

2023 - 2024

Schieffer College Advising Toolkit



BOB SCHIEFFER
COLLEGE *of* COMMUNICATION

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INTRODUCTION

Welcome to Advising in the Bob Schieffer College of Communication!

The Schieffer College Advising Team is here to help you meet your academic goals. Whether you are new to TCU, the Schieffer College or a seasoned pro, we've designed this toolkit with you in mind. We have information for students at all stages in their degree progress and all majors in the Schieffer College.

As Schieffer College advisors, we're here to answer your questions, connect you to resources and help inform your academic choices. You are the center of the process, and we want you to be both empowered and knowledgeable. We hope this resource will help you through the process and to be the best you possible!



Meet Our Team

Professional Academic Advisors:

George Nunez – george.nunez@tcu.edu

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Academic Advising 101

What is academic advising?

Academic advising is a key component to helping students graduate, as well as thrive in college. Advising provides you with the opportunity to discuss TCU course offerings and University degree requirements with a professional advisor.

Advising is a shared responsibility between a student and an advisor. An academic advisor will assist you as you develop your academic plan and clarify your college and career goals.

Advising is required for every TCU student in their first four semesters. In the Schieffer College, COMM and FTDM majors are only required to be advised for their first four semesters in the program, but strongly encouraged to meet with their advisor every semester. JOUR and STCO majors are required to be advised every semester until they graduate.

You will see an advising hold placed on your account that will prevent future enrollment. You must meet with your advisor to have this hold removed.

How to find your advisor:

Go to my.tcu.edu

Click on Academic Progress

Click on Advisors

Note: You may have more than one advisor if you are an honors student, athlete, and/or double-major



How to schedule an advising appointment:

1. Check your email! If it's time to schedule your regular semester advising appointment, it's likely you've already received an email from your advisor with a link to schedule
2. Find us in Stellic (through my.tcu.edu)

Advising begins early!

We will begin emailing students within the first 4–6 weeks of a semester to start scheduling for advising. Make sure that you check your email regularly so you don't miss out!



Preparing for your advising appointment

1. Review your Academic Advising Report (aka ADVIP)
 - Log into my.tcu.edu
 - Click Academic Progress
 - Click My Academic Requirements
 - Click View Report as PDF button
2. Review the [catalog](#) requirements for your major and minor
3. Develop a list of classes that meet your remaining core, major and minor requirements
4. Take notes and write down any questions that come to mind
5. Remember to bring a laptop or other device to your appointment just in case!

Attending your appointment

Our office is located in Moudy South 207, within the dean's office suite. When you enter, you'll notice a kiosk to your left. Sign in using your TCU ID to notify your advisor that you've arrived.

We are only able to meet with students who have scheduled an appointment; if you need to meet with your advisor, use our schedule link or send us an email!

Our waiting area is to the right. Grab a snack and take a seat – we'll be with you shortly!



What is expected of students?

- Have a basic familiarity with your own academic program, including all applicable requirements and policies
- Ask questions if needed
- Provide timely notice and information concerning any academic problems encountered
- **Check your email regularly!** Read carefully and make timely appropriate responses to all communications from your major department office, advisor, Dean of Students and Office of the Registrar
- Give thoughtful consideration to your personal, educational and career goals, and evaluate these goals as necessary
- Give your advisor advance notice if you are unable to attend/need to reschedule your appointment
- Be prepared when coming to your advising appointment: read your ADVIP, create a tentative semester plan and write down any questions for your advisor before your meeting. Students who enter the Schieffer College beginning in Fall 2023 are required to complete the assignment in the D2L Advising Modules
- Have a basic understanding of the enrollment process, including how to find courses on class search, how to read the catalog and how to request permission numbers

What is expected of your academic advisor?

- Be knowledgeable about the Schieffer College curriculum and provide accurate information to students
- Listen carefully and respectfully to students' questions, concerns and problems
- Help students understand how to meet the requirements for their degree programs
- Refer students to appropriate campus resources
- Support students as they make informed, responsible decisions and set realistic goals



Common Account Holds

- AAH – Athletics advising hold
- ADV – University advising hold for all students in their first four semesters
- CAA – Financial hold
- CAD – Communication Studies advising hold
- CO – Schieffer College academic warning/probation hold (check start date)
- COG – Schieffer College graduation hold (placed when approved for graduation)
- FTA – Film, Television & Digital Media advising hold
- JAD – Journalism advising hold
- SCA – Strategic Communication advising hold
- VAH – VA enrollment hold

ADVISING TOOLS & TERMS

Add and Drop Deadlines

The add and drop deadlines for each term are listed in the [TCU academic calendar](#). The “last day for enrollment or changing classes” is the last day students enroll themselves in [my.tcu.edu](#) or Purple Schedule Builder.

The various drop deadlines are listed in each term’s academic calendar according to various refund levels, including the last day to drop.

ADVIP (Academic Advising Report)

The ADVIP tracks your degree progress. Always refer to it when planning courses or if you have questions about your degree progress. The ADVIP will help you to determine which core classes you still need, which requirements your current enrollment satisfy, the number of upper-division courses remaining, the number of residency hours, the requirements for both your major and minor, and overall hours.

Access your ADVIP by following these steps:

- Log into [my.tcu.edu](#)
- Click Academic Progress
- Click My Academic Requirements
- Click View Report as PDF

Advising Hold

This is a hold that is placed on your account to ensure that you meet with your assigned academic advisor. This hold will prevent you from enrolling, so it’s important to schedule an early appointment with your advisor so you have plenty of time before enrollment begins. Holds are visible in your student center, and you can always click on a hold to see more information about why it was placed and how to remove it. There are many different kinds of advising holds; you’ll likely see two advising holds during your first four semesters at TCU (one from the university and one from the department). [Click here](#) for a list of common holds.



Catalog ([catalog.tcu.edu](#))

The TCU Undergraduate Catalog contains all policies and procedures governing the University, as well as the curriculum requirements for each major and minor. Use it as a resource to help understand the requirements for your major and minor. Remember to choose the catalog term that matches your program’s requirement term (found on the ADVIP).

Class Search ([classes.tcu.edu](#))

Class Search is the best and easiest way to find classes for a particular semester. It will show you all the information you need about a course: description, prerequisites, TCU core designations, when/where the class will be taught, professor information, seating and wait list availability and if a permission number is required to enroll. Always use class search when planning your semester and enrolling!

Class and/or Course Number

[See How to Use Class Search page 40](#)

Enrollment Appointment

This is the date and time that you are able to begin enrolling for the upcoming semester or session. To find your enrollment appointment:

- Log onto [my.tcu.edu](#)
- Click on Manage Classes
- Scroll down and click on Enrollment Date



ADVISING TOOLS & TERMS

Free Electives

These are courses that don't meet any of your core, major or minor requirements. Most students will have free electives in order to meet the total hours necessary for a degree (124 or 120, depending on your degree plan), however the number will depend on how many hours your core, major(s), minor(s) or other programs require. Free electives can be taken from any area of study, as long as you meet the prerequisites for the course.

To calculate your number of free electives remaining, use this simple formula:

$$\begin{aligned} & \text{total earned credit hours needed for degree (124 or 120)} \\ & \text{MINUS (total core hours + total major hours + total minor hours + total free elective hours completed)} \\ & = \text{total free elective hours remaining} \end{aligned}$$



Pass/No Credit

Students have the option to elect a pass/no-credit grading option for up to two courses (eight hours maximum) during their time at TCU. These courses are not included in the GPA calculation, but a passing grade (or 'P') will carry credit hours and be used toward a student's total hours required for graduation.

A 'P' indicates achievement equivalent to a 'C-' or better. Achievement equivalent to a 'D+' or below results in the grade of 'NC.' Students earn no credit hours in courses in which the grade of 'NC' is received.

Students must elect pass/no credit by the pass/no credit deadline for the term and it will not be awarded retroactively. **No course applied to the student's major, minor or associated requirements may be taken on the P/NC basis.** Courses offered only with the P/NC grade (e.g. PEAC courses) will not be counted towards the limit on the number of P/NC hours.

Permission Number

This is a code provided by departments to permit enrollment in a course. Classes requiring department permission to enroll are listed in blue on Class Search. Permission numbers can be entered on the second page of Purple Schedule Builder when completing enrollment. Advisors do not have access to permission numbers; you must contact the department to request one.

Purple Schedule Builder

This is a tool that allows you to both plan your weekly schedule and enroll in courses. It's best used together with Class Search.

Section Number

[See How to Use Class Search page 40](#)

Stellic

This is an advising software accessed through my.tcu.edu. You will use Stellic to schedule appointments with your advisor. Your advisor will also add notes from meetings and emails here for you to access. They may also use it to refer you to campus resources.

Waitlist

This is a list of students waiting to get into a class section that's full. If a student drops from the course, the system will automatically enroll the next eligible student on the wait list. [More info can be found here.](#)



First-Year Students



Welcome to the Schieffer College!

Everything may feel brand new right now, but we promise that the decisions you are making are helping you move forward in your academic journey.

