

## DIGITAL MEDIA BA - Advising Form

### Digital Video Production Concentration

Student's Name  
ID#:  
Phone number:  
Email address:

Advisor's Name:  
Phone number:  
Email address:

**121**  
**Credits To**  
**graduate**

#### Semester 1

		Course Name	Credits	Semester/ Year	Grade/ Transfer Equivalent	Gateway requirements, substitution notes, and other comments (with dates)
IGED	110	Foundation Writing I	3			
IGED	120	Quantitative Reasoning	3			
IGED	130	Foundation Oral Communications	3			
IGED	140	Foundation Ethics	3			
DIGM	100	Communications Tools	3			

<b>Total Credits</b>	<b>15</b>	Advisor's Signature/Date Student's Signature/Date
----------------------	-----------	--

#### Semester 2

		Course Name	Credits	Semester/ Year	Grade/ Transfer Equivalent	Gateway requirements, substitution notes, and other comments (with dates)
IGED	111	Foundation Writing II	3			
IGED	220	Discovery Quantitative Reasoning II	3			
IGED	250	Discovery Technology	3			
IGED	270	Discovery Diversity	3			
DIGM	101	Media Literacy & History	3			

<b>Total Credits</b>	<b>15</b>	Advisor's Signature/Date Student's Signature/Date
----------------------	-----------	--

#### Semester 3

		Course Name	Credits	Semester/ Year	Grade/ Transfer Equivalent	Gateway requirements, substitution notes, and other comments (with dates)
IGED	210	Discovery Writing	3			
DIGM	110	Fundamentals of Journalism	3			
DIGM	210	Strategic Communication	3			
ARTS	274	Digital Photography	3			
		Elective TBD	3			

<b>Total Credits</b>	<b>15</b>	Advisor's Signature/Date Student's Signature/Date
----------------------	-----------	--

#### Semester 4

		Course Name	Credits	Semester/ Year	Grade/ Transfer Equivalent	Gateway requirements, substitution notes, and other comments (with dates)
IGED	260	Discovery Science + Lab	4			
IGED	280	Discovery Civics	3			
DIGM	111	Fundamentals of Video	3			
DIGM	200	Media Ethics	3			
		Elective TBD	3			

<b>Total Credits</b>	<b>16</b>	Advisor's Signature/Date Student's Signature/Date
----------------------	-----------	--

#### Semester 5

		Course Name	Credits	Semester/ Year	Grade/ Transfer	Gateway requirements, substitution notes, and other comments (with dates)
DIGM	250	Scriptwriting	3			
DIGM	260	Studio Production I	3			
DIGM	202	Digital Editing	3			
DIGM	280	Field Production I	3			
DIGM		Concentration Course TBD	3			
<b>Total Credits</b>			<b>15</b>	<b>Advisor's Signature/Date Student's Signature/Date</b>		
<b>Semester 6</b>						
		Course Name	Credits	Semester/ Year	Grade/ Transfer	Gateway requirements, substitution notes, and other comments (with dates)
DIGM	360	Studio Production II	3			
DIGM	380	Field Production II	3			
DIGM		Concentration Course TBD	3			
DIGM		Concentration Course TBD	3			
		Elective TBD	3			
<b>Total Credits</b>			<b>15</b>	<b>Advisor's Signature/Date Student's Signature/Date</b>		
<b>Semester 7</b>						
		Course Name	Credits	Semester/ Year	Grade/ Transfer	Gateway requirements, substitution notes, and other comments (with dates)
IGED	391	Frontier Capstone I	2			
DIGM	300	Portfolio Project	3			
DIGM		Concentration Course TBD	3			
		Concentration Course TBD	3			
		Elective TBD	3			
<b>Total Credits</b>			<b>14</b>	<b>Advisor's Signature/Date Student's Signature/Date</b>		
<b>Semester 8</b>						
		Course Name	Credits	Semester/ Year	Grade/ Transfer	Gateway requirements, substitution notes, and other comments (with dates)
IGED	392	Frontier Capstone II	1			
DIGM	390	TV Show Lab	3			
DIGM	390	Internship	3			
DIGM	400	Convergent Media Seminar	3			
DIGM		Concentration Course TBD	3			
		Elective TBD	3			
<b>Total Credits</b>			<b>16</b>	<b>Advisor's Signature/Date Student's Signature/Date</b>		
<b>Total Credit Hours Required for Graduation:</b>			<b>121</b>	<b>Notes:</b>		

**PROGRAM and UNIVERSITY POLICIES:**

**Note Regarding Degree Plan**

This map is a term-by-term sample course schedule. The gateway courses listed to the right of each term are designed to keep you on course to graduate in four years. The Sample Schedule serves as a general

guideline to help you build a full schedule each term. The general education courses must be selected to satisfy your program area. Gateways are courses and special requirements necessary for timely progress to complete a major. Gateway courses must be taken when sequenced. If you wish to defer a gateway course to another semester your program coordinator must grant permission.

