



GUIDE TO CHOOSING CLASSES

REQUEST GUIDANCE IN CHOOSING CLASSES FROM THE DEPARTMENT OF YOUR MAJOR

The best information on the majors is in the office of the majors you are considering.

- The faculty are experts in the field of the major they represent.
- They can advise you about information such as proper sequencing of classes, classes offered only seasonally, etc.
- Also, you can start a mentorship with faculty in the area of your major.
- If you are considering studying abroad, faculty in your major may be able to help you plan the timing or place to study abroad.



SEE THE DEPARTMENT OF YOUR MAJOR.

RESOURCES TO HELP YOU WITH PREPARING YOUR SCHEDULE:

- > Faculty in your major
- > Your Advisement Report
- > General Studies requirements
- > Undergraduate Catalog
- > Building Your Schedule brochure
- > Grid to Class Schedule
- > List of classes offered abroad (if you plan to study abroad)

Advisement Report:

Go to the home.apu.edu Portal.

- Select the "Student Center" tab.
- Click the "My Academics" link
- Choose "View my Advisement Report" next to Academic Requirements. There is a PDF version and a print function, should you choose to use that.

LOOK OVER YOUR ADVISEMENT REPORT

Make sure you take these courses in your Freshman year:

College Algebra
(or its equivalent)
Freshman Writing

The **Advisement Report** is an online degree audit tool that lists all the requirements for General Studies and the requirements for your major. It is available to you any time of the day or night.

The top portion of the report tells you about the graduation requirements, how to use the report, and how to view the report. Simply click on the arrow pointing right and it will reveal the text for that section.

The next section is **God's Word requirement**. The courses that will fulfill these requirement are listed in this section.

Next is the **General Studies requirements**, then the **Requirements for your major**.

In summary, on your Advisement Report, if you have satisfied a requirement, it will state "Satisfied" and the green arrow will be pointing to the right. If the green arrow is pointing down in a requirement section, the report will say "Not Satisfied," meaning you still need to take a course or courses to fulfill this requirement, and will list ALL the classes that will fulfill that requirement.

PART 1: TO START

1. Read the *Pointers for Building Your Schedule* from <http://www.apu.edu/advising/buildschedule/>
2. Utilize the Unofficial Class Schedule Worksheet from <http://www.apu.edu/registrar/undergraduate/forms/>
3. Look at your Advisement Report for the
4. *General Studies and major requirements* you still need to fulfill. Your Undergraduate Catalog is available online to reference special requirements www.apu.edu/provost/catalog/
5. Plan your future semesters using www.apu.edu/advising/plan/

PART 2: TO BUILD YOUR SCHEDULE

1. Go to the class schedule www.apu.edu/academics/
2. Choose Online Class Schedule under “Quick Links”
 - A. Change the session to upcoming semester
 - B. Enter your proposed course prefix and number
 - C. Look at the times/dates of the open sections for your intended class.
 - D. It is best to start with either your foreign language course + lab or science class + lab because these classes and labs take up the largest block of time.
2. Use the Class Grid to plan your class times (allow 30 minutes between West Campus classes and East Campus).
3. Refer back to the *Pointers for Building Your Schedule* to make sure you cover everything!
4. Choose some alternative classes—in case you are unable to register for your first choice of classes!



Graduation Requirements

The MINIMUM number of units required for graduation is 126. (General Studies required for ALL students is 64-67 units) PLUS whatever the requirements are of your major. General Studies requirements are listed on your Advisement Report or www.apu.edu/provost/generalstudies/. Some majors are heavier than others and make your graduation requirement over 126.



The Global Learning & Engagement Office

can give you an idea of what classes may be offered where you wish to study abroad.

PART 3: FINAL CHECK

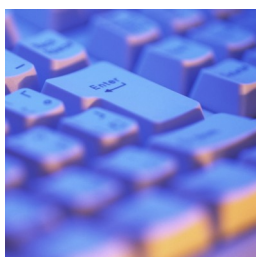
Don't exceed your maximum units! The maximum units for probationary students is 14, and it is 17 units for non-probationary first and second year students.

Check your home.apu.edu message center to see if you have any registration holds. If so, click on the hold for further information and follow up on what you still need to do.

Check your home.apu.edu message center for your registration day and time. Click the message for the specifics.

PART 4: GETTING YOURSELF REGISTERED

- Keep checking the online class schedule (Part 2, #1 above) to monitor the availability of the classes/sections that you want. Be flexible, and create some alternatives for yourself.



- At the day/time of your approved registration time, go online and register! For any registration difficulties, contact the UG Registrar's office at 626/812-3013 or RegOfficeUG@apu.edu
- If a class is closed, check with Undergraduate Registrar for procedures on how to pursue adding a closed class. You may reach them at 626/812-3013 or RegOfficeUG@apu.edu

