

PAWS Guide for Students

This guide is intended to help you read the notations and requirements on your PAWS (Program Advising Worksheet for Students). If you have questions about your PAWS that are not answered here, you are encouraged to contact a Transfer and Graduation Counselor (TGC) in the Office of the Registrar. Our phone number is (909) 537-5200, Option 4, and we are located on the first floor of University Hall. Office hours are Monday – Thursday, 8:00 am – 6:00 pm (summer hours may vary). No appointment is necessary!

The PAWS Header

The top of the PAWS contains a header that provides some useful information.

PREPARED: 12/08/14 - 11:23	000226420
Coyote, Joe	GE CATALOG YR: 20114
PROGRAM CODE: ENLT-BA	CAT YR-MAJOR: 20134
ENGLISH (A	&L)
LITERATURE TRACK - BA	
<pre>* * * This UNOFFICIAL PAWS repor * * * * updated through the prev * * * * * BRING THIS FORM TO ALL THIS IS AN EVALUATION OF YOUR DE * * REQUIREMENTS REMAIN IN EFFEC ENROLLMENT IS MAINTAINED. RETAI * * * * * * * ALL UNITS STATED 1</pre>	vious business day. * * * * L ADVISING SESSIONS * * * * EGREE REQUIREMENTS AT CSUSB. CT AS LONG AS CONTINUOUS * * IN THIS FORM FOR YOUR RECORDS.
AT LEAST ONE REQUIREMENT HAS NOT	T BEEN SATISFIED
**** ECEN	ND ****

The column on the left includes the date the PAWS was prepared, your name, and your major. The column on the right has your student ID number and catalog years for GE and major requirements (the first four digits indicate the year). The catalog years for GE and major requirements will not necessarily be the same. The major catalog year indicates the year you declared that particular major. As long as you remain continuously enrolled, you will be held to the major requirements in effect for that catalog year (any subsequent requirements added to the major will not affect you).

NOTE!

It is important that you check your current PAWS several times each quarter: before and during every advising session (to be sure you are following the correct requirements) and before and after registration (to be sure that you are registering for the correct courses). The PAWS represents the most current, accurate list of degree requirements and is specific to you. It is the official document used to determine eligibility for graduation.

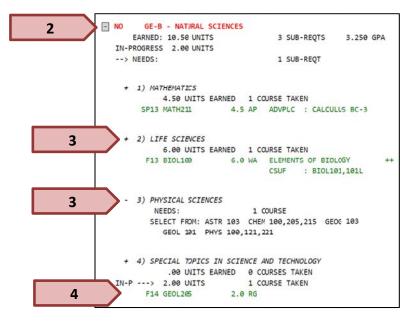
Common Notations

1

In order to read your PAWS accurately, it is helpful to understand some of the common notations that appear. These notations are also explained in the legend beneath the header.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

1) Below the header is a box that typically states, "At least one requirement has not been satisfied." Once you have registered for the last requirements for your degree, the wording will change to read, "All requirements met – in-progress courses used." It is *strongly* recommended that you check your PAWS for this wording immediately after you register for your final term. If the wording change does not appear, please speak with a Transfer and Graduation Counselor to see which requirements are missing.



2) NO / IP / OK

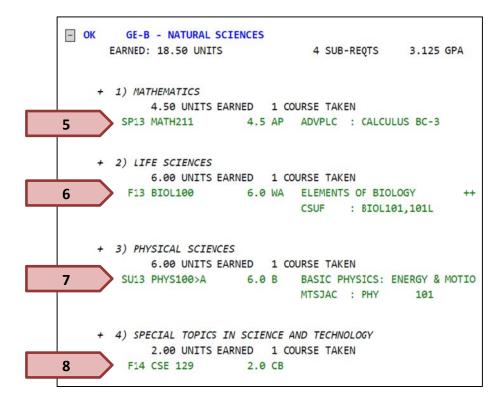
The PAWS is organized in blocks of requirements (such as Natural Sciences), which may include one or more sub-requirements (such as Mathematics or Physical Sciences). When an entire block of requirements has been completed, the "NO" in the top left corner will change to "OK." If the last requirements are in progress, the code will read "IP."

