

**DEPARTMENT of ART**  
**California State University, San Bernardino**  
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**Plan for Success**

Keep these handouts in a 3-ring binder, along with any other documents for planning your coursework — such as your most current PAWS report. Plan what courses you need and want to take. *Plan your schedule carefully.* All of the following information is in the university catalog.

**The following are important points for you to do/know:**

**1. Read the Catalog for your ‘Catalog Year’**

Your ‘catalog year’ is when you began your studies at CSUSB or at a California Community College. Requirements change and if you would like to change your catalog year, go to your faculty advisor and request a memo be sent to the department chair.

**2. Activate your CSUSB Email**

All campus and professor emails will come to your CSUSB school account. Bring your university ID to the help desk in PL 22 to active your account.

**3. Declare your Major and Plan**

There are five plans to choose from. Declare your major and plan in the Records office.

**GO TO RECORDS TO CHANGE OR MAJOR/PLAN. MULTIPLE PLANS AND SPECIALIZATIONS WITHIN ART DEPT REQUIRE CHAIR SIGNATURE. GET CHANGE OF MAJOR FORM FROM RECORDS.**

**4. Faculty Advisors**

All students are assigned a faculty advisor. Go to this advisor for questions about your schedule, requirements, course substitutions, career counseling or any problems regarding your academic studies. All faculty are happy to help you, but your faculty advisor will have the most pertinent information about your plan of study. Unsure who your advisor is? Contact Yvette Menacho in the Art Department: ymenacho@csusb.edu

**5. Review your Paws Report**

Review your PAWS report quarterly. Check your grades and track your progress towards graduation and make sure you are taking the classes, both GE and Art Plan, that you need to graduate. Transfer students check to see that the classes you’ve transferred are being substituted for required CSUSB courses. If not, see your advisor and file a course substitution form.

**COURSE SUBSTITUTION or WAIVER:** Art Faculty advisors can request a course substitution or waiver if a course you need to graduate is not offered OR if you already took a class at a community college that has the same content as one you are required to take. Look at the section of your report that lists unused classes- those that have not been used to fulfill requirements. See your Art Faculty advisor and they will decide if it is relevant and will send a request to the department chair for approval. Also, lower-division courses (100 & 200 level and those taken at community colleges) cannot be substituted for upper-division (300 and higher level) courses.

**NOTE: The Art Department can only request substitutions or waivers for art courses, not general education classes.** To request a GE waiver or substitution, go to Academic Services and Advising (UH-380).

## 6. Create a Roadmap to Graduation

**UNITS for GRADUATION:** You need 180 units to graduate: 78 - 82 units of GEs and 82 - 92 Art units, depending on which plan you're in. Free electives make up the remaining units to reach 180. You must have at least 60 upper-division units to graduate and must complete at least 45 units at this university.

**TAKE COURSES IN ORDER.** Common sense dictates that you take your courses in sequence beginning with lower-division (100-200) courses before your upper-division courses (300 and above). **IMPORTANT NOTE:** Some required courses are offered every quarter while others are only offered once a year or even less often. It is your responsibility to arrange your schedule so that you can take these required courses when they are offered. Check the attached list of course offerings to see when they are usually offered.

**PREREQUISITES:** Many classes have prerequisites. The course description in the catalog states what prerequisites are required for each class. MyCoyote typically will not let you register for a course unless you have the prerequisite, so plan your schedule carefully. Courses with prerequisites or "consent of instructor" provide the option of letting you in a class with the instructor's signature on an ADD/DROP slip, but you will still need to take the prerequisite if it is a requirement for the major.

**REQUIRED ART HISTORY COURSES:** All Art majors are required to take the three lower division Art History courses. Each is offered only once a year: Art 221 (Fall only), Art 222 (Winter only) and Art 223 (Spring only).

### **KEEP YOUR ART HISTORY PAPERS AND EXAMS**

Before you graduate, you will be taking courses in which you assemble a senior portfolio. Part of the portfolio will be two graded art history papers and two graded art history exams, as well as gallery reports from art classes. Please keep your art history papers, exams and other papers you've written in your art classes.

