# College of Arts & Sciences (CAS)
# First Semester Course Registration
## FALL 2023

All CAS students should be registering for **at least 5 courses** (16-17 credits in their first semester):

1. **First-Year Experience:** CAS 101- Strategies for Success [1 credit]
Designed to help students have a successful transition to Suffolk University and our unique urban community as well as provide a foundation for professional development and introduce the principles and concepts of oral communication skills. *(Graphic Design and Interior Design majors do not take CAS 101)*

2. **First-Year Seminar (SF)** [4 credits]
The First-Year Seminar promotes college-level critical thinking and writing skills, and offers new students a unique opportunity to immerse themselves in the college experience by exploring an exciting, provocative, or timely topic in-depth.

3. **Writing Requirement (WRI)** [4 credits]
All students are required to complete the First-Year Writing requirement.  All first-year students must complete the Writing Placement to determine appropriate writing level/course.

4. **Major Course(s)** [3 or 4 credits]
Students may be able to take appropriate major-specific course(s) during their first semester.  If the courses are not available or you have already received credit for the course [via Advanced Placement (AP) or dual-enrollment], you will register for another major course and/or an additional Core Requirement (see options below).

5. **Core Requirements** [3 or 4 credits]
The following are recommended options to complete during the first semester:
   - **Creativity & Innovation** *[this requirement should be completed in the first year]*
   - **Mathematics** (students must complete placement exam to determine appropriate Math course)
   - **Social, Cultural, & Global Perspectives (Diverse Perspectives SCGP)**
   - **Studies in Literature (STLIT)**
   - **Ethical & Philosophical Inquiry (ETHICS)**
   - **Human Behavior & Societies (HBS)**
   - **Social and Intellectual History (SIH)**
   - **Visual & Performing Arts: Theory and Practice (VPATH)**

Follow the next steps to complete the registration process. We strongly recommend that you meet with an academic advisor prior to your orientation session. Schedule an advising appointment online through Navigate or call our office at 617-573-8034 to schedule the appointment.

**Access your MySuffolk account (Canvas, Self Service and WebAdvisor)**
MySuffolk is the University portal for students, faculty, and staff.  Through Self-Service you can search and register for courses, view your class schedule and much more.  You can review your program evaluation and placement information via WebAdvisor.  You will use your Suffolk credentials (Suffolk email username and password) to access all portals.

Your Suffolk credentials have been emailed to you separately by Information Technology Services (ITS).  Your SU credential information is sent to the email that you provided during your application process.  If you do not know your log in information or need assistance resetting your password, please contact the ITS ServiceDesk at 617-557-2000.

**STEP 1:  COMPLETE MATH AND WRITING PLACEMENT**
Before you begin to search for courses, you must complete both your math and writing placement.  Both placements are available in Canvas.  If you haven't taken the placement exams yet, we strongly recommend that you take them both as soon as possible.  You will not be able to register for these specific courses until the placements have been completed.

**Math Placement Exam (MPE):**  All students are required to complete MATH as part of their degree requirement.  You must take the Math Placement Exam to determine the appropriate Math course(s) to take.  The math placement exam is timed and takes about 60 minutes to complete.  To access the exam, log in to Canvas.  On the left side, click on the word courses. Under your courses, you will see a link to the Math Placement Exam.  Read through the onscreen instructions and begin the exam.  **Please note:**  It can take up to three business days after you complete the math placement exam for results to be posted and to be eligible to register for a math course.

If you have questions about the MPE, please review the Math Placement FAQ or contact Ben Deissler at 617-994-6853.  Please allow one to two business days for a response.

**Writing Placement:** All students are required to complete the First Year Writing course(s) as part of their degree requirements.  You must complete the Writing Placement to determine the appropriate Writing course(s) to take.  The Writing placement takes about 30 minutes to complete.  To access the placement questionnaire, log in to Canvas. On the left side, you will see a link to the Writing Placement.  Once you have completed the writing questionnaire, you will receive your writing placement results via email.  **Please note:**  You will not be able to register for a writing course immediately after completing the placement.  It can take up to three business days after you complete the writing placement to be eligible to register for a writing course.

