Welcome to the Collins College Family!
What to expect today

1:00-1:45   Important Academic Tools

1:45-2:30   What Collins College has to offer

2:30-3:00   Quick Picture & Writing Prompt

3:00-4:00   Registration
Academic Tools for Success

• Several tools are available to you: **USE THEM WISELY**
• **Recognize and Understand** your advising tools
• **Utilize** your advising tools
• Guide you and keep you on track towards graduation
• Will help you avoid unpleasant surprises and unexpected errors when registering for classes and at time of graduation

This... …and not this
Name: Hospitality Management, B.S.

Plan: 2018-2019 University Catalog Degree Curriculum Sheet

Min. Units Required: 120 units

**If taking HRT 4410 or HRT 4610 for Core section, cannot double count for Major Elective section.**

**General Education Requirements**

48 Units

- All students must complete 48 units of general education requirements.
- Students are required to complete courses in the following areas:
  - Area A: English Language and Critical Thinking (9 units)
    - Oral Communication
    - Written Communication
    - Critical Thinking
  - Area B: Natural Science (12 units)
    - 1. Earth and Physical Sciences
    - 2. Life Sciences
    - 3. Lab Course
  - Area C: Social Sciences (12 units)
    - 1. U.S. and California History
    - 2. U.S. and World History
    - 3. Social Sciences: Principles, Methods, and Perspectives
  - Area D: Arts and Humanities (12 units)
    - 1. Visual and Performing Arts
    - 2a. Philosophy and Civilization
    - 3a. Literature and Language Other Than English

**Interdisciplinary General Education**

21 Units

- An alternate pattern for partial fulfillment of GE categories A, C, and D is available for students in the interdisciplinary general education (IGE) program. Students should see an advisor for details.

**American Institutions**

HST 2202 & PLS 2100

6 Units

Coursed that satisfy this requirement may also satisfy GE Area D-1 and D-2.

**American Cultural Perspectives Requirement**

3 Units

Refer to the University Catalog General Education Program section for a list of courses that satisfy this requirement. Course may also satisfy major, minor, GE, or unrestricted electives.

**Graduation Writing Test**

All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). The test must be taken by the semester following completion of 60 units for undergraduates.
Special Core Courses

- HRT 2740, Hospitality Industry Financial Accounting or ACC 2070, Financial Accounting for Decision Making, Can take either. Both have different pre-requisite requirements.

- HRT 2810/2810L(Professional Cooking): First hands on course

- HRT 3410 (Professional Work Experience): 2 unit course, will need minimum 800 hours of professional work experience in the Hospitality field completed beforehand
Verifying 800 Professional Work Experience

Option A (preferred):
Please submit a paycheck stub verifying your total number of hours (by your YTD) AND a letter written by you with the following information:

- Your name
- The company name, address, phone number
- Your supervisor's name and title
- Locations web link (website, yelp, etc.)
- The position you held and the job duties - these must be in the hospitality industry
- The month(s) and year(s) that employment began and ended
- The number of hours worked to date (This number should be as EXACT as possible)

Alternatively, if you cannot obtain a paycheck stub with a yearend YTD on it, you can submit any paystub AND a copy of your W2 for us to verify the total number of hours.

If you worked for more than one employer to get to the minimum 800 hours of PWE, then you should have similar documentation for each employer.

Option B (Acceptable):
Submit, on company letterhead, with a business card (if a business card is not available, please provide a print out of their yelp page or printed material from the business, such as menu) attached the following information on the first day of class:

1. Your name
2. Your position and job duties - these must be in the hospitality industry
3. The month(s) and year(s) that employment began and ended
4. The number of hours worked to date (This number should be as EXACT as possible)
5. Signature and business card of your manager or supervisor

If you worked for more than one employer to get to the minimum 800 hours of PWE, then you should have similar letter for each employer.
Special Core Courses

- HRT 2740, Hospitality Industry Financial Accounting or ACC 2070, Financial Accounting for Decision Making, Can take either. Both have different pre-requisite requirements.

- HRT 2810/2810L (Professional Cooking): First hands on course.

- HRT 3410 (Professional Work Experience): 2 unit course, will need minimum 800 hours of professional work experience in the Hospitality field completed beforehand.

- HRT 3830/L (Food and Beverage Emphasis): Work in the Restaurant at Kellogg Ranch. Make sure you have a valid Food Protection Manager certificate through the end of 3830/L.

- HRT 3040 & HRT 3930/3930L (Lodging Emphasis): You will get some hands on experience at Kellogg West Hotel. You will need a minimum of 200 hours (can be part of your 800 hours) of Hotel Experience before you can take HRT 3930/L.

- Events Emphasis: Contact James Yokoyama if interested.
Food and Beverage Emphasis

What does a student do/learn in HRT 3830/L?

3830/L represents the core objective of Polytechnic Learning the university prides itself with. At the Restaurant Kellogg Ranch (3830/L), we allow students to display the essences of their hospitality by cooking actual dishes and servicing real-time paying guests. We highlight industry competitive service models and uphold the highest level of operating standards. We work with state of the art technology and provide extensive one-on-one training on management and leadership.

Pros and Cons

Pros: Students learn in a state-of-the-art facility, featuring a luxurious restaurant with three dining areas, two display wine cellars, and a full-size bar running extensive beer and wine programs. Students will receive training on OpenTable Software, SocialTable Software, Micros/Oracle POS software, KDS programs and more. Our culinary facility features two production kitchens, a demo auditorium, and a full-functioning restaurant kitchen. Our instruction team members are selected with extensive knowledge and experience prior to joining the team.

Cons: Time commitment of operating a full-service restaurant.

What can I do in the future from the knowledge of the Food and Beverage course?

Upon completion of the food and beverage series, students will be equipped to enter the restaurant industry, not only in an hourly capacity, but also in a leadership role. Students can also transfer the knowledge gained in other areas of the hospitality industry, such as Event Planning, Hotel Operations, Club Management, and Kitchen Management. Our program holds strong industry connections and we often shine with job placements upon program completion.

Contact Info:

Jason Y. Zhang
HRT 3830/L Front of the House Instructor
909.869.2266
Zhang2@cpp.edu
Lodging Emphasis

The Lodging series is set up because there is a need for the Collins College students who are interested in the hotel industry to focus on the hotel-related subjects and to understand more about how the hotel industry currently is. At the same time, by having the Lodging series, the Collins College can serve up to 1,250 students who are able to go through either one of the series in a timely fashion. In other words, hotel series is a logical solution for increasing enrollment number in the Collins College and to avoid a bottleneck that ensure students to graduate on time.

Two subjects, i.e. HRT3040 - Hotel/Resort Rooms Division Management (3-unit), and HRT3930/L - Lodging Operations & Lab (4-unit), are the required core courses taken by the Lodging series students to replace 7-unit courses in the food and beverage course (HRT3830/L). More importantly, Lodging series students have to obtain at least 200-hour hotel working experience before registering HRT3930/L. This is to make sure they know the operation, structure and characteristics of the hotel by working there physically.

