

NAME \_\_\_\_\_

# LBCC Graduation Worksheet 2005-2006

I D. NO. \_\_\_\_\_

Associate Of Science

Technical Communications Emphasis

AS 1015

**Instructions:** Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on each page to receive this degree. The college catalog and your advisor are two resources you can turn to if you need help. When you are within two terms of completion, meet with your advisor and have him or her sign this form. You should apply for graduation one term prior to the term you and your advisor determine you will meet all the requirements for completion. **When you apply for graduation you must attach this form to your application. Your application is incomplete without this form signed by your advisor.**

General Education Requirements Are Approved By The Admissions & Records Office

WRITING I		Credits	
WR 121	English Composition .....	3 q	_____
WRITING II (select one)			
WR 227	Technical Writing .....	3 q	_____
SPEECH (select one)			
SP 111	Fundamentals of Speech		
SP 218	Interpersonal Communication .....	3 q	_____
MATHEMATICS (select one)			
MTH 105	Intro to Contemporary Math (4)		
MTH 111	College Algebra (5) .....	4/5 q	_____
HEALTH & PE			
PE 231	Lifetime Health & Fitness .....	3 q	_____
PERSPECTIVES ( No more than two courses with the same prefix may be used by a student to satisfy the Perspectives category)			
Physical Science (see catalog page 186).....		4 q	_____
Biological Science (see catalog page 186).....		4 q	_____
Biological or Physical Science (see catalog page 186).....		4 q	_____
Cultural Diversity (see catalog page 187).....		3 q	_____
Difference, Power & Discrimination (see catalog page 187) .....		3 q	_____
Literature and the Arts (see catalog page 187).....		3 q	_____
Social Processes and Institutions (see catalog page 187) .....		3 q	_____
Western Culture (see catalog page 187) .....		3 q	_____

Even though the theme of a Biology Course may be different, a Biology Course number may only be used once to satisfy the graduation requirements.

Degree Evaluator \_\_\_\_\_

Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr. _____	GPA _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Registrar _____			AS 1015 AC
Date _____			

PROGRAM REQUIREMENTS LISTED ON REVERSE SIDE

Advisor Instructions: This is the student's official record of their progress. The student must present this form to the Admissions Office when they apply for graduation. Please address each requirement by checking off completed courses, indicating which courses the student plans to take, and clearly documenting substitutions or waivers.

**PROGRAM REQUIREMENTS ARE APPROVED BY THE DEPARTMENT ADVISOR**

Courses may not be used to meet more than one requirement unless specified under the particular option.

Liberal Arts Core Requirements:

Select 15 credits from the core requirement options listed on page 189 in the catalog (3 credits from each category)

	Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
Category I .....	3 q	_____	_____	_____
Category II .....	3 q	_____	_____	_____
Category III .....	3 q	_____	_____	_____
Category IV .....	3 q	_____	_____	_____
Category V .....	3 q	_____	_____	_____

Program Requirements:

WE 202	CWE Seminar .....	1 q	_____
WR 185	Understanding English Grammar .....	3 q	_____
WR 228	Technical Writing II .....	3 q	_____
WR 246	Editing & Publishing .....	3 q	_____
WR 280	CWE English/Writing .....	2 q	_____

Select 22 credits from the following courses or see your advisor for additional electives in a specific field:

BA 101	Introduction to Business .....	4 q	_____
BA 215	Survey of Accounting .....	4 q	_____
BA 223	Principles of Marketing .....	3 q	_____
BA 230	Business Law .....	4 q	_____
CIS 125	Introduction to Software Applications .....	3 q	_____
JN 134	Introduction to Photojournalism .....	3 q	_____
SP 112	Introduction to Persuasion .....	3 q	_____
SP 219	Small Group Communication .....	3 q	_____
WR 214	Business Communications .....	3 q	_____
WR 240	Creative Writing: Nonfiction .....	3 q	_____
WR 242	Creative Writing: Poetry .....	3 q	_____
WR 243	Creative Writing: Script Writing .....	3 q	_____

CHANGES MUST ALSO BE APPROVED BY  
DIVISION DIRECTOR OR DEAN

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this degree is awarded to the student. Requirements such as general education, total credits and grade point average must be approved by the Registrar.

**DEPARTMENT ADVISOR**

Program requirements/proposed substitutions and waivers meet with my approval. Reasons for any changes are indicated and initialed on the appropriate line above.

**DIVISION DIRECTOR or DEAN**

Changes and/or substitutions in the program requirements have my approval.

\_\_\_\_\_  
Program Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director or Dean Signature

\_\_\_\_\_  
Date