Academic Planning Guide for Transfer Students
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Welcome to Oklahoma State University!

University College Advising is one of the most student-centered resources available for you. We offer a variety of services that includes academic advising, tutoring and academic success coaches through the LASSO Center, and much more to assist students. One of the most important tasks you will need to accomplish this summer is course selection and registration.

We have professional advisors who will answer questions that come up as you plan your academic future. So please take advantage of their expertise.

Below are six steps to assist you with course scheduling and registration.

**Step 1** Review this “Academic Planning Guide” for assistance in course planning.

**Step 2** Complete the on-line “New Student Orientation Student Information Sheet” form from [http://newstudents.okstate.edu/](http://newstudents.okstate.edu/) and bring it with you to New Student Orientation.

**Step 3** Familiarize yourself with Oklahoma State University’s General Education Requirements. Please refer to [http://academicaffairs.okstate.edu/general-education/64-general-education-overview](http://academicaffairs.okstate.edu/general-education/64-general-education-overview). Also, see the Abbreviated General Education List and Common First-Year Courses on pages 6-10.

**Step 4** You may also review the list of majors located at [https://admissions.okstate.edu/academics/majors](https://admissions.okstate.edu/academics/majors). Review the Major Degree Sheets located at [http://registrar.okstate.edu/](http://registrar.okstate.edu/) by clicking the “Degree Requirements” link.

**Step 5** Review Planning Your First Semester Schedule (pg. 5) and Typical Class Schedule for First Year (pgs. 11-12).

**Step 6** Make a list of proposed classes prior to your NSO date and plot out class times on the Class Schedule Planner (pg. 12). Review a list of course descriptions at [http://registrar.okstate.edu/](http://registrar.okstate.edu/) by clicking the “Class Schedules/Course Information” link.

Again, welcome to Oklahoma State University. We are glad to have you join the UCA family.

Sincerely,

UCA Staff
Planning Your Semester Schedule

General Education Requirements
Generally freshmen take general education classes during their first year. Every general education course is aligned with the following content areas:

- A- Analytical and quantitative thought
- H- Humanities
- N- Natural sciences
- S- Social and behavioral sciences
- I- International dimension course
- N- Natural sciences courses that include a lab component and have a scientific investigation (L) designation
- D- Diversity course

A list of these courses can be found at https://webfocusprod2.okstate.edu/ibi_html/publish_not_secure/sisdm006.htm.

Course Selection
When planning your course schedule you must remember that balance is the key. Having a mixture of courses in math, writing and reading will help you maintain a balanced schedule.

Course Load
To be considered a full-time student, you must be enrolled in 12 credit hours. We recommend that freshmen take no more than 15 credits in order to allow time for social activities and leadership.

Time of Day
You will find that your college courses are very different from high school. In high school your classes were set for you. College allows you to create your own schedule. Some students like morning classes and some like afternoon classes. It depends on your lifestyle.

Classroom Location
You must plan your classroom location to allow enough time to get to one class to another. Planning a schedule is very different from when you were in high school. You will not be alone in this process. You will be assigned an advisor to assist you with your academic planning needs.
General Education Course Planning Guide

This simplified Gen Ed Course Planning Guide is designed to help you plan your Gen Ed experience. Some requirements have a special letter designation (see codes below). For further information about Gen Ed, visit the Gen Ed website at http://academicaffairs.okstate.edu/general-education/64-general-education-overview. Please make a note if you have already completed a requirement.

**ENGLISH COMP AND ORAL COMMUNICATION** (2 courses)

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**AMERICAN HISTORY AND GOVERNMENT** (2 courses)

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<tr>
<td>POLS 1113-American Government</td>
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**ANALYTICAL & QUANTATIVE THOUGHT** (2 courses)

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**HUMANITIES** (2 courses)

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**INTERNATIONAL DIMENSION** (1 course)

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**NATURAL SCIENCES** (2 courses)

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**SOCIAL & BEHAVIORAL SCIENCES** (2 courses)

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**CODES**

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2015-2016 Common Lower-Division General Education Courses

To graduate from OSU, students must complete a minimum of 120 semester hours, including the general education program, major and any special degree requirements. All students must take courses from the following areas:

**ENGLISH COMP AND ORAL COMMUNICATION:**
- ENGL 1113 Freshman Composition I or
- ENGL 1123 International Comp I
- ENGL 1313 Critical Analysis and Writing I
  *will substitute for those who qualify.*
- ENGL 1213* Freshman Composition II or
- ENGL 1223 International Comp II
- ENGL 1413 Critical Analysis and Writing II or
- ENGL 3323 Technical Writing
  *will substitute for those who qualify.*

**AMERICAN HISTORY AND GOVERNMENT:**
- HIST 1103 Survey of American History or
- HIST 1483 American History to 1865
- HIST 1493 American History Since 1865
- POLS 1113 American Government

**(A) ANALYTICAL & QUANTIT. THOUGHT: (Choose 2)**

*At least one course must have MATH prefix*
- MATH 1483 Mathematic Functions and Their Uses
- MATH 1493 Applications of Modern Mathematics
- MATH 1513 College Algebra
- MATH 1613* Trigonometry
- MATH 1715 College Algebra and Trigonometry
- MATH 2103* Elementary Calculus
- MATH 2123* Calculus for Technology Programs 1
- MATH 2133* Calculus for Technology Programs 2
- MATH 2144* Calculus I
- MATH 2153* Calculus II

Options for the second course in the (A) area, in addition to those listed above, include:
- CS 1113* Computer Science I
- PHIL 1313 Logic and Critical Thinking
- STAT 2013* Elementary Statistics
- STAT 2023* Elem Stat for Bus. and Econ.
- STAT 2053* Elem Stat for Soc. Sciences

**(H) HUMANITIES: (Choose 2)**

*All lower-division (H) included in list*
- AMST 2103 (DH) Intro to American Studies
- ARCH 2003 (HI) Architecture and Society
- ART 1503 Art History Survey I
- ART 1513 Art History Survey II
- ART 1603 Introduction to Art
- ART 2643 Introduction to Museum Studies
- ART 2693 Survey of Asian Art
- ART 2733 Survey of Latin American Art
- ENGL 1923 Great Works of Literature
- ENGL 2233 Writing as a Profession
- ENGL 2413 (DH) Introduction to Literature
- ENGL 2453 Intro to Film and TV
- ENGL 2513 Introduction to Creative Writing
- HIST 1613 Western Civilization to 1500
- HIST 1623 Western Civilization after 1500
- HIST 1713** Survey of Eastern Civilization
- MUSI 2573 Introduction to Music
- MUSI 2773 History of Jazz
- PHIL 1113 Introduction to Philosophy
- PHIL 1213 Philosophies of Life
- PHIL 2013 Philosophical Classics
- REL 1103 (HI) Intro to World Religions
- REL 2013 Hebrew Scriptures
- TH 2413 Introduction to Theater

**(I) INTERNATIONAL DIMENSION: (Choose 1)**

*All lower-division (I) included in list*
- ARCH 2003 (HI) Architecture and Society
- ENGL 2243 (HI) Lang., Text, and Culture
- FREN 2112* Intermediate Reading and Conversation I
- FREN 2232* Intermediate Reading and Conversation II
- GEOG 1113 (IS) Intro to Cultural Geography
- GEOG 2253 (IS) World Regional Geography
- GRMN 2112* Intermediate Conversation and Comp I
- GRMN 2222* Intermediate Conversation and Comp II
- REL 1103 (HI) Intro to World Religions

«Language credits may require other prerequisite classes.»
(I) INTERNATIONAL DIMENSION CONT:

Study Abroad
- □ A&S 3090*
- □ AG 3090*
- □ BADM 3090*
- □ EDUC 3090*
- □ ENGR 3090*
- □ HS 3090*

(N) NATURAL SCIENCES: (Choose 2)
(L)=Scientific Investigation/Lab Courses
All lower-division (N) and (L) included in list
- □ ANTH 2353 Introduction to Biological Anthropology
- □ ASTR 1013 The Solar System (fall) or ASTR 1023 Stars, Galaxies, and the Universe (spring)
- □ BIOL 1114 (LN) Introductory Biology
- □ BOT 1404* (LN) Plant Biology
- □ CHEM 1014 (LN) Chemistry in Civilization
- □ CHEM 1215 (LN) Gen Chem (for applied biol sci)
- □ CHEM 1225* (LN) Gen Chem (for applied biol sci)