## 7. The Year You Plan on Graduating

**1: CHECK YOUR PAWS REPORT QUARTLERY** to make sure you are on schedule. Be sure you have fulfilled all of the requirements for your major, GEs and any free electives

**2:ART 415 Senior Seminar** is required for art majors in Plans I, II, III and IV. It is only offered in the Winter term, so plan on taking it the winter before you graduate.

**3: Art 416: Senior Project and Art 443: Graphic Design V.** EVERY STUDENT IS REQUIRED TO SUBMIT A SENIOR PORTFOLIO BEFORE GRADUATION THAT CONTAINS DOCUMENTATION OF ARTWORK, RESEARCH PAPERS, TWO ART HISTORY TESTS AND TWO ART HISTORY EXAMS AND OTHER MATERIALS AS OUTLINED BY THE INSTRUCTOR IN ART 416 AND ART 443. THIS MATERIAL MUST BE SATISFACTORILY COMPLETED AND SIGNED OFF BY APPROPRIATE FACULTY AS DIRECTED IN THE COURSE. If this material is not completed, you cannot graduate.

**4:You must request a graduation requirement check** at the Office of Records, Registration and Evaluation two quarters PRIOR to the one you expect to graduate. The fee is \$25. Doing so later

will result in a \$15 late fee. Do not request the check until you have accumulated 144 quarter units towards your degree (GE's and Art classes), which may include work in progress. You must pay for and file the graduation check by the deadlines established for each quarter and published in the Class Schedule. If you plan on graduating in June, you must file your grad check in November to avoid a late fee.

## **YOU NEED TO KNOW:**

### **LAB FEES**

Lab fees are \$39 for all studio art courses with a lab, activity, or supervised component. Lab fees are \$9 for art history, lecture, discussion, or seminar courses. Lab Fees pay for the materials you use in the studios and maintaining of studio equipment and for the cost of maintaining the Visual Resources Center and purchasing the slides, videos, publications and other research materials available for your use.

### **ANNUAL STUDENT SHOW**

Each Spring the Art Department and Robert V Fullerton Art Museum mount an end of the year exhibition of artwork done by students. Submissions are solicited and accepted in late May. The exhibition has a different independent juror each year and provides a professional art world experience for student artists. Any work completed during that year's Fall, Winter and Spring terms is eligible.

### **STUDENT GALLERIES**

There are two galleries for students to exhibit their work. You may propose a solo or group show in either Gallery 106 or the Dutton Family Gallery. Professor Alison Petty Raguette manages the galleries and schedules exhibitions. See Professor Petty Raguette to submit a proposal (VA 210).

### **BECOME A MEMBER OF THE VISUAL ARTS@CSUSB FACEBOOK GROUP. FOR INFO AND NEWS RELEVANT TO ART MAJORS.**

### **ART DEPT WEBSITE HAS VALUABLE DEPT AND PROGRAM INFORMATION: [WWW.ART.CSUSB.EDU](http://WWW.ART.CSUSB.EDU)**

### **INSTRUCTIONS TO ADD OR DROP A CLASS**

(ADD/DROP slips are available in the Art Department office or Registration - UH 171)

**To Drop A Class:** You may drop a class by using the MyCoyote system through the third week of classes (this is called the census date). Check the quarterly class schedule for the exact census date. Or, if you need additional assistance, you can go the Art Department Office or Registration - UH Lobby 171. **Signatures are not required to drop classes by the CENSUS DATE.**

**To Add an Open Class:** You may add an open class through MyCoyote, usually until the end of first week of classes. Check the quarterly class schedule for the exact cut off date. To add an open class after that, the signature of the class instructor is required. Signatures of approval from the class instructor and department chair are required through the third week of classes. Once you have obtained the required signatures, bring the ADD/DROP slip to the Art Department Office or Registration – UH Lobby 171 for processing.

**To Add a Closed Class:** You may add a closed class only with the approval of the class instructor and the approval of the department chair through the third week of classes (census). Once you have obtained the two signatures, bring the ADD/DROP slip to the Art Department Office or Registration – UH Lobby 171 for processing.

