

MAJOR/DEGREE REQUIREMENTS (IF DECLARED)

Category/Department	# Units/Credits Needed	Course Name	When will You take this Class?	Transferred?	Transferrable?	Passed?

SMART SCHEDULING

Unlike high school, your college course schedule is pretty flexible. You can generally choose the time of day and days of the week that work best for you. Students with full- or part-time jobs can tailor their class schedules to their employment hours. Although it is tempting to pack all your classes in before lunch, it is smarter to register for classes that are spaced throughout the day, so you have some time to relax, regroup, or study in between. You may also be able to lump all your classes on certain days, such as Monday/Wednesday/Friday or Tuesday/Thursday. Here are some guidelines for scheduling your classes:

- **Meet with your advisor ASAP:** Your advisor can help you determine whether your schedule fits in with your overall academic plan and helps you to meet the core requirements. At some colleges, faculty serve as academic advisors; while at other institutions, professional staff fill this role. Regardless of what they may be called or where they may be located, expect your advisor to know the different course requirements for each major and to help you plan the most efficient path to earning your degree. Plan to meet with your advisor at least twice each semester to review

your courses and stay on track. Your advisor can also help you find tutoring, supplemental instruction, or study groups if you are having difficulty in a course.

- **To load or not to load:** Full-time enrollment is generally considered to be at least 12 credit hours per semester, although it is common for full-time students to enroll in 15 credit hours. As a new college student, it is a good idea to stick to 12-15 maximum credit hours (about four to five courses) in your first semester to give yourself time to adjust to your new academic and social environment.
- **Strive for balance:** Avoid taking “tough” classes at the same time. Balance classes that involve lots of reading and writing with a mathematics, foreign language, or art class. Mix the type of classes you take to reduce your chance of being overwhelmed.
- **Location, location, location:** Think about where your classes are located and give yourself enough time between classes to arrive early and review your notes.