

## Schedule Planning Tips

1. If only one section of a course you want to take is being offered, schedule that course first and plan the rest of your schedule around that single offering.
2. Make sure the beginning and ending times of your classes do not overlap.
3. If you are enrolling in a lecture course that requires a laboratory, be sure you enroll in both a lecture and a lab section.
4. Be aware for every hour of lecture for which you are enrolled you will probably be expected to put in two hours outside class. Since it takes a minimum of 60 units to graduate, a normal load would be 15 units per semester for two years or 12 units per semester for three years. Approval is required for programs with excessive units.
5. Where a **prerequisite** is listed, be sure you have met that prerequisite. (A prerequisite is a requirement that must be satisfied before enrolling in a particular course - usually satisfactory completion of a previous course, a test score or experience.)
6. Watch for dates indicating courses that do not meet the full semester, begin later in the semester or are offered through Distance Education. Be sure to note beginning and ending dates, etc.

If you have questions or need assistance in planning your program, make an appointment with a counselor. If you feel you need individual attention, plan to see a counselor before registration begins.