common ground
- 6) major requirements
- 7) graduation writing proficiency examination
- 8) grade point average minimums

On page 5 you will find specifics about each of these requirements. Take some time to familiarize yourself with the components of the degree. Checking out the details now will go a long way towards making your time at Humboldt academically exciting and free of unnecessary confusion or hassles.

Academic Advising

Academic advising plays a vital role at Humboldt. As a new student your first registration will occur during Orientation. During the Orientation program, you'll get plenty of pre-registration advising through scheduled peer group and major advising sessions.

About two weeks after classes start, you will be matched with an academic advisor, and notified of the assignment by email. If you've chosen a major, your advisor will be a faculty member from your major department. If you have yet to declare a major, you'll have an Advising Center advisor or an interested faculty member assigned. Educational Opportunity Program (EOP) students will work primarily with their EOP advisors during their first year. Once you receive your advisor's name and contact information, we recommend you get in touch by phone, email, or in person during his/her office hours, or arrange an appointment. Introduce yourself, make a list of any questions you'd like to ask, and begin a rewarding relationship.

You are required to meet with your advisor before you register for every semester. This ensures you have the opportunity to review your academic program and discuss schedule plans for the coming term. Your advisor will give you your registration appointment time and access code for web registration. In addition, feel free to contact your advisor at other times—to ask questions about prerequisites, to find out the best way of sequencing major courses, to develop and approve your major program, to explore complementary minors or certificates, to discuss the possibility of internships, or to get advice on careers and/or graduate programs in your field.

Advising on general education and other All-University requirements is also available at the Advising Center. In addition, there are several other programs at HSU that offer academic guidance and support. If you are experiencing academic difficulty you can find help at the Learning Center. If you have a disability, there is a range of services available through the Disability Resource Center. The Career Center offers programs to help you translate your academic goals into career choices. The Academic Information and Referral Center (AIR) is a great resource for information on records, academic evaluations, DARS reports, and general referral. And, of course, the HOP staff and peer counselors are here to get you off to a great start! We provide a network of strong advising programs at HSU, and urge you to take advantage of it.

Registration

You will register for classes through the Humboldt Web Information System, WebReg. Each semester's **Class Schedule/Registration Guide** will publish dates for the next semester's early registration period. It generally begins during the 10th week of the term. At that time, you can purchase a new **Class Schedule/Registration Guide**, and view course offerings via the "Class Schedule" link under Quick Links at www.humboldt.edu. First, review your DARS to identify requirements that need to be met, next plan a tentative schedule, and then visit your advisor to obtain your registration time and access code, and go over your course choices. You can register any time after your registration appointment from any computer with an internet connection. Instructions for web registration are published in each **Class Schedule/Registration Guide**, and are also available online. If you'd like help with the registration process visit the AIR Center, SBS 295, where you'll find self-serve computers and a helpful staff.

Communication

Email, email, email! (Have we mentioned email?) Essential information from University offices, Student Financial Services, Financial Aid, advisors, and instructors will be sent to your email address. If you have not already done so, today you will set-up your HSU email account before you register. If you have another email account you prefer, you may add it, and indicate it as your "preferred" address, and University email will be sent to that address. Be aware, though, that some commercial email providers may filter out important University communications, so we recommend making your HSU email your preferred account. E-mail is fast, environmentally friendly, and reliable **IF** you check it. Plan to check it daily from any computer with internet access. If you don't own a computer, you can log in to your email account at one of several computer labs on campus. Computer lab locations are listed in the **Class Schedule/Registration Guide**.

The Basics

Remediation and Proficiency

Strong skills in English and mathematics are vital to academic success at Humboldt. If you were required to take the Entry Level Math Exam (ELM) and/or the English Placement Test (EPT), and your scores indicate that you need further development in these areas, you must enroll in the appropriate course(s) this semester. If more than one semester of remedial work is indicated, you'll need to continue taking the prescribed course(s) until the remedial program is complete.

HSU follows California State University system regulations, which require that all remediation be completed within one academic year. Remedial courses at Humboldt are numbered 001-099, and require a grade of C- or higher to progress to the next level. Units earned in these courses do fulfill the remedial requirement, but do not count towards a bachelor's degree. WebReg will guide you into the correct choice of courses based on your test scores, and you can also refer to the chart below.

