How should the Graduate Application be filled out?
The courses on the Graduate Application must be listed in a specific order. Core classes first (200/300/340), then foundation area classes in the order they appear on the yellow checklist sheet (available in the BECA office). The electives should then be listed in numerical order.

How many units does a student need to graduate?
For SFSU, a minimum of 120. For BECA, a minimum of 45. Only 50% of their overall university credit units should be in the major. For example, if a student has 120 units over all, only 60 units can be BECA units. If they surpass the 50% limit, the student will be forced to take more classes outside of the major in order to even the score! Make sure that students do not list classes they have withdrawn from or failed, as the Registrar's office will reject that application.

What classes are acceptable as electives?
Make sure that the majority of elective courses being counted towards the major are upper-division courses (translation: 300 or higher). On specific occasions a lower level course can be accepted, but there needs to be specific reasoning for it. Please note: BECA 201 is not an accepted BECA elective course! Electives taken from other departments are acceptable if these courses contribute to the emphasis area. Common examples of this are courses taken from the College of Business, from Speech Communication (political communication courses), and from the Department of Music. Students may take up to 6 units of upper level classes from another department as electives. (These should also point toward their emphasis). Students may also use any additional BECA Foundation classes beyond our requirements as electives (should point toward emphasis).

How critical is the Area of Emphasis?
Radio/TV majors must have an area of emphasis. The student’s area of emphasis should guide their choice of electives and your ability to approve them. At least four out of the seven electives they take should reflect this emphasis. You should encourage students to have an area of emphasis that reflects their interests in the program. The Bulletin has a list of potential emphasis, but it is not uncommon for students to “self-design” an emphasis that draws from two areas (ex. Video Production and Performance). Students can declare an emphasis as “non-emphasis” if they choose, but it is not recommended.
What classes do we accept from other institutions?
It is common for students to take the equivalent of BECA 200, 230/231 and 240/241 at a community college and then have these courses count towards the BECA major. The only classes we allow for transfer from any institution are the equivalent of BECA 200, 240/241 and 230/231. They must take all other courses at SFSU/BECA. There are times when students will ask for major credit for courses taken at a community college but are considered upper-division courses in our major. (Common courses: media writing, media performance, social aspects). We do not accept these courses for the major. Students will have to retake them or find alternative courses. If a student claims that another faculty person has given them permission to count a class that ordinarily would not count towards the major, ask to see a copy of their signed checklist before you sign their application. Do not take their word for this! (You'd be amazed the stuff some students try to count—Underwater Basket Weaving is not an appropriate elective) Students may take classes elsewhere that apply toward their GE requirements, however. Have them check with Student Advising.

Who makes the final decision to allow a waiver of 230/231 or 240/241?
Usually the advisor does. You sign off on it on their yellow checklist sheet. The chair may inquire about it, but if you feel it's appropriate then it will usually stick. if you are not sure, refer the student to an advisor in that field of study to make the call.

What about double-counting classes?
Double-check those courses that a student counts twice: for example, BECA 576 can be taken twice, but only once for the major and should only be listed once on their graduation application. The second time around it counts towards general upper-division electives. Some classes can be taken more than once (such as 695). Also note that some courses can be taken for less than three credit units. The Bulletin usually answers these questions.

Should I advise students on their General Education Requirements?
It is not your primary responsibility to advise students about general education issues. If you want to help them, that’s fine...but it’s okay to point them in the direction of Student Services or our undergraduate advisor, Professor Miriam Smith. Often students come in with Segment III questions, etc. Just remind them that only two courses (6 units) can double-count for the major and their Segment III cluster. The Advising Center is a university service staffed by professional
counselors, interns, and peer advisors committed to providing guidance and information to help undergraduate students enjoy a successful college experience.

* Location: Administration building 211
* Phone Number: 415 – 338 – 2103
* E-Mail: advising@sfsu.edu
* Daily drop-in hours: 10 – 3 pm M – F
* Evening: M-Th, 5-7 in Student Services Building

When are Graduation Applications due?
The schedule for graduation applications is posted by the Registrar's office on-line. Students should be referred to the website for specific dates. Students must have their applications in at least one week before they are due at the Registrar's Office to allow the chair to review and sign them.