Knowing about the sequence of service and core standards of services in Rooms Divisions in HRT3040 and taking CHIA examination (Certification in Hotel Industry Analytics examination) with the better understanding of the STAR Report in HRT3930/L are the key features in the hotel series.
### Major Required Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT101L</td>
<td>Introduction to the Hospitality Industry (5)</td>
<td></td>
</tr>
<tr>
<td>HRT201L</td>
<td>Tourism Concepts (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2020</td>
<td>Catering and Event Planning (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2300</td>
<td>Introduction to Hotel/Resort Operations (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2400</td>
<td>Hospitality Management (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2740</td>
<td>Hospitality Industry Financial Accounting (3)</td>
<td></td>
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<tr>
<td>HRT2750</td>
<td>Food, Beverage, and Labor Cost Controls (3)</td>
<td></td>
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<tr>
<td>HRT2910</td>
<td>Professional Cooking (2)</td>
<td></td>
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<tr>
<td>HRT2910L</td>
<td>Professional Cooking Laboratory (1)</td>
<td></td>
</tr>
<tr>
<td>HRT2950</td>
<td>Hospitality Marketing (3)</td>
<td></td>
</tr>
<tr>
<td>HRT3410</td>
<td>Professional Work Experience (2)</td>
<td></td>
</tr>
<tr>
<td>HRT3550</td>
<td>Management of Human Resources in Hospitality (3)</td>
<td></td>
</tr>
<tr>
<td>HRT3740</td>
<td>Hospitality Industry Management Accounting (3)</td>
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<tr>
<td>HRT4100</td>
<td>Strategic Leadership in the Hospitality Environment (3)</td>
<td></td>
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<tr>
<td>HRT4740</td>
<td>Hospitality Finance (3)</td>
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</tbody>
</table>

### Emphasis

- **Food and Beverage Emphasis**
  - HRT3300 - Food and Beverage Operations (3) and HRT3300L - "Food and Beverage Operations Laboratory (4)" and HRT3300L - "Food and Beverage Operations Laboratory (4)"

- **Lodging Emphasis**
  - HRT3400 - Hotel/Resort Rooms Division Management (3) and HRT3600 - Lodging Operations (3)
  - HRT3600L - Lodging Operations Laboratory (1)

- Choose one:
  - HRT4410 - Internship in Hospitality Management (1-3) (3 units required)
  - HRT4600 - Senior Project (3)
  - HRT4700 - Hospitality Operations Analysis Seminar (3)

**N.B.:**
- On the first day of class for HRT 2020, HRT 2910L, and HRT 3550L, each student must show and carry a **Food and Beverage Protection Program Card** issued by the ANSI-CFP Accreditation Program accepted by the Los Angeles Department of Environmental Health.
- Professional Work Experience (PWE): A minimum of 500 hours of PWE must be completed and documented prior to enrolling in HRT 3510. The student will complete an approved 500 hours of Professional Work Experience (PWE) in a hospitality industry segment that allows the student to apply classroom knowledge with guided practice. The PWE position will offer a variety of tasks relevant to the student’s career preparation, including opportunities to interact with other employees, and an opportunity to engage in management and/or supervisory duties for the employer or host property.
- For the Food and Beverage Series, the lunch option will require students to take HRT 3350 - 01 and HRT 3350L - 01 concurrently. The dinner option will require students to take HRT 3350 - 02 and HRT 3350L - 02 concurrently.

### Unrestricted Electives

- Select a sufficient number of courses so that the total from “Major Required Core”, “GE”, and “Unrestricted Electives” is at least 94 units.

**At least 3 units**

### Common Core

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT101L</td>
<td>Introduction to the Hospitality Industry (5)</td>
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<tr>
<td>HRT201L</td>
<td>Tourism Concepts (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2020</td>
<td>Catering and Event Planning (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2300</td>
<td>Introduction to Hotel/Resort Operations (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2400</td>
<td>Hospitality Management (3)</td>
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</tr>
<tr>
<td>HRT2740</td>
<td>Hospitality Industry Financial Accounting (3)</td>
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<td>HRT2750</td>
<td>Food, Beverage, and Labor Cost Controls (3)</td>
<td></td>
</tr>
<tr>
<td>HRT2910</td>
<td>Professional Cooking (2)</td>
<td></td>
</tr>
<tr>
<td>HRT2910L</td>
<td>Professional Cooking Laboratory (1)</td>
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<td>HRT4740</td>
<td>Hospitality Finance (3)</td>
<td></td>
</tr>
</tbody>
</table>

**N.B.:**
- **If taking HRT 4410 or HRT 4610 for Core section, cannot double count for Major Elective section.**

### General Education Requirements

**48 Units**

- Students should consult the Academic Programs website for current information regarding this requirement. Unless specific courses are required, please refer to the list of approved courses under each General Education Requirement.

### Area A: English Language Communication and Critical Thinking (9 units)

1. Oral Communication
2. Written Communication
3. Critical Thinking

### Area B: Scientific Inquiry and Quantitative Reasoning (12 units)

1. Physical Sciences
2. Life Sciences
3. Laboratory Activity
4. Mathematics/Quantitative Reasoning

### Area C: Arts and Humanities (12 units)

1. Visual and Performing Arts
2. Philosophy and Civilization
3. Literature and Language Other than English

### Area D: Social Sciences (12 units)

1. U.S. History and American Ideals
2. U.S. Constitution and California Government

### Area E: Lifelong Learning and Self-Development (3 units)

### Interdisciplinary General Education

**21 Units**

- An alternate pattern for partial fulfillment of GE Areas A, C, and D available for students is the Interdisciplinary General Education (IGE) program. Students should see an advisor for IGE coursework required by their major. Please refer to the catalog General Education Program section for additional information.

### American Institutions

- HST 2202 & PLS 2010 - 6 Units

### American Cultural Perspectives Requirement

- Refer to the University Catalog General Education Program section for a list of courses that satisfy this requirement. Course may also satisfy major, minor, GE, or unrestricted elective requirements.

### Graduation Writing Test

- All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). The test must be taken by the semester following completion of 80 units for undergraduates.
Food Protection Manager’s Certificate

- Get your Food Protection Manager Certificate as soon as possible. Can take privately through SERVSAFE, Prometric, NRFSP, or LEARN2SERVE.
Contacts for Food Protection Manager’s Certificate (on the back of the professional work experience form)

- SERVSAFE: www.servsafe.com
- PROMETRIC: www.prometric.com/en-us/clients/foodsafety/Pages/testing-cpfm.aspx
- NRFSP: www.nrfsp.com/exam-center/manager/
- LEARN2SERVE: www.learn2serve.com/food-manager-certification
**Major Required Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT1010</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HRT2010</td>
<td>Tourism Concepts</td>
<td>3</td>
</tr>
<tr>
<td>HRT2020</td>
<td>Gourmet Room and Banquet Management</td>
<td>3</td>
</tr>
<tr>
<td>HRT2300</td>
<td>Introduction to Hotel/Resort Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRT2400</td>
<td>Hospitality Management and Law</td>
<td>3</td>
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<td>HRT2470</td>
<td>Hospitality Industry Financial Accounting</td>
<td>3</td>
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<tr>
<td>HRT2500</td>
<td>Food, Beverage, and Labor Cost Controls</td>
<td>3</td>
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<tr>
<td>HRT2510</td>
<td>Professional Cooking</td>
<td>2</td>
</tr>
<tr>
<td>HRT2510L</td>
<td>Professional Cooking Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HRT3000</td>
<td>Hospitality Marketing Management</td>
<td>3</td>
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<tr>
<td>HRT3510</td>
<td>Professional Work Experience</td>
<td>2</td>
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<tr>
<td>HRT3550</td>
<td>Management of Human Resources in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRT3740</td>
<td>Hospitality Industry Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HRT4100</td>
<td>Strategic Leadership in the Hospitality Environment</td>
<td>3</td>
</tr>
<tr>
<td>HRT4700</td>
<td>Hospitality Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose one of three emphases**

- **Emphasis on Food and Beverage**
  - HRT3530 - Food and Beverage Operations (3)
  - HRT3530L - Food and Beverage Operations Laboratory (4)

- **Emphasis on Lodging Operations**
  - HRT3040 - Hotel/Resort Rooms Division Management (3)
  - HRT3320 - Lodging Operations (3)
  - HRT3503L - Lodging Operations Laboratory (4)

- **Events Management Emphasis**

**Unrestricted Electives**

- AT least 3 units

Select a sufficient number of courses so that the total from “Major Required Core,” “GE,” and “Unrestricted Electives” is at least 60 units.