3) + / - (Completed / Not Completed)

Each sub-requirement on the PAWS is marked with either a plus sign (+) or a minus sign (-). The plus sign indicates that the sub-requirement has been filled or is currently in progress. The minus sign indicates that the sub-requirement has not been completed and is not currently in progress.

4) RG (Registered)

The "RG" notation indicates a registered course that does not yet have a grade assigned.



5) AP (Advanced Placement credit)

If you have earned AP credit, the specific course credit is noted on the PAWS (MATH 211, in this case) and the abbreviation "AP" appears in the grade column. AP credit gives you earned units but does not impact your GPA.

6) WA (Weight Adjusted)

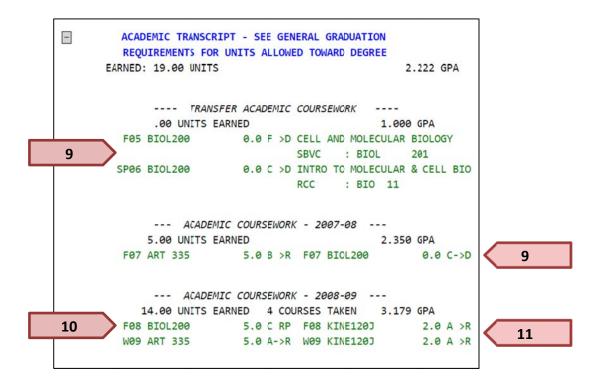
If two or more courses are being combined to fill a single course requirement, the abbreviation "WA" (weight adjusted) will appear in the grade column. In this case, BIOL 101 and BIOL 101L (separate lecture and lab) from CSU, Fullerton are combined to give credit for CSUSB's BIOL 100. The PAWS will not show the individual grades for each component, but all the grades are factored into your GPA.

7) >A (Acceptable Substitute)

If you have completed a transfer course that is similar, but not directly equivalent, to a CSUSB course, you may see a ">A" (acceptable substitute) next to the course number. In this case, PHY 101 from Mt. San Jacinto College is an acceptable substitute for PHYS 100.

8) CB (Credit By Exam)

If you earn credit by exam for a CSUSB course, the course number appears on the PAWS (MATH 211, in this example), and the abbreviation "CB" appears in the grade column. You receive earned units for credit by exam, but the credit does not affect your GPA.



9) >D (Duplicate Course)

If you repeat the same course at one or more institutions, the duplicate earned units are removed, and a >D appears next to the course grade. In the example above, the student took BIOL 200 (or its equivalent) four times. The >D appears next to the grades for the first 3 attempts (and the earned units are 0.0), indicating that the course was repeated. All of the grades, however, are calculated in the student's grade point average. If you are interested in possibly discounting a grade for a repeated course (removing it from your GPA), please stop by the Office of the Registrar to fill out the Petition for Grade Forgiveness. Please note that, in order for the petition to be processed, both the original attempt and the repeated enrollment must be at CSUSB. The grade to be discounted must be a "C-" or less.

10) RP (Repeated Course)

When you repeat the same course, an RP appears next to the grade on the attempt for which you actually earned the units. In the above example, the student earned units for the BIOL 200 course taken in Fall 2008.

11) >R (Repeatable Course)

Some courses may be taken more than once for earned credit. If a course is repeatable, the >R appears next to the course number. In this example, the student repeated ART 335 and KINE 120J but earned units for each course.

