

Advisement Notes and FAQs for Students in the CS&IT Department

ALL students MUST complete **120 credits** to graduate with a bachelor's degree! At least 30 of their last 60 credits completed must be completed at KU, as well as 50% of their major credits (KU policy ACA-079).

Be sure to reference the department's "CPSC Courses" document, which is available outside the department office (OM256). This document lists all the CPSC courses and the semester they are typically offered. You may also wish to refer to your program's 8-semester planner, which is the last page on all checksheets on the web site. Checksheets and 8-semester planners are also located outside the department office.

Transfer Students

Be sure to follow the KU policies and requirements for all students.

- All students must complete at least 120 credits to graduate.
- There is a residency requirement for all students. In part the policy states that all students must complete **at least 50% of the credits in their major at KU**, and 30 of their last 60 credits at KU.
 - <https://www.kutztown.edu/about-ku/administration/governance/policy-register.html>
 - Policy ACA-019: Transfer Credits

Miscellaneous

- Math course for **IT Majors** – may want to consider MATH121 (ALEKS 61 or higher) instead of MATH105.
- A student cannot take both CPSC225 and MATH224 for credit since they are essentially the same course.
- CPSC8xx courses
 - CPSC88x does count as a CSC elective for both CS and IT programs.
 - CPSC87x count as a CSC elective in the IT program, but NOT in the CS program.

Science course for science majors

For CS students, please refer to the "Student Resources" page on the department web site for the most updated list of courses that satisfy this requirement. The list is also available in the degree audit in MyKU and outside the department office. At least one of these courses must be a lab.

<https://www.kutztown.edu/Departments-Offices/A-F/ComputerScienceInformationTechnology/Documents/Student%20Resources/scienceCourses%20forCSmajors.pdf>

Registration Help

- If you want to enroll in a course that is closed, make sure there are no open sections of the course.
- If you are an undergraduate student trying to enroll in a 400-level course, make sure you are enrolling in the undergraduate section, not the graduate section. If you try to enroll in the graduate section, you will get an error saying it is not in your program of study.

Enrolling Students in Closed class

If you want to be enrolled in a closed class, you must complete the “CPSC Waitlist Form” in the “CS&IT” tile on [KU’s forms page](#). This should be completed only AFTER you have enrolled in your other classes.

BEFORE completing this form for a closed course, verify there is not an open section of the course.

If the course is a non-CPSC course, you must contact the department chair for that course. The CS&IT Department can only enroll students in CPSC courses.

Enrolling Students in class without meeting the prerequisites

If you are trying to enroll in a class for which you do not have the prerequisite, consult with your advisor and the course instructor. If you still want to enroll in a class without the prerequisites, you MUST complete the “CPSC Request to Override Course Prereqs” form, which is available in the “CS&IT” tile on [KU’s forms page](#). Please make sure this is a rare exception. Prerequisites are in place for a reason! You must still complete the waitlist form if the course is closed.

Relevant Minors and Undergraduate Certificates to Consider

- Game Development
- Data Science
- Web Development
- Business Analytics
- Math
- Forensics Studies
- Professional Writing
- Leadership
- Entrepreneurship
- CyberSecurity Certificate
- Database Certificate
- Technical Writing Certificate

Helpful “How Tos”

- [Schedule an advising appointment in Starfish](#)
- Viewing Advising Notes in Starfish → look under “Messages”
- [Preparing for Registration in MyKU \(see registration time, holds, etc.\)](#)
- [Using a Degree Audit in MyKU for Course Planning \(Students\)](#)
- [Search for Classes Offered \(select “Attribute” to select Gen Ed category\)](#)
- [Create a registration plan \(shopping cart\) in MyKU](#)
- [Registering for classes in MyKU](#)

Frequently Asked Questions

Registrar's Office (RO) Forms - [KU's forms page](#) or <https://www.kutztown.edu/about-ku/administrative-offices/registrar/forms.html> or on the Campus shared drive (<\\adminfs.kutztown.edu\Campus\RegistrarShared>). Many forms have been migrated to KU's DocuSign and are available to the student in MyKU or on [KU's forms page](#).

