ADVISING GUIDE

A maximum of 70 units may transfer to FPU from an accredited junior college/ no limit from four year institution

A maximum of two lower division classes may be used to meet upper division requirements.

18 of the last 30 units must be completed at FPU

A minimum of 18 units in the major must be taken at FPU

A minimum of 30 units must be taken at FPU

A maximum of 8 units of activity may be used (art, drama, journalism, physical education, and athletics), with a maximum of 4 units in a single area toward the 124 unit requirement. Music majors may have 8 music activity units with an additional 4 activity units in a different area.

A maximum of 3 classes may overlap between areas Major-GE, Major-Minor, Major-Major, GE-Minor

To approve substitutions in the major select one:
  ▪ submit a substitution /Transfer Request Form to the Registrar’s office
  ▪ email Beth Garcia the substitution
  ▪ submit an updated contract to the Registrars office.

AP credit is awarded when the official report arrives. If the student has received at least a 3 on the test but it is not on the GE contract they do not need to take the class. It will be added to the GE contract when the report arrives.

Transfer courses that are accepted but are not listed on the GE contract are counted as elective courses/units. Mentors may use the elective classes for
the major. Submit a Transfer/Substitution form or an updated contract noting the approved substitution.

FPU STUDENTS TAKING OUTSIDE COURSEWORK

- Make sure the unit value they are transferring in is adequate for their need. Check to see if it is a semester or quarter school.

- Make sure the course they want to take is not a repeat course.

- A major requirement substitution must be approved by the program director.

- A GE substitution must be on the IGETC plan or approved by the Articulation officer or GE committee. Always check the transfer agreements if available to see if course is transferrable.

- Only FPU courses will affect their GPA. If the student has failed the class and is re-taking it at another institution it will fulfill requirement but the failing grade at FPU will remain in their GPA.

- If a student has already capped out on transferable units they may use the class to fulfill a requirement but not gain units.

- Students may CLEP courses their last semester provided we receive the test scores by the date clearance documentation is due.

Students are required to take 18 of the last 30 units at FPU.
Frequently Asked Advising Questions

1. May I take a class at a community college?
   Answer:
   Ask which community college to make sure the unit value they are transferring in is adequate for their need. Is it a semester or quarter school?
   Has the student taken the class at FPU?
   Is the student fulfilling a GE or Major/Minor requirement?
   Is the class on the transfer agreement?
   Is the student looking to raise their GPA? Have they failed the class and are re-taking? They can re-take class at another institution to fulfill requirement but the failing grade at FPU will remain in their GPA.
   If they have already capped out on transferable units they may use the class to fulfill a requirement but not gain units. Do they need the units?

2. Can I do my last semester or year outside of FPU?
   Answer:
   18 of the last 30 units must be completed at FPU. Therefore 12 units may be completed outside of FPU. The new catalog states that all course work for the last semester must be done at FPU.

3. Can I take ___________ class at FCC for my major?
   Answer:
   The program director approves all outside course work for the major/minor.

4. Can I take a lower division class to fulfill an upper division major requirement?
   Answer:
   Yes you may take 2 lower division classes to meet upper division requirements. The program director must approve the substitution.