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Worksheets for ADPR Major and Baccalaureate Requirements

1. From the charts below, select your worksheet for the ADPR major based on your catalog year. Worksheets for minors are on Page 2.
2. Download the document. **These are MS Word documents.**
3. Cross through or **gray highlight** courses you've taken; **yellow highlight** those you plan to take.
4. Keep your worksheets updated each semester. Your advisor may require you to have them for your advising meetings. If you need to consult Workday to see what courses you have taken, go to Workday > Academics (after logging in to [MyUTampa](#)).

2020-PRESENT Worksheets for ADPR Major Broken Out by Concentration

ADPR MAJOR 2021-2022
<input checked="" type="checkbox"/> ADPR Major with Advertising Creative Concentration
<input checked="" type="checkbox"/> ADPR Major with Public Relations Concentration
<input checked="" type="checkbox"/> ADPR Major with General Concentration

2019-2020 Worksheets for ADPR Major Broken Out by Concentration

ADPR MAJOR 2019-2020
<input checked="" type="checkbox"/> ADPR Major with Advertising Creative Concentration 2019-2020
<input checked="" type="checkbox"/> ADPR Major with Public Relations Concentration 2019-2020
<input checked="" type="checkbox"/> ADPR Major with General Concentration 2019-2020
OPTIONAL All-in-one Worksheet

2018-2019 Worksheet for ADPR Major

ADPR MAJOR 2018-2019
<input checked="" type="checkbox"/> ADPR Major Worksheet 2018-2019 (all-in-one)

2016-2018 ADPR Major Requirements:

ADPR MAJOR 2016-2018
<input checked="" type="checkbox"/> ADPR Major Worksheet 2016-2018 (all-in-one)

Worksheets for Minors in Advertising and Public Relations

Catalog Year	Minor in PR	Minor in PR
2020-present	Minor in Advertising Worksheet	Minor in PR Worksheet
2019-2020	Minor in Advertising Worksheet	Minor in PR Worksheet
2018-2019	Minor in Advertising Worksheet	Minor in PR Worksheet
2017-2018	Minor in Advertising Worksheet	Minor in PR Worksheet

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How to Register In Workday

1. See instructions for [how to plan and register for classes in Workday](#).
You will first need to [set up your authentication log in for Workday](#).
2. Find out your registration time by going to [MyUTampa](#) > Workday > Academics.
3. Find out how your advisor will clear you for registration. (Some advisors send out an email or Workday message about their processes).
4. Register for your classes in Workday.

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Petitions & Waivers | [Forms](#)

See what [steps to take for petitions and waivers](#) if you need prerequisite waivers, course overloads, course substitution, internship, independent study, or incomplete.
[All forms](#) are available on SpartanNet (you must be logged into MyUTampa).

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Graduation

Are you planning to graduate some time in the next year or so? See your advisor to check to make sure you'll be ready to graduate on time and are preparing registration accordingly.
Consider using these tools:

- [Advising Audit Worksheet](#) (you can use this with your advisor to make sure you can graduate on time and plan remaining classes)
- [For Graduating Seniors](#) (info on applying for graduation is linked from this page)

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Internships & Portfolios

1. **Save ALL Your Coursework for portfolios.**
Keep all of their coursework from all of your ADPR classes because a portfolio review of work is required for graduation. Even work that you believe is not your best should be kept because you never know when work might be useful to revise for a portfolio or even a job.

2. **Internships are recommended (two or more can be ideal).**

Internships can be taken for credit or non-credit. See [more information about internships](#), or contact Prof. Christopher Boulton at cboulton@ut.edu.

3. **Resume & Portfolio Development**

See www.ADPRmajor.com for information on resume-writing and portfolio development for strategic communication fields.

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General Advising Tips: Planning Your Schedule

1. **124 credit hours (minimum) are required for your whole degree.**

If you are planning to attend four years (8 semesters), that's an average of 15.5 credits per semester. Many students take more than 124 credit hours. All students must complete:

- ✓ Baccalaureate Experience (e.g., science, math, humanities, social sciences, etc.)
- ✓ Courses for a Major
- ✓ General Electives (any additional courses you choose, to total 124 credits or more if needed)

TOTAL: 124 credit hours (minimum)

2. **The last 31 hours of the degree program must be taken at U.T.**

That means you won't be able to take courses at another institution and transfer them in toward the end of your degree.

3. **What to do with "Leftover Credits"**

If you complete the Baccalaureate Experience / "Spartan Core" and have one major, you will probably have credits left over to meet the 124 credit requirement. Those leftover credits can be fulfilled by any courses you want to take ("general electives"). Students who have minors usually use those credits to fulfill requirements in the minor.

4. **If you get behind . . .**

The May and Winter intersessions allow students to complete a full course in 8 days. Hybrid courses require a minimal amount of time in the classroom (usually 7 days) and the rest of the time online. To find out which 7 days hybrid courses meet, click on the course in the SpartanWeb schedule for the details. Of course, regular summer courses are an option as well, as are transfer credits from colleges close to home.

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Your General Education Courses

If you started U.T. in Fall 2023 or later:

You are on the "Spartan Core" program for general ed courses. See Workday for your requirements.

If you started U.T. prior to Fall 2023:

You are on the old baccalaureate program for general ed courses, which is a little more complex. See important information below and see Workday for your progress.

Reminders for the “Old” Baccalaureate Program (catalogs before Fall 2023):

1. **Courses in your major cannot also be used to fulfill Humanities and Social Sciences requirements** in the Baccalaureate unless you are a double major.
2. **Courses in your major CAN also be used to also fulfill Courses in AA, WI, and IG**
Courses in your major (or anywhere else) can be used to also fulfill Writing Intensive, Art Aesthetic, and International Global requirements for the Baccalaureate Experience.
3. **How to Find Courses That “Count” for Specific Areas of the Baccalaureate Experience**
When you’re planning for registration, how will you know which courses “count” for social sciences, humanities, etc.? See the steps below.
 - a. In Workday, go to Academics > Plan My Registration.
 - b. Indicate the semester you’re planning and click “O.K.”
You will see a list of courses offered.
 - c. In the left-hand column, go down to “Course Tags” and select the tag you want to search (e.g., Social Science).
 - d. Course results will appear on the right side of the page.

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Minors, Dual Majors & Dual Degrees

1. **Minors require 4 unique credit hours.**
A minor in the Communication Dept. requires at least 4 credit hours of unique coursework. For example, if you get a minor in Communication, you will need at least one course that is unique to the minor that does not also count toward your major.
2. **Dual Majors require 24 credit hours of unique coursework.**
For example, a student dual majoring in Advertising & Public Relations and Communication must have 24 credit hours that do not count for both majors.
3. **Dual Degrees require 155 total credit hours instead of 124.** This is different from a dual major.

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Course Number/Name Changes and New Electives

New electives count toward ADPR degrees of students on any catalog.

Sometimes course numbers or course names change but will not impact your degree. Examples:

Old Course Name	New Course Name & NOTES
ART: Figure Drawing and Beginning Drawing	ART 102 Foundations: Drawing
COM 302 Digital Arts for Professional Communication	COM 302 Digital Media & Design for Communication
COM 323 Culture, Society & Computing Technologies	COM 323 Digital Communication & Society
COM 583 Advertising Campaigns	COM 484 Advertising Campaigns
COM 584 Public Relations Campaigns	COM 484 Public Relations Campaigns