

How to Read Your Degree Guide

Presented by

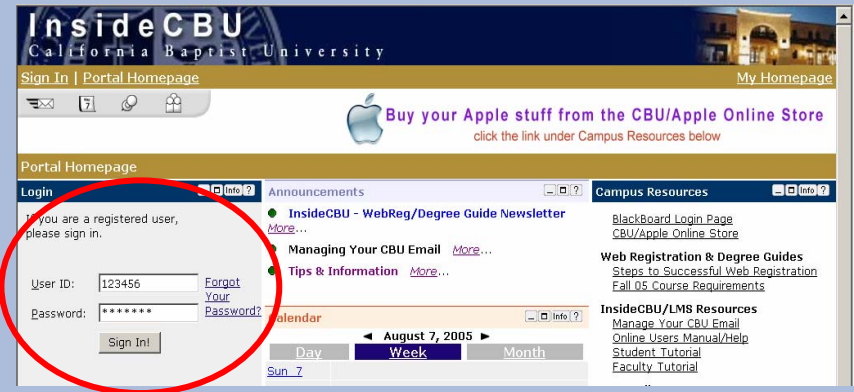
Enrollment Advising

WHAT is a Degree Guide?

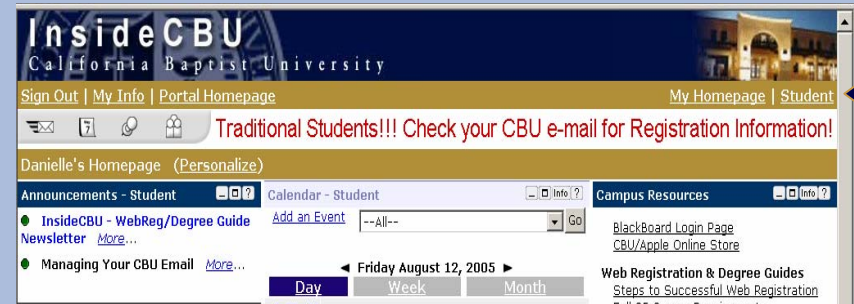
- **It simply serves as a guide for your degree requirements.**
- **Based on your chosen major, minor, concentration, etc., it personalizes all the information in your catalog against your academic record.**

WHERE is my Degree Guide?

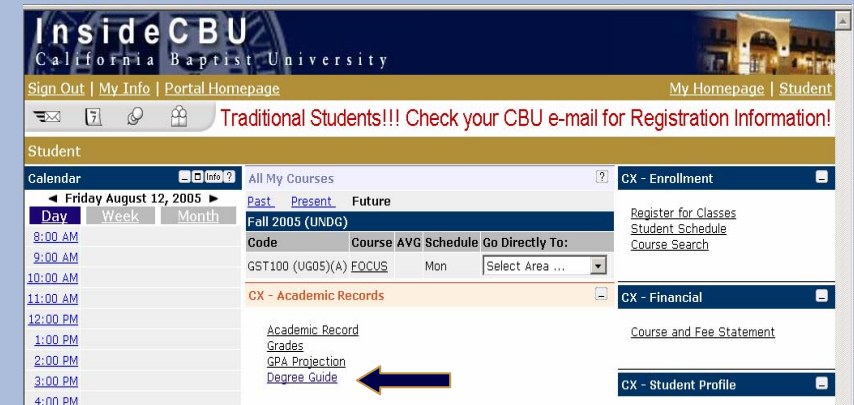
- **Login to InsideCBU**
 - You need a User ID and Password
 - Problems w/ your login? Call 951-343-4444.
 - <http://insidecbu.calbaptist.edu>



- **Locate “Student” Page**
 - Located in the top right hand corner
 - Click ONCE



- **Look under “Academic Records”**
 - Usually located in the center of the page
 - Degree Guide is 4th option down



Helpful things to do first:

1.) Declare a Major

- Check to make sure your degree guide reflects your correct major. It *should* automatically fill in the major you have officially selected.
 - See the Advising office to fill out a *Declaration of Major/Minor/Concentration* form if this is incorrect.

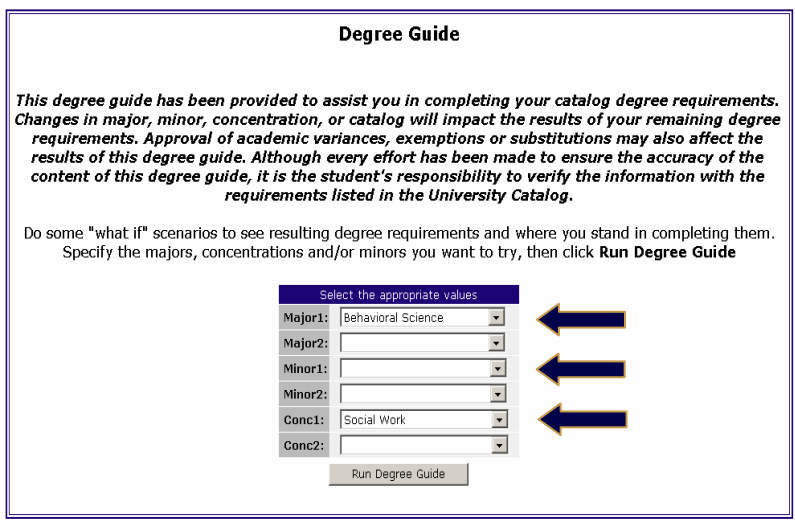
Degree Guide

This degree guide has been provided to assist you in completing your catalog degree requirements. Changes in major, minor, concentration, or catalog will impact the results of your remaining degree requirements. Approval of academic variances, exemptions or substitutions may also affect the results of this degree guide. Although every effort has been made to ensure the accuracy of the content of this degree guide, it is the student's responsibility to verify the information with the requirements listed in the University Catalog.

Do some "what if" scenarios to see resulting degree requirements and where you stand in completing them. Specify the majors, concentrations and/or minors you want to try, then click **Run Degree Guide**

Select the appropriate values	
Major1:	Behavioral Science
Major2:	
Minor1:	
Minor2:	
Conc1:	Social Work
Conc2:	

Run Degree Guide



- Make sure you declared everything you want: *
 - A minor
 - A concentration (if your major requires one)
- * This can also be done by filling out a Declaration of Major/Minor/Concentration form in the Advising Office.*

2.) Check Catalog Information:

- **Does the major/minor/concentration you declared match those outlined in your catalog? ***

**Your catalog year is the academic year you started at or readmitted to CBU.*

- **New students may pick up a 2006-2007 catalog in Admissions.**
- **Returning students should already have a catalog. If not, you can locate your catalog year online. See Online Catalogs at www.calbaptist.edu/academics.**

3.) Know how you prefer to read it:

➤ **ONLINE** - different sections & categories are color-coded. This makes it easier to read.

GENERAL EDUCATION Incomplete

The general education for bachelor's degree programs is designed to be transfer-friendly, allowing a wide range of coursework from community colleges or other universities to apply to degree requirements. General education requirements for Elementary Subject Matter students are much more prescriptive - students completing Elementary Subject Matter programs should consult their academic advisor for specific general education coursework which meets State standards.

COMPETENCY REQUIREMENTS				Incomplete
English Competency				Courses Required: 1 to 1
*T	ENG113	Written Communication	COMM101 XFR05 3.00 T	
Math Competency				Courses Required: 1 to 1
	MAT115	Intermediate Algebra	MAT115 FA05 3.00 IP	
Technology Coursework				Courses Required: 1 to 1
	CIS*****			
	ETC*****			
Foreign Language I				Courses Required: 1 to 1

Complete two semesters of the same college level foreign language or two years of the same high school foreign language with grades of B or higher or SAT II Foreign Language score of 600.

➤ **PRINT** - If you want these colors/shadings to print when you print a copy, make sure your computer is set up to print background colors when your degree guide is open online:

- o Go to TOOLS
- o Go to INTERNET OPTIONS
- o Find “Printing”
- o Make sure “Print Background Colors & Images” is checked

Reading Your Degree Guide:

➤ Read all messages posted from Registrar's office:

- Catalog Information:

- *Which year did you start attending CBU?

- Under Construction notice:

Reference your catalog at all times! Degree guides are not perfect.

Degree Guide	
Declared Major(s): Music	
Thu Feb 16 2006 16:30	
This degree guide has been provided to assist you in completing your catalog degree requirements. Changes in major, minor, concentration, or catalog will impact the results of your remaining degree requirements. Approval of academic variances, exemptions or substitutions may also affect the results of this degree guide. Although every effort has been made to ensure the accuracy of the content of this degree guide, it is the student's responsibility to verify the information with the requirements listed in the University Catalog.	
Catalog Information	Complete
Students must adhere to graduation requirements listed in the catalog in effect at the time of matriculation. A student may choose to use any newer catalog, provided the catalog is no more than five years old. The catalog remains in effect for the student until degree completion or catalog expiration at the end of five years.	
CATALOG EXPIRATION Your 2004-2005 University Catalog will expire on August 31, 2010 at which time this degree guide will become null and void.	

