

2024 - 2025

# Schieffer College Advising Toolkit



BOB SCHIEFFER  
COLLEGE *of* COMMUNICATION

# Table of Contents

Click on a topic to jump to that page!



<b>Introduction</b>	<b>03</b>
<b>Academic Advising 101</b>	<b>04</b>
Scheduling & Attending Your Appointment	
Tools & Terms	
First-Years	
Sophomores	
Juniors	
Seniors	
Frequently Asked Questions	
ADVIP/Degree Progress	
Changing Major/Minor/Certificate	
Enrollment	
Graduation	
Study Abroad	
Transfer Credit	
<b>Degree Plans &amp; Curriculum Guides</b>	<b>18</b>
The TCU Degree	
Communication Studies	
Film, Television and Digital Media	
Journalism	
Strategic Communication	
Health Communication and Media Minor	
Declaring a Minor	
<b>How to Enroll</b>	<b>39</b>
Class Search	
Purple Schedule Builder	
Email Etiquette	
<b>Resources</b>	<b>44</b>
Campus Resources	
Career Consultant	
Schieffer College Contacts	
Schieffer College Organizations	

## 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

**Academic Advisors:**Randi Kellenberger – [randi.kellenberger@tcu.edu](mailto:randi.kellenberger@tcu.edu)George Nunez – [george.nunez@tcu.edu](mailto:george.nunez@tcu.edu)Jennifer O'Keefe – [j.okeefe@tcu.edu](mailto:j.okeefe@tcu.edu)**Coordinator of Degree Certification:**Melvin Harrison – [m.harrison@tcu.edu](mailto:m.harrison@tcu.edu)

# 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.

## 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!



## How to schedule an advising appointment:

All appointments are scheduled online through Stellic.

- Click on the Stellic tile in [my.tcu.edu](https://my.tcu.edu)
- Or visit [tcu.stellic.com](https://tcu.stellic.com) and log in with your TCU credentials

## How to find your advisor:

Go to [my.tcu.edu](https://my.tcu.edu)  
Click on Academic Progress  
Click on Advisors

Advising assignments are also listed in Stellic

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



## Preparing for your advising appointment

1. Review your Academic Advising Report (aka ADVIP)
  - o Log into [my.tcu.edu](https://my.tcu.edu)
  - o Click Academic Progress
  - o Click Degree Progress Core Inquiry
  - o Click View Academic Advising PDF
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. The course planner function in [Stellic](#) is a great tool for viewing recommended courses and planning your next semester!
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, please schedule through Stellic!

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.
- 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)

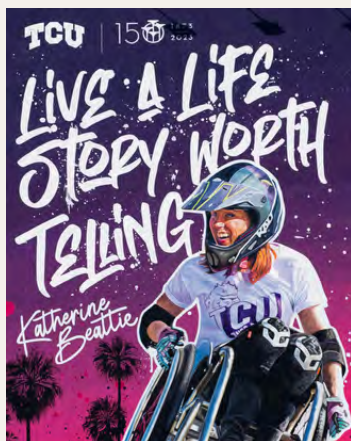
The ADVIP tracks your degree progress. Always refer to it when planning courses or if you have questions about your degree progress. The ADVIP will help you to determine which core classes you still need, which requirements your current enrollment satisfy, the number of upper-division courses remaining, 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 Degree Progress Core Inquiry
- Click View Academic Advising 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 ([undergrad.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 41](#)

### 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. There is no list of free electives, as options are unique to each student. 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:

**total earned credit hours needed for degree (124 or 120)**

**MINUS (total core hours + total major hours + total minor hours + total free elective hours completed)**

**= total free elective hours remaining**



### 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 41](#)

### Stellic

This is an advising software accessed through [my.tcu.edu](https://my.tcu.edu). You will use Stellic to schedule appointments with your advisor, review requirements and plan future coursework. 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](https://my.tcu.edu). You'll know you did it correctly when you see it on your ADVIP.
- Students who entered in Fall 2023 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 semester needs 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.
- Students who entered in Fall 2022 need to earn credit in 120 hours for a degree.

