

# MEMO

To: Mass Communication, Advertising and Public Relations Students

From: T. Barton Carter  
Chairman  
MC/AD/PR Department

Re: Registration for Spring Semester 2010

**ADVISORS:** You have been assigned a full-time faculty member who will serve as your advisor during your junior and senior years. Your advisor can help you make course decisions based on your academic and career aspirations. If you don't know who your advisor is, check the lists posted outside the departmental office, Room 126. You will also find faculty members' office hours and room numbers posted there. When you see your advisor for course advice, it is extremely helpful to have with you a Curriculum Guide that you have filled in with the courses you have taken and those you are considering. Curriculum Guides can be obtained outside the departmental office.

**CURRICULUM CHANGES:** Last Spring the faculty voted changes to the undergraduate curriculum guide. Although the new curriculum guide only applies to students coming into COM as of Fall 2009 AND current sophomores (class of 2012), current students can choose to go by the new guide and we encourage current students who can to do so.

**COURSE PLANNING:** Some courses are not offered every semester. Some courses have prerequisites. Thus, it is important to plan more than one semester ahead. Failure to do so may result in reaching your planned final semester unable to complete all graduation requirements.

**CAS CONCENTRATION:** You are required to take 3 300-level or above CAS courses either within a single department or with a thematic relationship. Thematic concentrations must be approved through the petition process. The requirement that all three courses be 300-level or above does not apply to foreign language concentrations where the courses are conducted in the foreign language. For other concentrations, one below-300-level course can be counted if, and only if, it is an official prerequisite (as listed in the Boston University Undergraduate Programs Bulletin) for one of the two remaining 300-level courses taken for the concentration.

**INTERNSHIPS:** Students are limited to a maximum of 4 credits of internship credit. Students who take internships as part of an official program run by the Office of International Programs, may receive credit for an additional 4 credits maximum. In that event, only 4 credits can be used to satisfy a departmental requirement. The other 4 credits will be considered elective credits.

**GRADUATE COURSES:** Undergraduate students, other than seniors, may not register for 700-level or higher courses. Seniors may only register for 700-level or higher courses in exceptional cases and then only with the consent of the instructor.

**LATE SCHEDULE CHANGES:** Some last-minute schedule changes and corrections are inevitable. In planning your schedule it would be a good idea to check for these on the Student Link within 24 hours of when you intend to register.

**PETITIONS TO ALTER REQUIREMENTS:** Exemptions from or substitutions for degree requirements are rarely allowed. If you wish to request an exemption or substitution, you must submit a petition form including the justification for your request. The form must first be signed by your advisor and then submitted to the department office. **Please Note:** Submitting a petition does not guarantee approval. It is therefore a good idea to get approval prior to taking a course you wish to substitute. That way, if the petition is denied you won't have taken a course you can't use. Hardship caused by taking the course first, then petitioning, is not a justification for having the petition approved.

**PREREQUISITES:** If a course has a prerequisite, that means the prerequisite must be taken first. You cannot take a course and its prerequisite simultaneously. **If you register for a course without having taken the prerequisite, you will be dropped from the course.**

**FIRST CLASS:** If, due to circumstances beyond your control, you are unable to attend the first class meeting, you must notify both the professor and the MC/AD/PR office prior to the first class, by sending the professor an e-mail and by calling the MC/AD/PR Office, 617-353-3482. **Failure to do so allows the Professor to drop you from the class.**

**ADDING COURSES:** Drop/Add is now done online. The MC/AD/PR Department does not use drop/add forms. Note: course limits are strictly enforced. Please do not ask faculty to sign drop/add forms or to add you to a full class, as they will not do so, and even should one do so by mistake, it will not be accepted.

**DROPPING A CLASS:** You must officially drop any course for which you are registered but do not attend. If you do not officially drop, you will be billed for the class.

**SPECIAL NOTE:** Please check your class/graduation year listed in your AAC code. An incorrect graduation date will affect your registration. If your year of graduation is incorrect, contact the Academic Information Office.



## Study Abroad

COM students may participate in Study Abroad programs if they meet certain requirements. Please see the *Study Abroad Fact Sheet* on the COM Student Services website - [www.bu.edu/com/undergrad](http://www.bu.edu/com/undergrad)

\_\_\_\_\_ CO 350 Mass Media in Australia (*semester in Australia*) will count as a Communication Studies specialization requirement  
\_\_\_\_\_ CM 521 British & European Marketing Strategy (*semester in London*) will count as an Advertising specialization requirement

## CAS Concentration

The three related CAS courses must be in one department in CAS or have a thematic relationship. Except for a foreign language concentration, these courses must be at least 300 level. The concentration can include one 100 or 200 level course if it is a prerequisite for one of the other two courses in the CAS concentration. (Also, as a good general rule, students wanting several SMG or CFA courses should plan to use their electives to get desired courses in those areas rather than trying to substitute these for their CAS concentration.) The appropriate level and grouping is determined with the assistance of your Faculty Advisor.

## CAS Concentration Courses (*Three Courses*)

CAS Concentration: \_\_\_\_\_

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## Degree Requirements

- A total of 128 credits (32 four-credit courses) is required for graduation.
- Transfer students who have taken at least four, three-credit courses at other accredited universities need a minimum of 124 credits and 32 three- or four-credit courses.
- 14 courses in the arts and sciences (as part of the freshman/sophomore requirements).
- Three additional "CAS Concentration" courses (300-level or higher).
- 11 required courses in COM.
- Sufficient electives to complete 32 courses/128 credits.

## Electives

Mass Communication, Advertising and Public Relations majors also must take elective courses to accumulate sufficient credits to graduate. The number of electives varies by specialization. See a Student Services Academic Advisor to determine how many elective courses you must complete.

**PETITIONS/NOTES:**