The 2005-2006 Catalog Degree Guides are Under Construction and in Development. Until this message is removed from your degree guide, please note errors may exist in the degree guide results. Please see your University Catalog or academic advisor for questions regarding your degree requirements.

Under Construction

Complete

General Education, Part I - Competency Requirements:

- **Competency requirements should be completed by the end of your Sophomore year.**
 - **English** *Placement (SATs, ACTs)*
 - **Math** *Placement (SATs, ACTs)*
 - **Technology** *Possible High School exemptions*
 - **Foreign Language** *Possible High School exemptions*

General Education, Part II - Core Curriculum:

- Read the “fine print”
 - Some categories in GE may list specific guidelines in choosing a course to fulfill the requirement.

Example:

-POLITICAL SCIENCE								Complete	
POLITICAL SCIENCE								Courses Required:	1 to 1
Complete three (3) units in POL* * with the exception of POL399, 400, 415, 440 and 441.									
POL*****	American Government			POL213	M	SP04	3.00	C	

- Check how many **UNITS** are needed for each requirement listed.

GE: I, M & Upper Division

- **Upper Division =**
 - o Any class that is at the 300 or 400 level
 - o 12.0 units needed from the core curriculum
- **M = Multicultural**
 - o 9.0 units needed from competency or core curriculum
- **I = Interdisciplinary**
 - o 9.0 units needed from competency or core curriculum

Example: *One class can meet I, M, and UD (course units indicate how much of each)*

-U.S. HISTORY		Complete
U.S. HISTORY		Courses Required: 1 to 1
Complete three (3) units from the following: HIS213,223,311,383,393, 427,443,472,474,476,478,493.		
HIS3*****	History of California	FA04 3.00 B-

Diagram: A red oval highlights "HIS393 IM" with blue arrows pointing from the "HIS3*****" and "History of California" cells to it. Another red oval highlights "3.00" in the "FA04 3.00 B-" cell.

GE Tips:

- **All GE must be completed before you are eligible to graduate.**
- **There is no mandatory order***

***EXCEPTIONS:**

- **ENG113 “Composition” and**
- **ENG123 “Intermediate Composition”**



CBU policy states that these courses must be taken beginning in a student's first semester at CBU until completed with a C- or better. Placement may exempt a student from ENG113 (SATs, ACTs, AP Exams, Placement Exam).

MAJOR Requirements:

➤ Core

(the meat of the major)

- Lower Division requirements
- Upper division requirements



CORE MAJOR REQUIREMENTS	
LOWER DIVISION REQ	
ACC250	Principles Accounting I
ACC251	Principles of Accounting II
BUS217	Microeconomics
BUS218	Macroeconomics
CIS265	Info Systems Essentials
UPPER DIVISION REQ	
Accounting concentration students must take BUS318 and BUS319.	
BUS301	Electronic Business Fundamentals
BUS303	Business Finance
BUS315	Business Statistics
BUS333	Principles of Marketing
BUS337	Adm Based on Bibl Prin
BUS340	Management Science
BUS358	Fund Bus Law
BUS433	Intl Economics & Marketing
BUS463	Business & Organizational Mgmt
BUS485	Business Policy & Strategy

➤ Concentration

- You are responsible to know whether or not your major requires a concentration. Your catalog will list your concentration or your concentration options with your major requirements.



Business Technology Conc	
CONCENTRATION REQ	
UPPER DIVISION REQ	
Complete twelve (12) units from the following:	
BUS309	Management of Business Technology
BUS335	Internet and Network Technology
BUS336	Ethics in Information Technology
BUS359	Intellectual Property Law
BUS370	Business Systems Analysis
BUS491	Internship in Business
BUS475	Project & Team Management

Graduation Requirements:

➤ Upper Division Degree Requirement

- Complete 39 units upper division (300-400 level) coursework.
- 30 of the 39 upper division units must be completed at CBU.

Upper Division Deg Req					Incomplete
Students are required to complete 39 upper division units for graduation, of which at least 30 upper division units must be taken in residence.					
UPPER DIVISION					Incomplete
UPPER DIVISION					Courses Required:
3**	Operating Systems	CIS391	SP05	3.00	A
3**	Networking Basics	CIS393	SP05	3.00	A
3**	Management Based on Bibl Prin	BUS337	FA05	3.00	A
3**	Movement Exp for Childrn	KIN363	IM SP05	3.00	B
3**	History of California	HIS393	IM FA04	3.00	B-
3**	Intermediate Computing	CIS369	FA05	3.00	C
3**	Comparative Religions	CST353	IM SP05	3.00	C-
3**	Non-Western Culture and History	HIS325	I FA05	3.00	C-
3**	Electronic Business Fundamentals	BUS301	SP06	3.00	IP
4**	Internship in Business	BUS491	SP05	3.00	A
4**	Introduction to Linguistics	ENG463	IM FA05	3.00	B+
4**	Business & Organizational Mgmt	BUS463	SP06	3.00	IP
	Res Units	Res GPA	Cum Units	Cum GPA	
Required	30.00	0.00	39.00	3.00	
Completed	30.00	3.04	30.00	3.04	

