



**MASTER OF SCIENCE IN BUSINESS
JOURNALISM
STUDENT HANDBOOK
FALL 2020**

Arizona State University
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INTRODUCTION

Welcome to the Walter Cronkite School of Journalism and Mass Communication at Arizona State University!

You are now part of an incredible network of strategic thinkers, effective storytellers and impactful leaders who are driving journalism and communication forward.

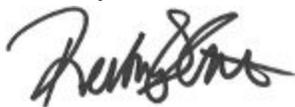
The media industry is changing rapidly, and so are the business and economic pressures communities face around the world. We are in need of deep reporting and bold innovation in the field of business reporting. In this program, you will learn how to do exactly that.

This handbook lays the foundation for your success at the Cronkite School. It sets shared expectations for ourselves as journalists and as a community of learners. It also outlines the standards and policies set by the Cronkite School and [ASU's Graduate College](#).

Read it. Save it. Ask questions about it if policies seem unclear. It is your responsibility to make sure you are following it in letter and in spirit.

I look forward to helping you to achieve your goals at the Cronkite School and beyond.

Sincerely,



Rebecca Blatt
Senior Associate Dean

GRADUATE STUDENT PLEDGE

I, _____, commit myself to meeting the highest standards of excellence, ethics and integrity, according to:

- [The Society for Professional Journalists Code of Ethics](#)
- [Cronkite School Academic Integrity Policy](#)
- This Graduate Student Handbook

By signing below, I also affirm the following:

1. I take pride in my work. I dedicate myself to developing as a journalist, writer, storyteller and industry leader.
2. I take pride in my professionalism. I meet deadlines, pay attention to detail, communicate clearly and openly, cultivate enthusiasm and give maximum effort to my work.
3. I prioritize my health and safety, and I recognize that I will do my best work when I take good care of myself and those around me.
4. I respect my sources and the communities I cover. I commit myself to seeking a wide range of perspectives.
5. I uphold the journalistic principles of fairness, accuracy, independence, accountability and transparency.
6. I recognize that my classmates, teachers and mentors are critical to my success in this program and the rest of my career. I treat each one with respect and offer support whenever I can.
7. I appreciate that, as a student at the Cronkite School, I have the opportunity to drive innovation and shape the future of media, communication and public discourse. I am prepared to experiment, adapt and support my Cronkite colleagues in doing the same. I bring a sense of curiosity and a spirit of collaboration to all that I do.

Signature _____

Date _____

MyASU

Your my.asu.edu portal is your go-to place for information about courses, transcripts, student success and support, finances, university policies and the academic calendar. Please take time to familiarize yourself with these areas:

Profile: Update your address, phone number, email information, or add guests, such as a parent, whom you want to be able to access your student information, including grades.

My Classes: Click on the name of each course to access the corresponding Canvas course content. This is where you will see the syllabus, find links to readings and submit assignments. Take time to familiarize yourself with the structure and layout of each course.

Final Transcript: If you sent in a transcript for admission to the program before you graduated, send your final transcript with your degree posted.

Academic Integrity Module: ASU Graduate College module reviewing academic integrity expectations. Complete as soon as possible. Please note, this module explains the university-wide policy. The Cronkite School academic integrity policy includes additions specific to journalism students. Please be familiar with both policies.

Academic Calendar (bottom right box): This has important dates you need to monitor, including when classes begin, last day to register or drop/add classes, tuition and fee payment deadlines, holidays, withdrawal deadlines, schedule of classes available and when to enroll.

MSBJ PLAN OF STUDY

The Master of Science in Business Journalism may be completed in as little as three semesters. Courses are delivered online in the fall, spring and summer semesters. All fall and spring semester online courses take 7.5 weeks to complete. Session A courses are taught in the first 7.5 weeks of the semester, and Session B courses are offered in the last 7.5 weeks of a regular semester. Summer courses are completed in 6.5 weeks.

