Transfer Students - Planning Your First Semester

Pre-CalSO Worksheet

Please save your completed form with your name as the document title and email it to your major adviser by June 7, 2013 so she can review it before CalSO:

Landscape Architecture major adviser: Donna Vivar dvivar@berkeley.edu
Urban Studies major adviser: Donna Vivar dvivar@berkeley.edu
Architecture major adviser (student last names A-N): Rachel Klein rachek@berkeley.edu
Architecture major adviser (student last names O-Z): Lauren Worrell worrell@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 worksheet and can be downloaded from http://www.ced.berkeley.edu/advising/newstudents.
2. Review the degree requirements section in your major handbook and on the CED advising website http://www.ced.berkeley.edu/advising/continuingstudents/degreereqs.
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 3 of this worksheet.
6. Please save your completed form with your name as the document title, check to make sure all your answers saved properly and are visible, and email your worksheet to the adviser listed above.

YOUR DEGREE AUDIT REPORT (DARS)

By the end of your first semester, you will be able to check your degree progress on DARS, our electronic degree audit system. You can access your degree audit on BearFacts and should review it each semester to make sure it is accurate and that you are aware of all your remaining degree requirements. At this time, the DARS report reflects only what you reported in your application to Cal. Official transcripts will not be reflected in your DARS until mid fall semester. If you find errors at any time, please bring it to the attention of your adviser.

Using DARS is how you will keep track of which requirements you still need to fulfill in order to graduate. See the Office of the Registrar’s website for step-by-step instructions on how to access your degree audit

Review your Degree Audit Report (DARS) and note any outstanding breadth requirements (or errors) here. Be sure to check American History & Institutions, especially if you did not attend high school in California:

PLANNING YOUR FALL SCHEDULE

Use these online resources to help you plan your schedule:

- Online Schedule of Classes
- On the CED website, you can find a list of courses offered by each department.
- 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.
• UC Berkeley’s General Catalog
• ScheduleBuilder – UC Berkeley’s official course-planning tool

ARCHITECTURE MAJORS MUST TAKE:
ARCH 100A, ARCH 170A, and either ARCH 110AC or ARCH 130 (3 courses total). See your major handbook.

LANDSCAPE ARCHITECTURE MAJORS MUST TAKE:

URBAN STUDIES MAJORS MUST TAKE:
CY PLAN 110 plus two classes from the list of approved upper-division major courses listed in the Urban Studies major handbook (3-4 courses total).

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. Note that the DECal list is normally updated in August. Your adviser will review your planned courses for fall semester 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. See the Office of the Registrar’s website http://registrar.berkeley.edu/current_students/registration_enrollment/about_telebears.html for more information about how to use Tele-BEARS.

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 sections can be found using the Online Schedule of Classes.

What 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. At CalSO, we’ll help you figure out which courses you should register for during Phase I and which courses you can save to register for during Phase II.

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<tr>
<th>Course name/Number</th>
<th>CCN</th>
<th>Lecture Days/Time</th>
<th>Discussion/Lab Days/Time</th>
<th>Units</th>
<th>Exam Group</th>
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<td>Example</td>
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<td>03609</td>
<td>MW 2-3P</td>
<td>MW 3-6P; F 10-1P</td>
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<td>Course 1</td>
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Additional courses to sign up for during Tele-BEARS Phase II (up to a total of 16 units)

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<th>Course name/Number</th>
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<th>Discussion/Lab Days/Time</th>
<th>Units</th>
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THINGS TO REMEMBER

1. **Complete all of the Conditions of Admission** that you agreed to when you accepted admission to UC Berkeley. If you have any questions about your Conditions of Admission, contact your admissions counselor Maria Lazcon Zavala at 510-642-2191.

2. You are limited to four fall/spring semesters at Berkeley but can enroll for summer classes as well. Since your time here is limited, be sure to talk with an adviser early if you are interested in minors, study abroad, or other enrichment opportunities.

3. There is a **Senior Residence Requirement**: After you reach senior status (90 units), 24 of your remaining units must be done *in residence at UC Berkeley*.

4. Pay close attention to classes that are offered Fall vs. Spring – there are several classes offered only one time each year. Courses that were offered in one term last year are likely to be offered the same term next year.

QUESTIONS FOR YOUR ADVISER

We look forward to meeting you at CalSO!!

3.28.13