**To Drop a Class After Census:** Drops (Withdrawal) after the third week of the term (after census) are only permitted for serious and compelling reasons and only with the approval of the instructor, the Department Chair, and Dean of the College in which the courses resides. Compelling reasons may include cases involving serious accidents or illness (physical or mental), serious personal or family problems, military transfer, or substantial change in employment during the quarter. The student will be required to submit documentation to support the request to drop the course. Poor performance or poor attendance in the course will not be allowed as an acceptable reason to drop a course after census. Drop after census forms are available at Registration – UH Lobby 171.

**To Add a Class After Census:** Students may not add classes after the end of the third week of the quarter except for serious and compelling reasons and only with the approval of the instructor, the Department Chair, and Dean of the College in which the courses resides. Add after census forms are available at Registration – UH Lobby 171.

## **SUPERVISION COURSES**

Directed Studio Problems (Art 365, 1 – 5 units) and Independent Study (Art 595, 1 – 6 units) are available if an instructor is willing and available to work individually with you and the Chair approves. **These courses can be substituted for those required in your plan.** Obtain the form from the art office, fill it out and attach a detailed explanation of your proposed project or course of study for the course. Once the form is completed and signed by the instructor, bring it to the Art office. Once the chair has signed it, the Department will add you. **NOTE: Directed Studio Problems is for undergraduate studio work only. Independent Study is for advanced undergraduate students doing non-studio research and for graduate students.** Art 595 requires a report that includes documentation of the work you accomplished to be turned in before you receive your grade and will be kept on file for one year.

## **GRADE GRIEVANCES**

Grade Grievances can be filed in the office of the Dean of Undergraduate Education, UH-368. This needs to be done within forty (40) days after the grade is recorded.

## **REPEATING CLASSES FOR CREDIT**

Some ART classes can be repeated (sometimes more than once) for credit, usually advanced level studio classes. Check the course description in the catalog for this information.

## **GRADE DISCOUNTING (repeating a class to improve a grade)**

You can re-take a class for a better grade. Once the class has been re-taken, file a petition with Records. If approved, the second grade will be substituted for the original grade. See the catalog for more details.

## **CREDIT BY EXAM**

Students may petition to receive course credit by exam. In the Art Department, this exam is often a portfolio review and/or oral exam. Students must register for the exam in the Art Office before the first day of instruction and must complete the exam within the first two weeks of the term. **DO NOT REGISTER FOR THE CLASS IF YOU ARE DOING THIS.**

## **TOTAL UNITS PER QUARTER**

19 1/2 units are the maximum you may register for in any single quarter. To take more than that (called ‘overload’) you must have at least a 3.0 GPA and file a petition to be approved by the instructor of the course that creates the overload, the department chair, and college dean (UH-237). – **NOTE: the maximum number of units each quarter has been changed temporarily to 17 units.**

## **DUAL AREAS OF CONCENTRATION**

It is possible to concentrate in two areas within the Department of Art, e.g. Studio Art and Graphic Design. To do this you must get permission from the chair of the department.

## **SIMULTANEOUS ENROLLMENT**

It is possible to be registered for two courses that meet at the same time or overlap if you can gain approval from both course's instructors. You need to fill out the Simultaneous Enrollment Form and have both instructors sign it. You need to do all the work for both classes and make arrangements with both professors about how you will accomplish this. BUT the two courses cannot be taught by the same professor at the same time (i.e. Intermediate and Advanced Printmaking).

## **CONCURRENT ENROLLMENT**

It is possible for CSUSB students to take courses at other colleges for credit here. You must file a Concurrent Enrollment contract with Records 2-3 weeks prior to the start of the term. Once you have finished the class, you need to have the official transcripts sent to CSUSB.

## **SAFETY ISSUES**

Every studio has potential hazards of which you should be aware. On the first day of class you were given a hand out describing the potential hazards and you signed a liability waiver. It is our shared responsibility to maintain a safe working environment and you should report any concerns or unsafe conditions immediately to your instructor, lab tech or department chair. Your safety is our utmost concern.