**General Education Requirements**

**Interdisciplinary General Education (IGE)**

An alternate pattern for partial fulfillment of GE Areas A, C, and D available for students is the Interdisciplinary General Education (IGE) program. Students should see an advisor for information on IGE coursework required by their major. Please refer to the University Catalog General Education Program section for additional information.

**American Institutions**

HST2022 & PFE 2010

6 Units

Courses that satisfy this requirement may also satisfy GE Area D1 and D2.

**American Cultural Perspectives Requirement**

3 Units

Refer to the University Catalog General Education Program section for a list of courses that satisfy this requirement. Course may also satisfy major, minor, GE, or unrestricted elective requirements.

**Graduation Writing Test**

All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). The test must be taken by the semester following completion of 80 units for undergraduates.
A maximum of 6 semester units from this list can be used to satisfy the 18 unit requirement in Elective Support.
Name: Hospitality Management, B.S.

General Education Requirements

48 Units

Students should consult the Academic Programs website for current information regarding this requirement. Unless specific courses are required, please refer to the list of approved courses under General Education Requirements, Areas A through E.

Area A: English Language Communication and Critical Thinking (9 units)
1. Oral Communication
2. Written Communication
3. Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning (12 units)
1. Physical Sciences
2. Life sciences
3. Laboratory Activity
4. Mathematics/Quantitative Reasoning

Area C: Arts and Humanities (12 units)
1. Visual and Performing Arts
2. Arts and Humanities Seminar

Area D: Social Sciences (12 units)
1. U.S. History and American Ideas
2. U.S. Constitution and California Government
3. Social Sciences: Principles, Methodologies, Value systems, and ethics

Area E: Lifelong Learning and Self-Development (3 units)

Interdisciplinary General Education

21 Units

An alternate pattern for partial fulfillment of GE Areas A, C, and D available for students is the Interdisciplinary General Education (IGE) program. Students should see an advisor for information on the IGE coursework required by their major. Please refer to the University Catalog General Education Program section for additional information.

How IGE fulfills General Education Requirements:

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
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<tbody>
<tr>
<td>IGE 1100</td>
<td>IGE 1200</td>
<td>IGE 2100</td>
</tr>
<tr>
<td>A2 and O2b</td>
<td>IGE 2200</td>
<td>IGE 2300</td>
</tr>
<tr>
<td>IGE 2400</td>
<td>D1 and D2</td>
<td></td>
</tr>
</tbody>
</table>

American Institutions

HST 2202 & PLS 1010 6 Units

Courses that satisfy this requirement may also satisfy GE Area D1 and D2.

American Cultural Perspectives Requirement

3 Units

Refer to the University Catalog General Education Program section for a list of courses that satisfy this requirement. Courses may also satisfy major, minor, GE, or unrestricted elective requirements.

Graduation Writing Test

All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). The test must be taken by the semester following completion of 90 units for undergraduates.
Unrestricted Elective units

- At least 3 units, Transfer students usually bring in more than enough
- The more you double count, the higher this number goes
- Any course 1000 level or higher
- Can be HRT or non-HRT
- Can be physical education courses such as Archery (KIN 1200A), Step Aerobics (KIN 1540A), Karate (KIN 1410A), etc.
- Cannot be something you got credit for previously (except for physical education courses, those can be repeated more than once)
- Unrestricted units will be located in the “Courses not Used” section of the Degree Progress Report
- Make sure you will have at least 120 units by the end of your final term
**Major Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT1010 - Introduction to the Hospitality Industry (3)</td>
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<tr>
<td>HRT2010 - Tourism Concepts (3)</td>
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<td>HRT2020 - Dining Room and Banquet Management (3)</td>
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<td>HRT2400 - Hospitality Management (3)</td>
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<td>HRT2470 - Hospitality Industry Financial Accounting (3)</td>
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<td>HRT2810 - Professional Cook I (3)</td>
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<td>HRT2810L - Professional Cooking I Laboratory (1)</td>
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<td>HRT2850 - Professional Work Experience (2)</td>
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<td>HRT3000 - Hospitality Marketing Management (3)</td>
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<td>HRT3410 - Professional Work Experience (2)</td>
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<td>HRT3530 - Management of Human Resources in Hospitality (3)</td>
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<td>HRT3740 - Hospitality Industry Managerial Accounting (3)</td>
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<td>HRT3040 - Heligood Rooms Division Management (3)</td>
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<td>HRT3290 - Lodging Operations I (3)</td>
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<td>HRT3290L - Lodging Operations Laboratory (1)</td>
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<tr>
<td>HRT4410 - Internship in Hospitality Management (1-3) (3 units required)</td>
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<tr>
<td>HRT4510 - Senior Project (3)</td>
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</tr>
</tbody>
</table>

**Unrestricted Electives**

- At least 3 units

*If doing Lodging emphasis, HRT 3040 cannot count for Major Elective section.*

**General Education Requirements**

Students should consult the Academic Programs website for current information regarding this requirement. Unless specific courses are required, please refer to the list of approved courses under General Education Requirements.

- Oral Communication
- Written Communication
- Critical Thinking
- Area B: Scientific Inquiry and Quantitative Reasoning (12 units)
  - 1 unit: Physics
  - 1 unit: Life Sciences
  - 3 units: Laboratory
  - 4 units: Mathematics/Quantitative Reasoning
- Area C: Arts and Humanities (12 units)
  - 3 units: Visual and Performing Arts
  - 2 units: Philosophy and Civilization
- Area D: Social Sciences (12 units)
  - 3 units: U.S. History and American Ideas
  - 3 units: California and US Government
  - 3 units: Social Sciences: Principles, Methodologies, Value systems, and ethics

**Interdisciplinary General Education (21 Units)**

An alternate pattern for partial fulfillment of GE Areas A, C, and D available for students is the Interdisciplinary General Education (IGE) program. Students should see an advisor for specific GE coursework required by their major. Please refer to the University Catalog General Education Program section for additional information.

**American Institutions**

- HST 2302 and PLS 2010 (6 Units)

**American Cultural Perspectives Requirement**

- Refer to the University Catalog General Education Program section for a list of courses that satisfy this requirement. Course may also satisfy major, minor, GE, or unrestricted elective requirements.

**Graduation Writing Test**

All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). This test must be taken by the semesters following completion of 90 units for undergraduates.
Graduate Writing Test (GWT)

- For free GWT test preparation resources please visit Learning Resource Center: [http://www.cpp.edu/~lrc/](http://www.cpp.edu/~lrc/)


- Can take it when you are junior standing (60 semester units or more). Try to take it as soon as possible.

- Can take course CPU 4010 if do not pass test twice. This course can fulfill requirement.