Here are some things to know:

- First-year students tend to stick with classes that begin with a 1 or 2, but looking at the course description and prerequisites on class search will help you determine if it's a fit for your abilities and interests.
- Remember – nothing is wasted! All classes count for hours, so even if you enroll in a class that's not for major, minor or core credit, it will still help you get to the finish line.
- Class search is a great way to know what classes count for which core categories, as well as minor or free elective options.
- Your first year is a good time to think about what you want to minor in. [Here is a list](#) of all TCU programs that you can filter to only see minors. All majors in the Schieffer College require a minor (or second major) to be completed before graduation. Most minors are 18–22 hours. We recommend declaring by your sophomore year to allow enough time to complete all requirements.
- All entering first year students need to earn credit in 120 hours for a degree. Do the math:

$$120 \div 8 \text{ semesters (4 years)} = \underline{15 \text{ hours a semester}}$$



Sophomores



You are feeling more confident in your academic decisions, but the details may still feel like a lot sometimes. Here are some things to keep in mind:

- Second year students tend to stick with classes that begin with a 1 or 2, but looking at the class description and prerequisites will help you determine if it's a fit for your abilities and interests.
- Be sure you are planning your major classes and know which prerequisites are needed for advanced courses so that sequencing is planned accordingly.
- All classes count for hours, so even if you enroll in a class that's not for your core, major or minor, it still helps you get to the finish line.
- Class search is a great way to know what classes count for which core categories, as well as minor or free elective options.
- Let your advisor know if you're planning to study abroad in the future so that you can plan major and minor courses accordingly. [Check out TCU Global!](#)
- A good rule of thumb is to declare your minor by your sophomore year to allow time to complete since prerequisite sequencing may vary. [Here is a list](#) of all TCU programs that you can filter to only see minors. All majors in the Schieffer College require a minor (or second major) to be completed before graduation. Most minors are 18–22 hours.
- Be sure you have officially added your minor in the "[Change of Major](#)" section of my.tcu.edu. You'll know you did it correctly when you see it on your ADVIP.
- Students who entered in Fall 2022 need to earn credit in 120 hours for a degree. Do the math:

$$120 \div 8 \text{ semesters (4 years)} = 15 \text{ hours a semester}$$



Juniors

- Make sure you have declared and started making progress toward a minor.
- Let your advisor know if you're planning to study abroad in the future so that you can plan major and minor courses accordingly. [Check out TCU Global!](#)
- Have you considered completing an internship? Though not required by any department within the Schieffer College, internships can be a meaningful opportunity for experiential learning. Check in with your department to see what opportunities are offered and requirements for each program.
- Remember, your last 30 hours need to be completed at TCU (exceptions are made for TCU's Study Abroad programs). If you're interested in transferring in credit, plan accordingly! [Find more info here.](#)
- Once you have completed 84 hours, submit an [intent to graduate form](#) online.
- The number of hours you should be taking each semester depends on when you started at TCU and how many hours you have remaining. Remember: If you do not earn credit for a course, you still need to make up those hours moving forward to stay on track.

If you began at TCU prior to Fall 2022, you are required to earn 124 credit hours. This means you may need to take more than 15 hours for a few semesters and/or a summer class or two:

$$124 \div 8 \text{ semesters (4 years)} = 15.5 \text{ hours a semester}$$

If you began in Fall 2022 or later, you are required to earn 120 hours:

$$120 \div 8 \text{ semesters (4 years)} = 15 \text{ hours a semester}$$



Seniors

- Make sure that you've submitted an intent to graduate (this should be done at 84 hours and you'll see a hold on your account). You can submit it [here](#).
- Check your email regularly! You will begin receiving communication regarding the completion of your degree and graduation.
- You will receive an email from Randi Kellenberger with next steps when your degree plan has been certified. You will also notice a graduation hold on your account – this is a good thing!
- Have you considered completing an internship? Though not required by any department within the Schieffer College, internships can be a meaningful opportunity for experiential learning. Check in with your department to see what opportunities are offered and requirements for each program.
- Schedule an appointment with our [career consultant](#) to freshen up your resume and prepare for the job search process or graduate school applications.
- Check the calendar and plan to attend networking and job fair events on campus.
- Check out the graduation checklist on the [commencement website](#).
- Celebrate with us at the Schieffer Graduation Celebration!



Frequently Asked Questions

ENROLLMENT

There are three factors to consider when preparing to enroll:

1. **Enrollment caps at 17 hours.** You will need to wait until the first day of classes to enroll in 18 hours, unless you are enrolling for your last semester. Graduating seniors may complete the [academic load request form](#) to seek permission from the associate dean.
2. **Advisors do not have access to permission numbers.** If you need a permission number or have a question about getting into a class, contact the department.
3. **If you receive an error message when enrolling, read the message to determine the reason for the error.** Examples include prerequisites not being met or exceeding the enrollment limit of 17 hours. If necessary, contact the department or Registrar's office for assistance. Contact info is listed [here](#).

When is my enrollment appointment?

To find your enrollment appointment:

- Log onto my.tcu.edu
- Click on Manage Classes
- Scroll down and click on Enrollment Dates

Why am I getting an error message?

You may have a hold on your account that is preventing you from enrolling. Double-check your holds by going to my.tcu.edu, clicking on. You also could be over the 17-hour limit (see above).

How do I get a permission number for a closed class?

Advisors do not have access to permission numbers. Please contact the department to request a permission number or ask questions about enrolling in courses.

What is the maximum number of hours that I can wait list?

You can wait list up to six hours.

How do wait lists work?

If a class is full and you add onto the wait list, you are placed on the list in whatever order you made the request. If someone drops the course, the system automatically enrolls the first person on the wait list.

However, there are two exceptions that would cause the system to skip over you if you're next on the list:

- If you're already enrolled in a different section of the same class
- If you're enrolled in another class at the same time

If you wait list a class, be sure to check regularly to confirm your status. You should be notified via email if you have been placed in the class, and will be billed for the class if your status changes to enrolled.

Please note: Do not assume that you will be added to a class just because you are on the wait list. Most times this is not the case. This is an active process and you need to have a back-up plan in place to ensure you are enrolled in enough hours.



ENROLLMENT (cont.)

Can I repeat a course? Which grade will be used? Can I repeat it at a different school and transfer it back?

If a course taken at TCU is repeated at TCU, the official grade is the last letter grade earned, although all grades appear on the transcript. Only the last letter grade earned in the repeated course will be used in computing the GPA.

If a course is taken at TCU and then repeated at another institution, or if a course is taken at another institution and then repeated at TCU, only the grade earned at TCU is used to compute the student's GPA. Credit for any given course, regardless of where it was taken, may be counted only once.

Can my advisor add me to a class?

Advisors do not have access to student portals. Students must process all enrollment themselves prior to the add/drop deadline. If the add/drop deadline has passed, students may submit a [late add request](#) after obtaining written approval from the instructor. Please note that not all late add requests are approved.

I clicked on Enroll by My Requirements to find classes that work for my degree plan. Why can't I find those classes when I'm enrolling?

We **do not recommend** using the Enroll by My Requirements option for finding classes; you should be using your ADVIP and Class Search together. The Enroll by My Requirements option will show you every class that could satisfy a requirement, but not what's actually being offered in a particular term. It can be incredibly confusing so please don't use it!

CHANGING MAJOR/MINOR/CERTIFICATE

How do I change my major/minor? Can I add a certificate?

You may request a change to your program and plan by completing the following:

- Log onto my.tcu.edu
- Click on Academic Records
- Click on Request Change of Major

There are drop-down menus for majors, minors and certificate programs. You can also add a [pre-law track](#) here.

Some majors, minors and certificate programs require an application so be advised that not all requests may be approved.

Remember: A certificate program is not the same as a minor. You must complete a separate minor in order to satisfy your degree requirements.

Can I change my major requirements to those listed in a different catalog?

You can request a change to your catalog requirement term by using the steps listed to the left to request a change of major. Make sure you list what catalog you'd like to change to in the box on the submission page. Note that you are able to change to more recent catalog requirement terms, but once made, are not able to go back to previous terms.

How do I know if my change request was approved?

You'll receive an email when your request is submitted, and another email when it's approved. If you do not receive either of these emails, follow up with the Registrar's office.



ADVIP/DEGREE PROGRESS

How do I find my ADVIP?

- Log onto my.tcu.edu
- Click on Academic Progress
- Click on My Academic Requirements
- Click View Report as PDF

I enrolled in two Natural Science (NSC) courses. Why is only one showing on my ADVIP?

It is likely because they were from within the same department (e.g. BIOL). You are required to complete two courses from different departments (e.g. BIOL and PHYS) to satisfy the NSC requirement.

I completed an internship last summer. Can I still get credit?

Unfortunately no, credit cannot be awarded retroactively. All internship classes in the Schieffer College are actual classes – with assignments and grades included. If you're interested in receiving credit for an internship, plan ahead! Contact your department for more information.

I changed my program and now the pie graph in my Student Center shows that degree progress is smaller. Am I behind?

We do not recommend using the Student Center pie graph to track degree progress; use the ADVIP. We recommend getting familiar with your ADVIP so you know exactly what requirements you've completed and those you still need.

Is there a cumulative GPA needed in order to earn a TCU degree from the Schieffer College?

Students must earn a cumulative GPA of a 2.0 in all work attempted at TCU, earn a cumulative GPA of at least 2.0 in all courses attempted in their major and earn a cumulative GPA in all courses applied to the minor (some minor programs may require a GPA greater than 2.0 for graduation).

STUDY ABROAD

Can I study abroad as a Schieffer student?

Absolutely! All programs in our college encourage students to take advantage of study abroad programs.

Minimum eligibility requirements:

- Must be a currently-enrolled, degree-seeking student in good standing at TCU
- Requires a minimum 2.8 GPA
- Must have completed two prior semesters at TCU
- Some programs have additional requirements

Some Schieffer departments offer their own study abroad programs in the summer taught by faculty members.