➤ Chapel

- Chapel attendance is required of traditional undergraduate students enrolled for **7** or more units. Students are required to attend **15** chapels each semester. A failing grade in Chapel has a **1** unit negative effect on a student's semester and cumulative grade point average and is noted on the student's official academic record.

Chapel					Incomplete
Chapel attendance is required of traditional undergraduate students enrolled for seven (7) or more units. Students are required to attend fifteen (15) chapels each semester. This non-academic requirement does not count toward the number of units required for graduation. Grading for this non-academic requirement will be on a chapel pass/fail basis; a failing grade in Chapel has a one (1) unit negative effect on a student's semester and cumulative grade point average, and is noted on the student's official academic record.					
CHAPEL					Incomplete
CHAPEL					Courses Required:
GST050*	Chapel/Convocation	GST050	FA05	EX	
GST050*	Chapel/Convocation	GST050	SP06	IPC	
GST050*	Chapel/Convocation	GST050	SP05	CP	
GST050*	Chapel/Convocation	GST050	FA03	CP	
GST050*	Chapel/Convocation	GST050	FA04	CP	
GST050*	Chapel/Convocation	GST050	SP04	CP	

Graduation Requirements (continued):

➤ Overall Degree Requirements:

- o Complete at least 124 semester units of credit.
- o Complete at least 36 units in residence at CBU, at least 30 of which must be upper division.
- o Complete a minimum of 54 units through a 4-year institution or by examination.
- o Earn a cumulative grade point average of at least 2.0.
- o Earn a grade of C- or better for all major, minor, concentration, and prerequisite courses.
- o Complete all Gen Ed, major, and minor requirements.
- o Satisfy all financial obligations.
- o Be in good academic standing, etc.

How do I know if I've met a requirement?

➤ Check for the following codes on the same line of each requirement:

o A **LETTER GRADE** (“A”, “B”, etc.) & semester the course was taken

-COMMUNICATION ARTS						Complete	
COMMUNICATION ARTS						Courses Required: 1 to 1	
Complete three (3) units in COA***, JRN***, SPC***, THE***							
COA*****	Oral Communications		COA113	M	FA03	3.00	A-

o “**XFR**” & “**T**” & semester a course transferred in

-PHILOSOPHY						Complete	
PHILOSOPHY						Courses Required: 1 to 1	
Complete three (3) units in PHI***							
*T	PHI*****	Selected Study in Phil		PHIL115	XFR05	3.00	T

o “**EX**” & “**OTHER**” (this means that some other coursework has exempted you from this requirement – you don’t have to take this course)

FOREIGN LANGUAGE I						Courses Required: 1 to 1	
Complete two semesters of the same college level foreign language or two years of the same high school foreign language with grades of B or higher or SAT II Foreign Language score of 600.							
SPA115	Elementary Spanish I		SPA115	M	OTHER	EX	
FOREIGN LANGUAGE II						Courses Required: 1 to 1	
SPA125	Elementary Spanish II		SPA125	M	OTHER	EX	

How do I know if I have **NOT** met a requirement?

➤ Check for the following codes on the same line of each requirement:

- o “IP” where a letter grade should be = in progress

-POLITICAL SCIENCE						Incomplete
POLITICAL SCIENCE						Courses Required:
Complete three (3) units in POL*** with the exception of POL399, 400, 415, 440 and 441.						
POL*****	American State & Local Gov't		POL223	M		SP06 3.00 IP

- o Or the requirement may simply be **BLANK**

CORE MAJOR REQUIREMENTS						Incomplete
LOWER DIVISION REQ						Courses Required: 2 to 2
CST100	Overview of the Bible	_____				
HUM213	Integrated Humanities I	_____				
UPPER DIVISION REQ						Courses Required: 9 to 9
COA333	Oral Interpret/Reader's Theater	_____				
EDU300	American Public School	_____				

Note: Course Required Column



➤ What is it?

- The numbers at the far right side of your degree guide

SCIENCE/KINESIOLOGY				Complete
SCIENCE OR KINESIOLOGY				Courses Required: 1 to 4
Complete an additional four (4) units in BIO***, CHE***, MSC***, PHY***, PSC***, or KIN***				
*T	KIN*****	Nutrition	HOMEEC162	XFR05 3.00 T
*T	KIN*****	First Aid and CPR	PE231	XFR05 3.00 T
CHRISTIAN STUDIES				Incomplete
CHRISTIAN STUDIES				Courses Required: 1 to 1
CST UPPER DIVISION				Incomplete
CST UPPER DIVISION				Courses Required: 1 to 2
Complete an additional three (3) units in CST*** or International Service Project.				
UPPER DIVISION				Incomplete
Twelve (12) units of the core curriculum must be taken at the upper division level.				
Upper Division				Courses Required: 4 to 12
MULTICULTURAL				Complete
Nine (9) units of the competency requirements or core curriculum must have a Multicultural designation.				
Multicultural				Courses Required: 3 to 9
INTERDISCIPLINARY				Incomplete
Nine (9) units of the competency requirements or core curriculum must have an Interdisciplinary designation.				
Interdisciplinary				Courses Required: 3 to 12

➤ Why is it there?

- It is a notation for the computer to know how many classes are allowed to be plugged in each section.
- Since it is for the computer only, you should be reading the notes under the requirement to make sure you have met the correct number of units for each requirement.

Incomplete / Complete?

- This feature is set up to indicate which sections are complete and which are not.

-SCIENCE/KINESIOLOGY					Complete
SCIENCE OR KINESIOLOGY					Courses Required:
Complete an additional four (4) units in BIO***, CHE***, MSC***, PHY***, PSC***, or KIN***					
*T	KIN*****	Nutrition	HOMEEC162	XFR05 3.00 T	
*T	KIN*****	First Aid and CPR	PE231	XFR05 3.00 T	
-CHRISTIAN STUDIES					Incomplete
CHRISTIAN STUDIES					Courses Required:
-CST UPPER DIVISION					Incomplete
CST UPPER DIVISION					Courses Required:
Complete an additional three (3) units in CST*** or International Service Project.					
UPPER DIVISION					Incomplete
Twelve (12) units of the core curriculum must be taken at the upper division level.					
Upper Division					Courses Required:
MULTICULTURAL					Complete
Nine (9) units of the competency requirements or core curriculum must have a Multicultural designation.					
Multicultural					Courses Required:
INTERDISCIPLINARY					Incomplete
Nine (9) units of the competency requirements or core curriculum must have an Interdisciplinary designation.					
Interdisciplinary					Courses Required:

- It does not update until all grades in that section are posted.

Electives:

➤ Electives are courses that you have taken that have not been used toward a *General Education, Major, Minor, or Concentration* requirement.

➤ Electives may be needed if the sum of your *General Education, Major, Minor, or Concentration* requirements do not equal **124.0 units** – the number required to graduate.

	Res Units	Res GPA	Cum Units	Cum GPA
Required	36.00	2.00	124.00	2.00
Completed	0.00	0.00	70.00	2.42

ELECTIVES ←

*T	Cultural Anthropol	ANTHRO102	XFR05	3.00	T
*T	The Child, Family	CD126	XFR05	3.00	T
*T	Creative Experienc	CD128	XFR05	3.00	T
*T	Principles and Pro A	ADJUS102	XFR05	3.00	T
*T	Play and Materials	CD137	XFR05	3.00	T
*T	Foods and Nutritio	CD170	XFR05	3.00	T
*T	Concepts of Crimin	ADJUS103	XFR05	3.00	T
*T	Chld Growth & Devlp Lab	CD110	XFR05	4.00	T
*T	Child Development	ECD25A	XFR05	3.00	T
*T	Language and Liste	CD230	XFR05	3.00	T
*T	Nursery School Adm	CD233	XFR05	3.00	T
*T	Special Topics in	CD299C	XFR05	.50	T
*T	Introductory Body	PEI112A	XFR05	1.00	T
*T	Child & Adolescent Psych	PSYCH12	XFR05	3.00	T
*T	Practical Psychology	PSYCH052	XFR05	3.00	T
*T	Psych of Personality	PSYCH103	XFR05	3.00	T
*T	General Psychology	PSYCH1A	XFR05	3.00	T

Legend:
 *A Completion is required
 *S Substitute course
 *T Transfer course
 EX Exemption Grade

Questions/Concerns?

- **Contact the Enrollment Advising Office with any further questions or concerns regarding your Degree Guide.**
 - **By Phone: (951) 343-4567**
 - **By Email: advising@calbaptist.edu**
 - **Location: Yeager Center, Room B150**