- [https://www.cpp.edu/~testcenter/tests/gwt.shtml](https://www.cpp.edu/~testcenter/tests/gwt.shtml)

![Writing is awesome!](image-url)
5.0 Academic Disqualification

After attempting 12 semester units at Cal Poly Pomona, an undergraduate student is subject to Academic Disqualification if at any time:

a) As a freshman (less than 30 semester units of college work completed) the student's cumulative grade point average falls below 1.50 in all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

b) As a sophomore (30 through 59 semester units of college work completed) the student's cumulative grade point average falls below 1.700 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

c) As a junior (60 through 89 semester units of college work completed) the student's cumulative grade point average falls below 1.85 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

d) As a senior (90 or more semester units of college work completed) the student's cumulative grade point average falls below 1.95 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must be removed from disqualification status by the time they have attempted an additional 16 semester units in baccalaureate level courses. The student and the department chair must agree upon this coursework at the time of reinstatement.

Undergraduate students who do not remove the disqualification within the 16 semester unit limit and academically disqualified undergraduate students who attain good standing or probationary status and then become disqualified again shall normally not be eligible to re-enroll at the university. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or re-admission after a second disqualification.
Challenging Courses

- GE Area B4 (Math/Quantitative Reasoning)
- HRT 2740 (Hospitality Industry Financial Accounting)
  or
- ACC 2070 (Financial Accounting for Decision Making)
- HRT 2400 (Hospitality Management Law)
- HRT 2760 (Food, Beverage, and Labor Cost Control)
- HRT 3740 (Hospitality Industry Managerial Accounting)
- HRT 4740 (Hospitality Industry Finance)
Tool #2
Transfer Credit Report (TCR)

In your Orientation Folder
Transfer Credit Report

- Preliminary Evaluation
- Full Evaluation
Common Holds

Holds that will prevent you from registration:
• Orientation Services
• University Housing Services
• At-risk, Probation, Disqualification
• International Center
• SF Financial Hold
• Advisor Hold
• GWT
• Title IX

Holds that are information only (will NOT prevent you from registration):
• Math/QR Placement Category
• Written Comm Plcmnt Category
• International Student
• Classes Saved
• Preliminary
• Full
In the left side column are the courses you completed at each transfer school you attended.

In the right side column are what your transfer course articulate to/equals at CPP.

The "T" in front of the letter grade means transfer.

These courses do not count for units or your GPA at CPP.

Course, units, and GPA do transfer to CPP, but we don't have an exact match for the course.
Petition

• General Academic Petition (e.g. HRT Electives, Core courses)

• Course Substitutions (e.g. For equivalency or GE sections)
Tool #3
Prerequisite
Flow Chart

Located in your Collins College folder
HRT Elective Courses
(18 units total; 3 units required of HRT 400-level, and up to 6 units may be faculty-approved non-HRT courses [see back for more])

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________

Upper Division Standing
Prerequisite
HRT 3410
HRT 3950
HRT 4020/4020L
(Students need to check course in catalog as not all HRT courses with prerequisites are listed here.)

“PWE”
Minimum 800-hours of hospitality-specific Professional Work Experience (PWE); work performed after high school graduation; at least 400 hours must be completed while attending Cal Poly Pomona.

HRT 3410

HRT 4410
Up to 3 units of elective credit for up to 300 additional hours of PWE

21 Years of Age Prerequisite
HRT 3120
HRT 3150
HRT 3160

HRT 2810/2810L
Prerequisite
HRT 3240/3240L
HRT 3250/3250L
HRT 3810/3810L
HRT 4020/4020L

HRT 2810/L

HRT 2020

GE from B4
(Quantitative Reasoning)

HRT 2740
(or ACC 2070)

HRT 2760

HRT 3020

HRT 3740

HRT 4740

HRT 3830/3830L
(3/4 units)

HRT 3900/3900L
(3/1 units)

Food & Beverage Series

Food Protection Manager Certification

(2018-2019 Curriculum)

Class Standing

Seniors

Juniors

Sophomores

Units Earned

90 semester units and above

60 to 89 semester units

31 to 59 semester units
Tool #4
Academic Plan
→ Personalized Roadmap
→ Long term plan for classes until you graduate
→ Helps with course demand
Course Checklist

- Use this tool when filling in your academic plan.

### Hospitality Management Semester Course Checklist

<table>
<thead>
<tr>
<th>HRT Requirements</th>
<th>Course</th>
<th>General Education (GE)</th>
<th>Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>HRT 1040 (3 units)</td>
<td>G.E. Area A1</td>
<td>3</td>
<td>42</td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2040 (3 units)</td>
<td>G.E. Area A2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2020 (2 units)</td>
<td>G.E. Area A3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2050 (2 units)</td>
<td>G.E. Area B1</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2400 (3 units)</td>
<td>G.E. Area B2</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3790 (3 units)</td>
<td>G.E. Area B3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3700 (3 units)</td>
<td>G.E. Area B4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2010/2810L (3/3 units)</td>
<td>G.E. Area B5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3020 (3 units)</td>
<td>G.E. Area C1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 2410 (2 units)</td>
<td>G.E. Area C2 (a)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3500 (2 units)</td>
<td>G.E. Area C2 (b)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3740 (2 units)</td>
<td>G.E. Area C3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 4100 (2 units)</td>
<td>G.E. Area D1 (HST 2302)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 4740 (2 units)</td>
<td>G.E. Area D2 (PLS 2106)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 4410/4610/4760 (3 units)</td>
<td>G.E. Area D3 (EC 2301)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Food and Beverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3880/3840 (4/5 units)</td>
<td>G.E. Area D4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>HRT 3880/3840 (4/5 units)</td>
<td>G.E. Area E</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td></td>
<td></td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other GE Requirements

- American Cultural Perspectives
- American Institutions

### Graduation Writing Test

### Other HRT Requirements

- Food Manager's Certificate
- 800 hrs professional work experience
- 200 hrs total experience (only if doing lodging minor)

### HRT Elective Support

<table>
<thead>
<tr>
<th>HRT Elective Support</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT Elective Support</td>
<td>3</td>
</tr>
<tr>
<td>HRT Elective Support</td>
<td>3</td>
</tr>
<tr>
<td>HRT Elective Support</td>
<td>3</td>
</tr>
<tr>
<td>HRT Elective Support</td>
<td>3</td>
</tr>
<tr>
<td>HRT Elective Support</td>
<td>3</td>
</tr>
</tbody>
</table>

### Unrestricted Electives

<table>
<thead>
<tr>
<th>(3-9 units depending on double counting)</th>
<th></th>
</tr>
</thead>
</table>
Tool #5
Roadmap