English Remediation

EPT Score	Prof Code	Required Course(s)
no score, not exempt	00	Must take EPT before registration.
138 or below	10	Must take English 040 (Writing Confidence/Intensive Learning). After satisfactory completion of this class, must take English 100I.
139 -150	20	Must take English 100I (Intensive First Year Reading & Composition, GE Written Communication with a remedial component). With satisfactory completion of English 100I, GE Written Communication and remediation is complete.
151 or higher or exempt*	40	No remediation required. Ready for GE Written Communication, English 100.
	60	GE Written Communication satisfied.

Mathematics Remediation

ELM Score	Prof Code	Required Course(s)
no score, not exempt	00	Must take ELM before registration.
35 or below	10	Must take Math 040 (Elementary Algebra). After satisfactory completion of Math 040, must take Math 044 (Intermediate Algebra), or 103I/043**. After satisfactory completion of Math 044 remediation is complete. After satisfactory completion of Math 103I/43 remediation and GE mathematics are satisfied.
36-41	20	Must take Math 040 (Elementary Algebra), or 042 (Beginning Algebra). Math 042 combines Elementary and Intermediate Algebra. After satisfactory completion of Math 040, must take Math 044, or 103I/043.** After satisfactory completion of Math 042, remediation is complete. After satisfactory completion of Math 103I/43 remediation and GE mathematics are satisfied.
42-49	30	Must take Math 044 (Intermediate Algebra), or 103I/043*. After satisfactory completion of Math 044 remediation is complete. After satisfactory completion of Math 103I/043 remediation and GE mathematics is satisfied.
50 and above or exempt*	40	No remediation required. Can take non-calculus GE math or Math 115 or Math Placement Test III (calculus readiness test)
	45	GE Math satisfied, eligible for Math 115 or Math Placement Test III (calculus readiness test)
	50	Eligible for calculus mathematics courses.
	65	Eligible for second semester calculus.

* for a complete list of EPT/ELM exemptions, see p. 27 of the current HSU Catalog.

**Math 103I/043 satisfies both remedial and GE mathematics. This combination course is not recommended for students in any Natural Resources or Science major, or for students with any major that requires another GE mathematics course, such as Stat 108 or Math 106. Consult your major program requirements and/or an advisor before making your course selection.

More about Mathematics Remediation

Did you get an ELM score that places you in a remedial course you really don't think you need? Do you think that you have a solid background in algebra and geometry, but just didn't prepare adequately for the test, or, for whatever reason, that your score doesn't accurately reflect your true proficiency level? If so, you may be a good candidate for Math 046. Math 046 is a short, intense review of elementary and intermediate algebra, and some geometry. It is offered at the beginning of each term--once on the Friday evening and Saturday before classes start, and again on the weekend immediately after the first week of classes. It's an opportunity for those who are just "rusty" to improve their math proficiency quickly. Results are assessed by means of Math Placement Test I and/or II given at the end of the session.

When you register for Math 046 you must also enroll in the remedial course that your ELM score indicates you need. If participation in Math 046 results in an improved math proficiency code, we will update your records, and you may adjust your schedule according to your new level.

Math 099 is a highly recommended supplementary course open to all students studying math. It is a 2 unit non-baccalaureate course that offers tutorial support for remedial as well as some baccalaureate level math courses.

Academic Planning Summary

Total units: Bachelor of Arts or Science – minimum of 120 semester units

Upper Division: minimum of 40 units (all BA Programs). At HSU, courses numbered 300 and above

Unit Limits: no more than 70 units from community colleges; no more than 24 Open University units; no more than 24 Extended Education units; no more than 24 HSU units with Credit grades may count toward the 120 required

Residence – 30 units taken at Humboldt (excluding Extension) that must include:

- 24 upper division units (12 upper division units within the major)
- 9 units of general education

General Education - HSU GE lower division courses are numbered 100-109, except for Spanish, French and German 105; Area E courses are numbered 400; upper division GE, 300-308; CWT, 309

- **Area A:** Basic Subjects (9 units); all courses must be completed with a C- or higher, and within first 60 units (for transfer students with more than 30 units, within first 30 HSU units)
- **Area B:** Science (9 units, must include one lab); Basic Subjects stipulations apply to math requirement
- **Area C:** Arts and Humanities (9 units from at least 3 disciplines)
- **Area D:** Social Science (9 units from at least 3 disciplines) one HSU American Institutions course may count, or two transfer American Institutions courses if certified by a California Community College
- **Area E:** Human Integration (3 units)