Do the math:

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



# 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 Melvin Harrison 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](https://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](https://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](https://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](https://my.tcu.edu)
- Click on Academic Progress
- Click on Degree Progress Core Inquiry
- Click View Academic Advising PDF

### 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](mailto: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](https://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 semester 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](https://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](https://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?

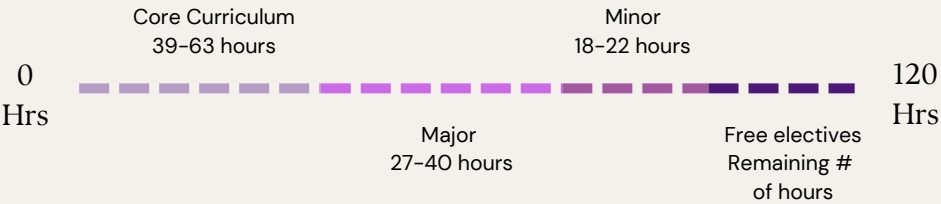
The graduation hold (COG) is placed on your account when your degree plan has been certified and you are approved for graduation. It's a good thing! The graduation hold will only prevent you from making any changes to your current enrollment. If you need to make a change, please contact [Melvin Harrison](#).

### Does the Schieffer College have any special events for graduates?

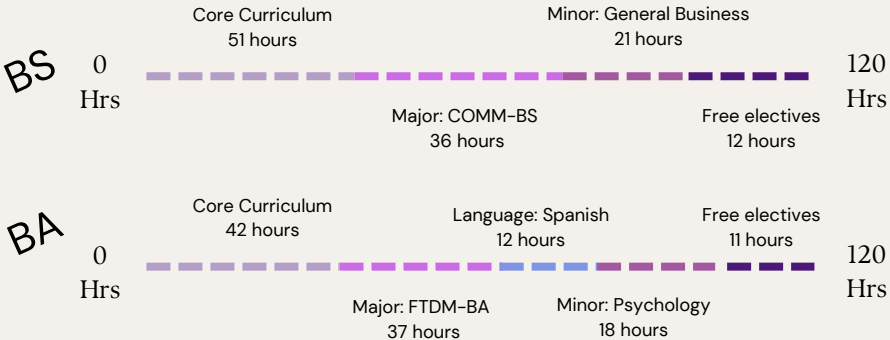
Yes, we want to celebrate you! Some departments hold special events and the dean's office will send an invite to the Schieffer Graduation Celebration towards the end of the semester. Plan to attend with your family and friends!



# 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 of 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)
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)
- \* 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.

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours<sup>2</sup>

- Humanities (HUM) 9 hours<sup>3</sup>
- HUM

HUM

HUM
- Social Sciences (SSC) 9 hours :
- SSC

SSC

SSC
- Natural Sciences (NSC) 6 hours :
- NSC

NSC
- Fine Arts (FAR): 3 hours:
- FAR

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

- 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<sup>2</sup>**

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

**Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>**

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

**Essential Competencies – 12 hours**

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

**Writing Emphasis – 6 hrs**

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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 hours<sup>2</sup>

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

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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.



# 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 hours<sup>2</sup>

- Humanities (HUM) 9 hours<sup>3</sup>
- HUM

HUM

HUM
- Social Sciences (SSC) 9 hours<sup>3</sup>
- SSC

SSC

SSC
- Natural Sciences (NSC) 6 hours<sup>3</sup>
- NSC

NSC
- Fine Arts (FAR): 3 hours:
- FAR

#### Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

#### Essential Competencies – 12 hours

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

#### Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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

### 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)

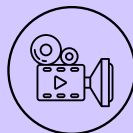
*Complete in last semester of senior year.*

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.



# 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  
Recommended 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 hours<sup>2</sup>

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

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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  
Recommended 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 hours<sup>2</sup>

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

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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.