"Siri, directions to graduation..."
**Road Map**

- Use this tool when filling in your academic plan.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Faculty Advisor</th>
<th>Cal Poly Pomona Email</th>
<th>Bronco ID</th>
<th>Total Units On Plan</th>
<th>M.A.</th>
<th>Expected Graduation Quarter and Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall Semester</th>
<th>Units</th>
<th>Spring Semester</th>
<th>Units</th>
<th>Summer</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1010 (RC)</td>
<td>3</td>
<td>HRT 2020 (RC)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010 (RC)</td>
<td>3</td>
<td>HRT 2760 (RC)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 3030 (RC)</td>
<td>3</td>
<td>HRT 3020 (RC)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 3040 (RC)</td>
<td>3</td>
<td>ES</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Checklist for Incoming Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Learn to read and understand the Curriculum sheet and pre-requisite flow chart</td>
</tr>
<tr>
<td>- General Education Area A2 &amp; B4: Both areas should be completed during your first year</td>
</tr>
<tr>
<td>- Learn to read and understand the Degree Progress Report (DPR): Should be reviewed at least twice a term</td>
</tr>
<tr>
<td>- Curriculum Sheet: Valuable sheet, cross off the courses you complete after each term</td>
</tr>
<tr>
<td>- Consider joining a Collins College student club: There are 5 active student clubs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Checklist for Continuing Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Graduation Writing Test (GVT): Eligible to take the GVT once you reach junior standing (45 semester units)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>- American Cultural Perspectives Requirement (ACP): Graduation requirement, verify its completion on the DPR</td>
</tr>
<tr>
<td>- Review Degree Progress Report (DPR): Continue to review this at least twice a term</td>
</tr>
<tr>
<td>- Learn to read and understand your Transfer Credit Report (TCR): Yewable in Bronco Direct</td>
</tr>
<tr>
<td>- Course Rejection: May seek grade forgiveness through course rejection for a minimum of X units</td>
</tr>
<tr>
<td>- Professional Work Experience (PWE): A minimum 600 hours of PWE must be completed before enrolling in HRT 3410</td>
</tr>
<tr>
<td>- Research Graduate School Opportunities: Consult with faculty advisor</td>
</tr>
<tr>
<td>- Graduation Application: Apply through Bronco Direct before or during the term of intended graduation</td>
</tr>
<tr>
<td>- Commencement: Ceremony occurs at the end of spring term only</td>
</tr>
</tbody>
</table>
Tool #6
Degree Progress Report (DPR)
COMMUNICATION AND CRITICAL THINKING - 12 Units Required (R-0301)

- Units: 12.00 required, 8.00 taken, 4.00 needed

A1: ORAL COMMUNICATION

ORAL COMMUNICATION - 1 Course Required

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Public Speaking</td>
<td>4.00</td>
<td>Fall Quarter 2012</td>
<td>C</td>
<td>✓</td>
</tr>
</tbody>
</table>

A2: WRITTEN COMMUNICATION

ENG 104 - 1 Course Required [NOTE: Lower Division English Series (ENG 102 and ENG 103) may be substituted for ENG 104 upon completion of ENG 103.]

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 104</td>
<td>Freshman English 1</td>
<td>4.00</td>
<td>Winter Quarter 2013</td>
<td>C</td>
<td>✓</td>
</tr>
</tbody>
</table>

A3: CRITICAL THINKING

CRITICAL THINKING - 1 Course Required

- Courses: 1 required, 0 taken, 1 needed
Do not forget this section...

MUST BE YELLOW OR GREEN BY YOUR LAST TERM!
Learn to read and understand your Degree Progress Report (DPR)

- The DPR is found in BroncoDirect
- You need a minimum 120 units to graduate
- Your goal is to turn every red square into a green circle.
- Check your DPR at least 2 times a semester
- Attend a workshop on how to read your DPR in the Fall semester
Tool #7
Know your options
Options

- Do not just leave...speak with someone from the College.
- Request for class withdrawal for serious and compelling reasons: http://www.cpp.edu/~registrar/files/public/forms/CourseWithdrawal.pdf
- Incomplete: http://www.cpp.edu/~registrar/academic-policies/grades/incomplete-grade.shtml
- Stop Out: http://www.cpp.edu/~registrar/academic-policies/stop-out.shtml
- Leave of Absence: http://www.cpp.edu/~registrar/academic-policies/leave-absence.shtml
Tool #8
Getting to know your Educational Partners
Educational Partners

- Faculty Advisor
- Student Services Coordinator
- Career Services Coordinator
- Student Advising Coordinator
- Transfer and Graduation Advisor (Registrar’s Office)
- Other Advisors (e.g. EOP, DRC)
- HRT Colleagues
- Family/Friends
Who is ultimately responsible for your education?
Adding/Dropping courses & Waiting list...

- Adding/dropping courses are your responsibility
- If instructor tells you he/she will drop you, just do it yourself.
- Even if the instructor says he is not adding, if you are on the wait list you may be added by the system automatically. Keep checking your schedule if you are on the waitlist.
- Check your schedule one last time day after add/drop period.
Repeating a course D- or higher

It is your responsibility to notify the Student Advising Coordinator or Registrar’s office when you repeat a course that you got a D- or higher to adjust your units.
Students who do not graduate on time...

- Did not get the courses they needed due to poor planning, not paying fees on time, or not registering for courses during their enrollment times.
Things to do before the registration period...

• Know important dates:  
  http://www.cpp.edu/~registrar/calendars/index.shtml

• Check your registration date and time.

• Check if there are any holds on your account.

• Put courses in your shopping cart and check daily to see if they get filled.

• Develop a plan B and C just in case.

• Make sure any fees are paid off.
Preparing for Spring Registration

• Use this checklist before Spring 2019 registration.

Things to do before the Registration Period

Check off all of the following to be fully prepared for registration:

○ Know important dates: http://www.cpp.edu/~registrar/calendars/index.shtml

○ Check your registration date and time.

○ Check if there are any holds on your account.

○ Put courses in your shopping cart and check daily to see number of open seats.

○ Develop a plan B and C just in case.

○ Make sure any fees are paid off.
Students who do not graduate on time...

- Did not get the courses they needed due to poor planning, not paying fees on time, or not registering for courses during their enrollment times.
- Failing courses.
- Not being flexible.
- Not using Academic tools and being proactive.
- Not meeting the 120 minimum units requirement.
- Not passing the GWT.
2 year CPP Graduation Pledge

- Must enroll in 15 units in the Fall.
- Plan to graduate in 2 years.
- You can only apply in your first semester here at Cal Poly Pomona.
- RECEIVE PRIORITY REGISTRATION

Deadline to apply is September 7th!
2018-19 Programs

2-Year CPP Pledge Program
For freshmen in a declared major who want to graduate in four years (or five for Architecture)

2-Year CPP Pledge Program
For transfer students in a declared major who want to graduate in two years (other than Architecture or Engineering)

4-Year CPP Program
For CLASS majors (California's Studies students only) and California residents and underrepresented minorities. For Pell Grant eligible students and have a complete application for Transfer (ADT)
Connect with Student Services

- Student Services Coordinator
  Ms. Carolina Sanchez
  (csanchez@cpp.edu)
- Attend Industry Trade Shows in Chicago and New York
- Apply for Scholarships
- Learn about studying abroad
Study abroad program: Italy

4 Week Study Program

• Learn about the regions of Italy first-hand
• An eight-day cultural tour, from Rome north to Florence, serves as an introduction class.
• Students then live in Florence, while studying at the Apicius campus for three weeks
• Students earn 9 units of HRT Elective Support credit
Collins Ambassadors

Ameil
Audrey
Emily
Logan

Madeline
Melissa
Matthew
Sammy
Zoltan

2018-2019
Join a Co-Curricular Student Organization

1. Develop leadership skills
2. Gain connections within the hospitality industry
3. Explore the different hospitality segments and figure out which one is for you
4. Travel to conferences
5. Make friends!
Our Co-Curricular Student Organizations

Get involved with student organizations and societies to help you make the most of your time here!

- Association of Student Event Professionals (ASEP)
- Club Managers Association of America (CMAA)
- Eta Sigma Delta International Hospitality Management Society (ESD)
- Food and Beverage Professionals (FBP)
- Hotel, Resorts, and Destination Professionals (HRDP)
- National Society of Minorities in Hospitality (NSMH)
Collins Student Groups Information

The Collins College has an active and fun community of student clubs. These clubs provide numerous opportunities for students to travel, network and build leadership experience. Hospitality professionals are expected and encouraged to be involved in the surrounding communities through professional organizations and clubs - these clubs give students an opportunity to start that early. Collins College students are encouraged to join at least one club to develop leadership skills and gain connections within the hospitality industry.