I want to study abroad. Where do I start?

1. Check out [Study Abroad Advising](#)
2. Attend a Study Abroad 101 session
3. After choosing which programs you'd like to apply for, check your ADVIP to see what type of credit you should focus on
4. If you have questions, email your advisor

Please note: Advisors cannot choose classes, approve classes or answer any program-specific questions. For approval questions, contact the department. For general questions, contact TCU Global.

I have questions about studying abroad. Who should I contact?

For general TCU programs, contact TCU Global: studyabroad@tcu.edu | 817-257-7473

For major-specific programs, contact the department

What credit can I earn abroad as a Schieffer student?

- TCU Core credit
- Free electives
- Up to 6 hrs of major elective credit, pending department approval
- Minor elective credit may be possible, pending department approval



TRANSFER CREDIT

Students must receive prior written approval from the associate dean before completing and transferring in courses from another institution to count towards their TCU degree. Coursework taken without prior approval may not receive approval after the fact.

Once enrolled at TCU, no more than four classes (maximum of 16 hours) may be transferred from other institutions. No transfer credit will be awarded for courses in which a grade lower than a 'C-' was earned.

Remember: all major and minor courses must be completed at TCU or be approved by the department through a TCU Study Abroad program.

How do I request approval to transfer a class back to TCU?

You can request transfer credit approval by completing the following:

- Log onto my.tcu.edu
- Click on Academic Records
- Scroll to Transfer Credit and click on the drop-down arrow
- Click on Request Transfer Credit

Please submit at least two weeks prior to when you would like to take the course to allow time for your request to be processed.

How do I know what will be approved? Where can I find what class to take?

TCU offers a [transfer equivalency tool](#) that shows what has been approved for the students over the past five years. It is useful, but remember that it is only a tool, not a rule; you may submit a class that's not listed and still have it approved. The only way to see if a class will be approved is to submit it for approval.

I'm graduating soon. Can I still transfer in a course?

The final 30 hours of your degree must be completed at TCU. Please contact your advisor if you have questions.

Can I send a possible class to my advisor for approval?

Advisors are not involved in the approval process and cannot give you an answer. The only way to see if a class will be approved is to submit it for approval.

Can I make an appointment with my advisor to pick out courses to transfer in? Can my advisor help me apply to another institution?

As advisors, our areas of expertise are within the Schieffer College. Just as we cannot advise for other majors within TCU, we are not able to advise you about other institutions. Please contact the admissions office at the institution where you are planning to enroll.

I transferred courses into TCU. Why aren't they reflected in my GPA?

While your transfer credit will count as hours and can satisfy degree requirements, only the courses you've completed at TCU will be included in your GPA.



GRADUATION

When do I need to file an intent to graduate?

You should submit the intent to graduate when you've completed 84 hours. You can find the [online form here](#).

How do I order my cap and gown?

- Log onto my.tcu.edu
- Click on Academic Records
- Click on Diploma/Cap and Gown Ordering

How do I order my diploma?

- Log onto my.tcu.edu
- Click on Academic Records
- Click on Diploma/Cap and Gown Ordering

How do I find information about graduation?

Check out the [commencement website](#)

Why do I have a graduation hold on my account?

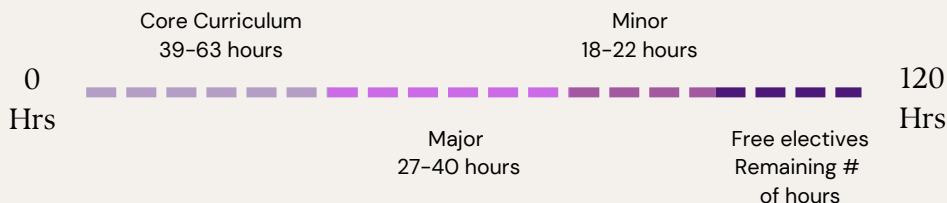
The graduation hold (COG) is placed on your account when your degree plan has been certified and you are approved for graduation. It's a good thing! The graduation hold will only prevent you from making any changes to your current enrollment. If you need to make a change, please contact [Randi Kellenberger](#).

Does the Schieffer College have any special events for graduates?

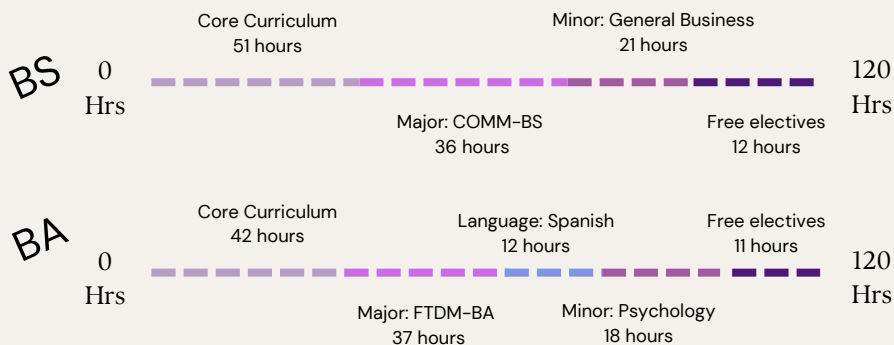
Yes, we want to celebrate you! Some departments hold special events and the dean's office will send an invite to the Schieffer Graduation Celebration towards the end of the semester. Plan to attend with your family and friends!



The TCU Degree



The TCU degree is made up several categories of credits add up to 120 or 124 hours, depending on when you entered the university. The number of categories and number of hours devoted to each category depends on the requirements for each of your programs. Here are a couple examples of what your degree could look like in terms of hours:



The Core Curriculum is required for every TCU student and facilitate a focus on educational competencies, learning outcomes and assessment. There are three components: Essential Competencies (18 hours), Human Experiences and Endeavors (27 hours) and Heritage, Mission, Vision and Values (18 hours). Courses may be double-dipped and overlay with other requirements in your degree program. The overlay feature provides the flexibility for core requirements to be satisfied in a range between 39 and 63 hours.

A **Modern Language** is required for all students in a BA program, per University rules. The requirement is competency at the 12th hour, or the second intermediate course. Students are not required to complete the prior three courses if they have fluency at those levels. Click [here](#) for more information.

Major requirements can vary depending on your degree program. In the Schieffer College, major requirements can vary from 27 to 40 hours. Some majors have associated requirements: all Bachelor of Arts degrees requires completion of the fourth semester of a modern language (possibly adding up to additional hours), and some programs require completion of a statistics course. Major requirements can depend on the catalog for the year you declared your major, so always double-check that you are looking for the correct requirements. Once matriculated at TCU, all major classes must be completed at TCU, or if approved by the major department, through a TCU-approved study abroad program.

Minor requirements can vary depending on the minor you choose, with most programs requiring 18 hours. You can find the requirements for each program in the [undergraduate catalog](#). We generally recommend declaring your minor by the end of your second year, but be aware that some minors may require more time to complete. Advisors can help answer general questions about minors, but recommend contacting the minor department for the most accurate and up-to-date information.

You can find options for minors [here](#). Policies vary by department, but generally once matriculated at TCU, all minor classes must be completed at TCU, or if approved by the minor department, through a TCU-approved study abroad program.

Free electives are courses that are not counted towards any of your core, major or minor requirements. Many students will have free electives in order to meet the total hours necessary for a degree; however the number of hours needed will depend on how many hours are dedicated to these other categories. Free electives can be taken from any area of study, as long as you meet the prerequisites for the course. Free electives can also be used to pursue a second major, minor or other program of study.

Jump to a Degree Plan:

[Communication Studies](#)
[Film, Television and Digital Media](#)
[Sports Broadcasting](#)
[Cinema and Media Studies](#)
[Journalism](#)
[Strategic Communication](#)
[Health Communication Minor](#)



DEGREE PLAN

Required Minimum of Four Semesters

Communication Studies, BS

Requirements

- 1. 36 hours + minor (18 hours) or a second major
- 2. Required 4 courses: COMM 10123, 20113, 20223 and 30163*
- 3. 15 hours of COMM electives + 9 hours of 4000-level COMM electives
- 4. MATH 10043 or INSC 20153 (with a "C-" or better)

* Note: COMM 20113 & 20223 must be completed with a combined GPA of 2.5 to enroll in 30163. 30163 must be completed with a "C-" or better prior to enrolling in any 4000-level courses.