When should students seek advising and go over the Yellow Checklist?
Students should meet with an advisor when they begin at SFSU to discuss a plan of study and go over the checklist (yellow form). It is recommended that they see a major advisor at least once a year once they begin taking classes towards the major to go over their plan of study and make sure that they are on track.

How does a student set up a double major?
The student has to fulfill the requirements of our program and whatever else they are majoring in. The only job we have is to tell them that they cannot double count a class for both majors. It has to be for one or the other. When they fill out their graduation application they must fill out one section for BECA and they must go through the whole deal with the other major as well. Same for minors. Students have to be careful though, as they can only double major within a specific degree. For example, students can double major in BECA and CINEMA, but it's still a BA. But a student cannot major in BECA (BA) and Biology (BS). They actually have to complete those two degrees at separate times.

What is a "special major" and how do students get BECA units toward it?
Special majors are set up with Academic Advising. We do not support special majors in general. Usually what happens is that students take a few CEL or MRI classes and are told by a CEL advisor that they can count all those courses for a special major that includes Broadcasting. But our Department in general doesn't support this...we require students to be a BECA major. Any special major issues should be sent directly to the chair, and usually it spells bad news for the student thanks to the bad advice they get from other parties.
Can a student with a music minor, for example, take classes in music and count it towards their BECA emphasis? Students can count six units of classes from another department towards their emphasis if it fits. But there is no double counting for second majors or minors. The only double counting is two classes for the major and for Segment III.

How many 699’s can a student take during their undergraduate career? They can only take three units of 699. Three 1 unit 699s, or one 3 unit 699.

What is the difference between a 699 & 695? 699 is independent study, available when a student wants to pursue a topic that is not available within an existing class. It is initiated by the student with a written proposal and reviewed by a supervising faculty member and the chair. 695 is intended for use for lab monitors and other practical tasks within the department.

Can a student attend graduation before they have completed 120 units? Students may apply for graduation with at least 100 units completed. However, in any of the myriad situations where a student would want to participate in the BECA ceremony prior to fully completing graduation requirements, refer them to the Chair.

May an undergraduate student take classes credit / no credit? Graduate students? The only class we count as CR/NC is BECA 576. Same for grads. They can certainly take classes CR/NC, but it won't count towards the major.

May an undergraduate student take graduate classes for credit? Yes, with instructor permission, but be advised that this is not recommended, as it alters the culture of the class and requires adjustment on the part of everyone.

Some classes are listed as "may be taken 3 times for up to nine units." Are there classes that are not listed as such online or in the bulletin? All that can be repeated for credit are listed in the bulletin. The bulletin is the law.

Is there a prioritized checklist for enrollment procedures when classes overfill? Faculty have control over this. Our departmental tradition has been as follows: BECA students that are Graduating Seniors, International Students on J-1 visas (exchange students here for 1 semester only), grad students, seniors, juniors, sophomores, freshpeople, students from other departments. It is important, however, that all students meet the prerequisites published in the Bulletin. Instructors have the right to drop students if they do not have the required prereq’s.
In the bulletin some courses state that “Department Permission” is required for enrollment in the course. What does this mean exactly?
Students must complete BECA 200 (or equivalent) BECA300 and BECA 340 and earn a grade of “C” or higher in each. They must also have a “Department Permission Form” completed by an advisor and be able to show instructors this as proof of department permission on the first day of class.

How does a student change majors to become a BECA major?
Students must complete BECA 200 (or an equivalent course) BECA 300 and BECA 340 with a grade of C or higher to become a Radio/TV major. Upon completion of all three courses, students must take a copy of their transcript or DARS Report along with a “Department Permission Form” to an advisor. The completed permission form must be submitted with a “Change of Major” to the Department Chair. Once the Chair signs this form, the student keeps the Permission Form and submits the “Change of Major Form” to the Registrar’s Office. All forms are available at the BECA Office.

What is the deadline applying to SFSU as a Radio/TV major?
Students who want to come to SFSU as a declared Radio/TV major must have their application submitted to SFSU during fall and spring initial filing periods. The fall initial filing period is usually between October 1-November 30, and the spring initial filing period is usually August 1-31.