For the most current list of activities, please visit the clubs’ profiles on Blackboard.

Association of Beverage Professionals

The Association of Beverage Professionals (ABP) provides students the opportunity to explore the hospitality industry beyond the classroom through events and activities. ABP is dedicated to promoting careers within the beverage industry as well as enhancing the appreciation and understanding of wines, beers and spirits through educational opportunities offered to the community. ммrodriguez1@cpp.edu, mvdawson@cpp.edu

Association of Student Event Planners

The Association of Student Event Planners (ASEP) strives to provide students the opportunity to explore the special event and professional event planning aspect of the hospitality industry. Using their creative talents, students, faculty and industry professionals, will come together to enrich the educational, cultural and social aspect of the university. There is a strong emphasis placed on developing and building lasting relationships among hospitality professionals, with other club organizations and with members within the association. calpolyasep@gmail.com

Cal Poly Hospitality Association

The Cal Poly Hospitality Association (CPHA) is a group of students who want to learn as much as possible about the hospitality industry. Through tours, regular meetings and guest speakers, students have the opportunity to create and maintain industry and university contacts. These contacts and events enabled students to enhance their classroom learning experiences and to foster individual social, personal and professional skills. cppcpha@gmail.com

Club Managers Association of America

The Club Managers Association of America (CMAA) is the professional association for managers of membership clubs. The association has nearly 7,000 members representing more than 3,000 country, golf, city, athletic, faculty, yacht, town and military clubs. Many times over the years, The Collins College's chapter has successfully helped members get professional work experience positions during the summer. Students have gained valuable managerial work experience at prestigious clubs on the East and West Coasts.
Welcome Back BBQ!

Thursday, September 13th, 11:30 A.M. – 1 P.M. at Collins College!
Professional Work Experience

Ann Lara, Career Services Coordinator: aelara@cpp.edu
http://www.cpp.edu/~collins/current-students/career-services.shtml

Cal Poly Pomona Career Center
Career library, job fairs, Resumaniac, drop in appointments

Annual Hospitality Career Expo (February)
In 2017 we hosted employers looking to hire Collins College students!

Career Month
Workshops, Employer presentations, Resumaniac

Collins College Career Connection
A weekly digest of job opportunities hosted through Blackboard

Workshops
Job Search Strategies, Rock your Resume, Interviewing Skills, and more!

Mentor Program
Attend The Collins College Annual Hospitality Career Expo

Save the date: February 19\textsuperscript{th}, 2019
Disney Internship...

- Need to apply and be accepted.
- Counts for 9 semester units towards the HRT elective section.
- Course is HRT 4420.
- For more information go to this link:
  http://www.cpp.edu/~collins/current-students/disney-internship.shtml
Top 10 Things every Collins College student should know...

1. Read and use your CPP EMAIL
   • CPP email is the official method of university communication, check daily
   • Use your CPP email to communicate with faculty and staff
   • Read The Collins College Weekly Update sent on Fridays

2. Meet your FACULTY ADVISOR
   • He or she is designated based on your area of industry interest
   • Get to know your faculty advisor in the Fall Term
   • Visit him or her regularly for academic and career advice
   • If you update Academic Plan have them review it

3. Learn to read and understand your DEGREE PROGRESS REPORT
   • The Degree Progress Report (DPR) is found in BroncoDirect
   • You need 120 semester units minimum to graduate
   • Your goal is to turn every red square into a green circle

4. Contact James Yokoyama, Student Advising Coordinator, at jjyokoyama@cpp.edu or check out the ACADEMIC ADVISING WEBSITE for advising information: http://www.cpp.edu/~collins/current-students/academic-advising.shtml

5. JOIN A CLUB (or two)
   • There are 4 active student clubs and 3 societies at The Collins College:
     - Food and Beverage Professionals (FBP)
     - Association of Student Event Professionals (ASEP)
     - Hotel, Resort, Destination Professionals (HRD)
     - Club Managers Association of America (CMAA)
     -Eta Sigma Delta International Hospitality Management Society (ESD)
     -National Society of Minorities in Hospitality (NSMH)
     - Pineapple Club
   • Cal Poly Pomona has more than 250 academic and social clubs and organizations

6. Contact Carolina Sanchez, Student Services Coordinator at csanchez@cpp.edu for the following:
   • Applying for scholarships
   • Attending industry shows, meetings, and events
   • Italy study abroad
   • Becoming a Collins Ambassador

7. Visit ANN LARA (aelara@cpp.edu) for Career Services:
   http://www.cpp.edu/~collins/current-students/career-services.shtml
   • Professional Work Experience (PWE)
   • Resume review
   • Career workshops
   • Career opportunities
   • Disney Internship

8. “Like” The Collins College on FACEBOOK & follow it on INSTAGRAM
   • Receive news and announcements
   • Stay up-to-date with the college

9. Go to BLACKBOARD for
   • Job postings – Career Connection
   • Scholarship opportunities – CCHM Scholarship Opportunities
   • Your class websites

10. PARKING & TRANSPORTATION
    • Student parking is not allowed in the lot in front of the college (Lot L)
    • The closest student parking lots are Lot M and Lot J
    • Shuttle B is the shuttle route to the college (get the phone app!)
Important HRT rules...
Stay Informed!
Follow The Collins College Online

http://www.facebook.com/thecollinscollege  @thecollinscollege
Stay Informed!

Visit Blackboard

- Job postings in Handshake
- Scholarships in CCHM SCHOLARSHIP
- Class websites

READ AND USE CPP EMAIL

- Read your CPP email daily
- Communicate with faculty and staff
- Include your Bronco ID#
- Read The Collins College Weekly Updates
- For assistance contact the Help Desk at (909)869-6776 or see them in Building 1 room 100

Microsoft Outlook Productivity 
☆☆☆☆☆ (421)
Parking & Transportation

• Student parking is **not** allowed in the lot in front of the college (Lot L)
• The closest student parking lots are Lot M, K, and Lot J
• If you need to quickly drop something off there is a 15 minute loading spot
• Shuttle B is the shuttle route to the college
  • Use Broncoshuttle.com
Academic Plan

**MANDATORY** for all incoming students by end of Fall 2018 Semester...
Small Blue Sheet

- Please fill in the sheet - NEATLY
- In your Collins College green folder
- This will be used to assign your faculty advisor

<table>
<thead>
<tr>
<th>Last Name: ___________________________</th>
<th>First Name*: ___________________________</th>
<th>M: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronco ID#: __________________________</td>
<td>*Also Known As: _________________________</td>
<td></td>
</tr>
<tr>
<td>Cal Poly Email: ________________________</td>
<td>@cpp.edu</td>
<td></td>
</tr>
<tr>
<td>Class Standing (Circle One)</td>
<td>Freshmen</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Have you participated in Pro Start in high school? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, did you earn your Pro Start certificate of achievement? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Interest Area (If you circle more than one, please use numbers to indicate priority):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant</td>
<td>Hotel/Resort</td>
<td>Club</td>
</tr>
<tr>
<td>How Confident are you in this?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please describe your anticipated career goal:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: ___________________________

Your Faculty Advisor will be: ___________________________
You will have a Faculty Advisor

· He or she is designated based on your area of industry interest
· He or she will be assigned in the late Summer
· Get to know your faculty advisor in the Fall
· Visit him or her regularly for academic and career advice
· Show him or her your quarterly updated Academic Road Map
HRT Vision, Mission, and Core Values

The Collins College of Hospitality Management

Vision
Our vision is to shape the future of hospitality.
We seek to create an engaging university experience that embodies excellence in hospitality management education as we become a preeminent source of future leaders in this dynamic and growing industry.