**AP Credit:**  Students who have achieved a 4 or 5 on the AP English Language & Composition test or who are waiting for scores should speak to an Academic Advisor to discuss their course options.

**STEP 2: REVIEW MATH PLACEMENT RESULTS**
Your math placement will be available via WebAdvisor.
- Log in to Web Advisor.  You'll be prompted to enter your email username and password.
- Select the "**Students**" tile on the home page
- You will be redirected to the **Current Students – Students Menu**
- In the Current Students – Students Menu go to the 'My Grades & Academic Profile' section
- Select **'Placement Results'** to see your math placement.  Review the 'Math Placement Results Chart' to determine appropriate math course based on your intended major
- Make sure you write down your placement results for easy reference when you register for courses.


**STEP 3: REVIEW FALL 2023 COURSE OPTIONS**
You will build your course schedule and pre-register by following the instructions for your school/major.  If you're Undeclared, choose your best fit. You can make changes at orientation.

**Note:**  If you know you may be receiving academic credit (either via AP or dual enrollment), please talk to an academic advisor in the Undergraduate Academic Advising Center to discuss your course options.

**Advanced Placement Credit (AP):**  Suffolk University awards credit for sufficient scores in most advanced placement examinations.  See **AP Examinations chart.**  Make sure AP results are submitted to Undergraduate Admission for review.

**College Courses Completed While in High School**: Submit official transcripts to Undergraduate Admission for review.

**NEW FRESHMAN: FALL 2023 COURSE SELECTION:** Below is the list of recommended first semester courses based on **intended major**. Student's final schedule may vary based on course availability, advanced credits, etc.
CAS 101 B and CAS 101 F are recommended for Theatre, Creative Writing, Media & Film, and Studio Art majors.
**First-Year Experience course:** Register for College of Arts & Sciences 101 (CAS 101)

