

1

Worksheets for ADPR Majors

1. From the charts below, select your worksheet for the ADPR major based on your catalog year.
2. Download the document. **These are MS Word documents.**
3. Cross through or **gray highlight** courses you've taken; **yellow highlight** those you plan to take.
4. Keep your worksheets updated each semester. Your advisor may require you to have them for your advising meetings. If you need to consult Workday to see what courses you have taken, go to Workday > Academics (after logging in to [MyUTampa](#)).

2023-present Worksheets for ADPR Major (broken down by concentration)

ADPR MAJOR 2023-Present	
	ADPR Major with Advertising Creative Concentration
	ADPR Major with Public Relations Concentration
	ADPR Major with General Concentration

2020-2023 Worksheets for ADPR Major (broken down by concentration)

ADPR MAJOR 2021-2022	
	ADPR Major with Advertising Creative Concentration
	ADPR Major with Public Relations Concentration
	ADPR Major with General Concentration

2019-2020 Worksheets for ADPR Major (broken down by concentration)

ADPR MAJOR 2019-2020	
	ADPR Major with Advertising Creative Concentration 2019-2020
	ADPR Major with Public Relations Concentration 2019-2020
	ADPR Major with General Concentration 2019-2020

Previous Worksheets for ADPR Major

Catalog Year	Worksheet
 2018-2019	ADPR Major Worksheet 2018-2019 (all concentrations on one sheet)
 2016-2018	ADPR Major Worksheet 2016-2018 (all concentrations on one sheet)

2

Worksheets for Minors in Advertising and Public Relations

Catalog Year	Minor in PR	Minor in PR
✓ 2020-present	Minor in Advertising Worksheet	Minor in PR Worksheet
✓ 2019-2020	Minor in Advertising Worksheet	Minor in PR Worksheet
✓ 2018-2019	Minor in Advertising Worksheet	Minor in PR Worksheet
✓ 2017-2018	Minor in Advertising Worksheet	Minor in PR Worksheet

3

Worksheets for General Education Requirements

Catalog Year	Requirements
✓ FALL 2023-present	"Spartan Studies" Requirements
✓ Before Fall 2023	Baccalaureate Requirements

4

How to Register In Workday

1. See instructions for [how to plan and register for classes in Workday](#).
You will first need to [set up your authentication log in for Workday](#).
2. Find out your registration time by going to [MyUTampa](#) > Workday > Academics.
3. Find out how your advisor will clear you for registration. (Some advisors send out an email or Workday message about their processes).
4. Register for your classes in Workday.

Petitions & Waivers | [Forms](#)

See what [steps to take for petitions and waivers](#) if you need prerequisite waivers, course overloads, course substitution, internship, independent study, or incomplete.
[All forms](#) are available on SpartanNet (you must be logged into MyUTampa).

5

Graduation

Are you planning to graduate some time in the next year or so? See your advisor to check to make sure you'll be ready to graduate on time and are preparing registration accordingly.
Consider using these tools:

- [Advising Audit Worksheet](#) (you can use this with your advisor to make sure you can graduate on time and plan remaining classes)
- [For Graduating Seniors](#) (info on applying for graduation is linked from this page)

6

Internships & Portfolios

1. **Save ALL Your Coursework for portfolios.**

Keep all of their coursework from all of your ADPR classes because a portfolio review of work is required for graduation. To keep your files, create a folder for each course on your laptop. Inside each folder, create a folder for each project. Make sure all of your laptop is automatically backed up to a cloud server (e.g., iCloud, OneDrive, Dropbox). Even work that you believe is not your best should be kept because you never know when work might be useful to revise for a portfolio or even a job.

2. **Internships are recommended (two or more can be ideal).**

Internships can be taken for credit or non-credit. See [more information about internships](#), or contact Prof. Christopher Boulton at cboulton@ut.edu.

3. **Resume & Portfolio Development**

See www.ADPRmajor.com for information on resume-writing and portfolio development for strategic communication fields.

7

How to Plan Your Schedule

1. **124 credit hours (minimum) are required for your whole degree.**

If you are planning to attend four years (8 semesters), that's an average of 15.5 credits per semester. Many students take more than 124 credit hours. All students must complete:

- ✓ Baccalaureate Experience or "Spartan Studies" (e.g., science, math, humanities, social sciences, etc.). Note that these requirements changed for all new students entering U.T. as of Fall 2023, and your requirements will be listed in MyUTampa.
- ✓ Courses for your Major (requirements)
- ✓ General Electives (any additional courses you choose, to total 124 credits or more if needed)

TOTAL: 124 credit hours (minimum)

2. **Watch Prerequisites**

Plan to take prerequisite courses early so you can take others at higher levels.

3. **The last 31 hours of the degree program must be taken at U.T.**

That means you won't be able to take courses at another institution and transfer them in toward the end of your degree.

4. **What to do with "Leftover Credits"**

If you complete the Baccalaureate Experience / "Spartan Core" and have one major, you will probably have credits left over to meet the 124 credit requirement. Those leftover credits can be fulfilled by any courses you want to take ("general electives"). Students who have minors usually use those credits to fulfill requirements in the minor.

5. **If you get behind . . .**

- Intersessions: May, Winter, and August intersessions last only 8 days for full course credit.
- Hybrid courses require 7 days on ground and the rest online. To find out which 7 days hybrid courses meet, click on the course in the Workday schedule for details.
- Online Summer Courses can be taken at any location.

- On-ground Summer Courses are offered on campus.

8 Minors, Dual Majors & Dual Degrees

1. **Minors require 4 unique credit hours.**

A minor in the Communication Dept. requires at least 4 credit hours of unique coursework. For example, if you get a minor in Communication, you will need at least one course that is unique to the minor that does not also count toward your major.

2. **Dual Majors require 24 credit hours of unique coursework.**

For example, a student dual majoring in Advertising & Public Relations and Communication must have 24 credit hours that do not count for both majors.

3. **Dual Degrees require 155 total credit hours instead of 124.** This is different from a dual major.

9 Course Number/Name Changes and New Electives

Sometimes course numbers or course names change but will not impact your degree. Examples:

Old Course Name/#	New Course Name/# & NOTES
COM 470 Communication Research Methods	COM 374 Communication Research Methods
ART: Figure Drawing and Beginning Drawing	ART 102 Foundations: Drawing
COM 302 Digital Arts for Professional Communication	COM 302 Digital Media & Design for Communication
COM 323 Culture, Society & Computing Technologies	COM 323 Digital Communication & Society
COM 583 Advertising Campaigns	COM 484 Advertising Campaigns
COM 584 Public Relations Campaigns	COM 484 Public Relations Campaigns

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