

Course Planning Worksheet – *For New Transfer 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. You will be able to register for up to 18 units during registration. 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 during Orientation to review and discuss it with your advisor.

1. To start, watch the *Intro to Advising* videos at oxy.edu/advising-center/student-resources
2. The Registrar’s Office will be reviewing any transcripts sent from your previous institution(s) during the summer. This review will determine the number of transfer credits that will be accepted, as well providing a preliminary assessment of which Core Requirements have been fulfilled by your previous course work. To see this information, go to my.oxy.edu, navigate to the *Academics* tab, and then select *Grades & Academic Records*. Once you are in the Grades & Academic Records module, follow the links for *Core Requirements* and *Transfer Courses*. If no information is shown, the Registrar’s Office may not have finished reviewing your transcript. Check back later or contact them at registrar@oxy.edu.
3. Once you’ve finished looking at Grades & Academic Records, go to 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.
4. Next, take a look at the courses that are being offered during the fall semester by visiting counts.oxy.edu. The Course Counts website allows you to browse the courses being offered during a given semester, organized by department. 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.**
5. Pick four 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.

Alternate Course Grid 1

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

Alternate Course Grid 2

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

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.