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|---|---|---|---|
| **Undeclared**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Creativity & Innovation<br>5. Core Requirement | **Advertising**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. First-Year Experience (CAS 101)<br>4. Advert, PR & Social Media (ADPR 101)<br>5. Core Requirement | **Art History**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. First-Year Experience (CAS 101)<br>4. Art History (ARH 101 or 102)<br>5. Core Requirement | **Biochemistry**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Mathematics (Math 165*)<br>5. Chemistry (CHEM 111 & L111) |
| **Biology**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Biology (BIO-111 & BIO-L111 **OR** BIO-114 & BIO-L114)<br>5. Chemistry (CHEM 111 & L111) | **Chemistry**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Mathematics (Math 165*)<br>5. Chemistry (CHEM 111 & L111) | **Computer Science**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Computer Science (CMPSC-F131)<br>5. Mathematics (Math 165*) | **Criminal Justice**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Criminal Justice Undergraduate (CJU 134)<br>5. Core Requirement |
| **Economics**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Economics (EC 101, EC 102, or EC 103)<br>5. Mathematics (Math 128 or higher) | **English**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. English (ENG 214 or ENG 218)<br>5. Core Requirement | **English – Creative Writing**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. English (ENG 212)<br>5. Core Requirement | **Environmental Science**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Envir. Science/Studies (ENVS 101)<br>5. Chemistry (CHEM 111 & L111) |
| **Environmental Studies**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Envir. Science/Studies (ENVS 101)<br>5. Mathematics (Math 128 or higher) | **Global & Cultural Communication**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Communication & Journalism (CJN 101 or CJN 216)<br>5. Core Requirement | **Global Cultural Studies**<br>[World Languages & Cultural Studies]<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Global Cultural Studies (GCS 110)<br>5. Core Requirement | **Graphic Design**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. Foundation (ADF-S101)<br>4. Foundation (ADF-S166)<br>5. Foundation (ADF-S171)<br>*GD majors do not take CAS 101* |
| **History**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. History (any HST 100 or 200 level course, *except HST 200*)<br>5. Core Requirement | **Interior Design**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. Foundation (ADF-S101)<br>4. Foundation (ADF-S166)<br>5. Interior Design (ADI-S110)<br>*ID majors do not take CAS 101* | **International Relations**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Political Science (POLS 115)<br>5. Political Science (POLS 181 or 110) | **Journalism - Broadcast**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Communication & Journalism (CJN 112 or CJN 317)<br>5. Core Requirement |
| **Journalism - Print/Web**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Communication & Journalism (CJN 112 or CJN 317)<br>5. Core Requirement | **Law Undergraduate**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Law Undergraduate (LAWU 101) or Political Science (POLS 110)<br>5. Core Requirement | **Mathematics**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Computer Science (CMPSC-F131)<br>5. Mathematics (Math 165*) | **Media & Film**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Communication & Journalism (CJN 101 or CJN 152)<br>5. Core Requirement |
| **Philosophy**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Philosophy (PHIL 119 or 123 or 127)<br>5. Core Requirement | **Political Science**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Political Science (POLS 110)<br>5. Political Science (POLS 181) | **Politics, Philosophy & Economics**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Philosophy (PHIL 120)<br>5. Core Requirement | **Psychology**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Psychology (PSYCH 114)<br>5. Mathematics (Math 128 or higher) |
| **Public Relations**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Advert, PR & Social Media (ADPR 101)<br>5. Core Requirement | **Radiation Science**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Biology (BIO-111 and BIO-L111)<br>5. Mathematics (MATH 134*) | **Sociology**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Sociology (SOC 113 or SOC 116)<br>5. Core Requirement | **Spanish**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Core Requirement<br>5. SPAN course [speak to an advisor regarding placement exam] |
| **Studio Art**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Foundation (ADF-S101)<br>5. Foundation (ADF-S166) | **Theatre**<br>1. First-Year Seminar (SF)<br>2. Writing Requirement (WRI)<br>3. College of Arts & Sciences (CAS 101)<br>4. Theatre Arts (THETR 129 or THETR 152)<br>5. Core Requirement | **MATH Requirement** – See 'Math Placement Exam Results Chart' to determine the appropriate math course to register for based on major and placement level. **For majors requiring MATH-134, the sequence is MATH 104, MATH 134 depending upon placement. If MATH 165 is required, the sequence is MATH 104, MATH 121, MATH 165 depending upon placement.** | |

## STEP 4: SEARCH AND PLAN YOUR FALL 2023 COURSES

Students must place classes of interest on their Planned Schedule using Self Service in order to register. Placing classes on your Planned Schedule does not guarantee registration in the courses(s).

- Log in to Self-Service
- Click on the **Search for Sections** tile on the homepage
- Use the "Catalog Advanced Search" to search for courses
- Under "Term"**,** select **Fall 2023**
- Enter at least one other search criteria (i.e., Subject or Course Type)
  - o To search by "Courses and Sections**"**, use the **Subject** drop down menu, search for the course you would like to find (i.e., WRITING) and enter the **Course Number** (i.e., 101)
  - o To search for Core Requirements, use the "Course Type" feature:
    - Creativity & Innovation
    - Social, Cultural, & Global Perspectives [Course Type: Diverse Perspectives (SCGP)]
    - Ethical & Philosophical Inquiry [Course Type: Ethics)
    - Social & Intellectual History [Course Type: Social/Intellectual HST]
    - Studies in Literature [Course Type: Studies in Literature]
- Click the "Search" button at the bottom of the page. Results will display on the next page.
- Click on the "Add" button to see more Section Details and to "Add Section" to your planned schedule.
- Continue to Search and Add Classes of interest to your Planned Schedule.
- Classes placed on your Planned Schedule will be marked as "Scheduled" on Search for Sections. Please note: courses on your Planned Schedule does not mean you are registered for the course(s).