Pre-Med, Pre-Vet, Basic Biological Sciences, Physical Sciences, and Engineering
- □ CHEM 1314* (LN) General Chemistry
- □ CHEM 1515* (LN) General Chemistry
- □ CHEM 1414* (LN) General Chemistry for Engineers
- □ DHM 2573 (LN) Textiles (required for DHM majors)
- □ ENTO 2003 Insects and Society
- □ ENTO 2223 Insects and Public Health
- □ ENTO 2993 (LN) Introduction to Entomology
- □ GEOG 1114 (LN) Physical Geography
- □ GEOG 2344 (LN) Digital Tools for Environmental Exploration
- □ GEOL 1014 (LN) Geology and Human Affairs
- □ GEOL 1114* (LN) Physical Geology
- □ HORT 1013 (LN) Principles of Horticulture Science
- □ HORT 2123 Environmental Issues in Horticulture Science
- □ NSCI 2114 Principles of Human Nutrition
- □ PHYS 1114* (LN) General Physics
- □ PHYS 1214* (LN) General Physics
- □ PHYS 2014* (LN) General Physics
- □ PHYS 2114* (LN) General Physics
- □ SOIL 1113 (N) Land Life and the Environment
- □ SOIL 2124* Fundamentals of Soil Science

(S) SOCIAL & BEHAVIORAL SCIENCES: (Choose 2)
All lower-division (S) included in list
- □ AGEC 1113* Intro to Agricultural Economics
- □ ECON 1113 Economics of Social Issues
- □ ECON 2103* Intro to Microeconomics

Gen Ed credit for only 1 of the above courses
- □ DIVR 2213 (DS) Minorities in Science and Technology: Contributions Past, Present and Future
- □ DIVR 2323 (DS) Diversity and Inclusion in 21st Century America
- □ GEOG 1113 (IS) Intro to Cultural Geography
- □ GEOG 2253 (IS) World Regional Geography
- □ HDFS 2113 Lifespan of Human Development
- □ HHP 2603 Total Wellness
- □ MC 1143(DS) Media in a Diverse Society
- □ PSYC 1113 Introductory Psychology
- □ PSYC 2583* Developmental Psychology
- □ PSYC 2743 Social Psychology
- □ RMTR 2443 (DS) Issues in Diversity
- □ SPCH 2713 Intro to Speech Communication

(D) DIVERSITY: (Choose 1)
All lower-division (D) included in list
- □ AMIS 2013 Introduction to American Indian Studies
- □ AMST 2103 (DH) Intro to American Studies
- □ DIVR 2213 (DS) Minorities in Science and Technology: Contributions Past, Present and Future
- □ DIVR 2323 (DS) Diversity and Inclusion in 21st Century America
- □ ENGL 2413 (DH) Intro to Literature
- □ ENGL 2773 Survey of American Lit I
- □ ENGL 2883 Survey of American Lit II
- □ FDSC 2103 Diversity in Food
- □ MC 1143 (DS) Media in a Diverse Society
- □ RMTR 2443 (DS) Issues in Diversity

NOTE: Some majors require specific general education courses.

*course has a prerequisite

**course fulfills an A&S Non-Western studies requirement
# SAMPLE 2-Year Academic Plan

(ex. General Business)

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M- Monday, T-Tuesday, W- Wednesday, R-Thursday & F-Friday

## List of Proposed Classes

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## Class Schedule Planner

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What is a major?
A major is field of study you choose to specialize in while in college. Your chosen academic major is where you will devote time and energy. Also it gives you an opportunity to develop intellectual skills in order to complete a bachelor’s degree.

What classes should I take my freshman year?
There are a variety of classes to explore in the general education curriculum and potential majors.

Other courses that sound interesting and electives can help provide insight into potential majors and/or meet degree requirements.

What is the general education curriculum?
General Education classes provide students with general knowledge, skills and attitudes conducive to lifelong learning in a complex society.

General Education courses are aligned with one of four content areas: analytical and quantitative thought (A), humanities (H), natural sciences (N), and social and behavioral sciences (S). In addition, OSU students must participate in an international dimension course (I), a natural sciences course that includes a lab component (L), and a diversity (D) course. More information about the General Education program can be found in the University Catalog.

What steps do I need to take in order to choose a major?
Choosing a major requires gathering information in the following areas:

University Catalog
The University Catalog (on-line) provides a list of academic programs, course descriptions and graduation requirements. Your academic advisor can assist you with recommend courses needed for a potential major.