- 5. 42 hours taken at TCU must be upper-division (3000-level or higher)
- 6. 58 hours must be completed at TCU
- 7. Final 30 hours must be completed at TCU
- 8. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed
- 9. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
HUM HUM HUM³
- Social Sciences (SSC) 9 hours:
SSC SSC SSC³
- Natural Sciences (NSC) 6 hours:
NSC NSC
- Fine Arts (FAR): 3 hours:
FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major
2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)
3 Must be satisfied in at least 2 different areas
4 Max of 2 courses in HMVV may be taken from 1 area as defined by course prefix (e.g. PSYC)
5 No course may be counted for more than one HMVV requirement (i.e. no course overlay)
6 Must be taken at TCU

COMM Studies Courses

Required Courses (12 hours):

- 10123 – Communicating Effectively OCO
- OR 10163 – Public Address (Honors) OCO
- 20113 – Interpersonal Communication
- 20223 – Communication Theory
- 30163 – Organizational Communication (by permit)

Elective Courses:

- 20173 – Interpretive Speaking
- 30101 – Forensics Team (by permit)
- 30103 – Argumentation and Debate
- 30133 – Group Communication
- 30143 – Mediation
- 30153 – Interviewing
- 30173 – Advanced Public Speaking
- 30183 – Issues in Organizational Communication
- 30193 – Listening
- 30203 – Nonverbal Communication
- 30213 – Issues in Interpersonal Communication
- 30223 – Power and Influence in Interpersonal Comm
- 30233 – Social Networking/Personal Relation
- 30243 – Communication and Emotion WEM
- 30253 – Intercultural Communication CA/WEM
- 30263 – Gender and Communication WEM
- 30283 – Communication Inquiry
- 30293 – Training and Development
- 30313 – Health Communication
- 30970 – Independent Study
- 30990 – Study Abroad
- 38933 – Schieffer Associates (by permit)
- 40113 – Conflict Management
- 40123 – Internship
- 40133 – Communication and Character WEM
- 40163 – Difference Matters in Organizational Comm
- 40213 – Communication Ethics WEM
- 40223 – Family Communication WEM
- 40233 – Communication in Group Leadership WEM
- 40243 – Dark Side of Organizational Communication
- 40283 – Communication Inquiry SSC
- 40313 – Social Media and Personal Relationships
- 40323 – Food, Culture, and Communication
- 50243 – The "Dark Side" of Interpersonal Communication

Special Courses

- 30003 – Honors Seminar
- 30970 – Independent Study
- 40003 – Honors Research Paper
- 50970 – Special Problems in Comm.



COMM-BS



Suggested Roadmap

FOUNDATION COURSES

- 10123 Communicating Effectively
20113 Interpersonal Communication *

1

FOUNDATION COURSES

- 20223 Communication Theory *
MATH 10043 or INSC 20153
COMM elective or two

2

* Must earn a combined 2.5 GPA
between these two courses
(can be taken together)

3

INTERMEDIATE COURSES

- 30163 Organizational Communication
COMM elective or two



ADDITIONAL ELECTIVES

- 40000-level COMM electives
Other COMM electives as needed

4

DEGREE PLAN

Required Minimum of Four Semesters

Communication Studies, BA

Note: This degree plan is only available to students who declared it prior to fall 2023

Requirements

- 1. 27 hours + minor (18 hours) or a second major
- 2. Required 4 courses: COMM 10123, 20113, 20223 and 30163*
- 3. 15 hours of COMM electives
- 4. BA Language Requirement (4th semester proficiency)

* Note: COMM 20113 & 20223 must be completed with a combined GPA of 2.5 to enroll in 30163. 30163 must be completed with a "C-" or better prior to enrolling in any 4000-level courses.

- 5. 42 hours taken at TCU must be upper-division (3000-level or higher)
- 6. 58 hours must be completed at TCU
- 7. Final 30 hours must be completed at TCU
- 8. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed
- 9. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)



TCU Core Curriculum

Human Exp. & Endeavors – 27 hours ²

- Humanities (HUM) 9 hours ³:
HUM HUM HUM ³
- Social Sciences (SSC) 9 hours :
SSC SSC SSC ³
- Natural Sciences (NSC) 6 hours :
NSC NSC
- Fine Arts (FAR): 3 hours:
FAR

Heritage, Mission, Vision & Values – 18 hours ^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA) ⁶
- Global Awareness (GA) ⁶
- Citizenship/Social Values (CSV) ⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1 ^{1, 6}
- WEM #2 ^{1, 6}

1 May be satisfied by courses in the major
2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)
3 Must be satisfied in at least 2 different areas
4 Max of 2 courses in HMVV may be taken from 1 area as defined by course prefix (e.g. PSYC)
5 No course may be counted for more than one HMVV requirement (i.e. no course overlay)
6 Must be taken at TCU

COMM Studies Courses

Required Courses (12 hours):

- 10123 – Communicating Effectively OCO
- OR 10163 – Public Address (Honors) OCO
- 20113 – Interpersonal Communication
- 20223 – Communication Theory
- 30163 – Organizational Communication (by permit)

Elective Courses:

- 20173 – Interpretive Speaking
- 30101 – Forensics Team (by permit)
- 30103 – Argumentation and Debate
- 30133 – Group Communication
- 30143 – Mediation
- 30153 – Interviewing
- 30173 – Advanced Public Speaking
- 30183 – Issues in Organizational Communication
- 30193 – Listening
- 30203 – Nonverbal Communication
- 30213 – Issues in Interpersonal Communication
- 30223 – Power and Influence in Interpersonal Comm
- 30233 – Social Networking/Personal Relation
- 30243 – Communication and Emotion WEM
- 30253 – Intercultural Communication CA/WEM
- 30263 – Gender and Communication WEM
- 30283 – Communication Inquiry
- 30293 – Training and Development
- 30313 – Health Communication
- 30970 – Independent Study
- 30990 – Study Abroad
- 38933 – Schieffer Associates (by permit)
- 40113 – Conflict Management
- 40123 – Internship
- 40133 – Communication and Character WEM
- 40163 – Difference Matters in Organizational Comm
- 40213 – Communication Ethics WEM
- 40223 – Family Communication WEM
- 40233 – Communication in Group Leadership WEM
- 40243 – Dark Side of Organizational Communication
- 40283 – Communication Inquiry SSC
- 40313 – Social Media and Personal Relationships
- 40323 – Food, Culture, and Communication
- 50243 – The "Dark Side" of Interpersonal Communication
- Special Courses**
- 30003 – Honors Seminar
- 30970 – Independent Study
- 40003 – Honors Research Paper
- 50970 – Special Problems in Comm.



COMM-BA

Suggested Roadmap



FOUNDATION COURSES

- 10123 Communicating Effectively
- 20113 Interpersonal Communication *

1



2

FOUNDATION COURSES

- 20223 Communication Theory *
- MATH 10043 or INSC 20153
- COMM elective or two



* Must earn a combined 2.5 GPA
between these two courses
(can be taken together)

3

INTERMEDIATE COURSES

- 30163 Organizational Communication
- COMM elective or two



ADDITIONAL ELECTIVES

Remaining COMM electives

4

Note: The BA requires credit at the
fourth semester of a language



DEGREE PLAN

Recommended Minimum of Five Semesters

Film, Television & Digital Media, BS

Requirements

1. 37 hours + minor (18 hours) or a second major

2. Required courses: FTDM 10113, 10123, 10143, 20113, 20313, 20523, 30313, 40901; plus one other FTDM Industry course and one other FTDM critical studies course

3. Any combination of two additional FTDM production, industry or critical studies course

4. A grade of 'C' or better in all FTDM courses
5. 42 hours taken at TCU must be upper-division (3000-level or higher)

6. 58 hours must be completed at TCU

7. Final 30 hours must be completed at TCU

8. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed.

9. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

Humanities (HUM) 9 hours³

HUM HUM HUM³

Social Sciences (SSC) 9 hours :

SSC SSC SSC³

Natural Sciences (NSC) 6 hours :

NSC NSC

Fine Arts (FAR): 3 hours:

FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

Religious Traditions (RT)

Historical Traditions (HT)

Literary Traditions (LT)

Cultural Awareness (CA)⁶

Global Awareness (GA)⁶

Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

Math (MTH)

Oral Communication (OCO)

Written Communication #1 (WCO)

Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

WEM #1^{1, 6}

WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

FTDM Major Program

It is strongly recommended that FTDM majors complete major course requirements in this order:

Step One: Departmental Core Requirements (9 hours)

10113 – History of Broadcasting

10123 – History of Film

10143 – Intro to Film and Television Aesthetics

Step Two: Additional Foundation Courses (21 hours)

Production

20113 – Pre-production

20313 – Production

30313 – Post-production

Industry

20523 – Business Media

Any other FTDM industry course (3 hours)

Critical Studies

30103 – Media Analysis WEM

Any other FTDM critical studies course (3 hours)

Step Three:

Complete any combination of two additional FTDM production, industry or critical studies courses

Note: FTDM open electives may not be used to fulfill FTDM major requirements.

Step Four:

40901 – Senior Seminar (1 hour)

Complete in last semester of senior year.

Find a list of courses and prerequisites [here](#).

Responsibility for knowing course prerequisites lies with the student. Students who wish to apply for "permission of instructor" or "permission of department" to take a class must submit a written request prior to registration. The department does not guarantee that all who wish to enroll in these classes will be accepted.



DEGREE PLAN

Recommended Minimum of Five Semesters

Film, Television & Digital Media, BA

Requirements

1. 37 hours + minor (18 hours) or a second major

2. Required courses: FTDM 10113, 10123, 10143, 20113, 20313, 20523, 30313, 40901; plus one other FTDM Industry course and one other FTDM critical studies course

3. Any combination of two additional FTDM production, industry or critical studies course

4. A grade of 'C' or better in all FTDM courses

5. BA Language Requirement (4th semester proficiency)
6. 42 hours taken at TCU must be upper-division (3000-level or higher)

7. 58 hours must be completed at TCU

8. Final 30 hours must be completed at TCU

9. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed

10. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

Humanities (HUM) 9 hours³

HUM HUM HUM³

Social Sciences (SSC) 9 hours :

SSC SSC SSC³

Natural Sciences (NSC) 6 hours :

NSC NSC

Fine Arts (FAR): 3 hours:

FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

Religious Traditions (RT)

Historical Traditions (HT)

Literary Traditions (LT)

Cultural Awareness (CA)⁶

Global Awareness (GA)⁶

Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

Math (MTH)

Oral Communication (OCO)

Written Communication #1 (WCO)

Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

WEM #1^{1, 6}

WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

FTDM Major Program

It is strongly recommended that FTDM majors complete major course requirements in this order:

Step One: Departmental Core Requirements (9 hours)

10113 – History of Broadcasting

10123 – History of Film

10143 – Intro to Film and Television Aesthetics

Step Two: Additional Foundation Courses (21 hours)

Production

20113 – Pre-production

20313 – Production

30313 – Post-production

Industry

20523 – Business Media

Any other FTDM industry course (3 hours)

Critical Studies

30103 – Media Analysis WEM

Any other FTDM critical studies course (3 hours)

Step Three:

Complete any combination of two additional FTDM production, industry or critical studies courses

Note: FTDM open electives may not be used to fulfill FTDM major requirements.