Reading Your PAWS

As you complete the degree requirements listed on your PAWS, the minus signs will change to pluses, the text color on the area headings will change from red to blue (except for the elective area - more on that later), and the "No's" will change to "Yes's." Each unfilled requirement on your PAWS will tell you how many courses or units you need to complete in that area and will list your course options. In this example, one course is needed for the arts requirement, and there are four options. The literature requirement is already being filled with ENG 110.

```
GE-C - HUMANITIES
- NO
      EARNED:
                                     1 SUB-REOT
  IN-PROGRESS 4.00 UNITS
   --> NEEDS:
                                     3 SUB-REQTS
    - 1) ARTS
          NEEDS:
                              1 COURSE
          SELECT FROM: ART 200 HUM 180 MUS 180 TA 260
    + 2) LITERATURE
            .00 UNITS EARNED 0 COURSES TAKEN
  IN-P ---> 4.00 UNITS 1 COURSE TAKEN
                         4.0 RG
        F14 ENG 110
```

In the example below from the Psychology major, the student needs to complete two more courses from the first area (PSYC 101 and 311), the second area is finished, and the third area needs three courses chosen from among the six options.

```
- NO
         PSYCHOLOGY CORE
      EARNED: 9.00 UNITS
                                      1 SUB-REQT
                                                      2.444 GPA
   --> NEEDS:
                                       4 SUB-REQTS
       1) REQUIRED PSYCHOLOGY COURSES
             4.00 UNITS EARNED 1 COURSE TAKEN
         W13 PSYC100 4.0 B
NEEDS: 2
                                 2 COURSES
          SELECT FROM: PSYC 101,311
     + 2) STATISTICS
             5.00 UNITS EARNED 1 COURSE TAKEN
        SU11 PSYC210
                        5.0 C
       3) FIELDS OF PSYCHOLOGY
           NEEDS:
                                 3 COURSES
          SELECT FROM: PSYC 201 OR 240,355,382,385,390
```

General Education (GE) Requirements

The courses used to complete general education requirements can vary quite a bit, depending on whether you transferred to CSUSB from another college or started here as a freshman. Most students who transfer to CSUSB from the California Community College system arrive as juniors and have completed the CSU GE certification pattern, which substitutes for the lower-division GE requirements at any of the CSU campuses. We also try to apply, as much as we can, courses that were taken at other CSU campuses to fill GE requirements at those campuses.

Since the lower-division GE requirement areas can be quite different for transfer students and for students who begin at CSUSB as freshmen, please follow the requirements and course options indicated on your PAWS.

As an example, here is the lower-division GE-C area for a student who is admitted as a freshman.

```
GE-C - HUMANITIES
- NO
   --> NEEDS:
                                       4 SUB-REQTS
     - 1) ARTS
           NEEDS:
                                1 COURSE
          SELECT FROM: ART 200 HUM 180 MUS 180 TA 260
     - 2) LITERATURE
                                 1 COURSE
           NEEDS:
          SELECT FROM: ENG 110,111,160,170 TA 160,212
       3) FOREIGN LANGUAGE OR LITERATURE IN TRANSLATION
           NEEDS:
                                 1 COURSE
          SELECT FROM: ARAB 103, 201, 202, 203, 214, 290 ASL 103, 201,
             ASL 202,203 CHIN 103,201,202,203,214,290 FLAN 103,
             FLAN 201,202,203 FREN 103,200,201,202,290 GER 103,
             GER 212,214,216,290 JAPN 103,201,202,203,214,290
             KOR 103,201,202,203,214 PERS 103( F13 OR AFTER),
             PERS 201( F13 OR AFTER), 202( F13 OR AFTER),
             PERS 290( F14 OR AFTER) SPAN 103,201,202,203,214,
             SPAN 290
       4) PHILOSOPHY
          HON 104B OPEN ONLY TO STUDENTS ADMITTED
          TO HONORS PROGRAM
           NEEDS:
                                1 COURSE
          SELECT FROM: HON 104B PHIL 190,191,192,193,194
```