Self–Assessment
Self-Assessment is a way to learn about your unique pattern of interests, values, and abilities to help you make a better match with a degree.

- What do you like to do?
- What do you do well?
- How would you describe yourself?
- What is important to you?

Information Gathering
Information about major and career opportunities can be obtained in books; and career files in Career Centers; employment experiences; talking to professors and advisors; exploring college department websites; reviewing graduation requirements. Additionally, on-line career assessments can help you make an informed decision about a major choice.

Reflection and Decision Making
This is the time to evaluate your experiences in general education courses and compare your strengths and interests with the requirements of a potential major.
Implement Your Action Plan
After you have gathered all of your information and summarized it, it is time to meet with an Advisor to declare your major.

What if I don’t have a major yet?
http://registrar.okstate.edu/
Entering college undecided gives you an opportunity to explore possible majors. To start your search, you can begin by reviewing what majors are available here at Oklahoma State University. To find out more information about these majors, research the University Catalog or speak with an advisor in the Learning And Student Success Opportunity Center.

Resources Available for Undecided Students
At OSU there is a variety of resources that can offer support and objective assistance in determining a major.

- **Career Services**
  www.hireosugrads.com
  360 Student Union
  Career Consultants in Oklahoma State University’s Career Services Office offer a variety of assessments to help you decide on a major and career path that match your strengths and interests.

- **Learning And Student Success Opportunity Center**
  http://lasso.okstate.edu
  021 Classroom Building- Tutoring and Success Coaching
  The Learning And Student Success Opportunity Center serves all students in the pursuit of their academic and lifelong goals. The LASSO Center offers the following services: peer mentors, success coaches, academic tutoring, academic skills and career decision-making courses.
Steps in Choosing a Major

Step 1: Self-Assessment
- Interests: What do you like to do?
- Skills: What do you do well?
- Personality: How would you describe yourself?
- Values: What is important to you (salary, time commitment, prestige, helping others, etc...)?

Step 2: Information Gathering
Research major and career opportunities:
- Use career development tools http://www.hireosugrads.com/StudentsAlumni/ExploreCareers-Assessment.aspx to connect your personality and skills to majors and careers.
- Meet with an advisor in Undergraduate Advising (UCA or major of interest).
- Explore the 6 Colleges (A&S, CEAT, HS, CASNR, EDUC, BU) department websites.
- Explore the potential employment possibilities of different majors of interest.
- Talk with upper-class students, professors and alumni.
- Talk with working professionals about their majors in college.
- Explore websites for career paths (http://whatcanidowiththismajor.com/major/)

Focus on majors that are of interest to you:
- Enroll in introductory level classes for a particular major.
- Review the prerequisites and the process for declaring a particular major.
- Learn about specific graduation requirements (# of hours, specific courses, math, language, etc.).

Step 3: Reflection & Decision Making
- Evaluate your experiences in general education courses.
- Compare your strengths and interests with the requirements of each major.
- Think about a double major, minor or certificate that compliments the majors you are considering.
- Prioritize your top choices and talk with your academic advisor in UCA to develop a plan of study.

Step 4: Implement Your Action Plan
- Declare your major!
- Speak with your advisor in UCA for details.

Modified 7/20/2010 from Steps in Choosing a Major, University of Massachusetts.
How to Succeed in College

**DO’S**

1. **Go To Class**
   - Very important to succeed in college
   - Provides insight on what your professor is looking for
   - Benefit on test and assignment grades

2. **Take Good Notes**
   - Take notes the way that works best for you, hand-written or typed
   - Highlight the important information
   - Rewrite notes immediately after class to retain information
   - Go over notes 30 minutes a day

3. **Manage Your Time Wisely**
   - Use daily planner
   - Highlight important dates (due dates, deadlines, quizzes, tests, and meetings)
   - Make a daily To-Do list
   - Block off times set aside for studying

4. **Use Your Resources**
   - The Library
   - The Writing Center
   - MLSC
   - LASSO tutors and success coaches
   - Counseling services

5. **Meet New People**
   - Introduce yourself to your neighbors, classmates etc. You can help each other on studying/assignments

6. **Communicate With Professors**
   - Introduce yourself to your professors at the beginning of the semester
   - Frequently meet with them during their office hours
   - Go in for questions/help
   - Professors want you to succeed, and when they recognize that you have been working hard all semester they are more likely to help you out