Step Four:

40901 – Senior Seminar (1 hour)

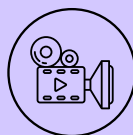
Complete in last semester of senior year.

Find a list of courses and prerequisites [here](#).

Responsibility for knowing course prerequisites lies with the student. Students who wish to apply for "permission of instructor" or "permission of department" to take a class must submit a written request prior to registration. The department does not guarantee that all who wish to enroll in these classes will be accepted.

25

FTDM



Suggested Roadmap

DEPARTMENTAL CORE REQUIREMENTS

- 10113 History of Broadcasting
- 10123 History of Film
- 10143 Intro to Film and TV Aesthetics

1

ADDITIONAL FOUNDATION COURSES

- 20113 Pre-production
- 20523 Business of Media

2

ADDITIONAL FOUNDATION COURSES

- 20313 Production
- 30103 Media Analysis

3

ADDITIONAL COURSES

- 30313 Post-production
- One Critical Studies course
- One Industry course

4

ADDITIONAL COURSES

Complete any combination of two additional FTDM production, industry or critical studies courses (FTDM open electives will not satisfy this requirement)

5

SENIOR COURSE

- 40901 Senior Seminar
- * Complete in last semester of senior year

6

Note: The BA requires credit at the fourth semester of a language



DEGREE PLAN

Application Required for Admission to Program

Required Minimum of Five Semesters

Sports Broadcasting, BS

Requirements

1. 37 hours + minor (18 hours) or a second major

2. Required courses: FTDM 10113, 21113, 21713, 21213, 20523, 30860, 40901 (19 hours)

3. Four sports broadcasting production courses (12 hours)

4. Two sports broadcasting industry and analysis courses (6 hours)

5. 42 hours taken at TCU must be upper-division (3000-level or higher)
6. A grade of 'C' or better in all FTDM courses

7. 58 hours must be completed at TCU

8. Final 30 hours must be completed at TCU

9. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed

10. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
- HUM HUM HUM³
- Social Sciences (SSC) 9 hours :
- SSC SSC SSC³
- Natural Sciences (NSC) 6 hours :
- NSC NSC
- Fine Arts (FAR): 3 hours:
- FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

Sports Broadcasting Major Program

It is strongly recommended that FTBS majors complete major course requirements in the following order:

Step One: Sports Broadcasting Requirements

- 10113 – History of Broadcasting
- 21113 – Sports Broadcasting
- 21713 – Introduction to Remote Sports Production

Step Two: Sports Broadcasting Core Requirements

- 21213 – Video Production for Sports
- 20523 – Business of Media

Step Three: Sports Broadcasting Production Courses

Complete four of the following:

- 21513 – Sports Radio
- 31713 – Remote Sports Production
- 31723 – Producing the Live Sports Event
- 31733 – Audio Production for Sports: TV and Radio
- 41113 – Sports Play-by-Play
- 41333 – Post-production for Sports
- 41383 – Sports Documentary Production

Step Four: Sports Broadcasting Industry and Analysis Courses

Complete two of the following:

- 30513 – Audience Research
- 30523 – Media Marketing and Promotions
- 30573 – TV Programming
- 40523 – Management for Broadcast, Cable and Film
- 41580 – Topics in Sports Media
- 41713 – Global Sports Media

Step Five: Additional Requirements

- 30860 – Internship in FTDM (minimum 3 hours)
- 40901 – Senior Seminar (1 hour)*

* Complete in last semester of senior year

Find a list of courses and prerequisites [here](#).

Responsibility for knowing course prerequisites lies with the student. Students who wish to apply for "permission of instructor" or "permission of department" to take a class must submit a written request prior to registration. The department does not guarantee that all who wish to enroll in these classes will be accepted.



DEGREE PLAN

Application Required for Admission to Program

Required Minimum of Five Semesters

Sports Broadcasting, BA

Requirements

1. 37 hours + minor (18 hours) or a second major

2. Required courses: FTDM 10113, 21113, 21713, 21213, 20523, 30860, 40901 (19 hours)

3. Four sports broadcasting production courses (12 hours)

4. Two sports broadcasting industry and analysis courses (6 hours)

5. A grade of 'C' or better in all FTDM courses

6. BA Language Requirement (4th semester proficiency)
7. 42 hours taken at TCU must be upper-division (3000-level or higher)

8. 58 hours must be completed at TCU

9. Final 30 hours must be completed at TCU

10. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed

11. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
- HUM HUM HUM³
- Social Sciences (SSC) 9 hours :
- SSC SSC SSC³
- Natural Sciences (NSC) 6 hours :
- NSC NSC
- Fine Arts (FAR): 3 hours:
- FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

Sports Broadcasting Major Program

It is strongly recommended that FTSB majors complete major course requirements in the following order:

Step One: Sports Broadcasting Requirements

- 10113 – History of Broadcasting
- 21113 – Sports Broadcasting
- 21713 – Introduction to Remote Sports Production

Step Two: Sports Broadcasting Core Requirements

- 21213 – Video Production for Sports
- 20523 – Business of Media

Step Three: Sports Broadcasting Production Courses

Complete four of the following:

- 21513 – Sports Radio
- 31713 – Remote Sports Production
- 31723 – Producing the Live Sports Event
- 31733 – Audio Production for Sports: TV and Radio
- 41113 – Sports Play-by-Play
- 41333 – Post-production for Sports
- 41383 – Sports Documentary Production

Step Four: Sports Broadcasting Industry and Analysis Courses

Complete two of the following:

- 30513 – Audience Research
- 30523 – Media Marketing and Promotions
- 30573 – TV Programming
- 40523 – Management for Broadcast, Cable and Film
- 41580 – Topics in Sports Media
- 41713 – Global Sports Media

Step Five: Additional Requirements

- 30860 – Internship in FTDM (minimum 3 hours)
- 40901 – Senior Seminar (1 hour)*

* Complete in last semester of senior year

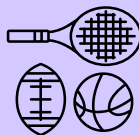
Find a list of courses and prerequisites [here](#).

Responsibility for knowing course prerequisites lies with the student. Students who wish to apply for "permission of instructor" or "permission of department" to take a class must submit a written request prior to registration. The department does not guarantee that all who wish to enroll in these classes will be accepted.



FTSB

Suggested Roadmap



CORE REQUIREMENTS

- 10113 History of Broadcasting
- 21113 Sports Broadcasting
- 21713 Intro to Remote Sports Production

1

SPORTS BROADCASTING COURSES

- 21213 Video Production for Sports
- 20523 Business Media

2

PRODUCTION, INDUSTRY & ANALYSIS COURSES

- Two Sports Broadcasting Production courses
- One Industry and Analysis course

3



PRODUCTION, INDUSTRY & ANALYSIS COURSES

- Two Sports Broadcasting Production courses
- One Industry and Analysis course

4

ADDITIONAL COURSES

- 30860 Internship in FTDM (min 3 hours)
- 40901 Senior Seminar *

* Complete in last semester of senior year

5

Note: The BA requires credit at the fourth semester of a language



Cinema and Media Studies, BA

Requirements

1. 31 hours + minor (18 hours) or a second major

2. Required courses: FTDM 10113, 10123, 10143, 30103, 49003, 40901, (16 hours)

3. Five critical studies courses (15 hours)

4. At least 12 hours must be upper-division (3000-level or higher)

5. BA Language Requirement (4th semester proficiency)
6. 42 hours taken at TCU must be upper-division (3000-level or higher)

7. 58 hours must be completed at TCU

8. Final 30 hours must be completed at TCU

9. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed

10. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

Humanities (HUM) 9 hours³
HUM HUM HUM³
Social Sciences (SSC) 9 hours :
SSC SSC SSC³
Natural Sciences (NSC) 6 hours :
NSC NSC
Fine Arts (FAR): 3 hours:
FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

Religious Traditions (RT)
Historical Traditions (HT)
Literary Traditions (LT)
Cultural Awareness (CA)⁶
Global Awareness (GA)⁶
Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

Math (MTH)
Oral Communication (OCO)
Written Communication #1 (WCO)
Written Communication #2 (WCO)

Writing Emphasis – 8 hrs

WEM #1^{1, 6}
WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

Cinema and Media Studies Major Program

It is strongly recommended that CIME majors complete major course requirements in this order:

Step One: Departmental Core Requirements (9 hours)

10113 – History of Broadcasting
10123 – History of Film
10143– Intro to Film and Television Aesthetics

Step Two: Additional Foundational Course (3 hours)

30103 – Media Analysis **WEM**

Step Three: Complete Five Critical Studies Courses (15 hours)

Complete five of the following:
30410 – Film and Television Genres
30433 – American Cinema
30453 – Crime Films and Society
30463 – Media Decades
30473 – History in the Movies
30483 – Media Authorship
30593 – Television, Culture and Society
30643 – British Cinema and European Culture
30983 – Women in Television and Film
40440 – Topics in Film
40570 – Topics in Television
40623 – World Cinema
40643 – Media and Popular Culture
40653 – Popular Music and the Recording Industry
40663 – Contemporary Media
40683 – Film Theory and Criticism

Step Four: Additional Requirements (4 hours)

49003 – Capstone Project
40901 – Senior Seminar (1 hour)*

** Complete in last semester of senior year*

Find a list of courses and prerequisites [here](#).