## STEP 5: REGISTER FOR FALL 2023 COURSES

- To review and register for the courses you have selected, click the **Academics Tab** (graduation cap icon) on the left side menu bar
- From the drop-down menu, select **"Register for Classes"** option.
  - o You may be prompted to complete the "Financial Agreement" to register (follow the instructions to complete the agreements).
- Select the courses you would like to take and click the "Register" button.
- Select the "Go to Schedule" button to see the courses you are now registered for (indicated by the color green on your Planned Schedule).

Registration results will display. If there is an issue with the registration, it will be noted in the upper right notification area as well as on the left side of your planned schedule

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### NEED ASSISTANCE?

If you need assistance with registration or have questions about additional course options, AP credit, dual enrollment credit, etc., please consult with an academic advisor in the Undergraduate Academic Advising Center (UAAC).

We strongly recommend meeting with an academic advisor prior to orientation. Please schedule online through Navigate or call our office at 617-573-8034 to schedule your appointment.

To view the Self Service Registration Guide, please click here. Training videos can be found here.

# MATH PLACEMENT RESULTS CHART

ALL STUDENTS ARE REQUIRED TO COMPLETE **MATH** AS PART OF THEIR GENERAL CORE REQUIREMENTS.  STUDENTS MUST TAKE THE MATH PLACEMENT EXAM (MPE) IN ORDER TO DETERMINE THE APPROPRIATE MATH LEVEL PLACEMENT.

REGISTER FOR MATH COURSE BASED ON THE **MATH PLACEMENT EXAM LEVEL** AND **INTENDED MAJOR**.

| MAJOR | MATH PLACEMENT LEVEL | MATH COURSE TO ENROLL IN |
|---|---|---|
| **College of Art & Sciences (CAS)** and **Sawyer Business School (SBS) UNDECLARED MAJORS:** | If you are currently deciding between more than one major, please review the instructions in this table for each major of interest.  Consult with an academic advisor to determine the best course to register for. | |
| ▪ Accounting\* <br> ▪ Advertising <br> ▪ Art History <br> ▪ Big Data & Business Analytics\* <br> ▪ Business Economics\* <br> ▪ Corporate Accounting & Finance\* <br> ▪ Criminal Justice <br> ▪ Economics <br> ▪ English / Creative Writing <br> ▪ Environmental Studies <br> ▪ Entrepreneurship\* <br> ▪ Finance\* | LEVEL 1 | **Take MATH-000.** <br> This course does not fulfill the MATH requirement.  MATH-000 is a zero credit course and should be taken during the first semester. <br><br> When you enroll in this course, you should enroll in a full-time schedule **AND** MATH-000. <br><br> Once you have completed MATH-000, you will need to complete MATH-128.  MATH-128 will fulfill the MATH requirement. |
| ▪ Financial Wealth Management\* <br> ▪ Global & Cultural Communication <br> ▪ Global Business\* <br> ▪ Global Cultural Studies <br> ▪ Graphic Design† <br> ▪ History | LEVEL 2 | **Take MATH-128** <br> This course will fulfill the MATH core requirement |
| ▪ Information Systems & Operations Management\* <br> ▪ Interior Design† <br> ▪ International Relations <br> ▪ Journalism <br> ▪ Law Undergraduate <br> ▪ Management\* <br> ▪ Marketing\* <br> ▪ Media & Film | LEVEL 3 | **Take MATH-130** <br> This course will fulfill the MATH core requirement |
| ▪ Philosophy <br> ▪ Political Science <br> ▪ Politics, Philosophy & Economics <br> ▪ Psychology <br> ▪ Public Relations <br> ▪ Sociology <br> ▪ Spanish <br> ▪ Studio Art <br> ▪ Theatre | LEVEL 4 | **Take MATH-134** <br> This course will fulfill the MATH core requirement |
| **The required math course for these majors is MATH-128 or higher.** <br> Students must enroll in the course indicated by their math placement level and follow appropriate sequencing, if necessary. <br><br> \* SBS majors must take MATH in their first semester <br><br> † Math requirement is taken junior or senior year | LEVEL 5 | **Take MATH-165** <br> This course will fulfill the MATH core requirement |