Can a student major in two of our programs (CS, IT, GD) or major in one and minor in another one?

- Yes. We approved this at the August and October meetings 2023.
- Students with multiple majors must complete at least 18 unique credits in each major (ACA-071)

What if a student wants to change their major or advisor, add or delete a major or minor?

- Change/add major/minor: Tell the student to complete the "Undergraduate Change of Major" for in the "Registrar" tile on [KU's forms page](#).
- Change advisor: Tell the student to send an email to CSITDepartment@kutztown.edu. Be sure they include their full name, ID, request to change advisor, current advisor, requested advisor, and brief reason for the advisor change. If the student has an advisor they wish to change to, they must speak to that advisor first and copy them on the email. If they just want any new advisor, they can state that in their email.

What if a student wants to take a class at another school and transfer it to KU?

- The student should check the transfer tables to confirm the course will transfer appropriately (<https://www.kutztown.edu/about-ku/administrative-offices/registrar/transfer-credit-center/transfer-credit-evaluation.html>). The student is also highly encouraged to complete the RO "Permit to Study at Another College" form. This form will verify that the course will transfer as intended.

What if a student wishes to take a semester off from study at KU or transfer to another school?

- The student should complete the RO "Withdrawal or Leave of Absence" form in the "Registrar" tile on [KU's forms page](#). This process is handled by the Registrar's office and does not involve the Department Secretary.

What if a student wants to repeat a course and they have already exceeded the repeat limit?

- The student must complete the "Repeat Approval Form" in the "Registrar" tile on [KU's forms page](#).
- Senate passed an update to policy ACA-008: Repeating Courses – Undergraduate Students. A student can now have more than six total repeats. They are still limited to a maximum of three attempts per course.

What if a student wishes to take more than 18 credits in one semester?

- The student must complete the Course Permission form which can be found on Campus (X:) RegistrarShared.
- The form requires the Department Chair's signature for the course that puts the student over 18 credits.

What if a student wants to withdraw from a course after drop/add?

- The student must send an email to RegOffice@kutztown.edu with the following information: name, student ID number, course information (class #, prefix, number, section), and a statement requesting to be withdrawn from the course.

What if an undergraduate student wants to enroll in a graduate course?

- The student must have at least a 3.0 overall GPA or get special permission from the Dean of Graduate Studies.
- The student must decide if they want to take the course for undergraduate or graduate credit.
- For undergraduate credit, the student must complete the RO “Enroll in a Graduate Course for Undergraduate Credit” form.
- For graduate credit, the student must complete the RO “Approval to Enroll in a Graduate Course by a Graduating Senior Student” form.

Which form is used for II or IS?

- The IS (Independent Study) form is for any topic that does not already exist as a CSC course.
- The II (Individualized Instruction) form is for a course that already exists, but it isn’t being taught during the semester in which the student needs to take it and there is a valid justification for the student to take the course at this time.
- These forms are in the RegistrarShared folder. You can email the form to the student. Once completed it should be emailed to the Department Secretary.
- For an IS, there is an additional form on the department share in “Forms” that requires a more detailed description of the IS.

What if the student wants to complete an internship?

- The student must complete an internship form, which is available in the RegistrarShared folder. You can email the form to the student. Once completed it should be emailed to the Department Secretary.
 - This form is only necessary to complete if you are completing the form for credit. If taking the internship for credit, you will be required to pay tuition for those credits.
 - This form should be completed ASAP as the company for the internship must be verified via KU’s internship agreements.
- The student must select a faculty advisor for the internship and obtain their signature on the form.
 - The faculty advisor is responsible for overseeing the internship, coordinating completion of the supervisor evaluation at the conclusion of the internship, and assigning a grade.
- Note that internships do NOT count as CS elective; they only count in free electives.
- There is an information sheet for internships available outside the department office.