Mission
We are dedicated to advancing the field of hospitality management through:
- our collaborative learn-by-doing approach;
- our profound appreciation of diverse backgrounds, ideas, and cultures; and
- our strategic integration of scholarship, service, and applied learning to benefit our stakeholders and the global hospitality industry.

Core Values
- Our students are the most valued stakeholders of the college.
- We are learning-centered.
- Our faculty are teacher-scholars, valuing balance in their academic pursuits.
- We believe in the power of diversity and inclusiveness to positively impact our lives and the lives of others.
- We practice ethical behavior and instill this value in others.
- We inspire our stakeholders to value lifelong learning.
- We have an obligation to protect the environment.
- We believe that student success evolves from an environment where people enjoy what they do.

Student Learning Outcomes of Hospitality Management Undergraduates
Through participating in curricular and co-curricular learning opportunities, including professional work experience and networking with our industry partners, Bachelor of Science Graduates of The Collins College of Hospitality Management will develop the competencies necessary to successfully manage in a hospitality environment. These competencies include:

- Characteristics of Hospitable Service
  Create favorable guest experiences by using professional service management techniques in a hospitality business environment

- Technological Literacy
  Apply current and relevant technologies in a manner designed to enhance organizational performance in a hospitality business environment

- Analytical Thinking
  Make clear and logical decisions by organizing, analyzing, and interpreting information and formulating rational solutions in a hospitality business environment

- Teamwork
  Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related competencies, in particular, the knowledge, skills and attitudes considered transportable from one team to another

- Leadership
  Model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership in a hospitality business environment
# Department Contacts & Map

## Department Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>For questions regarding...</th>
<th>Location</th>
<th>Phone Prefix (909) 869-</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Promise</td>
<td>Program eligibility, how to sign up, program requirements</td>
<td>1113C</td>
<td>3121</td>
</tr>
<tr>
<td>Admissions &amp; Outreach</td>
<td>Admissions status, receipt of transcripts, document deadlines</td>
<td>98-T2</td>
<td>5299, 3210 8555</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Counseling services</td>
<td>66</td>
<td>3220</td>
</tr>
<tr>
<td>English Department</td>
<td>English classes (i.e., ENG 100, ENG 108, ENG 110, ENG 116)</td>
<td>24-214</td>
<td>3940</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Application deadlines: financial aid, eligibility</td>
<td>98-T3-3</td>
<td>3700</td>
</tr>
<tr>
<td>Helpdesk</td>
<td>Problems with email, BroncoDirect, log-in, usernames, passwords</td>
<td>1-100</td>
<td>6776</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Advising services and resources for Honors Program students</td>
<td>1-201</td>
<td>3355</td>
</tr>
<tr>
<td>International Center</td>
<td>Visa status</td>
<td>1-104</td>
<td>3267</td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>Program eligibility, how to sign up, program requirements, IGE 120</td>
<td>94-321</td>
<td>3347</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Department</td>
<td>Lower Division Math Requisites &amp; Permission Numbers</td>
<td>8113</td>
<td>3142</td>
</tr>
<tr>
<td>Orientation Services</td>
<td>Orientation attendance, Orientation Holds</td>
<td>98-T4</td>
<td>3604</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>Transcript evaluations, Veterans' benefits, Enrollment/Appointments, Course Registration, Registration holds</td>
<td>98-24th floor</td>
<td>3000</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>Immunization Requirements</td>
<td>46-110</td>
<td>4000</td>
</tr>
<tr>
<td>Test Center</td>
<td>Graduation Writing Test</td>
<td>98-P2-4</td>
<td>3353</td>
</tr>
<tr>
<td>Bronco Advising Center</td>
<td>Any questions you may have</td>
<td>98-T2</td>
<td>4600</td>
</tr>
</tbody>
</table>
Strategies To Best Prepare For The Hospitality Industry

- Demonstrate enthusiasm for working in the Hospitality Industry.
- Develop the ability to make quick decisions independently and to handle stress all while meeting deadlines.
- Attend conference and trade shows.
- Be geographically flexible and willing to relocate.
- Acquire supervisory skills and experience by on taking roles such as Assistant Manager and Student Manager.
- Complete internships or work part-time jobs with hotels, restaurants, clubs, conference centers, and banquet facilities.
- Join student organizations and professional associations and volunteer for committees.
- Hone interpersonal communication skills and become adept at

- Assume leadership roles in student organizations.
- Build a strong foundation in customer service and management.
- Learn to work well in teams
- Work in all positions to be able to coach other employees.
- To succeed, develop an orientation toward service and attention to detail.
- Learn effective problem solving tools.
- Gain leadership experience through planning activities and events for campus and community organizations.
- Display good planning, organizational, interpersonal, and public speaking skills.
- Learn to think creatively and out of the box.
- Study the industry leaders and trends by reading up-to-date news articles.
- Develop strong writing and research skills.
- Stay up-to-date with Blackboard.
- Use the resources on campus to gain more knowledge (ex. Career Center).
- Take advantage of all opportunities that are offered.
- Invest in business professional attire, including closed toed shoes.
- Obtain and utilize a calendar to stay organized.
- Complete and update an Individual Academic Plan.
- Get to know the Student Services Coordinator, Career Services Coordinator, and Student Advising Coordinator.
- Read the weekly Collins update email.
- Apply to internal and external scholarships.
### RESTAURANTS
- Catering Manager
- Cost Controller
- Dining Room Manager
- Director/Manager of Human Resources
- Executive Chef
- Food & Beverage Director
- Food Quality and Food Safety Inspector
- Menu Designer
- Operations Management
- Production and Service of Food

**Potential Employers:**
- Darden Restaurant Group
- Habit Burger Grill
- Hillstone Restaurant Group
- The Grill Concepts, Inc.

### HOTELS/RESORTS
- Operations Management
- Property Management
- Rooms Management
- Banquet and Catering Management
- Food & Beverage Management
- Meeting and Convention Sales
- VIP Concierge
- Marketing
- Finance & Accounting Analysts
- Human Resources Specialists

**Potential Employers:**
- Hilton Worldwide
- Marriott International
- Starwood Hotels & Resorts
- Walt Disney Parks & Resorts

### CLUBS
- Clubhouse Manager
- Director of Food & Beverage
- Director of Human Resources
- Director of Membership
- General Manager
- Marketing
- Publicity/Public Relations
- Sales
- Special Events Coordinator
- VIP Concierge

**Potential Employers:**
- Big Canyon Country Club
- City Club Los Angeles- ClubCorp
- The Los Angeles Country Club
- The Riviera Country Club

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### WHAT CAN I DO WITH A HOSPITALITY MANAGEMENT DEGREE?

