

## Course Planning Worksheet – *For New First-Year Students*

This worksheet will help you prepare for your first meeting with your academic advisor during Orientation. The steps below will help you gain familiarity with Occidental’s requirements and course offerings. First-year students can register for a maximum of 18 units per semester. Since most courses are 4-units, a typical course load would be to take four 4-unit courses for a total of 16 units. There are also some 5-unit courses, as well as “add-on” courses that earn 1- or 2-units. Bring this worksheet to your advising appointment to review and discuss it with your advisor.

- To start, watch the *Intro to Advising* videos at [oxy.edu/advising-center/student-resources](http://oxy.edu/advising-center/student-resources).
- If you already have a possible major in mind, go to [oxy.edu/academics/programs-majors](http://oxy.edu/academics/programs-majors) and select the major (or majors) you are considering. Once you have arrived at the department web page, select the “Courses & Requirements” link to see the requirements for the major. Make note of any required courses you think you’ll want to take this year.
- Next, enter the details for the CSP Seminar you registered for in June in the space below. You can look it up by going to [my.oxy.edu](http://my.oxy.edu), navigating to the *Academics* tab, and then selecting *Grades & Academic Records*. Once you are in the Grades & Academic Records module, select *Class Schedule/Registered Courses*. Be sure to write down the days and time when your CSP meets.

CSP Course No.	Section	Course Title	Units	Day/Time
CSP ____			4	

- Once you’ve noted your CSP, take a look at the courses that are being offered during the fall semester by visiting [counts.oxy.edu](http://counts.oxy.edu). The Course Counts website allows you to browse the courses being offered by each department and you can also search for courses that fulfill specific Core Requirements using the *Core Search* tab. **To see the full details for any class, click on the 4-digit CRN in the left column.** Make sure that there aren’t any restrictions that would keep you from enrolling in a course. (For example, most 300- and 400-level courses are closed to first-year students.)
- Pick three additional 4- or 5-unit courses and write them down in the grid below making sure that the times don’t conflict with each other. In the sixth column, write down any Core requirements or relevant major requirement that will be fulfilled by each course.

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time

6. Since some courses may be full when you go to register, it is important to think about some alternatives. Using the grids below, create two alternative schedules. You may do this by either substituting specific classes from the previous with others that meet at the same time or by creating a new schedule entirely from scratch. Be sure to copy the details from your CSP seminar so that you don't have any time conflicts.

### Alternate Course Grid 1

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time
	CSP ____					

### Alternate Course Grid 2

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time
	CSP ____					

7. Hold onto this worksheet and bring it with you when you meet with your faculty advisor during Orientation. Remember that this is just a starting point to help you learn how to navigate Course Counts and to familiarize you with Occidental's curricular requirements. At your first meeting, your advisor will provide you additional guidance and help you to prepare for registration.