7. **Good Eating and Sleeping Habits**
   - You need to have a balanced diet
   - Get a good night’s sleep (6-8 hours a night)
   - Enhances your studying habits and ability to retain information

8. **Exercise**
   - Great stress reliever
   - Pumps your energy up
   - A way for your body to recover

9. **Get Involved On Campus**
   - Find a job that works around your classes
   - Join clubs (SGA, SUAB, etc.)
   - Get involved within your college of interest

10. **Limit Your Partying**
    - Don’t go out Thursday, Friday, and Saturday every weekend
    - Don’t go out if your homework is not done or if you have a test coming up
How to Succeed in College

DONT’S

1. Skip Class
   - You will miss lecture notes and important information

2. Put Off Studying
   - Never wait until the last minute to study for a test
   - You will fall behind and won’t perform as well

3. Go Home Too Much
   - When you go home you put school on the back burner
   - All you want to do is relax and catch up with old friends

4. Drama, Drama, Drama
   - Don’t fight with parents or friends
   - Don’t worry about who’s dating whom, or who said what
   - College is stressful enough, don’t add to it

5. Be Afraid to Ask For Help
   - This is the biggest reason students fall behind
   - Ask questions if you don’t understand the material
   - Go to Instructor’s office hours

6. Forget to Exercise
   - Exercise is a great stress reliever
   - It also gives you energy

7. Ignore Your Resources
   - There are plenty of places to help you with your class work
   - We have places like the writing center, the MLSC, tutoring programs, etc.
   - They are there for a reason, use them

8. Develop Unhealthy Habits
   - Without a balanced diet you are putting a limit on the information you can retain
   - If you don’t get a good night’s sleep your brain doesn’t function as well

9. Underestimate an Open Mind
   - Try new things
   - Make new friends
   - Join clubs
   - It’s the best way to have a great experience

10. Party Excessively
    - Limit the partying
    - Don’t go out if you have tests or assignments due
    - Don’t let them consume your weekend

Suggestions from students in UNIV 2510 Study Skills and Academic Enrichment Spring 2011.
LASSO Tutoring

- FREE Tutoring is offered to all undergraduate students, regardless of major.
- Peer tutors have high GPAs and did well in every class they tutor.
- Tutor appointments are scheduled online. Go to http://lasso.okstate.edu/tutoring.
- There is a $10 no-show fee for students who do not come to their tutoring session and do not cancel the session by the posted deadline.

LASSO Success Coaching

- FREE Success Coaching services are offered to all undergraduate students.
- Success coaches are community members, graduate students, and retired faculty who are committed to student success.
- Success Coaches can help students develop time management plans and study schedules, resolve issues adjusting to campus, implement success strategies, or improve relationships with peers and professors.
- Faculty, advisors, staff, or parents, in addition to the students themselves, may refer a student to the program. Go to http://lasso.okstate.edu/success-coaches.

LASSO Tutoring and Success Coaching Office
021 Classroom Building
405-744-3309
Campus Resources

Bursar’s Office
http://bursar.okstate.edu
405-744-5993
113 Student Union

Post Office
http://ums.okstate.edu/
405-744-5385
061 Student Union

CampusLink
http://campuslink.okstate.edu
405-744-5488
2nd Floor Student Union

Edmond Low Library
http://www.library.okstate.edu
405-744-9775

Scholarships & Financial Aid
https://financialaid.okstate.edu
405-744-6604
119 Student Union

Registrar’s Office
https://registrar.okstate.edu
405-744-6876
322 Student Union

Health Services
http://uhs.okstate.edu/
405-744-7665
1202 W. Farm Road

Residential Life
http://www.reslife.okstate.edu
405-744-5592
100 Iba Hall

Parking Services
http://www.parking.okstate.edu/
405-744-6525
1006 W. Hall of Fame

Campus Police
https://osupd.okstate.edu
405-744-6523
104 USDA Building

Meal Plan Office
http://dining.okstate.edu/meal-plan
405-744-4920
301 Student Union

Student Disability Services
http://sds.okstate.edu
405-744-7116
315 Student Union

Career Services
http://www.hireosugrads.com
405-744-5253
360 Student Union

Colvin Recreation Center
https://wellness.okstate.edu/facilities/colvin
405-744-5510
101 Colvin Center

In an Emergency, always call 911.