### SPECIAL EVENTS/MEETING PLANNING
- Convention Services Management
- Meeting Planning
- Entertainment/Event Planning
- Programs & Activities Planning
- Nonprofit Charity Events

**Potential Employers:**
- Los Angeles Tourism & Convention Board
- The Party Staff Inc.
- Universal Studios Hollywood
- Wedgewood Wedding & Banquet Center

### CULINARY PRODUCT DEVELOPMENT
- Caterer
- Executive Chef
- Human Resources
- Marketer
- Purchasing/Procurement
- Sales
- Sensory Evaluator

**Potential Employers:**
- Buffalo Wild Wings
- Panda Restaurant Group, Inc.
- SusieCakes/ Sprinkles Cupcakes
- The Culinary Institute of America

### TOURISM
- Airlines- VIP Lounges
- Cruise Companies
- Tourism Sales Manager
- Marketing Director
- Conference Organizer
- Communication Manager
- Convention Services Director

**Potential Employers:**
- Delaware North
- Enterprise Rent-A-Car Corporate
- Travel Group Worldwide, LLC
- United Airlines

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PolyTransfer

Collins Poly Transfer Representative
Starla Hampton: syhampton@cpp.edu
http://www.cpp.edu/~polytransfer/
Academic Advisement

- Working in the Summer.
- You can always email me at jjyokoyama@cpp.edu for an appointment.
- Every morning, there is an advisement folder just for the day. You can write your name on any of the open slots.
- Drop in hours every Tuesday and Thursdays from 12-2 P.M. Only for quick questions. Sometimes there is a long wait so an appointment will be better.
- During registration week no appointments just drop ins.
- Online advisement available through zoom.
- Collins College Academic Advising link: http://www.cpp.edu/~collins/current-students/academic-advising.shtml
Advisor Syllabus

Cal Poly Pomona
The Collins School of Hospitality Management
2018-2019 Advising Syllabus

Advisor: James Yokoyama
Office: Building 79B Room 2439
Email: jjyokoyama@cpp.edu
Phone: (909)869-3458
Office Hours: Monday through Friday 9 A.M.-4:30 P.M. Email advisor for appointment.
Drop-ins/Walk-ins Advising Hours: Tuesdays & Thursday noon-2 P.M. for quick questions only.

Advising at Collins College

Mission- Academic Advising at Cal Poly Pomona is dedicated to supporting students and implementing best practices to promote educational and professional success of all students. The advising community uses academic policies to guide students to achieve life long career goals and make informed decisions regarding their educational pursuits.

Vision- Academic Advising at Cal Poly Pomona will continue to consist of a proactive group of educators knowledgeable about university policies and procedures while providing current, helpful, and comprehensive information to students. Academic Advising at Cal Poly Pomona advocates for the interest of each individual student and advisors will serve as active stakeholders in shaping student success.

Advising Responsibilities
As an advisee, you are expected to:

- Recognize, understand, and utilize academic tools that were introduced at orientation.
- Check Degree Progress Report (DPR) frequently.
- Maintain good academic standing.
- Check Cal Poly Pomona (CPP) email frequently. Consider downloading the outlook app and turn on notifications.
- Come prepared to advisement session. For example, if you have question in regards to academic plan, fill out HRT course checklist form and bring it with you to advisement session.
- Double check everything discussed during advisement session.
- Not be afraid to ask questions.
- Take full responsibility and make the final decision on your academic future.

As your advisor, you can expect me to:

- Look at you as an individual and your situation/w holistically.
- Answer your question/s in regards to Department and University policies and Procedures.
- Collaborate with you to make an initial academic plan.
- Make appropriate referrals to services, if you need social, personal, career, or academic support.
- Give you information on all options that are available.
- Provide support to help you succeed here at Cal Poly Pomona.
Other Helpful Links

• Curriculum Sheet and Road Map: http://www.cpp.edu/~academic-programs/academic-advising/tools/sheets-roadmaps/2018-2019/cchm.shtml

• Minors: http://catalog.cpp.edu/content.php?catoid=30&navoid=2457

• How to Videos: https://www.youtube.com/channel/UCRqnPcILOs24GmvMwZb0KA/videos

• Quick tips and Important Information: http://www.cpp.edu/~registrar/index.shtml

• E-Help: https://cpp.service-now.com/ehelp

• Bronco Advising Center: http://www.cpp.edu/~studentsuccess/bac/index.shtml

• If you want a tour of Collins College, please contact us at (909)869-2275
Any questions?
Two things I wanted you to remember...

- Use your Degree Progress Report (DPR)
- Check your Cal Poly Pomona Email regularly
Tips for Building Your Schedule

- Be flexible
- Leave time before, between, after classes for other college activities (advising sessions, studying, faculty office hours, etc.)
- Consider travel, parking, and walking time
- Recommended unit load for your first semester is 15 units maximum
- Try to stay on campus for the first semester as much as possible especially during Tuesday and Thursdays
Recommended Courses

Transfer Students

A student must be enrolled in at least one class their first term at Cal Poly Pomona to maintain their active enrollment status. Transfer students should not take more than 15 units their first semester.

Recommended courses for you to add (Choose 5 or less):

- HRT 1010, Intro to the Hospitality Industry (3 units) if needed
- HRT 2740, Hospitality Industry Financial Accounting (3 units) or ACC 2070, Financial Accounting (3 units) prerequisite is CIS 1010, either if needed
- HRT 2020, Dining Room and Banquet Management (3 units) if needed & if you have your Food Protection Manager's Certificate
- HRT 3020, Hospitality Marketing Management (3 units), pre-requisite is HRT 2030
- Other HRT Core Course/s (3 units)
- HRT 4990, Innovations (3 units) counts for senior level HRT elective, senior standing not needed
- Any other HRT Elective Course (3 units)
- Any missing lower division General Education courses
- General Education area B5 Science and Technology Synthesis (3 units)
- General Education area C3 Humanities Synthesis (3 units)
- General Education area D4 Social Science Synthesis (3 units)
- A Faculty Advisor-Approved Non-HRT Elective Support Course (3 units)
How to Register for Classes

Demonstration
- Registering for GE Courses
- Registering for HRT Courses
- Schedule Builder

Other tips
- Just putting courses in your shopping cart does not enroll you into the courses. Make sure you go through all of the steps and at the end click on “Finish enrolling.”
Links on your Computer

• Bronco Direct: https://cmsweb.cpp.edu/psp/HPOMPRD/?cmd=login&gsmobile=0

• Important Dates: http://www.cpp.edu/~registrar/calendars/index.shtml

• Approved GE list: https://catalog.cpp.edu/preview_program.php?catoid=36&poid=9591

• Video on how to add/drop courses: https://www.youtube.com/watch?v=ZgJBPTFX0pE

• CPP Pledge: http://www.cpp.edu/~studentsuccess/oss/graduation-pledge/incoming-students.shtml
After you Register...

• Check your class schedule to make sure all courses are accounted for. □

• Makes sure you have at least 12 units. Waitlisted courses do not count. □

• Check your Degree Progress Report to make sure all of the courses you are registered for counts towards your degree. □
Quick picture & Writing prompt

• If you do not want to be in the picture feel free to opt out.
• After the picture and writing prompt, you can begin registering for your courses. I will then open up seats in HRT 1010.
• Once you are done with your registration, tear out advising verification form and bring it up to me. Please write my name on the advisor section.
One last thing…

Advising Verification

Upon completion of your advising/registration session, your advisor must verify your attendance.

Please return this to the Orientation Team before you leave campus. Freshmen can return it during check-out at the Residence Halls. Transfer students can turn it in at the Bronco Student Center. Failure to turn in this form will result in an Orientation Hold on your account and requirement to complete the remainder of the program through 5:00 p.m.

NAME ________________________
BRONCO ID ____________________
DATE ________________________
COLLEGE _____________________
MAJOR ________________________
ADVISOR NAME: James Yokoyama
ADVISOR SIGNATURE ____________


See you in the Fall!

CAL POLY POMONA
BRONCOS