

DATE: March 14, 2008
TO: ALL COMMUNICATION MAJORS
FROM: Dr. James Shanahan, Chair, Department of Communication
RE: PRE-REGISTRATION FOR FALL CLASSES

The **MANDATORY** Advising and Pre-Registration session for Communication majors is **Friday, March 28, 2008**. At this session, you will be given information about the communication major, meet with an advisor to plan your academic program, and receive your registration form and web registration PIN. You should attend this session based on the following schedule:

CLASS OF 2009	3:30-4:15	BNW North 167 (old room 107)
CLASS OF 2010	4:15-5:15	BNW North 167
'09 & '10 Minors	5:15-5:30	BNW North 167
CLASS OF 2011	5:30-6:15	BNW North 167
'11 Minors	6:15-6:30	BNW North 167

Please do not seek out your Comm. advisor before attending this session unless you have preferential registration, are a student athlete with a time conflict on March 28, or have major concerns about meeting your graduation requirements due to special circumstances.

READ CAREFULLY: YOU MUST FOLLOW THESE PROCEDURES TO REGISTER FOR COMM COURSES FOR FALL SEMESTER 2008:

- ✓ You must attend the mandatory advising and pre-registration session at the scheduled time.
- ✓ Classes are filled on a first-come, first-served basis and are likely to close; you may begin lining up outside BNW 167 a half hour before your proposed advising time.
- ✓ You are expected to be prepared for the advising and pre-registration meeting:
 - Review your progress on the university CORE curriculum.
 - Review your progress on Communication major requirements.
 - Review the requirements for your emphasis within the major (Org Comm, Media Studies, or Human Condition).
 - Review the requirements for any minor you intend to complete.
 - Remember: All students must take at least 38 courses AND a total of 120 credits.
 - You are responsible for knowing all requirements.**

All information on the Communication Major can be found at:

<http://www.fairfield.edu/x2585.html>

http://www.fairfield.edu/com_currentstudents.html

(click on "Handbook for Communication Majors")

All information on core and graduation requirements can be found at:

<http://www.fairfield.edu/documents/academic/undergrad07-08.pdf>

- ✓ Complete the attached academic plan worksheet and bring it to pre-registration.
- ✓ Before coming to the meeting at the appointed time, review the Schedule of Courses for fall (available in the Registrar's Office or online by March 21) and plan your course schedule accordingly. **CO classes for fall are posted on the Communication Department bulletin board on the second floor of DMH and on the Chair's door, DMH 227.** You must have a written proposed schedule before you can pre-register for Communication courses.

Write down a proposed schedule, including course number and title, CRN, and time code (e.g., CO 100: Human Communication Theories, 94853, 3I). Write down at least one alternate course for each proposed course. Remember, Communication classes are likely to fill early and you must have a back-up plan. **Due to enrollment pressures, plan to register for only two CO courses at this time.**

Students in the class of '09 may register for CO 309: Research Capstone *ONLY* if you have completed six CO classes (including at least one in the area of emphasis) by the end of spring '08 semester. If in doubt, check with Dr. Shanahan. Be sure that you take 3 electives (CO or other, e.g., MK, MG, TL, EN/W, etc.) related to your area of emphasis, that these courses have been *approved* as appropriate electives, and that none are being counted toward your CORE. This is your responsibility; we will consult with you on March 28th.

- ✓ After you have been advised and assigned to **COMMUNICATION** courses, full class lists will be given to the registrar. You will be automatically registered for your CO courses.

You should not expect to pre-register for CO 396 (independent study) or CO 398 (internship). Appropriate paperwork for these courses will be available after April 10th; complete the application, obtain the appropriate signatures, and then you can register for either of these courses. The deadline to register for these courses is early September.

- ✓ To register for **CORE and ELECTIVE** courses, you will use your web registration PIN to register online according to the schedule distributed by the Registrar's Office.
- ✓ **You are NOT excused from classes to register on March 28; however, you can send a friend with your student #, area of emphasis in the major, and choice of classes (including alternates, in case classes close).**

By the way...

Students holding scholarships, athletes with required practices or games, and study abroad students can and should pre-register for classes with the Communication Department Chair (DMH 227) before March 28.

If you cannot attend this mandatory meeting for any other reason, send a friend to register for you at the appropriate time. Be sure to give your friend very clear details about the courses you want to take and alternatives if your first choices are closed.

Communication Majors may register for EN/W courses at the same time as English majors.