Responsibility for knowing course prerequisites lies with the student. Students who wish to apply for "permission of instructor" or "permission of department" to take a class must submit a written request prior to registration. The department does not guarantee that all who wish to enroll in these classes will be accepted.



CIME



Suggested Roadmap

DEPARTMENTAL CORE REQUIREMENTS

- 10113 History of Broadcasting
- 10123 History of Film
- 10143 Intro to Film and TV Aesthetics

1

ADDITIONAL FOUNDATION COURSE

- 30103 Media Analysis

2



CRITICAL STUDIES COURSES

- 15 hours of Critical Studies courses
([see list](#))

3

4

ADDITIONAL REQUIREMENTS

- 49003 Capstone Project
- 40901 Senior Seminar in FTDM
- * Complete in last semester of senior year



DEGREE PLAN

Required Minimum of Five Semesters

Journalism, BS

Requirements

- 1. 39 hours + minor (18 hours) or a second major
- 2. Required courses: JOUR 10113, 10203, 10303, 20003, 30204*, 40523, 40983; plus one seminar (S) and one upper-level reporting course (ULR)
- 3. 11 hours of JOUR electives

* Note: JOUR 10113, 10203, 10303 & 20003 must be completed with a grade of 'C' or better before enrolling in JOUR 30204

- 4. 42 hours taken at TCU must be upper-division (3000-level or higher)
- 5. 58 hours must be completed at TCU
- 6. Final 30 hours must be completed at TCU
- 7. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed
- 8. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
HUM HUM HUM³
- Social Sciences (SSC) 9 hours :
SSC SSC SSC³
- Natural Sciences (NSC) 6 hours :
NSC NSC
- Fine Arts (FAR): 3 hours:
FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMOV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMOV requirement (i.e. no course overlay)

6 Must be taken at TCU

Journalism Major Program

Step One: Journalism Core (12 hours)

- 10113 – Media Writing & Editing
- 10203 – Introduction to Journalism CA
- 10303 – Introduction to Visual Journalism
- 20003 – Diversity and the Media

Step Two: Reporting (4 hours)

- 30204 – Reporting WEM

Step Three: Upper-Level Reporting (3 hours)

- Choose one upper-level reporting course:
- 40203 – Advanced News Production
- 40453 – Business Journalism WEM
- 40463 – Public Affairs Reporting WEM
- 40483 – Sports Journalism WEM
- 40643 – Longform Journalism WEM
- 40820 – Washington Internship

Step Four: Senior-level Courses (6 hours)

- 40523 – Law and Ethics of Mass Communication
- 40983 – Multiplatform Capstone

Additional Requirements

- Choose one seminar course:
- 30853 – Historical Development of Mass Media
- 40443 – Issues in Coverage of Business & Economy
- 40493 – Opinion and Commentary WEM
- 40553 – Issues in News
- 40563 – Media Management
- 40573 – Contemporary Issues in Sports Journalism
- 40613 – Media Ethics
- 40813 – Media in Washington
- 40993 – Mass Media and Society

Additional Journalism electives:

- 10103 – Media Literacy CA/HUM
- 20453 – Interactive Communication Design
- 30003 – Junior Honors in Journalism (Honors)
- 30233 – Advanced Visual Journalism
- 30303 – News Production
- 30563 – Digital Storytelling
- 40003 – Senior Honors in Journalism (Honors)
- 40153 – Global Communication in Context
- 40450 – Internship (up to 6 total hours)
- 40823 – Washington Center Portfolio
- 40833 – Washington Center Study I
- 40970 – Special Topics
- 48933 – Schieffer Associates



DEGREE PLAN

Required Minimum of Five Semesters

Journalism, BA

Requirements

- 1. 33 hours + minor (18 hours) or a second major
- 2. Required courses: JOUR 10113, 10203, 10303, 20003, 30204*, 40523, 40983; plus one seminar (S) and one upper-level reporting course (ULR)
- 3. 5 hours of JOUR electives
- 4. BA Language Requirement (4th semester proficiency)

* Note: JOUR 10113, 10203, 10303 & 20003 must be completed with a grade of 'C' or better before enrolling in JOUR 30204

- 5. 42 hours taken at TCU must be upper-division (3000-level or higher)
- 6. 58 hours must be completed at TCU
- 7. Final 30 hours must be completed at TCU
- 8. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed
- 9. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
HUM HUM HUM³
- Social Sciences (SSC) 9 hours :
SSC SSC SSC³
- Natural Sciences (NSC) 6 hours :
NSC NSC
- Fine Arts (FAR): 3 hours:
FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major
2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)
3 Must be satisfied in at least 2 different areas
4 Max of 2 courses in HMVV may be taken from 1 area as defined by course prefix (e.g. PSYC)
5 No course may be counted for more than one HMVV requirement (i.e. no course overlay)
6 Must be taken at TCU

Journalism Major Program

Step One: Journalism Core (12 hours)

- 10113 – Media Writing & Editing
- 10203 – Introduction to Journalism CA
- 10303 – Introduction to Visual Journalism
- 20003 – Diversity and the Media

Step Two: Reporting (4 hours)

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Step Three: Upper-Level Reporting (3 hours)

- Choose one upper-level reporting course:
40203 – Advanced News Production
- 40453 – Business Journalism WEM
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- 40643 – Longform Journalism WEM
- 40820 – Washington Internship

Step Four: Senior-level Courses (6 hours)

- 40523 – Law and Ethics of Mass Communication
- 40983 – Multiplatform Capstone

Additional Requirements

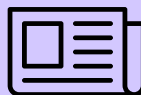
- Choose one seminar course:
30853 – Historical Development of Mass Media
- 40443 – Issues in Coverage of Business & Economy
- 40493 – Opinion and Commentary WEM
- 40553 – Issues in News
- 40563 – Media Management
- 40573 – Contemporary Issues in Sports Journalism
- 40613 – Media Ethics
- 40813 – Media in Washington
- 40993 – Mass Media and Society

Additional Journalism electives:

- 10103 – Media Literacy CA/HUM
- 20453 – Interactive Communication Design
- 30003 – Junior Honors in Journalism (Honors)
- 30233 – Advanced Visual Journalism
- 30303 – News Production
- 30563 – Digital Storytelling
- 40003 – Senior Honors in Journalism (Honors)
- 40153 – Global Communication in Context
- 40450 – Internship (up to 6 total hours)
- 40823 – Washington Center Portfolio
- 40833 – Washington Center Study I
- 40970 – Special Topics
- 48933 – Schieffer Associates



JOUR



Suggested Roadmap

JOURNALISM CORE

10113 Media Writing and Editing

10203 Intro to Journalism

1

2

JOURNALISM CORE

10303 Intro to Visual Journalism

20003 Diversity and the Media

INTERMEDIATE COURSES

30204 Reporting

One Seminar course

Journalism Elective courses

3

4

ADDITIONAL COURSES

One Upper-Level Reporting course

Journalism Elective courses

SENIOR COURSES

40523 Law & Ethics of Mass Communication

40983 Multi-platform Capstone

5

The BA requires credit at the fourth semester of a language and 5 hours of Journalism electives

The BS requires 11 hours of Journalism electives



DEGREE PLAN

Application Required for Admission to Program

Required Minimum
of Five Semesters

Strategic Communication, BS

Requirements

1. 40 hours + minor (18 hours) or a second major

2. Required courses: STCO 11103, 16103, 23113*, 23123*, 32403, 35503, 40901; plus one of the Management competencies, one of the Law & Ethics competencies, one of the Content Requirements and one of the Capstone courses

3. 9 hours of upper-division (3000-level+) electives

4. MATH 10043 or INSC 20153 (with a 'C-' or higher)*
4. 42 hours taken at TCU must be upper-division (3000-level or higher)

5. 58 hours must be completed at TCU

6. Final 30 hours must be completed at TCU

7. Intent to Graduate form should be filed with the Dean's office when 84 hours have been completed

8. Written approval from the Associate Dean is required for transfer work after matriculation at TCU (no more than 12 hours)
- * Note: All STCO majors must have completed STCO 23113 and 23123 with a 'C' (2.0) or higher and have a combined 2.5 GPA and must have completed MATH 10043 or INSC 20153 with a 'C-' or higher before enrolling in other required courses for the major

Note: STCO majors cannot minor in Journalism

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours²

- Humanities (HUM) 9 hours³
- HUM HUM HUM³
- Social Sciences (SSC) 9 hours :
- SSC SSC SSC³
- Natural Sciences (NSC) 6 hours :
- NSC NSC
- Fine Arts (FAR): 3 hours:
- FAR

Heritage, Mission, Vision & Values – 18 hours^{4, 5}

- Religious Traditions (RT)
- Historical Traditions (HT)
- Literary Traditions (LT)
- Cultural Awareness (CA)⁶
- Global Awareness (GA)⁶
- Citizenship/Social Values (CSV)⁶

