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Worksheets for ADPR Major and Baccalaureate Requirements

1. From the charts below, select your worksheet for the ADPR major and Baccalaureate Requirements, based on your catalog year.
2. Download the two worksheets (one for your major and one for the baccalaureate).
3. **These are MS Word documents.** Cross through or **gray highlight** courses you've taken; use **yellow highlight** for courses you plan to register for next semester.
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](#)).

2020-2021 Worksheets for ADPR Major Broken Out by Concentration

ADPR MAJOR 2021-2022
<p>✓ ADPR Major with Advertising Creative Concentration 2020-2021 Plus Baccalaureate Worksheet (same all years)</p>
<p>✓ ADPR Major with Public Relations Concentration 2020-2021 Plus Baccalaureate Worksheet (same all years)</p>
<p>✓ ADPR Major with General Concentration 2020-2021 Plus Baccalaureate Worksheet (same all years)</p>
<p>OPTIONAL All-in-one Worksheet</p>

2019-2020 Worksheets for ADPR Major Broken Out by Concentration

ADPR MAJOR 2019-2020
<p>✓ ADPR Major with Advertising Creative Concentration 2019-2020 Plus Baccalaureate Worksheet (same all years)</p>
<p>✓ ADPR Major with Public Relations Concentration 2019-2020 Plus Baccalaureate Worksheet (same all years)</p>
<p>✓ ADPR Major with General Concentration 2019-2020 Plus Baccalaureate Worksheet (same all years)</p>
<p>OPTIONAL All-in-one Worksheet</p>

2018-2019 Worksheet for ADPR Major

ADPR MAJOR 2018-2019

- ✓ [ADPR Major Worksheet 2018-2019 \(all-in-one\)](#)
Plus [Baccalaureate Worksheet](#) (same all years)

2016-2018 ADPR Major Requirements:

ADPR MAJOR 2016-2018

- ✓ [ADPR Major Worksheet 2016-2018 \(all-in-one\)](#)
Plus [Baccalaureate Worksheet](#) (same all years)

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Worksheets for Minors in Advertising and Public Relations

Catalog Year	Minor in PR	Minor in PR
2020-2021	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

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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.

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Petitions & Waivers

See what [steps to take for petitions and waivers](#) if you need prerequisite waivers, course overloads, course substitution, internship, independent study, or incomplete.

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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 preparation for graduation)

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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. 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.

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General Advising Tips: Planning 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 (e.g., science, math, humanities, social sciences, etc.)
 - ✓ Courses for a Major
 - ✓ General Electives (any additional courses you choose, to total 124 credits or more if needed)
- TOTAL: 124 credit hours (minimum)**

2. **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.

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

If you complete the Baccalaureate Experience 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.

4. **If you get behind . . .**

The May and Winter intersessions allow students to complete a full course in 8 days. Hybrid courses require a minimal amount of time in the classroom (usually 7 days) and the rest of the time online. To find out which 7 days hybrid courses meet, click on the course in the SpartanWeb schedule for the details. Of course, regular summer courses are an option as well, as are transfer credits from colleges close to home.

7 Baccalaureate Experience Reminders

1. **Courses in your major cannot also be used to fulfill Humanities and Social Sciences requirements** in the Baccalaureate unless you are a double major.
2. **Courses in your major CAN also be used to also fulfill Courses in AA, WI, and IG**
Courses in your major (or anywhere else) can be used to also fulfill Writing Intensive, Art Aesthetic, and International Global requirements for the Baccalaureate Experience.
3. **How to Find Courses That “Count” for Specific Areas of the Baccalaureate Experience**
When you’re planning for registration, how will you know which courses “count” for social sciences, humanities, etc.? See the steps below.
 - a. In Workday, go to Academics > Plan My Registration.
 - b. Indicate the semester you’re planning and click “O.K.”
You will see a list of courses offered.
 - c. In the left-hand column, go down to “Course Tags” and select the tag you want to search (e.g., Social Science).
 - d. Course results will appear on the right side of the page.

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.**
A dual degree is different from a dual major.

9 Course Number/Name Changes

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

Old Course Name	New Course Name & NOTES
COM 210 Beginning Digital Arts	FMX 210 Digital Arts OR ART 110 Foundations Digital Arts NOTE: - ART 110 is a prereq to Graphic Design courses in ART; - - FMX 110 is a prereq to programming courses in FMX; - Either of these courses works as a prereq to ADPR digital media courses.
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

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Additional Forms

Access [this link for university forms](#) such as

- Change of Major, Minor, Concentration, or Advisor
- Transient student form for pre-approval of transfer credits from other institutions
- Credit Hour Overload Request
- Academic Appeals
- Withdrawal from a Course
- Withdrawal from Institution
- (and more)

Many thanks for work contributed by Paul Hillier, Andrew McAlister, and Beth Eschenfelder to create this advising resource.