Undergraduate: Frequently Asked Questions

1) Where is the Communication Department?
We are located in the Thurgood Marshall College campus, Media Center Communication Building Room 127.

2) What are the advising hours?
Monday – Thursday: 9:00 – 11:30 and 1:00 – 3:30
Fridays: No Advising
Summer Advising: Monday – Thursday: 9:00 – 12:00 & 1:00 – 3:30

3) How do I contact the department?
Departmental contact: (858) 534 – 4410
Jamie Lloyd (Undergraduate Advisor): jlloyd@ucsd.edu
Marissa Martinez (Undergraduate Advisor): mlm003@ucsd.edu

4) Where do I find my instructor’s and/or TA’s office hours?
• On the class syllabus
• Posted in the Communication main office

5) How do I declare a minor?
Declare your minor online via Tritonlink. Please complete the form exactly as below:
MINOR: CM26 COMMUNICATION
DEPARTMENT: COMMUNICATION

Students are required to take seven courses in Communication as follows:

Lower-Division Course:
SUBJECT COURSE NUMBER
COMM 10

Upper-Division Courses:
SUBJECT COURSE NUMBER
COMM 100
COMM 100
COMM ELECTIVE
COMM ELECTIVE
COMM ELECTIVE
COMM ELECTIVE

IMPORTANT!!! – No more than one may be taken at the COMM 101 – 119 level, and at least three must be taken at the COMM 120-189 level. No more than two courses with the same course number (e.g. COMM 102C and COMM 102D) may count towards this requirement.

DO NOT LIST specific Electives unless you have taken or are enrolled in them.

6) How do I declare a double major?
First, meet with your college advisor to start a double major petition and then bring in the form to the main office to meet with our Undergraduate Advisors. For the Communication side, list the courses as follows:
COMM 10
COMM 100A
COMM100B
7) How do I sign up for AIP?
Contact the Academic Internship Office located at Room 210 in the Literature Building, phone number (858) 534 – 4355. Website: http://aip.ucsd.edu.

8) Could I have a quarter-by-quarter 2-year plan?
This applies to incoming Transfer students, entering in Fall 2012.

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9) Could I have a quarter-by-quarter 4-year plan?
This applies to incoming Freshmen, entering in Fall 2012.

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“COMM 100” means COMM 100A or COMM 100B or COMM 100C
“COMM Elective” means any Communication course numbered beyond 100

10) What are the prerequisites for Communication classes?
COMM 10 is the prerequisite for COMM 100A, COMM 100B, COMM 100C
To take Intermediate Level electives (courses numbered 101 – 119) students must complete COMM 10
To take Advanced Level electives (courses numbered 120 – 180) students must complete at least two COMM 100’s

No more than 2 courses with the same course number (e.g. COMM 102C and COMM 102D) may count towards this requirement, (with the exception of the COMM 101 series)
COMM 101 is the prerequisite for COMM 101D, 101E, 101K, 101M, 101N
The prerequisite for COMM 190 is Junior standing.

11) Is “D” a passing grade in Communication?
Yes.

12) How do I contest a grade?
Contact the instructor and write up your argument why you think your grade should be reviewed.

13) Where can I find my final from the previous quarter?
In the hallway outside the Departmental Office, adjacent to MCC 127.

14) I sent an e-mail to the Undergraduate Advisor and did not get an answer within 3 days, what do I do?
Call the main office first at (858) 534 – 4410 or come into the department for advising or to check on the status of your e-mail.

15) What is COMM 198/199?
COMM 198 is a group study done with a professor of your choice. COMM 199 is an independent study done with a professor of your choice. The first COMM 198 or 199 can count as one Communication Elective. If you want to do another one, you must petition with the department.

16) I have a complaint about a professor, what do I do?
You may contact either Jamie Lloyd, the Undergraduate Advisor (858) 534-4411 or David Serlin, the Department Chair, (858l) 534-9198

17) Will the Communication Department WebReg me into my classes?
No, students must WebReg themselves into their own classes.

18) Do courses taken abroad count toward the Communication Major? How do I petition a course taken abroad to count toward the major?
Yes, courses taken abroad can count toward the Communication Major as COMM Electives. You need to complete the Undergraduate Student Petition Form and turn it in to Jamie Lloyd or Martissa Martinez, the Undergraduate Advisors. It takes approximately two weeks for the petition to be reviewed and changes to be made on your degree audit.

19) If I have an emergency and cannot attend class, what do I do?
E-mail or call the instructor or the Communication department to notify them/us of your absence as soon as possible. The Communication office can get a message to the professor. Class attendance is part of the grade in some Communication classes. With cell phone and email availability, excuses of “I was unable to contact the professor or department” will not be accepted.