The purpose of this worksheet is to plan out requirements for your major and help you to ensure you can meet your goals within an acceptable timeframe.

Suggested guidelines:

1) Enter all courses completed or in-progress for past semesters and the current semester.
2) Plan out when you would take future courses for your major. Utilize any or all of the following resources:
    a. Advisement report in PAWS
    b. Bulletin entry for your current major, minor(s), or any new programs you are hoping to add, referencing required courses and any course sequence guides listed
    c. Department website, which may list additional program planners, course sequence guides, and major requirements.
3) Cross-reference your placement of courses with the course catalog in PAWS. Some courses may be offered every semester, while others might be Fall or Spring only, or only offered occasionally.
4) Add additional cells or semesters as necessary to indicate summer semesters, fifth courses, etc.

Tips:
1) Use a pencil or work on it electronically so you can easily shuffle items.
2) Enter major courses first then enter any remaining Liberal Learning courses as LL and a domain you need to fulfill in the appropriate box. Keep in mind you can shuffle LL courses more easily than most major courses (which may follow a specific sequence) and there are often many course options to fulfill a particular breadth requirement. If your major specifies particular LL courses for a particular domain in your advisement report (such as STA 115 for Quantitative Reasoning), then do include that specific course number.
3) Remember to include secondary language proficiency requirements and WRI requirements if appropriate.
4) If you wish to include a minor or study-abroad, do so after you have ensured you can complete major requirements within a timeframe congruent with your goals.

Remember:
This is just a planning worksheet. Please always review your plans with your advisor and seek additional assistance from your department chair or assistant dean.

For Overload Request:

Include copy of your current unofficial transcript from PAWS.

School of the Arts and Communication   Four-year Planning Worksheet

Name:			
Date:		Current Earned Units:	
PAWS ID:		Anticipated Graduation Date:	
GPA:		Number of Semesters Until Graduation:	

1. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

2. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

3. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

4. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

5. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

6. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

7. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

8. Semester & Year	Course Numbers
	1.
	2.
	3.
	4.

School of the Arts and Communication
Permission to Increase Student Credit/Course Load Request Form
(permission to take more than 18 credits or more than 4.5 courses)

NAME:	PAWS ID:

MAJOR: (COM, IMM, Art & Art History only; for Music please visit http://music.pages.tcnj.edu/students/forms/)

E-MAIL:

SEMESTER REQUESTING FOR OVERLOAD:	FALL SPRING (check one) YR: 20
HAVE YOU RECEIVED PERMISSION FOR CREDIT INCREASE IN A PREVIOUS SEMESTER?	YES NO

ANTICIPATED GRADUATION DATE:

REASON FOR REQUEST (Please also complete the attached four-year plan with the help of your advisor):

NOTE: It is the policy of The College of New Jersey that the Office of the Dean **may** give permission to carry more than 18 credits, or more than 4.5 units, only to students with 3.3 GPA or greater with at least Sophomore-level status (more than 7.75 earned course units). No permission will be granted for more than 5.0 units in a given semester.

BELOW FOR OFFICE USE ONLY

GPA:	EARNED UNITS:

DECISION: APPROVED REJECTED

Department Chairperson or Designee Approval Signature	Date:
School of the Arts & Communication Dean or Assistant Dean Approval Signature:	Date:

Comments: