

ADVISOR – All RTVF majors must have an assigned academic advisor. Go to the main Theatre Arts office (HGH 100) to be assigned an advisor. Make an appointment to see your advisor for general guidance or for answers to specific questions. For any non-academic problems you might have during your career here at SJSU, the University Counseling Service can help. They are completely confidential and are located at ADM #201. Their number is: 924-5910.

MINOR REQUIREMENT – All RTVF majors must choose a minor. All minors must consist of at least 15 units and must be chosen with the approval of advisor only. To obtain specific minor information, go to the chosen department and get their minor course requirement form.

TRANSFER STUDENTS – If you have taken radio, television or film courses at another four-year school and you would like to see whether they will count for some course credits in our RTVF department, here is what you do: First, consult Admission and Records to make sure the units have been accepted by the university. Then see your major advisor. Our community (junior) college articulation agreement allows students to receive credit for lower-division courses only (RTVF 77, 82, 91). In other words, you cannot transfer community college courses to take the place of any upper-division class. There is a notebook in the main office HGH 100 with lists of transferable courses from California junior colleges. If your institution or course is not listed in the notebook, please bring a copy of your transcripts and an official school catalog description of the class in question to your advisor for approval.

CREDIT BY EXAMINATION – If you have taken upper-division equivalent courses at another university or college or if you have adequate professional experience, you may be qualified (by instructor approval only) to test-out of some lower and upper-division courses (such as RTVF 77, 82, 91, 110, 150, 171, 170, 181). However, the following courses are not available for credit by examination. All students (Majors) must take these classes from our department at San José State regardless of past experience or education (RTVF 170 A&B, 172, 173, 175, 176, 177, 182A, 185, 190, 192; TA 100W, TA 163, TA199H, TA 198; DR 116, DR 129). If you would like to test-out of a class, you must first meet with your advisor for approval. Then you must consult with the professor of the class you want to challenge. If you qualify for credit by examination, you must register for the class and take the exam within the first two weeks of the semester. If you pass the test, you will receive credit for the course (not a letter grade). If you do not pass, you are not allowed to try again; you must take the course.

WRITING SKILLS TEST (WST) – Students must take it before they are allowed to enroll for TA 100W, RTVF 175 or RTVF 110. You may contact the testing center at (924-5980) or you can go to the Cashier's Office to pay your fee and receive scheduling information. Plan ahead and take the test at least one semester before you want to enroll in these courses. **NOTE:** If you pass the WST with a high enough score, you will receive a "waiver" from the University. This means you are not required to take TA 100W. However, if you waive the course you will not receive the 3 units credit to use toward your graduation. If you don't take the course, you do not get the units. Speak with your advisor if you are unclear about this rule. Finally, do not lose your WST results form; you'll need it to get into courses that have TA 100W as a prerequisite. Have a copy placed in your advising file for safekeeping.

PREREQUISITES – We strictly honor course prerequisites. It is your responsibility to adhere to this rule. Even if the SJSU computer registration system allows you to enroll in a class without having completed the proper prerequisites, the department can and will drop you from the course when your records are checked. If you are using a course taken at another institution to substitute for any RTVF prerequisite, you must obtain written confirmation from your major advisor to show the course professor. Finally, you are not allowed to take a course and its prerequisites concurrently (during the same semester). There are no exceptions to this policy. (More information on other side)