Essential Competencies – 12 hours

- Math (MTH)
- Oral Communication (OCO)
- Written Communication #1 (WCO)
- Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

- WEM #1^{1, 6}
- WEM #2^{1, 6}

1 May be satisfied by courses in the major

2 Max of 2 course in HEE may be taken from 1 area as defined by course prefix (e.g. BIOL)

3 Must be satisfied in at least 2 different areas

4 Max of 2 courses in HMVV may be taken from 1 area as defined by course prefix (e.g. PSYC)

5 No course may be counted for more than one HMVV requirement (i.e. no course overlay)

6 Must be taken at TCU

Strategic Communication Major Program

Gateway Courses and Prerequisites:

- 23113 – Advertising
- 23123 – Public Relations
- MATH 10043 OR INSC 20153

Intermediate Courses

- 11103 – Writing and Editing
- 16103 – Diversity
- 32403 – Design
- 35503 – Research

Choose one Content Course:

- 31423 – Strategic Writing (WEM)
- 35413 – Creative Strategy
- 36403 – Digital Storytelling
- 41413 – Copywriting
- 41423 – Feature Writing (WEM)

Choose one Management Course:

- 45413 – Channel Planning
- 47533 – Case Studies (WEM)

Choose one Law and Ethics Course:

- 46403 – Law
- 47403 – Ethics

Additional Requirements

- 9 hours of STCO electives
- 40901 – Senior Seminar*

* Complete in second-to-last semester

Choose one Capstone Course:

- 48833 – Campaigns
- 48813 – Ad Competition
- 48823 – PR Competition



STCO

Suggested Roadmap



GATEWAY COURSES

23113 Advertising*
23123 Public Relations*
MATH 10043 or INSC 20153**

1



* Must earn at least a C and a combined 2.5 GPA between these two courses

** Must complete with at least a C-



INTERMEDIATE COURSES

11103 Writing and Editing
16103 Diversity

2

3

INTERMEDIATE COURSES

32403 Design
35503 Research



ADDITIONAL COURSES

One Content course
One Management course
One Law and Ethics course
9 hours of STCO electives

4

5

SENIOR COURSES

40901 Senior Seminar*
One Capstone course

* Complete in second-to-last semester



DEGREE PLAN

Health Communication and Media Minor

Requirements

The Bob Schieffer College of Communication's Health Communication and Media minor gives students a background in the theories, research and practice of health communication both as a discipline and a possible career path.

1. Total of 18 hours
2. Required courses: HCOM 10313, 20313, 20303, 30313, 40933; plus one approved elective (see below)
3. A grade of 'C' or better is required in all minor HCOM courses and must be taken for a grade. P/NC is not allowed.

Health Communication and Media Minor

Required Courses

10313 – Foundations of Health Communication

20313 – Interpersonal Health Communication

20303 – Health, Communication & Media

30313 – Health Communication in the 21st Century

40933 – Health Communication Campaigns

Choose one 3-credit course from the list below or approved by the minor administrator to count towards the HCOM minor (any prerequisites must be satisfied if present, unless waived by the department offering the course):

ANTH 30533 – Happiness: Culture, Economics and Being

ANTH 30373 – Medical Anthropology

ECON 30503 – Health Economics

ENGL 20713 – Literature and Medicine

HCOM 40970 – Health Communication Special Topics

POSC 31423 – Health Care Policy

PSYC 30373 – Organizational Psychology

STCO 36433 – Social Change

SOCI 20223 – Social Problems



Declaring a Minor



To declare your minor:

- Go to my.tcu.edu
- Click on Academic Records
- Click on Request Change of Major
- Look for the "First Minor" dropdown
- Choose "Add" or "Change"
- Search for department and minor
- Scroll to the top and type the change you're requesting
- Submit!

Every degree program in the Schieffer College requires a minor. We recommend that you choose a minor by the time you've completed 54 hours (end of sophomore year). Minors generally require 18–22 hours.

Some minors require more hours and semesters than others, so it's important to plan ahead of time. Don't wait to start taking minor classes! There are also a few minors that require an application. You can view minor requirements and courses in the [catalog](#).

Not sure what to minor in? Here are some things to think about:

- What are your interests?
- What electives did you take in high school? Is there an area that you'd like to take another course in?
- Are there any courses you've taken in other departments (for core or free elective credit) that you've enjoyed and want to explore further?
- What are your goals after graduation? Is there a minor in an area that would pair well with your major?

You can find more information about all the minors offered at TCU [here](#). Be sure to click on "filter" and check "minor."

Don't hesitate to reach out with questions! Your Schieffer advisor can help guide you through the requirements of your minor, but ultimately the minor department is the best source of information concerning minor requirements.



How to Enroll

**Enrollment is important but it doesn't have to be stressful!
Follow these steps for a better experience.**



Be prepared.

Set yourself up for success by scheduling your advising appointment early in the semester. Not only does this give you more time to prepare for enrollment, but it ensures that you won't be left scrambling to see your advisor when their schedule is full.

Plan intentionally.

Have a dedicated time to make your plan. Plan to enroll in at least 15 hours, but find an extra class or two in case one of your top choices is full by the time you enroll.

Take Three.

1. Use your **ADVIP and degree plan** to determine what credit you need to focus on for the upcoming semester.
2. Use **Class Search** to find classes that meet the requirements that you need.
3. Use **Purple Schedule Builder** to build your weekly schedule and enroll in classes.

How to Use Class Search

Class Search is the best and easiest way to find classes for a particular semester – don't enroll without it!

Fill in your class search criteria and then click Search. Only fill in the fewest boxes necessary for your search.

Class Search

Logout

Term: 23 Fall Session: Any
Location: Any
Subject: Any
Course Number: Section:
Class Attribute: Any
Course Level: Any
Status: ☐ Any ☐ Open ☐ Closed [Class Search FAQ](#)
Instructor:
Day of Week: Any
Starts Between: Any and 8:00 PM

Search Clear Schedule Builder

TCU Core Curriculum

Human Experience & Endeavors

☐ Humanities (HUM) ☐ Social Science (SSC)
☐ Fine Arts (FAR) ☐ Natural Science (NSC)

Heritage, Mission, Vision & Values

☐ Religious Traditions (RT)
☐ Historical Traditions (HT)
☐ Literary Traditions (LT)
☐ Cultural Awareness (CA)
☐ Global Awareness (GA)
☐ Citizenship & Social Values (CSV)

Essential Competencies

☐ Mathematical Reasoning (MTH)
☐ Oral Communication (OCO)
☐ Written Communication (WCO)
☐ Writing Emphasis TCU Core (WEM)

v2.2.0.0

Searching for Core Classes

Use the matrix on the right to find courses that satisfy TCU core requirements.

Remember, Human Experience & Endeavors courses (blue section) can typically double-dip with Heritage, Mission, Vision & Values courses (purple section).

Helpful Tools

Look for courses within a particular department by using the Subject Feature.

The Course Level option allows you to view only lower-division (10000-29999) or upper-division (30000-49999) courses.

You can also choose to view only courses that are open to ensure that you are able to enroll.

Use the Class Attribute tool to see courses across departments that will satisfy a particular requirement (e.g. Honors Colloquia courses or the Human-Animal Relationships minor).



How to Use Class Search

Class Nbr	Course	Note	Sec. Ses.	Type	Core Code	Title / Topic	Start Date	Instruction Mode	Days Time	Bldg Room	Status	Enr Max	Wait Max	Course Matis
73631	COMM 10123		009 REG	LCL	OCO	Communicating Effectively Schroeder, Melissa Young	08/21/23	In Person	TR 8:00-9:20	MOUS 340	Open	9 15	0 0	
73640	COMM 10163		605 REG	LCL	OCO	Public Address (Honors) Harper, Christopher	08/21/23	In Person	TR 8:00-9:20	MOUS 345	Open	8 22	0 4	
73642	COMM 10163		615 REG	LCL	OCO	Public Address (Honors) Harper, Christopher	08/21/23	In Person	TR 9:30-10:50	MOUS 345	Open	19 22	0 4	
73643	COMM 10163		665 REG	LCL	OCO	Public Address (Honors) Harper, Christopher	08/21/23	In Person	TR 15:30-16:50	MOUS 345	Open	12 22	0 4	
73644	COMM 20113		015 REG	LEC		Interpersonal Communication Schrodt, Paul	08/21/23	In Person	TR 9:30-10:50	MOUS 320	Open	26 30	0 4	
74925	COMM 20113		050 REG	LEC		Interpersonal Communication Paik, Esther	08/21/23	In Person	MWF 13:00-13:50	MOUS 320	Open	27 30	0 4	
74997	COMM 20113		055 REG	LEC		Interpersonal Communication Bostwick, Eryn Nichole	08/21/23	In Person	TR 14:00-15:20	MOUS 320	Open	26 30	1 4	
73645	COMM 20113		065 REG	LEC		Interpersonal Communication Bostwick, Eryn Nichole	08/21/23	In Person	TR 15:30-16:50	MOUS 320	Open	24 30	0 4	
74926	COMM 20223		005 REG	LEC		Communication Theory Ledbetter, Andrew Michael	08/21/23	In Person	TR 8:00-9:20	MOUS 320	Open	12 30	0 4	
71998	COMM 20223		035 REG	LEC		Communication Theory Betts, Timothy	08/21/23	In Person	TR 11:00-12:20	MOUS 320	Open	27 30	0 4	
73647	COMM 20223		045 REG	LEC		Communication Theory Yang, Qinghua	08/21/23	In Person	TR 12:30-13:50	MOUS 300	Open	25 30	0 4	
74928	COMM 20223		055 REG	LEC		Communication Theory Yang, Qinghua	08/21/23	In Person	TR 14:00-15:20	MOUS 300	Open	24 30	0 4	
71051	COMM 30101		714 REG	PER		Forensic Team Hinderaker, Amorette	08/21/23	In Person	TBA ARR		Instr Permit	4 19	0 0	
73653	COMM 30163		020 REG	LEC		Organizational Communication Garner, Johnny Thomas	08/21/23	In Person	MWF 10:00-10:50	MOUS 300	Dept Permit	23 24	0 0	

