



**2018-2019 Texas Common Course Numbering System Advising Guide**

YEAR	FIRST SEMESTER			SECOND SEMESTER		
F I R S T	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
	ENGL 1301 TSU Core: CAO	ENGL 1301	3	ENGL 1302 TSU Core: Communications	ENGL 1302	3
	TSU Core: Life & Physical Science	See list of approved courses	4	TSU Core: Life & Physical Science	See list of approved courses	4
	HIST 1301 TSU Core: American History	HIST 1301	3	HIST 1302 TSU Core: American History	HIST 1302	3
	TSU Core: Mathematics	See list of approved courses	3	GOVT 2305 TSU Core: Government/Political Science	GOVT 2305	3
	FYS 1100 TSU Core: CAO	PSYC or EDUC 1100, PSYC or EDUC 1200, PSYC or EDUC 1300	1	TSU Core: Social & Behavioral Science	See list of approved courses	3
	<b>Total Hours</b>			<b>14</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
S E C O N D	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
	GOVT 2306 TSU Core: Government/Political Science	GOVT 2306	3	Occupational specialization Approved work experience and/or approved vocational coursework and/or approved technical training	None	
	TSU Core: Communications	See list of approved courses	3		None	
	TSU Core: Language, Philosophy, & Culture	See list of approved courses	3		None	
	TSU Core: Creative Arts	See list of approved courses	3		None	
	<b>Total Hours</b>				<b>12</b>	<b>Total Hours</b>

YEAR	FIRST SEMESTER			SECOND SEMESTER		
T H I R D	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
	BCIS 3333	None	3	BUSI 3312*	None	3
	Advanced BCIS Elective <sup>#</sup>	None	3	BCIS 3347	None	3
	Advanced Elective <sup>#</sup>	None	3	BCIS 3389	None	3
	Advanced Elective <sup>#</sup>	None	3	Advanced BCIS Elective <sup>#</sup>	None	3
	Advanced Elective <sup>#</sup>	None	3	Advanced Elective <sup>#</sup>	None	3
	<b>Total Hours</b>			<b>15</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER		
F O U R T H	TSU Requirement	TCCNS Option	Credit Hours
	BCIS 4301	None	3
	BCIS 4350	None	3
	Advanced BCIS Elective <sup>#</sup>	None	3
	Advanced Elective <sup>#</sup>	None	3
	Advanced Elective <sup>#</sup>	None	3
	<b>Total Hours</b>		

\*Designates Writing Intensive Courses

<sup>#</sup>See University Catalog or Academic Advisor for Applicable Courses

<sup>+</sup>See back page



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### Degree Specific

- This 8 semester evaluation is contingent on the successful completion of each class. Please note this evaluation is designed with **prerequisites and course rotation in mind.**
  - +**Occupational Specialization Information**
    - Work:**
      - \*\*Must be related to subject matter taught in the College of Business Administration (COBA)...(i.e. Management, Marketing, Finance, etc.)
  - \*\*Must be consistent in nature (i.e. multiple employers are fine, but must be in same type of job)
  - \*\* Must have made the individual a specialist in the field \*\* Must be documented (employer statements, resumes, etc.)
  - \*\*Experience can account for UP TO 21 semester hour equivalents (requires 5 years, 3 months qualifying work)
  - +**Training:**
    - \*\*Must be related to subject matter taught in the COBA
    - \*\* Must be related to the work if it is to be submitted for credit
    - \*\*Must be documented (transcripts, certificate of completion, employer training records, etc.)
    - \*\* Must equate to 12 to 33 semester hour equivalents...depending on amount of work approved by the Committee
    - \*\* The total Occupational Specialization hours MUST equate to a minimum of 33 semester hour equivalents in order to be eligible for the BAAS degree. All 33 hours may come from technical training (non-transferable coursework, continuing education, military schools, etc.) OR the Occupational Specialization may come from a combination of technical training and work experience (maximum of 21 hours allowable for work experience).
- \*\* Each prospective BAAS student is evaluated individually to determine eligibility for the degree program. Various community college business-related courses may be used as part of the Occupational Specialization. Please see the Tarleton State University College of Business Administration BAAS advisor for more information.

### Degree Information

- Texas Common Course Numbering System (TCCNS) provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis.
  - This 120 hour four-year degree plan provides a model for on-time completion of this TSU program using as many TCCNS courses as possible. The four-year plan also shows the first point when no TCCNS options are available for this program. See the current Undergraduate Catalog for course prerequisites. Course availability at TSU is subject to change, and the plan may change based on updates to TSU's course offerings.
- **Individual academic programs may require specific courses contained in parts of the University Core Curriculum as prerequisites for certain major requirements.** Students who wish to take courses that will fulfill both core and major requirements simultaneously should check with academic advisors for assistance in selecting core courses.
- Students meet the Writing Proficiency Requirement by completing two upper-level Writing Intensive courses in their major or courses designed for their degree program. Contact the Academic Advisor for additional information or questions.
- Residence is satisfied only by official enrollment in and completion of course work applied toward the degree requirements.
- A minimum of 30 semester hours of work must be completed through upper level courses (3000 or 4000 level) delivered by Tarleton and 12 of these advanced hours must be in the major subject.
- How does duplicating a course impact my GPA?
  - A student may take a course a second or subsequent time at the same institution. The highest grade will be included in the GPA calculation.
- Can I take a course at another school and transfer it back to TSU?
  - If you plan to take a course at another school and transfer it back to TSU, you need to meet with both an advisor and Transfer Services. An advisor can tell you the correct course number to take and assist with completion of a Concurrent Enrollment Form if needed.