

Communication classes tend to fill quickly and even a one day delay in registering may mean a class is closed. Once classes close, we do not over-enroll a class. The school does not keep waiting lists. **Please do not contact professors before the first day of class to ask for permission to be enrolled in their class.** If we are able to add new sections of classes, we place announcements on our web site and post notices around the school – please make it a habit to watch for these announcements.

Majors and minors: In order to graduate from Western Michigan University, you must have at least one major and one minor, or two majors. In order to ensure you have a well-rounded college education, you must select your second major or minor(s) from another department at the University.

Minimum grade point average: In order to declare any Communication major since the 2004 academic catalog you must have a **minimum grade point average of 2.5** – those under an earlier catalog can still declare with a 2.0. Students applying for FVMS, PR and TIM need a minimum G.P.A. of 2.5 in the major as well.

Course prerequisites: Prerequisite classes must be completed with a grade of “C” or better before enrolling in classes that require the prerequisite. In addition, prerequisite courses and course that require the prerequisites may not be taken at the same time. Currently, the registration system allows you to register for classes, even if you do not meet the prerequisites. However, at the first class session, each professor will review the class list and will drop students who have not successfully met the prerequisites.

Repeat policy: **The School of Communication allows you to take a class only twice for credit.** This includes enrollments with grades of “W” or “X”.

Graduation audit: You must apply for your graduation audit well in advance (at least 3 full semesters) of your anticipated graduation date. If you miss your graduation audit deadline, your graduation will be delayed to the next semester’s ceremony. Check the Registrar’s website for details:
www.wmich.edu/registrar

Information to Journalism Majors re: Liberal Arts Supplement: The journalism major requires a minimum of 65 credit hours in the College of Arts and Sciences not including courses in journalism or mass communication. These 65 credits must include at least one course in American literature, one in history, one in political science, and for those in the catalog year beginning fall 2009 and later, one in economics. For more information please visit:
<http://homepages.wmich.edu/~kritzman/majors/journalism/supplement.pdf>

Disabilities: Students with documented disabilities and who require accommodations should register with the Department of Disabled Students and Resource Services (387-2116) and inform their professor.

Academic integrity: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog (<http://catalog.wmich.edu/>) that pertain to Academic Honesty.

Again, **welcome back** if you are a returning student – and welcome if you are one of our new students. You join approximately 1300 other students who have chosen to major or minor in Communication and thousands of alumni who have graduated before you. **You’ve made a great choice! Have a good semester.**

your academic program. This means we agree to provide you the program you declared or provide appropriate substitutions to allow you to complete your degree in a timely manner. However, over time, we may make changes to majors, minors and possibly curriculum requirements. You always have the choice to declare a new catalog year.

For example, if you started at Western before fall 2009 and you are interested in the new Com Studies major, you may request a catalog year change and follow the new major requirements. Please understand that if you change your catalog year in order to declare the new major, then you also follow the new catalog year for **all** your curriculum requirements, your additional major(s) and/or minor(s). Many times, this is to your advantage. However, we urge you to check this out with your curriculum advisor and minor advisor(s) before you make any changes in order to prevent needless delays toward graduation.

Changes in major requirements: Effective Fall 2009, many changes affecting our majors and minors began. The full impact of the changes will primarily affect incoming freshman and transfer students whose catalog year will be fall 2009 and later. If you are already a declared major or minor, then any changes we've made will not affect you. Please check the School's website at www.wmich.edu/communication and click on "Undergraduate Programs" for the changes to each major and a possible change to course numbers or course titles prior to your registration time.

Changes in course numbers and course titles: In order to keep pace with changing trends in the workplace, the faculty often re-write the focus of a course and possibly change the course title. This is to your advantage and will make you more competitive as you seek employment. When a course title changes, it is not considered a new course. For example, Com 2560 Electronic Media Operations has been retitled as Com 2560: Digital Media-Planning and Ops. If you have already completed Com 2560: Electronic Media Operations and you enroll in COM 2560 Digital Media-Planning and Operations, you will be repeating Com 2560 and will only earn credit for the most recent section completed. **Please always follow the course numbers.** Only Com 3050 and Com 4800 may be repeated for credit, providing the topics are different.

