

ADVISEES CHECKLIST

This checklist has been developed to help you keep track of all the course work you must complete in order to fulfill your English Major, English Minor, and UMBC university requirements. Be sure that you understand the requirements for both your major track and minor and that you have carefully selected the courses you want to take each semester so that you can fulfill all your requirements and graduate when you plan to. Remember that it is your responsibility to plan your academic career, to keep track of your progress, and to be sure that you have met all the requirements for your degree. Your advisor's role is to assist and advise you in this process.

One copy of this checklist should be kept with your advisor's records and one should be kept in your records.

1. List the semester and year in which you plan to graduate

| Semester | Year |
|----------|------|
|----------|------|

2. Check GEP/GFR totals before each advising appointment until complete.

Be sure you know which GEP/GFRs you must complete to fulfill your graduation requirements. GEP/GFRs should be complete by the end of your junior year. (Do not forget the Physical Education Requirement.) Check below when GEP/GFRs are complete.

GEP/GFRs Complete { }

3. Plan your English major and track before each advising appointment. Paying attention to prerequisites and keeping in mind the reading and writing load that English courses often require, select the courses you want to take this semester in order to fulfill the requirements for your track. What are the remaining requirements for your major track? How many English credits will you need to carry each semester in order to graduate when you plan to? Check below when you are sure that you can fulfill the 39 credits for your major track and meet the graduation date you have set above. Be sure to assess your status in the first semester of your senior year. (Remember, you must receive a grade of "C" or better in order for a course to be counted towards your English major.)

Requirements for 39 credit major track can be fulfilled by semester of graduation. { }

4. Plan your minor before each advising appointment. Paying attention to prerequisites and keeping in mind the reading and writing load that English courses often require, select the courses you want to take this semester in order to fulfill the requirements for your minor. What are the remaining requirements for your minor? How many English credits will you need to carry each semester in order to complete your minor when you plan to? Check below when you are sure that you can fulfill the credits for your minor and meet the graduation date you have set above.

Be sure to assess your minor status in the first semester of your senior year.
(Remember, you must receive a grade of "C" or better in order for a course to be counted towards any English minor.)

Requirements for 18 or 24 credit minor can be fulfilled by semester of graduation. { }

5. Begin checking upper level credits before each advising appointment during and after your junior year. Keep track of the number of upper level credits (300 level or above) you have and be sure that you can complete 45 by the semester you want to graduate. Remember that 200 level courses do not contribute to this requirement. Plan the number of upper level courses you must take each semester in order to graduate on time. Check below when you have carefully counted up your upper level credits and are sure they can be completed by the semester you want to graduate.

45 upper level credits can be completed by semester of graduation. { }

6. Transfer students must plan to complete their last 60 credits at UMBC. Plan the number of credits you must take each semester to have a total of 60 UMBC credits. Check below when you have carefully counted them up and are sure you can fulfill this requirement by the semester you want to graduate.

60 UMBC credits can be completed by semester of graduation. { }

7. Be sure that it is possible for you to have completed 120 credits by the semester you want to graduate. Plan out the number of credits you must take each semester to graduate on time. Check below when you have completed counted up your number of credits. (Physical Education and repeated courses cannot be counted towards your required 120 credits.)

120 credits can be completed. { }