



Department of Communication Studies Instructions for Completing Graduation Applications

PLEASE READ THIS DOCUMENT CAREFULLY!!

GENERAL INFORMATION

1. Please complete your application in ink. The chair will not sign any applications that are written in pencil;
2. Include an unofficial transcript with your application;
3. Put your phone number on the application.

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1. Note that you are "*applying for the Bachelor of*" ARTS;
2. Major is *Communication Studies*;
3. Option should be *Organizational, Rhetoric and Public Discourse, Human Relationships or General*;
4. In the section noting "*list below all courses for which you plan to register,*" please do the following:
 - a. Current semester - list all the courses you are taking in the present term;
 - b. Future semester - list all the courses you intend to take and be sure to note the semester(s) in which you plan to take them. Make sure you list the specific courses that you plan to take;
 - c. List all courses repeated or that you will repeat.
5. Make sure you transfer all the courses listed in #4 above to page 2 of the application.

PAGE TWO - Courses Offered for Major

1. "*Governing catalogue*" - make sure that you list the specific catalogue that you will use for review of your major courses. Your application will not be reviewed if you do not include this information! We look through the catalogue you have listed to review and verify the COMM courses that you have listed for graduation. You can use any catalogue as long as it covers one of the years that you were enrolled.
2. "*Courses outside the major field*" - make sure that you list the following in this section:
 - a. The statistics course that you took;
 - b. The allied courses that you took for your option.

APPLICATION CHECKLIST

Did you.....

- _____ 1. Complete your application in ink?
- _____ 2. Include an unofficial transcript with your application?
- _____ 3. Put your phone number on your application?
- _____ 4. Note that you are applying for a Bachelor of Arts?

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- _____ 5. Note an option (or write "general" if you don't have an option)?
- _____ 6. List all courses that you are taking this (e.g., the current) semester?
- _____ 7. List all courses you plan to take in future semesters, noting *specific* courses?
- _____ 8. List all courses that you repeated or plan to repeat?

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- _____ 9. Recopy the courses that you are taking in the current semester, future semesters, and any repeated courses to page two of the application?
- _____ 10. List the catalogue that you want to use for review of your major courses? This is essential for timely and accurate review of the courses that you've listed.
- _____ 11. List all the courses that are required but taught outside the department (e.g., statistics, allied courses that you took for your option, etc.).