

Course Planning Worksheet – *For Returning Students*

This worksheet will help you to prepare for your meeting with you faculty advisor during Advising Week. The steps below will help you gain familiarity with Occidental’s requirements and course offerings. Follow the steps below and then bring this worksheet to your advising appointment to review and discuss it with your advisor.

1. Check your progress toward completing the Core and Writing Requirements. To see which requirements you have already fulfilled, go to my.oxy.edu, navigate to the *Academics* tab, and then select *Grades & Academic Records*. Once you are in the Grades & Academic Records module, select *Core Requirements*. Note that only requirements fulfilled by courses that been *completed* will be shown with a checkmark. Using the grid below, place a checkmark (✓) next to any requirement you have already fulfilled and place a dot (●) next to any requirement that will be fulfilled by a course that is currently in progress.

Fall CSP Seminar	<input type="checkbox"/>	Fine Arts	<input type="checkbox"/>
Spring CSP Seminar	<input type="checkbox"/>	Pre-1800	<input type="checkbox"/>
U.S. Diversity	<input type="checkbox"/>	Lab Science	<input type="checkbox"/>
Regional Focus	<input type="checkbox"/>	Other Science/Math 1	<input type="checkbox"/>
Global Connections	<input type="checkbox"/>	Other Science/Math 2	<input type="checkbox"/>
1 st Stage Writing	<input type="checkbox"/>	Foreign Language	<input type="checkbox"/>
2 nd Stage Writing	<input type="checkbox"/>		

2. Next, look up the requirements for any majors or minors you are currently considering or have already declared. You can find these requirements by going to the College Catalog (<http://oxy.smartcatalogiq.com>) and selecting the major/minor from the list of “Programs of Instruction.” Make note of any requirement you still need to fulfill.
3. Once you have reviewed any relevant major and minor requirements, look over the courses that are being offered during the upcoming semester by visiting counts.oxy.edu. The *Simple Search* tab allows you to see the courses being offered during a given semester, organized by department. You can also search for courses that fulfill specific Core Requirements using the *Core Search* tab. **To see the full details for any class, click on the 4-digit CRN in the left column.**
4. Using the grids on the next page, create at least two possible course schedules. Make sure that the meeting times for the courses do not conflict with each other. In the sixth column, write down any Core Requirements or relevant major requirements that will be fulfilled by a given course.

Course Grid 1

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time

Course Grid 2

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time

Course Grid 3

CRN	Dept. & Course No.	Section	Course Title	Units	Core/Major/Minor Req.	Day/Time