# 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 hours<sup>2</sup>

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

#### Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

#### Essential Competencies – 12 hours

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

#### Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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 coursesC  
([see list](#))

3

4

### ADDITIONAL REQUIREMENTS

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



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

TCU Core Curriculum

Human Exp. & Endeavors – 27 hours<sup>2</sup>

Humanities (HUM) 9 hours<sup>3</sup>

HUM     HUM     HUM<sup>3</sup>

Social Sciences (SSC) 9 hours :

SSC     SSC     SSC<sup>3</sup>

Natural Sciences (NSC) 6 hours :

NSC     NSC

Fine Arts (FAR): 3 hours:

FAR

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

Religious Traditions (RT)

Historical Traditions (HT)

Literary Traditions (LT)

Cultural Awareness (CA)

Global Awareness (GA)

Citizenship/Social Values (CSV)

Essential Competencies – 12 hours

Math (MTH)

Oral Communication (OCO)

Written Communication #1 (WCO)

Written Communication #2 (WCO)

Writing Emphasis – 6 hrs

WEM #1<sup>1, 6</sup>

WEM #2<sup>1, 6</sup>

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 – Sports Media & Society    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)

40703 – Mobile Journalism (MOJO)

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 hours<sup>2</sup>

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

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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

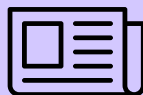
- Choose one seminar course:  
30853 – Historical Development of Mass Media
- 40443 – Issues in Coverage of Business & Economy
- 40493 – Opinion and Commentary WEM
- 40553 – Issues in News
- 40563 – Media Management
- 40573 – Contemporary Issues in Sports Journalism
- 40613 – Media Ethics
- 40813 – Media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

Additional Journalism electives:

- 10103 – Sports Media & Society 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)
- 40703 – Mobile Journalism (MOJO)
- 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 hours<sup>2</sup>

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

Heritage, Mission, Vision & Values – 18 hours<sup>4, 5</sup>

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

Essential Competencies – 12 hours

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

Writing Emphasis – 6 hrs

- WEM #1<sup>1, 6</sup>
- WEM #2<sup>1, 6</sup>

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

- 20113 – Writing and Editing
- 26103 – Diversity
- 35503 – Research
- 32403 – Design

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 – Career Planning & Purpose\*
- \* 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](https://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!

**TCU** Class Search Logout

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

**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

Double-check that you're looking at the right semester.

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
73853	COMM.10123		001 REG	LCL	OCO	Communicating Effectively Frohlich, Zachary John	08/19/24	In Person	MWF 8:00- 8:50	MJOU 342	Open	19	0	
70274	COMM.10123		002 REG	LCL	OCO	Communicating Effectively Frohlich, Zachary John	08/19/24	In Person	MWF 8:00- 8:50	MJOU 155	Open	20	0	
71535	COMM.10123		003 REG	LCL	OCO	Communicating Effectively Frohlich, Zachary John	08/19/24	In Person	MWF 8:00- 8:50	MJOU 340	Open	19	0	
75728	COMM.10123		004 REG	LCL	OCO	Communicating Effectively Frohlich, Zachary John	08/19/24	In Person	MWF 8:00- 8:50	MJOU 300	Open	20	0	
71122	COMM.10123		005 REG	LCL	OCO	Communicating Effectively Majors, Jessie	08/19/24	In Person	TR 8:00- 9:20	MJOU 300	Open	18	0	
72241	COMM.10123		008 REG	LCL	OCO	Communicating Effectively Frohlich, Zachary John	08/19/24	In Person	MWF 8:00- 8:50	MJOU 341	Open	16	0	
74074	COMM.10123		067 REG	LCL	OCO	Communicating Effectively Weinzapfel, Payton	08/19/24	In Person	T 16:00-18:40	MJOU 224	Open	6	0	
72677	COMM.20113		015 REG	LEC		Interpersonal Communication Schrodt, Paul	08/19/24	In Person	TR 9:30-10:50	MJOU 320	Open	27	0	
75363	COMM.20113		030 REG	LEC		Interpersonal Communication Forsythe, Katherine Elizabeth	08/19/24	In Person	MWF 11:00-11:50	MJOU 345	Open	21	0	
73507	COMM.20223		005 REG	LEC		Communication Theory Schroeder, Melissa Young	08/19/24	In Person	TR 8:00- 9:20	MJOU 340	Open	26	0	
75367	COMM.20223		065 REG	LEC		Communication Theory Lee, Sanguk	08/19/24	In Person	MWF 15:00-15:50	MJOU 320	Open	21	0	
70931	COMM.30101		714 REG	PER		Forensic Team Hinderaker, Amorette	08/19/24	In Person	TBA ARR		Instr Permit	2	0	
73513	COMM.30163		045 REG	LEC		Organizational Communication Gilmore, Britney	08/19/24	In Person	TR 12:30-13:50	MJOU 320	Dept Permit	28	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