And here is an example of the lower-division GE-C area for a transfer student who completed the CSU certification pattern at a community college. Notice that this pattern is quite different from the list of requirements for students who begin at CSUSB as freshmen.

```
- OK
        GE-C - HUMANITIES CSU CERTIFICATION
      EARNED: 13.50 UNITS
                          2 SUB-REQTS
                                                3.667 GPA
    + 1) ARTS
          9.00 UNITS EARNED 2 COURSES TAKEN
       SP10 DAN 1T722 4.5 A SURVEY OF DANCE
                              CHAFFEY : DANCE
                                                  1
                                >>MATCHED AS: C1
       SP10 TRAN1T723 4.5 B HIST OF WESTERN ARCHITECTURE
                                CHAFFEY : ID
                                                 12
                                >>MATCHED AS: C1
    + 2) HUMANITIES
         4.50 UNITS EARNED 1 COURSE TAKEN
       SP10 HIST144 4.5 A WORLD HISTORY: 1500 - PRESENT
                                CHAFFEY : HIST
                                                 2
                                >>MATCHED AS: C2
```

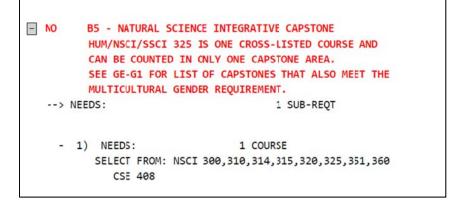
All students, regardless of transfer status, are required to complete five upper-division GE requirements:

- 1) Natural Science Capstone
- 2) Humanities Capstone
- 3) Social Sciences Capstone
- 4) Upper-division Writing Requirement
- 5) Multicultural/Gender Requirement

Students are allowed to double-count ONE capstone course for the multicultural/gender requirement, as long as they choose one of the capstone courses listed under Option 1 in GE area G. Even though the course may fill two requirements, students only earn a total of four units (you can't earn units for the same course twice).

```
- NO
         GE-G - MULTICULTURAL/GENDER REQUIREMENT
         ONE UPPER-DIVISION COURSE DESIGNATED AS MEETING
         THIS REQUIREMENT FROM ONE OF THE FOLLOWING
   --> NEEDS:
                                       1 SUB-REQT
     - 1) INTEGRATIVE CAPSTONE COMPLETED IN ONE OF
          THE BREADTH AREAS
                                 1 COURSE
           NEEDS:
          SELECT FROM: HUM 325, 328, 335, 350, 370, 375,
             HUM 380( F01 OR AFTER) NSCI 325 SSCI 316,325,350
     - OR) ONE UPPER-DIVISION COURSE FROM THE FOLLOWING
           NEEDS:
                             1 COURSE
          SELECT FROM: ANTH 325,333 CJUS 451 COMM 304,401
             ECON 352 ENG 314 HUM 460 MUS 308,309,
             MUS 350(SP02 OR AFTER) PA 305 PHIL 364,
             PHIL 367( F99 OR AFTER) TA 462,463( F03 OR AFTER)
```

Students are often confused about the capstones. Many students think that if they take NSCI 325, HUM 325, or SSCI 325, that course will count for all three capstones. That course can count as any ONE of the capstones, but students are required to take three capstone courses. The 325 class can double-count as one capstone and as the multicultural/gender requirement, as will any of the other courses listed under Option 1 of GE area G.



The upper-division writing requirement can be completed by taking one of the listed 306 classes or by passing the Writing Requirement Exemption Exam (WREE) offered through the Testing Office. Students who pass the WREE receive credit for completing the requirement but do not receive any units toward graduation. If you are considering the WREE option, please do not postpone it until your last quarter. If you do not pass the WREE, it will be too late to enroll in the class, and you will not graduate on time.

```
- NO
         GE-F - UPPER DIVISION WRITING REQUIREMENT
          THIS REQUIREMENT CAN BE MET BY PASSING A PROFICIENCY EXAM
         OR BY COMPLETING AN UPPER-DIVISION EXPOSITORY WRITING
         COURSE WITH A 'C' OR BETTER
   --> NEEDS:
                                        1 SUB-REOT
       1) UPPER-DIVISION EXPOSITORY WRITING COURSE
          HON 306 OPEN ONLY TO STUDENTS ADMITTED
           TO HONORS PROGRAM
           NEEDS:
                                  1 COURSE
           SELECT FROM: EDUC 306( F86 OR AFTER) ENG 306 HON 306
              HUM 306 MGMT 306 NSCI 306 SSCI 306
     - OR) PASS PROFICIENCY EXAM (ADDITIONAL UNITS MAY BE REQUIRED
           IF PROFICIENCY EXAM PASSED)
           NEEDS:
                                  1 COURSE
           SELECT FROM: WRTEXM
```

