

BALANCING YOUR SCHEDULE

A typical academic schedule is 12 to 15 units of coursework or four to five different courses each semester. Strive to achieve a balance of classes consistent with the demands on your time and your personal habits.

One unit of credit (sometimes called “credit hour”) is equivalent to one lecture hour per week, two or three lab hours per week, two activity hours per week, or two studio hours per week. Consider the potential demands of classes. Do not overload your schedule with reading-intensive classes if you do not like to read.

You may avoid the possibility of several final exams falling on the same day by checking your program with the Final Examination Schedule located in the ***Class Schedule***.

Q: I heard that there is a policy stating that students can't be required to take more than two finals in one day.

A: There is no such policy. It is, however, generally recommended that if you have more than two finals scheduled back to back, you should go to your professors and ask (very nicely) if it is possible to take one at another time (explain why).



See your academic advisor regularly. He/she will help keep you on the right track. Always indicate that you are using the 2005-2006 ***General Catalog***.

Academic Planning Tips

When planning your semester schedule, consider the following...

- Enrollment in English 1 and 1LA/B/C (if required) and remedial math courses (if needed). **International students** will also have taken the UEE test. Scores on that test will also determine appropriate placement in English. Check with the International Student Services and Programs Office for further details.
- Level of difficulty of classes.
- Variety of classes including labs.
- Honest assessment of your ability and interests, study habits, self-discipline, and high school preparation—some students overestimate while others underestimate.
- Athletic and/or financial aid eligibility (usually 12 units minimum of appropriate courses required).
- Time for tutoring, library work, labs, and meetings with professors and counselors.
- Built in meal periods.
- The best time of the day for you to attend your classes—don't take an 8:00 a.m. class if you have problems getting up or have a lengthy commute.
- Take a class every week day.



Start your own academic portfolio. It should contain all transcripts, materials, letters and receipts regarding your admission, registration, enrollment, G.E., major, etc. Take this folder with you to all academic advising appointments.