Class Number A five digit number that identifies a specific section of a course

Course Number A five digit number that identifies a course offered by a department

- The first number indicates the level (i.e. 1 for first-year, 4 for senior)
- The last digit indicates the number of credit hours for a course
- Click on the course number for a **course description**

Section Number A three digit code that identifies a specific section of a course. This is most useful when used alongside the course number (e.g. COMM 10123-009)

- Regular sections will start with a 0 or a 7
- Lab sections will start with a 1
- Honors sections will start with a 6

Core Code This identifies if a course meets a TCU core requirement

Days & Times This identifies when the class is being taught

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday

TBA = Time to be announced ARR = Location to be arranged

Status

- Open courses will appear in black text and list open under status
- Closed courses will appear in red text and list closed under status
- Courses requiring a permission number to enroll will appear in **blue text** and list the type of permit under status. For **instructor permit**, contact the course's instructor to request permission to enroll. For **department permit**, contact the department that is offering the course.

Enrollment The top number shows how many students have enrolled in the class. The bottom number shows the max enrollment for the class.

Wait List The top number shows how many students are on the wait list. The bottom number shows the max number of students that can wait list. Not all classes have a wait list.



How to Use Purple Schedule Builder

The screenshot shows the TCU Purple Schedule Builder interface. On the left, under 'SELECT COURSES', there is a search bar and a list of courses with checkboxes. The selected courses are:

- ☒ JOUR 10203 INTRODUCTION TO JOURNALISM LCL 015
- ☒ COMM 10123 COMMUNICATING EFFECTIVELY LCL 001 or LCL 002 or LCL 008 or LCL 1
- ☒ COMM 20223 COMMUNICATION THEORY LEC 005

On the right, under 'SCHEDULE RESULTS', there is a calendar view showing the selected courses placed on a grid of days and times. The courses are placed as follows:

- JOUR 10203 is placed on Monday, August 28, from 8 am to 9 am.
- COMM 10123 is placed on Tuesday, August 29, from 9 am to 10 am.
- COMM 20223 is placed on Wednesday, August 30, from 11 am to 12 pm.

- First, check that "Closed classes" and "Wait Listed classes" are not selected (top right)
- Enter the course number and select the course you'd like enroll in
- Use the arrows at the top of the calendar or click the drop down arrow on the class on the left to see the different section options
- When you've found the section you want, click on the class to pin that section to your schedule
- When you're ready to enroll, scroll to the bottom and click "Get this schedule." A new screen will load with the list of classes that you've chosen
- Double-check that your classes and sections are correct. If you have a permission number, you can enter it in the box to the right of the class
- Scroll down and click "Do actions"
- You are now enrolled! Double-check your ADVIP to ensure all courses are satisfying the correct requirements (remember to click "refresh" at the top!)

[Click here for more info!](#)



Email Etiquette



Email is the official method for communication at TCU. You'll likely send many different kinds of emails during your time here, so it's important to be professional. Here are some tips:

Always use a professional greeting.

If you're addressing someone who has a doctorate, use their title (e.g. Dr. Macias)

If you're addressing someone who is a professor but you're not sure if they have their doctorate, use their position (e.g. Professor White)

If you're addressing someone who is not a professor, you can use a standard greeting (e.g. Mr. Nunez or Ms. O'Keefe) or reference the time of day (e.g. Good morning/Good afternoon)

Be clear and concise.

An email is different from a text message. Be sure to write out a full message, using correct grammar, punctuation and spelling. If you're asking question, be sure that you explicitly ask the question so that the recipient does not have to guess at what you're trying to say. Read it back to yourself before sending to ensure that it's easy to understand.

Include your TCU Student ID number.

If you're sending an email that requires someone to look up your records in the system, it is vital that you include your student ID number. Not only does it save them a lot of work, but it may also help you receive an answer more quickly!

Here's a great example:

From: Super Frog
To: Schieffer Advisor

Good morning,

My name is Super Frog and my student ID number is 110022334.

I have a question about my degree requirements. I read in the catalog that I need to take a statistics course. Is this something that I can take over the summer?

Thanks!

Super Frog

Here's an example that needs some work:

From: Super Frog
To: Schieffer Advisor

Hey can I take stats over the summer

Sent from my iPhone



Resources

SCHIEFFER COLLEGE ORGANIZATIONS

Click a logo to learn more!

Schieffer Dean's Ambassadors

Sponsor:
Savannah Horton



Ad Association (STCO)

Sponsor:
Dr. Penny Kwon



Public Relations Student Society of America (STCO)

Sponsor:
Dr. Amiso George



Roxo (STCO)

Faculty Advisor:
Sarah Angle



Student Filmmakers Association

Student-Led



Student Media

Student Media Director:
Jean Marie Brown



TCU Speech & Debate

Convener of Debates:
Amorette Hinderaker



KTCU

Managers:
Geoff Craig
Janet McCall



Schieffer College Contacts



Academic Departments

Communication Studies

817-257-6669 – Cheneya Cruze
commst@tcu.edu
Moudy South 328

Film, Television and Digital Media

817-257-7630 – Patricia Kirk
ftdm@tcu.edu
Moudy South 177

Journalism

817-257-7425 – Mary Beth Houston
journalism@tcu.edu
Moudy South 208

Strategic Communication

817-257-6156
Nancy Davis & Meghan Sanderson
stratcomm@tcu.edu
Moudy South 211

Schieffer College Advising

Moudy South 207 (Dean's office)

Academic Advisors

George Nunez – george.nunez@tcu.edu
Jennifer O'Keefe – j.okeefe@tcu.edu
Bethany White – bethany.white@tcu.edu

Coordinator of Degree Certification

Randi Kellenberger – randi.kellenberger@tcu.edu



Center for Career & Professional Development

Get started early

The Center for Career and Professional Development plays a crucial role in preparing students for life after college and in helping alumni through career transitions. Career consultants are assigned to each college to support students based on their unique major and career goals. Don't wait to get started!

Meet your Career Consultant

Isabella Anzaldua is available to work with all Schieffer College students on a variety of career preparation topics, including:

- Personal brand advice
- Major and career choice plan
- Career and personality assessments
- Resume/cover letter reviews
- Practice interviews
- E-portfolio review
- Job and internship search advice
- Graduate school application and resume review

To schedule an appointment online:

- Visit FrogJobs Powered by Handshake
- Use your TCU username and password to log in
- Select Career Center on the right
- Click Appointments
- Select your college and/or appointment type/topic
- View available timeslots and click to schedule your appointment



Isabella Anzaldua

i.anzaldua@tcu.edu

Find more career resources here

BNSF Railway Career Center

The Harrison, Suite 1100
3103 Bellaire Drive N.
Fort Worth, TX 76109

817-257-2222

careers@tcu.edu



STUDENT
AFFAIRS

Center for Career &
Professional Development



CAMPUS RESOURCES

Student Access & Accommodation

817-257-6567 | The Harrison, Suite 1200
studentaccommodation@tcu.edu | [website](#)

Counseling & Mental Health Center

817-257-7863 | Jarvis Hall 232
counseling.tcu.edu

Dean of Students

817-257-7926 | The Harrison, Suite 1600
deanofstudents@tcu.edu | [website](#)

Intercultural Center

817-257-4821 | BLUU Suite 1002 | sie@tcu.edu | identity.tcu.edu
Hours: Mon-Fri: 8am – 10pm; Sat-Sun: 9am – 10pm

IT Support – HelpDesk and FrogPad

817-257-4357 | Mary Coutts Burnett Library, 1st Floor | chat.it.tcu.edu | it.tcu.edu

Registrar's Office

817-257-7825 | The Harrison, Suite 1300 | registrar_office@tcu.edu | registrar.tcu.edu

Scholarships & Financial Aid

817-257-7858 | The Harrison, Suite 1300 | finaid@tcu.edu | financialaid.tcu.edu

Student Activities

BLUU Suite 2003 | studentactivities@tcu.edu | studentactivities.tcu.edu

Student Success Services (Academic Coaching, Peer Tutoring, Transfer Student Experience)

817-257-5672 | Samuelson Hall, Suite 001 (West Entrance) | studentsuccess.tcu.edu

**Transfer Connection Space**

Tom Brown Pete Wright, 2nd floor
Hours: Mon-Fri: 9am – 6pm; Sat 10am – 5pm

TRIO – Student Supports Services & McNair Program

Rickel Bldg, Suite 163 | c.montes@tcu.edu
coe.tcu.edu/research-outreach/trio-programs

Veterans Services

817-257-5551 | Jarvis Hall 219 | veteransservices.tcu.edu

"One thing young people have to always keep in mind when deciding what they want to do with their lives is, is it fun? Is it something that I'm interested in? Is it something I enjoy?"

Bob Schieffer