Major Requirements

The major requirements that appear on your PAWS reflect the requirements in effect for the academic year that you declared that major (this is your "catalog year"). If, in consultation with your departmental advisor, it appears that a course substitution might be appropriate in place of one of the stated requirements, you would need to see the chair of your major department. The department chair will send any substitution requests to the Office of the Registrar, and a counselor will make the change on your PAWS. If you prefer, you may switch to the current catalog for major requirements by filling out a Change of Major form with the Office of the Registrar.

Some majors require you to declare a concentration, track, or specialty area. If you did not declare one originally, you can do this by completing the Change of Major form. If you declare a new concentration, track, or specialty area (or switch back and forth) within the same major, you keep the same catalog year UNLESS you are changing to a new option that did not exist during your original catalog year.

The requirements for most majors are divided into several areas, or sub-requirements. Even though a particular course may be listed as an option to fill one or more sub-requirements, each individual course can only be used toward one major requirement (no double-counting within your major, in other words).

You must have a minimum 2.00 GPA in your major in order to graduate (some majors require a higher GPA). Your current major GPA is typically indicated at the very top of the major section.

If you declare two (or more) majors, you will have a separate PAWS for each one.

Electives

Courses that do not count toward GE or major requirements appear in the electives area. The heading for the electives area is always red, which often confuses students. It does not necessarily mean that you need more electives. There is no set number of electives that all students need to complete - the number of elective units required for graduation will vary from student to student. The minimum number of units required for graduation from CSUSB is 180 (some majors require more). For some students, once the GE and major units are added together, the total falls short of the number of units required for that degree, which means that elective units are needed to make up the difference.

When you are approximately one year from graduation, you are encouraged to meet with a Transfer and Graduation Counselor to go over your PAWS to see if additional elective units are necessary. Courses required for minors can count toward elective units.

Minors

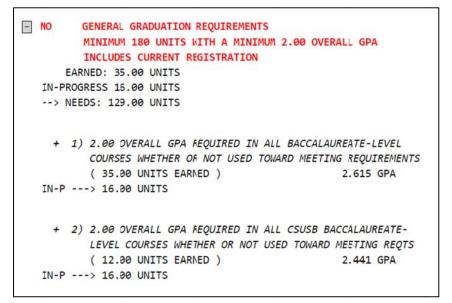
If you have declared a minor, it will appear on your PAWS after the electives area. Your minor must be completed in order for your graduation to be processed. If your minor is not complete by the term you intend to graduate, you must either postpone your graduation to a later term or drop the minor. Please note that you cannot complete a minor after you graduate. A minor must be completed along with a bachelor's degree.

A few majors require that students also complete a minor. If a minor is part of the degree requirements, the minor MUST be completed in order for the degree to be posted.

Total Unit and GPA Requirements

Most majors at CSUSB require a minimum of 180 units – a few majors require more. The "earned" line reflects the total number of units (both transfer units and CSUSB units) that are counting toward your degree. The "in-progress" line reflects the total number of units that are in "registered" status. The "Needs" line is simply the number of units (outside of your earned and in-progress units) that you still need to reach the minimum number of units required for your degree. You may actually need more units to completely fulfill your GE and major requirements – this number is simply the minimum number of units required to reach the degree minimum.

You are required to have a minimum GPA of 2.00 in your overall coursework (which includes any transfer coursework), your CSUSB coursework, and your major (a few majors require a higher GPA). Some majors may also require a 2.00 in the concentration. The first requirement area calculates your overall GPA, and the second area calculates your CSUSB GPA.



