

College of Arts and Sciences Fall 2024 New Freshman Registration Instructions

All CAS students should be registering for **5 courses** (16-17 credits in their first semester):

1. **First-Year Experience: CAS 101** - Strategies for Success [1 credit]
Note: Interior Design and Graphic Design majors do not take CAS 101.
2. **First-Year Seminar (SF)** [4 credits]
Click on the [attached link](#), under step 4, to see a list of first-year seminar courses offered in Fall 2024.
3. **Writing Requirement (WRI)** [4 credits]
All students are required to complete the First-Year Writing requirement. All first-year students must complete the Writing Placement to determine appropriate writing level/course.
4. **Major Course(s)** [3 or 4 credits]
Students may be able to take an appropriate major-specific course(s) during their first semester. If the courses are not available or you have already received credit for the course [via Advanced Placement (AP) or dual-enrollment], you will register for another major course and/or an additional Core Requirement (see options below).
5. **Core Requirements** [3 or 4 credits]
The following are recommended options to complete during the first semester:
 - **Creativity & Innovation**
 - **Mathematics** (students must complete the placement exam to determine appropriate Math course)
 - **Social, Cultural, & Global Perspectives (Diverse Perspectives SCGP)**
 - **Studies in Literature (STLIT)**
 - **Ethical & Philosophical Inquiry (ETHICS)**
 - **Human Behavior & Societies (HBS)**
 - **Social and Intellectual History (SIH)**
 - **Visual & Performing Arts: Theory and Practice (VPATH)**
 - **Modern Language:**
The following language courses are offered at Suffolk: American Sign Language, Chinese, French, Italian, and Spanish

Follow the next steps to complete the registration process. We strongly recommend that you meet with an academic advisor prior to orientation. You can schedule an advising appointment online through Navigate: suffolk.campus.eab.com or call our office at 617-573-8034.

Access your Workday and Canvas account

Workday is the University portal for students, faculty, and staff. You can search and register for courses, view your class schedule and much more. You can also use Workday to review your academic progress and placement information. You will use your Suffolk credentials (Suffolk username and password) to access all portals.

Your Suffolk credentials have been emailed to you separately by Information Technology Services (ITS). Your SU credential information is sent to the email that you provided during your application process. If you do not know your log in information or need assistance resetting your password, please contact the ITS ServiceDesk at 617-557-2000.

FALL 2024 REGISTRATION INSTRUCTIONS

STEP 1: COMPLETE MATH AND WRITING PLACEMENT

Before you begin to search for courses, you must complete both your math and writing placements. Both placements are available in [Canvas](#). If you haven't taken the placement exams yet, we strongly recommend that you take them both as soon as possible. You will not be able to register for these specific courses until the placements have been completed.

Math Placement Exam (MPE): All students are required to complete MATH as part of their degree requirement. You must take the Math Placement Exam to determine the appropriate Math course(s) to take. The math placement exam is timed and takes about 60 minutes to complete. To access the exam, log in to [Canvas](#). Click "courses" on the left hand side. You will see a link to the Math Placement Exam under your courses. Read through the onscreen instructions and begin the exam.

Please note: It can take up to three business days after you complete the math placement exam for results to be posted and to be eligible to register for a math course.

If you have questions about the MPE, please review the [Math Placement FAQ](#) or contact [Ben Deissler](#) at bgdeissler@suffolk.edu. Please allow two to three business days for a response.

Writing Placement: All students are required to complete the First Year Writing course(s) as part of their degree requirements. You must complete the Writing Placement to determine the appropriate Writing course(s) to take. The Writing placement takes about 30 minutes to complete. To access the placement questionnaire, log in to [Canvas](#). In the "My Courses" box, you will see a link to the Writing Placement. Once you have completed the writing questionnaire, you will receive your writing placement results via email.

Please note: You will not be able to register for a writing course immediately after completing the placement. It can take up to three business days after you complete the writing placement to be eligible to register for a writing course.

STEP 2: REVIEW MATH PLACEMENT RESULTS

our math and writing placement results will be available via Workday:

- Click on your profile picture in the top right corner.
- Select the View Profile button.
- On the left side in the blue column, click on the academics tab.
- At the top of the page, click on the external records tab to see your results.
- Make sure you write down your placement results for easy reference when you register for courses.

STEP 3: REVIEW FALL 2024 COURSE OPTIONS

You will build your course schedule and register by following the instructions for your school/major. If you're Undeclared, choose your best fit. You can change your schedule when you meet with an academic advisor via zoom.

Note: If you expect to receive academic credit (either via AP or dual enrollment), please talk to an academic advisor in the Undergraduate Academic Advising Center to discuss your course options.

Advanced Placement Credit (AP): Suffolk University awards credit for sufficient scores in most advanced placement examinations. See [AP Examinations chart](#). Make sure AP results are submitted to Undergraduate Admission for review.

College Courses Completed While in High School: Submit official college transcripts to Undergraduate Admission for review.

STEP 4: BUILD YOUR SAVED SCHEDULE AND REGISTER FOR YOUR FALL 2024 COURSES

A saved schedule does not guarantee registration in the course(s). You need to click on the register button to reserve your spot is reserved in the course.

