



APPLICATION FOR ADMISSION TO THE COMMUNICATION STUDIES DEPARTMENT

Directions: Complete this application and all attached forms. Then email those materials in PDF format to the Program Assistant. All forms must be formatted and attached as PDFs; a link to a shared file will not work. The chair of the department will review the application to determine if you are accepted into the Communication Studies program. Please note that this application is divided into parts. Be sure to fill out all fields on all forms completely and accurately. Incomplete or inaccurate applications will be rejected.

You may apply to the major at any time. No decision will be made until you have completed at least one of the following courses with a C+ or higher grade: COM 103, COM 117, COM 118, COM 172 or COM 242.

If you take more than one of these courses during the semester in which you apply, then you must earn a C+ or better in all of them.

If you have taken one or more courses during a semester(s) prior to your application, then you must have earned a C+ or better in all of them.

Finally, your GPA must be 2.0 or greater.

Applications submitted after October 1st in the fall semester and March 1st in the spring semester will **not** be accepted.

PART I: STUDENT INFORMATION

LAST NAME	FIRST NAME	PAWS ID #
EMAIL	PHONE #	PRESENT MAJOR

- CURRENT GRADE LEVEL: Freshman Sophomore Junior Senior
- NUMBER OF ACCUMULATED COURSE UNITS: _____
- CUMULATIVE GPA: _____
- DECLARE SPECIALIZATION:
 - Interpersonal/Organizational Communication
 - Public & Mass Communication
 - Radio, Television, & Film

PART II: STUDENT AGREEMENT

I understand that admission to the Communication Studies Program is competitive. As a result, some students who apply may not be admitted. I understand that to proceed in the major, I must receive a C+ or greater in the gateway courses (listed above) during the semester in which I apply or in the semesters preceding my application. **I understand that given the time of my application to the program, I am not guaranteed placement in my preferred courses upon entry and also that I may not be able to graduate at my originally anticipated time.** I have carefully read and examined all parts of this application, and all information I have reported is accurate.

Student Signature

Date

APPLICATION CHECKLIST

If you wish, this page can keep track of all of the required components of your application. Please be sure you have all parts completed accurately before submitting the application to the Department of Communication Studies.

___ PART I: FILLED OUT ALL STUDENT INFORMATION

___ PART II: SIGN APPLICATION AGREEMENT

___ PART III: COMPLETE QUESTIONNAIRE

___ PART IV: PLAN PROJECTED PROGRAM COURSE

___ PART V: COMPLETE PROGRAM PLANNER

___ PART VI: ATTACH UNOFFICIAL PAWS TRANSCRIPT

___ PART VII: COMPLETE RECORDS & REGISTRATION'S CHANGE OF MAJOR FORM*

* You must declare your Communication Studies Specialization

PART III: QUESTIONNAIRE

1. Draw upon background information relative to your interest in Communication Studies (e.g., courses you have taken, independent work you have done, student organizations you are involved with), write a statement explaining why you would like to be admitted into the Communication Studies major. Focus on why you wish to be admitted to the major, not on why you are leaving your current one. *In your answer, be sure to take one example from one of the pre-requisite COM course(s) you are taking now or have taken before.*

2. If there is an aspect of this application you feel warrants an explanation (a grade, class withdrawal, GPA etc.), please explain it below. If you are transferring from another major, please explain why you are transferring.

3. If you are planning on adding Communication Studies as a second major, please explain how this major will supplement your academic career.

PART IV: PROJECTED PROGRAM COURSE

The purpose of this part is to plan your completion of the Communication Studies major in your remaining semesters. Be advised that given the time of your entry into the major, you may not be able to graduate at your originally anticipated semester. The chart is a projection and does not guarantee enrollment into the listed courses.

ANTICIPATED GRADUATION DATE:		NUMBER OF SEMESTERS UNTIL GRADUATION:	
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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.

PART V: PROGRAM PLANNER

Fill out the most recent Program Planner for Communication Studies Majors.

PART VI: UNOFFICIAL PAWS TRANSCRIPT

Please print and attach your unofficial PAWS transcript.

In order to do this, log into PAWS, then select “Transcript: View Unofficial” from the drop-down menu under the “Academics” section of your Student Center. Then, on the next page, select “Unofficial Transcript” from the “Report Type” field, then click “View Report.” Then print the report.

The Department of Communication Studies will NOT print your unofficial transcript for you.

PART VII: RECORDS & REGISTRATION CHANGE OF MAJOR FORM

Please complete the attached “CHANGE OF MAJOR/SECOND MAJOR” form from the Office of Records & Registration. Please note that this form is required in order for Records & Registration to change your major in PAWS. This form requires both your signature and the signature of the chair. The chair will sign the form only once he or she has approved this entire application. **The chair will not approve applications that do not declare a specialization.**

PART VIII: FINAL STEPS

When your application is reviewed, you will be contacted by the Department of Communication Studies. You will be contacted after the semester deadline (October 1st in the fall, and March 1st in the spring) and before the registration period. **Please do not contact the Department about the status of your application.**

If your application is accepted, the signed “CHANGE OF MAJOR/SECOND MAJOR” form will be sent to the Office of Records & Registration. You will receive an email notification on the status of your application at that time. It may take a few days for your change of major to appear on PAWS.

Keep a copy of your original packet PDF. Your Program Planner should be used at every advising session. It will serve as an advising tool for future meetings with your advisor.

If your application is rejected, the Department of Communication Studies will notify you. From there, you may need to make changes to the application and resubmit it, wait until next semester, or consider other academic programs.