Unit Minimums/Residency

You must complete a minimum of 60 units of upper-division coursework (courses numbered 300 to 599) and a minimum of 72 units in general education. To meet the CSUSB residency requirement, you need to complete a minimum of 45 units through regular enrollment on this campus, of which 36 units must be upper-division, 18 units must be in your major, and 12 units must be in general education. A single course could be upper-division, required for your major, and a general education option and therefore count for all three areas.

U.S. History/Constitution/California State & Local Government Requirements

Students who start at CSUSB as freshmen complete these courses as part of their GE requirements. Transfer students who may have completed the CSU GE Certification Pattern without taking these courses are still required to complete these requirements in order to graduate. Students who earned AP credit for the U.S. Government and Politics test will receive credit for the U.S. Constitution Requirement but not the California State and Local Government Requirement.

```
+ 10) U.S. HISTORY REQUIREMENT

9.00 UNITS EARNED )
F14 HIST200
F14 HIST201
F14 HIST201
F10 U.S. CONSTITUTION REQUIREMENT

4.5 AP
F14 PSCI1E004
F14 PSCI1E004
F14 PSCI1E004
F14 PSCI1E004
F14 PSCI203
WILL NOT RECEIVE CREDIT FOR CA STATE & LOCAL GOVT REQT
NEEDS:
1 COURSE
SELECT FROM: HIST 270,370
PSCI 203,330,332
```

Common Unit Limits

You can apply a maximum of 12 units of physical education courses toward your degree. You may also apply up to 45 units of military service credit or external test credit (such as CLEP exams). Up to 105 units from community colleges may be counted toward your degree. Any excess units in these areas are not counted in your "earned" unit total. Your PAWS may have other statements of unit limitations (such as limits on international courses) that are particular to your situation.

Non-Baccalaureate Level and Courses With No Credit

Depending on the courses you have taken, you may see any (or none) of these categories on your PAWS.

1) Unarticulated Courses and Unidentified Grades

This area contains any transfer courses that have not yet been articulated (evaluated by a counselor and placed in the appropriate area on your PAWS). It may also contain courses that have grade values that are not recognized by the PAWS database. A Transfer and Graduation Counselor will need to verify that the grades were entered correctly.

2) Non-Baccalaureate Level Courses

Non-baccalaureate level courses are preparatory or vocational courses and cannot be applied to degree requirements. The units for these classes do not count toward your earned unit total, and any grades do not affect your GPA.

3) Courses Carrying No Credit or Points Toward Graduation

This category includes courses for which a "No Credit" (NC), "Incomplete" (I), or "Report Delayed" (RD) grade was earned. It also includes repeated courses that have a grade discount applied (>X).

-	NON-BACCALAJREATE LEVEL AND COURSES WITH NO CREDIT 1) UNARTICULATED COURSES AND UNIDENTIFIED GRADES CONTACT RECORDS, REGISTRATION & EVALUATIONS EVALUATOR IN UH-171				
			CRAFTON : GEOL	112	
	F14 UNKN05726	4.5 A	ELEMENTS OF OCEANOGRAPHY		
			CRAFTON : OCEAN	101	
	2) NON-BACCALAUREATE LEVEL COURSES				
	F11 MATH090	4.0 B	F11 MUS 081	1.0 A	
	3) COURSES CARRYING NO CREDIT OR POINTS TOWARD GRADUATION				
	F11 ENG 106	0.0 NC			
	SU14 NOCR1T724	0.0 RP>	BIOLOGICAL ANTHRO	POLOGY	
			CRAFTON : ANTHRO	106	
	SU14 NOCR1T727	0.0 RD	ART APPRECIATION		
			CRAFTON : ART	103	
	SU14 NOCR1T728	0.0 I	HIST OF US 1865 TO	PRESENT	
			CRAFTON : HIST	101	

Academic Transcript

This portion of the PAWS simply lists all of your transferred coursework and your CSUSB coursework in chronological order. It's an easy place to find a particular course or see an entire term at a glance.