

Name: \_\_\_\_\_

SID: \_\_\_\_\_

## Transfer Orientation - Fall Semester Worksheet

**Please save your completed form as a pdf and email it to your major adviser by June 6, 2011 so she can review it before CalSO:**

Landscape Architecture major adviser: Donna Vivar [dvivar@berkeley.edu](mailto:dvivar@berkeley.edu)

Urban Studies major adviser: Donna Vivar [dvivar@berkeley.edu](mailto:dvivar@berkeley.edu)

Architecture major adviser: Rachel Klein [rachelk@berkeley.edu](mailto:rachelk@berkeley.edu)

*This worksheet is designed to help you prepare for CalSO and your Fall semester course registration. We want to make sure that all your questions are answered before you sign up for classes!*

### **Instructions**

1. Review your major handbook, which was sent to you with this form.
2. Review the graduation requirements section of the CED advising website <http://www.ced.berkeley.edu/advising/continuingstudents/degreeeqs> Make sure you read about the 7-course breadth requirement.
3. Complete this worksheet. At the end of each of the six requirement sections, indicate whether the requirement has been satisfied, not satisfied, or you don't know yet.
4. Go through this ENTIRE packet. Please complete the worksheet to the best of your ability. Your answers will affect your advising at CalSO and will help you choose your first semester courses.
5. Please note any questions you have for your major adviser on page 4 of this worksheet.
6. Please "save as" with your name in the title, check to make sure all your information saved, and email the pdf to the adviser listed above.

### **YOUR DEGREE AUDIT REPORT (DARS)**

You can quickly and easily review your progress towards your degree online via "Bear Facts" using the unofficial Degree Audit Reporting System (DARS). This is how you can make sure you are on track for graduation.

**\*\*If your degree audit is blank, don't worry. By the time you come to CalSO it should be populated with the courses you reported in your application. Note that DARS only recognizes articulated courses taken at California Community colleges. Other courses won't show in DARS until we manually update your audit.\*\***

To look up your unofficial degree audit:

1. Go to <http://bearfacts.berkeley.edu/> click on "Degree Audit Report (DARSweb)".
2. After logging in with your CalNet ID, use the top menu ("Audits") to request a new audit. **NOTE:** Select "Run Audit for Current Major" and then click "Submit a New Audit."
3. New audits usually take about 30 seconds to load, so click "Refresh List" every once in a while until a new audit with the current date pops up. The click the "Open Audit" button.
4. Once you open your degree audit, you can "Expand all" sections and note missing requirements. Sections shown in red will indicate that requirements are not yet filled. Pluses and minuses will show you which specific requirements are complete and which are missing. Your work in progress is included in the audit so a requirement may show as complete because you are currently enrolled in the course.

Review your Degree Audit Report (DARS) and note any outstanding breadth requirements (or errors) here:

**Please Note:** At this time, the DARS report reflects only what you reported in your application to Cal. Official transcripts will not be updated into your DARS until October. We recommend you check DARS every semester before you register for classes so there are no surprises when it is time to graduate. If you see any errors at any time, please bring it to the attention of one of the undergraduate advisers.

### PLANNING YOUR FALL 2011 CLASS SCHEDULE

Using your DARS is a great way to know which requirements you still need to fulfill. Use these online resources to help you plan your schedule:

- [Online Schedule of Classes](#)
- CED Courses – On the CED website, there is a list of courses offered by each department. Clicking on the Term in which the course is offered will link you to a course description:
  - [Architecture Classes](#)
  - [Landscape Architecture Classes](#)
  - [City Planning Classes](#)
  - [Environmental Design Classes](#)
  - [Visual Studies Classes](#)
- Major Handbook – Each major Handbook has a breakdown of all the requirements needed to graduate – these were attached to the email you received, but are also available to [download from our website](#).
- Minors – Students with a particular interest outside of their major may wish to pursue a [minor](#). Minors generally consist of five upper-division courses plus any lower-division prerequisites to these courses.
- [General Catalog](#)
- [Ninjacourses.com](#) – this is a course-planning tool developed by students in the College of Engineering.

Your adviser will review your planned courses for fall semester at CalSO. Your exact course selection will depend on your major and on whether you completed approved prerequisites before admission to Cal. In general, students tend to take the following courses during their first semester (remember, your situation may differ):

#### **Architecture Majors**

ARCH 100A plus one course from this list: ARCH 170A, ARCH 110AC, ARCH 150 (two architecture courses total). For your third course, choose either an upper-division CED course outside of architecture or any remaining lower-division requirements.

#### **Landscape Architecture Majors**

LD ARCH 101, LD ARCH 134A, LD ARCH 170, and an elective or American Cultures course (four classes total).

#### **Urban Studies Majors**

CY PLAN 110 plus two classes from the list of approved upper-division major courses listed in sections D and E in the Urban Studies major handbook.

In addition, consider enrolling in the Transfer Student course offered through the [Transfer Reentry and Student Parent Center](#) or a Democratic Education at Cal ([DECal](#)) class taught by a fellow Berkeley student.

Use the following boxes to list classes you would like to take that are offered this Fall.

1. Major Requirement #1:

2. Major Requirement #2:

3. Any remaining Breadth Requirement. The College of Letters & Science has a great [Search Engine](#) to help find available breadth courses. **Important:** CED courses may not be used to fulfill CED breadth.

4. Upper division CED course outside your major (3 are required; these courses may be used to fulfill minor requirements as well):

5. Transfer course ([Education 198: Transitioning to Cal](#)) and/or low-unit fun class (ie: [DeCal](#)):

**OFFICE USE ONLY:** Adviser Comments (to be reviewed at CalSO)

**SIGNING UP FOR CLASSES VIA TELE-BEARS**

Tele-BEARS is the web-based system you will use to enroll in classes. To ensure a fair distribution of courses, students enroll in two phases followed by an adjustment period. In Phase I, students can enroll in up to 10.5 units. In Phase II, students can enroll in up to 16 units. Students can further refine their schedules during the Adjustment Period, which starts the week before instruction begins.

At CalSO you will receive your adviser code, allowing you to register for classes on-line when you get home.

All the information needed to fill out the following section can be found using the [Online Schedule of Classes](#).

**What I'm going to sign up for during Tele-BEARS Phase I (up to 10.5 units).** *These should be your top priority courses, the ones that might be full by the time of your second Tele-BEARS appointment.*

_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group
_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group
_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group

**What I'm going to sign up for during Tele-BEARS Phase II (up to 16 units).**

_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group
_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group
_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group
_____	_____	_____	_____	_____	_____
Course name/Number	CCN	Lecture Days/Time	Discussion/Lab Days/Time	Units	Exam Group