# MATH PLACEMENT RESULTS CHART

ALL STUDENTS ARE REQUIRED TO COMPLETE **MATH** AS PART OF THEIR GENERAL CORE REQUIREMENTS. STUDENTS MUST TAKE THE MATH PLACEMENT EXAM (MPE) IN ORDER TO DETERMINE THE APPROPRIATE MATH LEVEL PLACEMENT.

REGISTER FOR MATH COURSE BASED ON THE **MATH PLACEMENT EXAM LEVEL** AND **INTENDED MAJOR**.

| MAJOR | MATH PLACEMENT LEVEL | MATH COURSE TO ENROLL IN |
|---|---|---|
| **College of Art & Sciences (CAS) Undeclared** | | If you are currently deciding between more than one major, please review the instructions in this table for each major of interest. Consult with an academic advisor to determine the best course to register for. |
| CAS Majors:<br>▪ Biology<br>▪ Environmental Science<br>▪ Radiation Science<br><br>**The required math course for these majors is MATH-134 or higher.**<br>Students must enroll in the course indicated by their math placement level and follow appropriate sequencing, if necessary. | LEVEL 1 | Take MATH-000.<br>This is a zero credit course and should be taken during the first semester. When you enroll in this course, you should enroll in a full-time schedule **AND** MATH-000.<br><br>This course does not fulfill the MATH requirement. Once you have completed MATH-000, you will need to enroll in MATH -104 and then MATH-134. MATH-134 will fulfill the MATH core requirement. |
| | LEVEL 2 | Take MATH-104<br>This course will not fulfill the MATH core requirement. After completing MATH-104, you will need to complete MATH-134. MATH-134 will fulfill the core math requirement |
| | LEVEL 3 | Take MATH-104<br>This course will not fulfill the MATH core requirement. After completing MATH-104, you will need to complete MATH-134. MATH-134 will fulfill the core math requirement |
| | LEVEL 4 | Take MATH-134<br>This course will fulfill the MATH core requirement |
| | LEVEL 5 | Take MATH-165<br>This course will fulfill the MATH core requirement |
| CAS Majors:<br>▪ Biochemistry<br>▪ Chemistry<br>▪ Computer Science<br>▪ Mathematics<br><br>**The required math course for these majors is MATH-165 or higher.**<br>Students must enroll in the course indicated by their math placement level and follow appropriate sequencing, if necessary. | LEVEL 1 | Take MATH-000.<br>This course does not fulfill the MATH requirement. This is a zero credit course and should be taken during the first semester. When you enroll in this course, you should enroll in a full-time schedule **AND** MATH-000.<br><br>Once you have completed MATH-000, you will need to enroll in MATH-121 and then MATH-165. MATH-165 will fulfill the MATH core requirement. |
| | LEVEL 2 | Take MATH-104<br>This course will not fulfill the MATH core requirement. Once you have completed MATH-104, you will need to enroll in Math-121 and then MATH-165. MATH-165 will fulfill the core math requirement. |
| | LEVEL 3 | Take MATH-104<br>This course will not fulfill the MATH core requirement. Once you have completed MATH-104, you will need to enroll in MATH-121 and then MATH-165. MATH-165 will fulfill the core math requirement. |
| | LEVEL 4 | Take MATH-121<br>This course will not fulfill your MATH core requirement. Once you completed MATH-121, you will need to enroll in MATH-165. MATH-165 will fulfill the core math requirement. |
| | LEVEL 5 | Take MATH-165<br>This course will fulfill the MATH core requirement |