Internship/Job search: All majors and minors, regardless of class standing should register with Bronco Jobs to obtain internship information and full time employment information. Please submit your internship application to the Advising office the week prior to finals of any semester/session in order to assure approval and registration within your flat-rate tuition. After the first 5 days of the semester, you may request internship credit through Open Learning, which is part of the University's open learning program. All internships granted through the School of Communication, other than the Journalism practicum will be graded only on a credit/no credit basis.

Spring registration: Please log on to www.wmich.edu/registrar for course offerings and scheduling. **The spring schedule is available for viewing beginning Monday, October 3. Registration begins on Monday, October 17.** Undergraduate students may register anytime the system is available after their initial priority time. Your priority time is determined the total number of credit hours you have completed on your day to register (do not include the courses you are currently enrolled in).

Priority registration: The only registration priority WMU gives you as you near graduation is that you get to register earlier than other students. It is critical that you take advantage of this priority when it occurs. If you give up your priority registration, and classes fill, the department cannot drop students who have enrolled to make room for you. The class schedule is planned to make sure that you can make appropriate progress toward your degree, but only if you take advantage of your registration priority.

September 6, 2011

TO: Students in Undergraduate Communication Classes

FROM: Leigh Arden Ford, Director and Professor, School of Communication
Marilyn S. Kritzman, Coordinator of Undergraduate Advising and Internships

Welcome (back)! Whether you are a new student, a transfer student, or one of our many returning Communication majors or minors, we welcome you on behalf of the rest of our faculty and our staff. We are pleased you have chosen the School of Communication as part of your studies. We are here to assist you however we can.

There are several important matters you need to know about, so each faculty member has been asked to attach this memo to their class syllabus. Please take a few moments to review this information carefully.

College of Arts and Sciences advising: Undergraduates in the School of Communication in the College of Arts and Sciences at WMU receive advising in a two-tiered system. Students receive advising for their major/minor through Ms. Marilyn Kritzman within the School. Advising regarding university and general education requirements as well as pre-professional advising is provided through the College's advising office located in 2318 Friedmann Hall (<http://www.wmich.edu/cas/advising/>). Students are encouraged to meet regularly with both the School and college advisor to ensure that they have met all requirements for graduation.

Visit us “on-line” and “save time in line”: Take a few moments and visit our website: www.wmich.edu/communication. You can find information about our academic programs, career options, approved minors, the internship program, independent study requirements, and general academic advising. **Additionally, many of you will be able to declare your Communication major and minor on line.**

Declare your “major” day: Thursday, September 15 is the School of Communication’s Declare Your Major (and minor) Day. Applications for FVM, PR, and TIM majors are due by 5:00 pm to the School of Communication. Other majors and minors should declare on-line. You will receive your signed major or minor slip by U.S. mail within three weeks. **Please retain this paperwork. You will need the signed major/minor slip for your graduation audit.**

Undergraduate advising: Undergraduate advising in the School of Communication is done through a combination of scheduled appointments and open “walk-in” hours. All advising occurs on the third floor of Sprau Tower. If you would like to schedule an advising appointment, visit: <http://homepages.wmich.edu~kritzman>. Click on “schedule an advising appointment” on the left hand side of the screen. You will be taken to an on-line appointment scheduler. Please request a reminder e-mail and make sure you type the correct e-mail address. **Please note the date and time of your appointment.** Often appointments are scheduled two weeks in advance. We hope this will save you time and make it more convenient to schedule an appointment.

While we make every effort to never cancel advising hours, sometimes an unexpected absence will occur and we will have to cancel hours without notice. We apologize in advance for any inconvenience. We do not want you to make a needless trip, so please call **387-3130** before you come over and for current hours. **If you need us to call you for any reason, please leave a local phone number.**

Catalog year: When you first arrived at Western you were assigned a catalog year. The information contained in that undergraduate catalog is Western Michigan University’s agreement with you regarding