1. Login to your BroncoDirect and access your Student Center.
2. Open your Degree Progress Report (DPR), Course History (if you don’t see a course on your DPR that you know you have taken), and Transfer Credit Report (TCR; good for transfer students to check if something didn’t transfer in correctly).
3. Figure out your curriculum year for you major.
4. Have your curriculum sheet so you can highlight and make notes of the courses you have taken, are currently taking, or are planning on taking for the coming semester.
   a. **Quarter curriculum students** will need to make note of unit conversions, you should convert your semester course units into the quarter unit equivalent (e.g. 3 semester unit course x 1.5 = 4.5 quarter unit equivalent).

   - Make note of:
     - excess units (e.g. BIO 3250 is 3 semester units or 4.5 quarter units & the requirement is to fulfill 4 units of BIO 325/L, you have an excess (+0.5) units that can go towards your Elective area).
     - courses in "Courses Not Used" that should fulfill certain areas
     - courses in your TCR if you are a transfer student
     - You may need to do a general academic petition (GAP) or course substitution petition if your transfer course did not articulate correctly. You can consult with an advisor on how to go about these petitions.

   - Any notes/memos that are listed under **Flexibilities** for your major will NOT need a petition. Registrar’s has this list and will make note of the classes under this memo when you apply for graduation (e.g. BIO 490 will get fulfilled by any excess upper division BIO or CHM unit).
   - If you have a problem with your **Foundations Biology** please refer to the link.

   - Make note of any questions/concerns and/or discrepancies from your DPR for your advisor. Doing this will make your meeting with your advisor easier and more efficient.
b. **Semester curriculum students**, have your curriculum sheet so you can highlight and make notes of the courses you have taken, are currently taking, or are planning on taking for the coming semester.

- For students that are 2018-2019 we are recommending that they follow the 2019-2020 curriculum due to the specific notes that are absent in the 2018-2019 curriculum.
- You do not have to follow a specific emphasis. The emphases are recommended if you need to follow them for your future career. This emphasis will not show up on your degree, but you can list it in your resume for jobs (e.g. I have a degree in Biology but followed the Microbiology emphasis and took these courses...).
- If you were switched from quarter to semester curriculum, make sure to make note of the semester conversion of units and convert the past quarter courses you took to the semester unit equivalent (e.g. 4 quarter units ÷ 1.5 = 2.667 semester units).
  - If your GEs are showing as “red boxes” because of the unit conversion you can ignore this. Any unit deficiencies in your Electives requirements will have to be fulfilled by taking more courses.
- Make note of any questions/concerns and/or discrepancies from your DPR for your advisor. Remember to read the “Notes” and subtext underneath the categories (e.g. “Major Electives”, “Non-Emphasis Electives”, “Emphasis Electives”).
  - If you have a problem with your Foundations Biology please refer to the link.

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5. Please refer to the [Academic Advising Resources](#) website for much more information. It has resources for planning your schedule (e.g. BIO prerequisite list, projected course offerings that tell you when classes are being offered, MyPlanner, etc.) the list of faculty advisors, pre-professional advising website, etc.

6. When emailing [bio_advisor@cpp.edu](#) make sure to include your curriculum sheet and BroncoID (BID#). Lastly when replying to email chains with advisors make sure to “reply all”.

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*FYI: there is a second page of "Emphasis Electives"*