- Log in to Workday.
- Go into the Academics Hub.
- On the left side of the page under planning and registration, click on the find course sections button.
- In the Start Date Within Box, type “fall 2024” and hit enter. Select the first “Fall 2024” option. In the Academic Level Box, select “undergraduate”.
- Skip over Campus Locations and click on the orange “OK” button at the bottom of the page
- Use the search box to type in the course codes or use the filter buttons on the left side of the page to search for classes
- Once you find the desired courses, you can either add it to your saved schedule by clicking on the orange button or register for the course by clicking on the white button (Adding a course to your saved schedule does not secure your enrollment in that course).

Below is the list of recommended first-semester courses based on the student's intended major. The student’s final schedule may vary based on course availability, advanced credits, etc.

Registered courses will show up in Workday under “My Enrolled Courses.”

*Your writing and math placement scores determine which math and writing course you will need to register for. Please ask an academic advisor if you have questions about the appropriate class to sign up for.

<i>Undeclared</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Creativity and Innovation	5. Core Requirement
<i>Advertising</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Advertising, PR & Social Media (ADPR 101)	5. Core Requirement
<i>Art History</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Art History (ARH 101 or ARH 102)	5. Core Requirement
<i>Biochemistry</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Mathematics (Math 165*)	5. Chemistry (CHEM 111 & CHEM L111)
<i>Biology</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Biology (BIO 111 & BIO L111 OR BIO 114 & BIO L114)	5. Chemistry (CHEM 111 & CHEM L111)
<i>Chemistry</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Mathematics (Math 165*)	5. Chemistry (CHEM 111 & L111)
<i>Computer Science</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Computer Science (CMPSC-F131)	5. Mathematics (Math 165*)

<i>Criminal Justice</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Criminal Justice Undergraduate (CJU 134)	5. Core Requirement
<i>Economics</i>	1. Writing*	2. First-Year Seminar (SF)	3. <i>College of Arts and Sciences (CAS 101)</i>	4. Economics (EC 101, EC 102, or EC103)	5. Mathematics* (Math 128 or higher)
<i>English Literature & English Public and Professional Writing</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. English (ENG 200, ENG 213 or ENG 217)	5. Core Requirement
<i>English – Creative Writing</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. English (ENG 200 or ENG 212)	5. Core Requirement
<i>Environmental Science</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Environmental Science/Studies (ENVS 101)	5. Mathematics (Math 134*)
<i>Environmental Studies</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Environmental Science/Studies (ENVS 101)	5. Mathematics (Math 128 or higher)*
<i>Global and Cultural Communication</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Communications & Journalism (CJN 101 or CJN 216)	5. Core Requirement
<i>Global Cultural Studies</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Global Cultural Studies (GCS 110)	5. Core Requirement
<i>Graphic Design</i>	1. Writing*	2. First-Year Seminar (SF)	3. Foundation (ADF-S101)	4. Foundation (ADF-S166)	5. <i>Foundation (ADF-S171)</i>
<i>History</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. History (any HST 100 or 200 level course, except HST 200)	5. Core Requirement
<i>Interior Design</i>	1. Writing*	2. First-Year Seminar (SF)	3. Foundation (ADF-S101)	4. Foundation (ADF-S166)	5. Foundation (ADI-S110)
<i>International Relations</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Political Science (POLS 115)	5. Political Science (POLS 181)
<i>Journalism</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Communication & Journalism (CJN 112 or CJN 317)	5. Core Requirement
<i>Law Undergraduate</i>	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Law Undergraduate (LAWU 101)	5. Core Requirement

Math	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Computer Science (CMPSC-F131)	5. Mathematics (Math 165*)
Media & Film	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Communications & Journalism (CJN 101 or CJN 152)	5. Core Requirement
Philosophy	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Philosophy (PHIL 119, PHIL 123, or PHIL 127)	5. Core Requirement
Political Science	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Political Science (POLS 110)	5. POLS 181
Politics, Philosophy, and Economics	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Philosophy (PHIL 120)	5. Core Requirement
Public Relations	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Advertising & Public Relations (ADPR 101)	5. Core Requirement
Psychology	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Psychology (PSYCH 114)	5. Mathematics (Math 128 or higher*)
Radiation Science	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Science (SCI 108)	5. Mathematics (Math 134*)
Radiation Therapy	1. Writing	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Science (SCI 108)	5. Mathematics (Math 134*)
Sociology	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Sociology (SOC 113 or SOC 116)	5. Core Requirement
Spanish	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. SPAN Course (Speak to an advisor about placement.)	5. Core Requirement
Studio Art	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Foundation (ADF S101)	5. Foundation (ADF S166)
Theatre	1. Writing*	2. First-Year Seminar (SF)	3. College of Arts and Sciences (CAS 101)	4. Theatre Arts (THETR 129 or THETR 151)	5. Core Requirement

NEED ASSISTANCE?

If you need assistance with registration or have questions about additional course options, AP credit, dual enrollment credit, etc., please consult with an academic advisor in the Undergraduate Academic Advising Center (UAAC). To schedule an appointment, please schedule online through Navigate or call our office at 617-573-8034. Quick questions can also be sent to us via e-mail at academicadvising@suffolk.edu.

To view the Workday Guides, please click [here](#).