Upper Division Component

- **One course from each area B, C and D** (9 units). One CWT course allowed

American Institutions: May be met by taking two HSU courses or passing the approved tests. See notes under General Education Area D, above, for double-counting allowance

- US History
- US Constitution
- State and local Government

Diversity & Common Ground

- Two approved courses, which may double count toward other degree requirements
- At least one DCG course must have a domestic focus

Major

- Consult your catalog, DARS, and major advisor for major requirements, and to prepare your major contract

Graduation Writing Proficiency Exam (GWPE) Must have at least 60 units to take. Must pass to graduate

Grade Point Average

- Overall (all college work): Minimum of 2.0
- HSU (cumulative): Minimum 2.0
- Major: Minimum 2.0

File for Graduation (Application for Graduation)

- Recommended when you've earned between 60 – 90 units. Must apply when senior standing (90 units) is achieved. Your Degree Audit Report will be officially reviewed.

Academic Standing Information

- Students will be placed on **academic probation** if either his or her overall grade point average or the HSU cumulative g.p.a. falls below a 2.00 (C average). If you are on academic probation and your HSU g.p.a. falls below the following levels, you will be **academically disqualified**: freshmen 1.5, sophomores 1.7, juniors 1.85, seniors/second bachelor's degree candidates and unclassified post baccalaureates, 1.95.

General Education/Non-Major Requirements

See *Class Schedule & Registration Guide* for a complete list of all approved courses

GENERAL EDUCATION	UN	GR	IP	Comments
AREA A: Basic Subjects (9 units)				Must be completed with C- or higher
Written Communication (A1)				
Oral Communication (A2)				
Critical Thinking (A3)				
AREA B: Science (9 units)				One course must have a lab - B3 must be completed with C- or higher
Life Forms (B1 or 2)				
Math Concepts (B3)				
Physical Universe (B4 or 5)				
Lab (B2 or B5):				
AREA C: Humanities (9 units)				9 units in 3 disc., (distinct disciplines indicated on SOTC w/numbers)
DISC 1 (C __)				
DISC 2 (C __)				
DISC 3 (C __)				
AREA D: Social Science (9 units)				9 units in 3 disc., (distinct disciplines indicated on SOTC w/numbers)
DISC 1 (D __)				
DISC 2 (D __)				
DISC 3 (D __)				
AREA E: Human Integration				Must have Jr. Standing @ HSU CCC may certify lower division course
1)				
UPPER DIVISION G.E. (9 units - 3 Courses)				Must have Jr. Standing, 1 course in each area, 1 CWT (309) may count
Area B (UDB)				
Area C (UDC)				
Area D (UDD)				
Total G.E. Units (48 unit minimum)				
AMERICAN INSTITUTIONS				Transfer courses may double count with G.E. if certified by CCC
U.S. History				
U.S. Constitution				
State & Local Government				
DIVERSITY & COMMON GROUND				Can double count with any other reqmt. 1 course must have domestic focus
Domestic:				
Domestic/Non-Domestic:				
Graduation Writing Proficiency Exam (GWPE)				Must have Jr. Standing
Title 5: G.E. Residence (Min. 9 units)				
Title 5: G.E. Upper Division (Min. 9 units)				

Note: This is an unofficial worksheet, not a contract. Students and advisors should use this worksheet

in conjunction with HSU catalog, Class Schedule, and the degree audit report.

Legend: UN=units; GR=grade; IP=in progress; CCC=California Community College

* For students who transfer to HSU with more than 30 units, must complete within first 30 HSU units

Important for transfer students

Degree Audit Report for Students

We know that when you arrive at Humboldt as a new transfer student, an important concern is how courses you've taken elsewhere apply to your program here. During Transfer Days Orientation you will receive a **Degree Audit Report for Students (DARS)**. **DARS** tells you how the courses you've taken apply to Humboldt's degree requirements. Peer counselors and evaluators are available to answer your questions about your **DARS** during Transfer Days. You may also find it helpful to use the *All-University Requirement Worksheet* on p. 6 along with **DARS** to chart out which all-university requirements have been met, and which remain to be satisfied. If you have completed lower division major courses at your former school, it will be beneficial to refer to your **Degree Audit** when you meet with an advisor at the major advising session.