### **Advising**

All students in the Program should have formal advising *at least* once during a semester, but especially in November to register for Spring courses and in April to register for Fall courses. Every student in an academic program is assigned to an academic advisor either in the Advising Center (for freshman and sophomores) or in the Major department (for juniors and seniors).

### **Degree Offered**

The Program offers the Baccalaureate of Digital Media degree (BA).

### **Admission Statement**

Digital Media is an unrestricted major. Any student eligible for admission to the University is eligible to declare this major.

### **GPA Requirements**

Students must maintain a Program grade point average of 2.5 to continue in the Major. Students must maintain a minimum 2.0 cumulative GPA to graduate from the University.

### **Residency Statement for the Program**

The Digital Media Program requires that all Majors complete at least 30 of the program's required 69 credit hours in residence at the University.

### **Residency Statement for the University**

The University confers the bachelor's degree upon students who complete the last 30 credit hours of study in residence at UDC.

### **Transfer Credits**

All transfer credits are evaluated by a Transfer Student Counselor in the Office of Recruitment and Admission. Academic departments reserve the right to determine those credits that will be used to satisfy degree requirements. Students must visit Admissions to have transfer credits applied to their UDC transcript.

### **Add/Drop Procedures**

Continuing students may change their schedule any time during the Continuing Student Registration period or during the official Course Adjustment period. (Check the Academic Calendar for dates.) These changes may be made online.

Students may also change their schedule during the official Add/Drop period, but will be charged an add/drop fee for each successful transaction. Alternately, if the change leaves a balance, then the student may be entitled to a refund. (See the Refund Policy in the Course Catalog.)

### **Withdrawal From a Course**

Students may officially withdraw from a course without penalty up to five weeks prior to the beginning of the scheduled final examination. Once the withdrawal is processed in the Office of the Registrar, a grade of "W" will be entered on the student's transcript. If a student stops attending class, or fails to file the Change of Program/Withdrawal form by the posted deadline date, the student may receive a failing grade.

If applying for or receiving any form of financial aid, the student must contact the Office of Financial Aid before withdrawing from any course since withdrawals may affect eligibility for current or future aid.

### **Student Organizations**

Students are encouraged to join the program's Journalism Club and Film Club. Please contact Professor Olive Vassell, [ovassell@udc.edu](mailto:ovassell@udc.edu) for information about the Journalism club and professors William Hanff, [whanff@udc.edu](mailto:whanff@udc.edu) and Raki Jones, [ljones@udc.edu](mailto:ljones@udc.edu) about the Film Club.

### **Dean's List**

A Dean's List of all undergraduate students who have a cumulative grade point average of 3.00 and a term GPA of 3.30 or higher is certified by the Vice President of Academic Affairs at the end of each semester. To qualify for the Dean's List, a student must have registered for a minimum of 12 credit hours and not failed or withdrawn from any courses during the semester in question. Generally, the College celebrates all Dean's List students once a year.

### **Financial Aid Eligibility Term Limits for the Pell Grant**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to the equivalent of six years or a total of 72 months of funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. An award year is a period from July 1 of one calendar year to June 30 of the next calendar year. Consult the Office of Financial Aid for full details.

### **Developmental Course Exemptions**

Only college-level courses numbered 100 and above are counted in the GPA and total credits earned. In other words, developmental courses, those numbering below 100 (ex. 015 or 004), are not counted in the GPA or in the total credits earned. Exclusion of these courses happens upon application for graduation. All excluded courses are identified on the transcript with an "E".

### **Policy Changes**

The Program reserves the rights to make needed or required curriculum revisions without prior notice or publication, provided these changes would at no time lengthen the period of time required to obtain the degree. These changes may become effective prior to publication of the next catalog.

### **Application for Graduation**

Students who expect to complete their academic requirements during any given semester should submit an Application for Graduation to the Office of the Registrar the semester before they expect to graduate or no later than the deadline date indicated in the Academic Calendar, and pay the required graduation fee in the Cashier's Office; however, the submission of an application does not guarantee graduation. Only those students who have met ALL academic requirements and who have satisfied ALL financial obligations will be cleared for graduation.

### **ADVISING NOTES:**