Please read over ALL of the information in this advising guide. Ultimately, your academic career is your responsibility, so it is important for you to familiarize yourself with SJSU and RTVF Major requirements. You should also consult with your advisor to make sure you are taking the correct courses.

1) Bookmark and visit the Film and Theatre website for the latest news and information regarding the program: http://www.sjsu.edu/filmandtheatre

2) Identify your assigned advisor (by the first letter of your last name) and email them to schedule a Zoom appointment for an advising session.

   A—C: Dr. Kimb Massey
       kimb.massey@sjsu.edu
   D—J: Harry Mathias
       harry.mathias@sjsu.edu
   K—Q: Dr. Alison McKee
       alison.mckee@sjsu.edu
   R—Z: Babak Sarrafan
       babak.sarrafan@sjsu.edu

3) BE PREPARED for your advising appointment. THIS IS VERY IMPORTANT.
   HAVE THE FOLLOWING ACCESSIBLE DURING EVERY ADVISING APPOINTMENT:
   — Complete set of all college transcripts (unofficial SJSU transcripts are acceptable; access from your MySJSU)
   — If you have taken classes elsewhere and you want to see if they can be substituted into your RTVF program, please bring a description of the class or any other available details (a course syllabi provides the best information for advisors to make their assessment.

4) See an SJSU and/or GE advisor from the H&A Student Success Center, also.
   RTVF Faculty are responsible for assisting you with your RTVF major or RTVF minor requirements. If you need general SJSU General Education (GE) advising, please email the H&A Student Success Center at ha-successcenter@sjsu.edu to make an appointment with an H&A advisor to discuss non-major requirements.

   You must take upper-division GE classes (SJSU Studies) in the areas listed below.
   A complete list of SJSU Studies courses can be found here: https://catalog.sjsu.edu/preview_program.php?catoid=2&poid=450

   Area R (Earth and Environment): We do not offer an Area R course in our major program; choose from the list provided by SJSU.
   Area S (Society, Self, and Equality in the U.S.): RTVF 110 is a major requirement that also fulfills G.E. Area S
   Area V (Culture, Civilization, and Global Understanding): RTVF 111 is a major elective that also fulfills G.E. Area V
   Area Z (Written Communication II): You will take TA 100W to fulfill this requirement. Other 100W courses may be substituted for TA 100W if you are a graduating senior and your schedule doesn’t allow you to enroll in TA 100W due to a time conflict.

5) You should never wonder where you stand regarding your academic progress. RTVF advisors are available to help you. If you have questions, email your advisor. Be proactive and get organized. This is your life, your time, and your money. Help us to help you navigate the process toward completing your degree in an effective, efficient and timely manner.

6) Regularly review your MyProgress Report in your MySJSU, the RTVF Program Curriculum, the list of RTVF Course Descriptions, and the Advising Road Map. Additionally, although we no longer use the RTVF Major Form in an official capacity, you can use this form to help you map out your progress in the RTVF program alongside your MyProgress Report. If substitutions are needed, please email your assigned advisor.

7) Apply to graduate online once you have COMPLETED 85 units (this number can be found on your SJSU unofficial transcript as “UE” which stands for “units earned”). See here for instructions on how to apply for graduation. You will use your My Progress Report to track your degree progress and see what requirements you need to fulfill.