Prerequisites

You may find that some of the courses you plan to register for have prerequisites. If **DARS** lists a transfer course as equivalent to a prerequisite, and you are otherwise eligible, you will be allowed to register in the class. If you believe a transfer course you took should meet a prerequisite but it is not listed as equivalent on your **degree audit** you can do one of two things: 1) contact the instructor of the course you wish to register for to explain your circumstances (it's a good idea to present a copy of your transcripts and the relevant course description) and request a "magic number" to allow registration, or 2) you can petition to substitute (see below) the transfer course for the prerequisite. The petition will require the signature/approval of your advisor and the chair of the department that offers the prerequisite course. If approved we will record the substitution in the student information system, which will allow you to register for the course you need, provided you are otherwise eligible.

Substitutions

If you have completed transfer work that was not evaluated as you expected, you can have the course reviewed through the *Petition to Waive or Substitute* process. *Petitions to Waive or Substitute* are available online, from the AIR Center, and at the Advising Center. We recommend you consult with an Advising Center staff member before you petition, as the process varies depending on what degree requirement you are petitioning to meet.

Making steady progress

Freshmen (0-29 units)

Complete remedial courses if they're required, and work on GE Basic Subjects and math. Select other lower division GE courses from areas B, C, and D. Check with your advisor, your major program as printed in your catalog, and the major's four year plan, most of which are available on the major department's website. If possible, choose lower division GE that will also fulfill major requirements. Consider taking one or more of the American Institutions requirements. Take introductory major requirements. If you're undeclared, work with your advisor and the Career Center to explore majors. Review your degree audit carefully at least once a semester.

Sophomores (30-59 units)

Complete your GE Basic Subjects and the rest of lower division GE. Continue your work in the major in consultation with your advisor. Finish your American Institutions requirement unless you plan on meeting the Government requirement with an upper division class. Continue making progress in your major, and remember to review your degree audit and four-year plans. Consider the possibility of pursuing a minor or second major, or participating in an exchange or study abroad program. If you are still undeclared, now is the time to choose a major.

Junior/Senior (more than 60 units)

Now you can tackle GE Area E and the upper division GE component while working on your upper division major coursework. If you haven't yet satisfied the Diversity and Common Ground requirements, choose GE courses that will satisfy both GE and the DCG requirements. Visit the Career Center if you haven't already done so, and pay special attention to this next section...



Getting Ready to Graduate

Plan your final semesters fully informed about degree requirements as you take the following steps:

Take the Graduation Writing Proficiency Examination (GWPE)

A satisfactory score on the Graduation Writing Proficiency Exam is required of all candidates for the bachelor's degree. The exam consists of two essays, and is administered at least three times each year--once in the fall term and twice each spring. Contact the Testing Center for test and registration dates and visit the following website, www.humboldt.edu/~english/gwpe.html for preparation guidelines.

Finalize your Major and Minor plans

Meet with your advisor to review your major program, your most current DARS, and to finalize your major contract. If you've been pursuing a minor, check with the department chair or program advisor that sponsors the minor for advising and a minor contract. (Some minors don't require a formal contract: check the minor description in the HSU catalog or with the chair of the minor department for details.)

Apply for Graduation with Major

You can apply for graduation any time after you've reached junior standing (60 units) but definitely **at least two terms** before your expected date of graduation. Applications for Graduation are available online or from the AIR Center. Fill out the form and take it to Student Financial Services to pay the \$30 graduation fee. Return the receipted form to the AIR Center along with your major contract signed by your advisor and department chair. If you have a minor with an approved contract, submit it with the application. Once you have turned in your Application for Graduation an evaluator in the Office of the Registrar will conduct an official review of your Degree Audit Report and notify you and your advisor of the results.

Review your Official Degree Audit Report

It summarizes your academic history, and lets you know what requirements remain to be met. Review it carefully and address any discrepancies immediately with your advisor and/or evaluator. If at any point you have questions about it, come by the AIR Center. The staff there will schedule an appointment with your evaluator to go over the report and answer any questions you may have. Your evaluator will refer you to your major advisor if a program revision or petition is warranted.

Commencement Planning

Commencement is held once a year, on a Saturday in May at the end of the spring semester. Anyone who graduated within the academic year (i.e. at the end of the preceding summer and fall terms) is listed in the commencement bulletin, as well as all candidates for spring graduation. The commencement website is www.humboldt.edu/~grad/. It contains all of the information you'll need for planning the celebration of your achievement!