**How to figure out your Degree Plan and Schedule for the fall 2014!**

* Log on to your university website. If it is UTEP it is **www.utep.edu**
* Locate **colleges** or **schools** (There are numerous **colleges** or **schools** within a university. For example the College of Engineering, College of Nursing, College of Business)
	+ Within that college or discipline there will be a variety of degrees. Ex. Civil Engineering, Electrical Engineering, Mechanical Engineering, etc. College of Business – Marketing, Management, Finance, etc.
* Find the degree you are interested in and locate the Degree Plan or Program. Print out the degree plan for the specific school you are interested in pursuing.
* **WHAT IF I HAVE NOT MADE UP MY MIND AS TO WHICH DEGREE I WANT TO PURSUE?** Well then you need to print out all the degree plans in which you are interested.
* **Look carefully at the degree’s in which you are interested. They should have a set of common classes.** Ex. English, American History, American Government, Science, and usually Math. **You do not want to waste any time or money taking classes you do not need, that is why it is important to check out all of your possible degree plans.** Many degrees such as engineering and business have very specific math classes to take, if you do not take the right classes it can set you back as far as graduation is concerned. It is important to know your degree plan.
	+ Most universities give you a catalog for the year you enter college. This is important to know and keep a copy of your catalog as it has the criteria which effects your graduation. So most of you will graduate from college out of a catalog dated 2014 – 15. If you are not able to go straight through college to earn a degree then the university will not change your degree plan and you will graduate with the classes listed in that catalog. If life gets in the way of your graduation say you get married or have kids and you were not able to finish on time, your should not have to re-take classes.
* Once you have found your degree plan then you will go to your college website and look at their on line course catalog.
	+ For UTEP click on **Future Students**
	+ Click on **Class Schedule Search**
	+ Choose the **Fall 2014 Term** click submit
	+ Pick the subject – ex. math, English, history, political science, science for science you would choose – Biology, Chemistry, etc.
	+ Scroll to the bottom and click search, it will show you all of the sections for that particular subject.
	+ Use your **College Class Schedule** spreadsheet to plan the classes you want to take
	+ Make sure you check times and days the classes are scheduled!
	+ Make sure you write down the course numbers of the classes you want!
* Your objective is to come up with a schedule that best fits your life!
	+ If you are not an early riser do not take classes that start at 7:00 AM or 8:00 AM, look for ones that start later. If you are a morning person get all of your classes out of the way before noon.
	+ Be careful not to put your hard classes back to back it can be unbearable when you have tests on the same day. Some people like to put an hour between classes just to give you some to study.
	+ College classes are offered for 1 hour on MWF and for 90 minutes on TT. Again will be best to schedule only on MWF and not have to drive out to school every day or is that to many classes to handle in just the 3 days? Do you want to spread your schedule out over the week and hopefully be finished by noon so you can hold down a job?
	+ There are a lot of thinks to consider as you plan your schedule for the fall!
* **YOU MAY NOT HAVE A CHOICE! YOU MAY JUST BE LUCKY TO GET THE CLASSES YOU NEED! FRESHMAN CLASSES ARE THE HARDEST TO GET!** You may have an insane schedule and there might not be anything you can do about it. Welcome to college!
* Use the College Class Schedule spreadsheet to plan your fall schedule.
* **Once you have planned out your schedule you want to have 2 or 3 alternate schedules as many of the classes you want may be closed (not available). You can plan the alternate schedules on the 2nd and 3rd tab of your spreadsheet. You will ultimately come up with a list of course numbers, which you will be able to type in the minute registration opens!!! So hopefully you will get the class you need and the schedule you want.**
* This should help you significantly and you will be ahead of the game when it comes to your new student orientation! Good Luck and God Bless You! Mrs. Skipper!