

## BECA Graduation Application Instructions

Read instructions carefully. Prepare graduation application and meet with a department adviser. Bring your unofficial transcript and the orange BECA Graduation Checklist/Equivalency form.

Typed graduation applications are preferred. Please list courses in the following order.

**First, list prerequisite core courses. List equivalent classes as they are known at their home institution. Then leave one blank line.**

Dept/Course Number	Course Name	Units
BECA 200	Intro To Electronic Communication (or name of equivalent course)	3
BECA 300	BECA Research	3
BECA 340	Media Aesthetics	3
<b>Leave one blank line.</b>		<b>9 units</b>

**Second, list core foundation areas in the same order as they appear on the orange BECA Graduation Checklist/Equivalency form.** At least one course or course sequence must be taken in each of the four areas listed below, plus one additional course, (from one of the sequences below) for a total of 16 units. **Then leave one blank line.**

### Audio and Video Production

Dept/Course Number	Course Name	Units
BECA 230	Audio Production (or name of equivalent course)	3
BECA 231 OR	Lab (List the class and lab on separate lines)	1
BECA 240	Video Production (or name of equivalent course)	3
BECA 241	Lab (List the class and lab on separate lines)	1

### Regulatory, Economic and Ethical Perspectives

Dept/Course Number	Course Name	Units
BECA 324	Law & Regulation of the Electronic Media	3
BECA 423	Economic Aspects of Electronic Media	3
BECA 460	Intro. To News on Broadcast & Electronic Media	3

### Mass Comm. Theory & Criticism

Dept/Course Number	Course Name	Units
BECA 321	Critical Study Pop Culture	3
BECA 390	Age of Information	3
BECA 422	Social Aspects Elec. Media	3

### Writing & Performance

Dept/Course Number	Course Name	Units
BECA 350	Media Performance I	3
BECA 370	Writing for Electronic Media	3
<b>Leave one blank line.</b>	<b>Total CORE FOUNDATION COURSES:</b>	<b>16 units</b>

**3: Electives:** Electives in an area of emphasis should be listed in numerical order for a total of at least **20 units. Electives should be upper-division (300 or higher).** Electives are chosen from courses in BECA or other departments with **prior approval** of a BECA faculty adviser. Units from core courses NOT used to fulfill core requirements in any of the areas listed above may be counted as electives in the area of emphasis with approval of a BECA faculty adviser. Avoid listing excess electives. Mark your in progress BECA classes with an I/P instead of a grade.

**Total Upper Division ELECTIVES: 20 units**

**Total BECA Department: 45 units**

**Note:** If you are substituting an advisor-approved equivalent from another college or university for a BECA requirement, list the equivalent course with its department designation, number, and title in place of the BECA course.

**SEE SAMPLE APPLICATION**

## How to Fill Out the BECA Graduation Application

Have the handy BECA worksheet (orange), and the sample Graduation Application (purple) available to look at. To fill out your graduation application, please follow these format instructions carefully:

First, list the three Prerequisite Core classes as follows:

BECA 200 (or equivalent from a community college)

BECA 300

BECA 340

Then leave a blank space.

Next, list all the Core Foundation classes *in the same order as they appear on your Orange worksheet*. (In the case of 230/231 & 240/241, list the class (230) and the lab (231) on separate lines).

Then leave a blank space.

Now list completed and in-progress BECA elective classes *in numerical order, from low to high*. Mark in-progress BECA classes with an IP instead of a grade. All in-progress classes are also listed on the front page of the application in the indicated section.

Have a Faculty Advisor look it over and sign it, then bring it to the BECA office.

Important:

- List equivalent classes for 200, for example, as they are known at their home institution.
- Extra classes beyond the five in the Foundation Core may be used as electives.
- Only list enough classes to fulfill graduation requirements.
- Up to 6 units of elective classes from other departments are allowed with advisor approval.
- You may list up to 6 units total toward your BEA degree requirements from a combination of the following: 576 (2), 685 (1), 695 (1), 699 (1).
- The form should be typed, but you may hand write it if you are very neat.
- Double-check your total units (minimum of 120) and segment 1, 2, & 3 requirements.
- See an advisor before competing the application!