- 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



### Ad Association (STCO)



### Public Relations Student Society of America (STCO)



### Roxo (STCO)



### Student Filmmakers Association



### 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](mailto:commst@tcu.edu)

Moudy South 328

### Film, Television and Digital Media

817-257-7630 – Patricia Kirk

[ftdm@tcu.edu](mailto:ftdm@tcu.edu)

Moudy South 177

### Journalism

817-257-7425 – Mary Beth Houston

[journalism@tcu.edu](mailto:journalism@tcu.edu)

Moudy South 208

### Strategic Communication

817-257-6156

[stratcomm@tcu.edu](mailto:stratcomm@tcu.edu)

Moudy South 211

## Schieffer College Advising

Moudy South 207 (Dean's office)

### Academic Advisors

Randi Kellenberger – [randi.kellenberger@tcu.edu](mailto:randi.kellenberger@tcu.edu)

George Nunez – [george.nunez@tcu.edu](mailto:george.nunez@tcu.edu)

Jennifer O'Keefe – [j.okeefe@tcu.edu](mailto:j.okeefe@tcu.edu)

### Coordinator of Degree Certification

Melvin Harrison – [m.harrison@tcu.edu](mailto:m.harrison@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

The career consultant 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



[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](mailto:careers@tcu.edu)



## CAMPUS RESOURCES

**Student Access & Accommodation**

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

**Counseling & Mental Health Center**

817-257-7863 | Jarvis Hall 232  
[counseling.tcu.edu](http://counseling.tcu.edu)

**Dean of Students**

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

**Intercultural Center**

817-257-4821 | BLUU Suite 1002 | [sie@tcu.edu](mailto:sie@tcu.edu) | [identity.tcu.edu](http://identity.tcu.edu)  
Hours: Mon–Fri: 8am – 10pm; Sat–Sun: 9am – 10pm

**IT Support – HelpDesk and FrogPad**

817-257-4357 | Mary Coats Burnett Library, 1st Floor | [chat.it.tcu.edu](http://chat.it.tcu.edu) | [it.tcu.edu](http://it.tcu.edu)

**Registrar's Office**

817-257-7825 | The Harrison, Suite 1300 | [registrar\\_office@tcu.edu](mailto:registrar_office@tcu.edu) | [reg.tcu.edu](http://reg.tcu.edu)

**Scholarships & Financial Aid**

817-257-7858 | The Harrison, Suite 1300 | [finaid@tcu.edu](mailto:finaid@tcu.edu) | [financialaid.tcu.edu](http://financialaid.tcu.edu)

**Student Activities**

BLUU Suite 2003 | [studentactivities@tcu.edu](http://studentactivities@tcu.edu) | [studentactivities.tcu.edu](http://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](http://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](mailto:c.montes@tcu.edu)  
[coe.tcu.edu/research-outreach/trio-programs](http://coe.tcu.edu/research-outreach/trio-programs)

**Veterans Services**

817-257-5551 | Jarvis Hall 219 | [veteransservices.tcu.edu](http://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*