Semester 1/Fall		
Required Courses		
MCO 550	Issues in Coverage of Business and the Economy (Session A)	3 credits
ACC 501	Basics of Financial Reporting (Session A)	1.5 credit
ACC 504	Basics of Internal Measures of Success: Managerial Accounting (Session B)	1.5 credit
ECN 504	Basics of Managerial Economics (Session B)	3 credits

Semester 2/Spring		
Required Courses		
MCO 552	Data in Business Journalism (Session A)	3 credits
MCO 551	Better Business Reporting (Session B)	3 credits

Semester 3/Summer (Note: Summer semester is May to August)		
Required Courses		
MCO 503	Media Law (Session A)	3 credits
MCO 556	Media Entrepreneurship (Session B)	3 credits

Semester 4/Fall		
Required Courses		
MGT 501	Basics of Leading People, Teams and Organizations: Organization Theory and Behavior (Session A)	3 credits
WPC 504	Basics of Stats for Managers (Session A)	3 credits
MCO 593	Applied Project (Session B)	3 credits

Students begin the program with the 3-credit Issues in Coverage of Business and the Economy and conclude with an Applied Project that reflects the student's particular area of interest. Other courses may be taken in any session in which they are offered except for the Basics of Financial Performance and Basic of Internal Measures of Success courses, which are taken in succession.

Total: 30 credits minimum

Course Descriptions

- MCO 550 Issues in Coverage of Business and the Economy (3 credits). Students examine and analyze how business and economics are covered in the U.S. and abroad and gain a basic understanding and vocabulary for coverage of financial markets, economics, company statements, banking, credit markets, IPOs and mergers, real estate, global trade and the structure of public and private companies and non-profit organizations.
Note: MCO 550 must be completed during your first enrolled session.
- MCO 551 Better Business Reporting (3 credits): This course provides training and practice in reporting and writing stories related to business and the economy. Students learn tools and techniques to enhance their coverage of various kinds of business stories, from profiles to financial reports. They learn best practices for pitching stories, cultivating sources, conducting effective interviews, structuring stories, using appropriate narrative elements and translating complex information for a general audience.
Note: Students must have completed MCO 550.
- MCO 503 Media Law (3 credits): This course teaches an understanding of laws associated with freedom of expression in the U.S. and how such laws vary in other countries. Students examine court cases related to freedom of expression and look at legislative and administrative regulation of mass media in the U.S. and elsewhere. Included are consideration of laws related to privacy, libel, defamation, obscenity, public records, trials, public meetings and intellectual property rights.
Note: Students must have completed MCO 550.
- MCO 556 Media Entrepreneurship (3 credits): The goal of this course is to familiarize students with media entrepreneurship and innovation in a quickly changing digital media environment. Students study the principles of entrepreneurship and innovation, assess their own tolerance for risk, evaluate opportunity and market conditions, and learn about various revenue models for entrepreneurial enterprises.
Note: Students must have completed MCO 550.
- MCO 552 Data in Business Journalism (3 credits): Students learn how to find powerful business and economic data from U.S. sources such as the Census Bureau, the Bureau of Labor Statistics, the Securities and Exchange Commission and the Federal Reserve. They also examine international data sources of the United Nations, the World Bank, the European Union and the statistics offices of various countries. They learn basic mathematical and statistical formulas for working with business data, how to find stories in data using tools such as Microsoft Excel and Google Fusion Tables and how to create basic data visualizations that are useful for understanding business and economic trends.
Note: Students must have completed MCO 550.
- ACC 501 Basics of Financial Performance Reporting and Analysis (1.5 credits): This course is the first of two that introduce students to contemporary financial accounting and

reporting systems. The emphasis is on the interpretation and evaluation of a company's external financial reports. No previous accounting experience or knowledge is required.

Note: Students may enroll in ACC 501 concurrently with MCO 550.

- ACC 504 Basics of Internal Measures of Success: Managerial Accounting (1.5 credits): This course is the second of two courses that introduce students to contemporary financial accounting and reporting systems. It covers managerial accounting concepts and procedures for internal reporting applied to the decision-making activities of professional managers.

Note: This is a companion course to ACC 501. It must be taken in the session immediately following completion of ACC 501.

- MGT 501 Basics of Leading People, Teams and Organizations: Organization Theory and Behavior (3 credits): The course examines the concepts and applications of management, including motivation, leadership, group dynamics, organization design, decision-making, communication and organization change.

Note: Students must have completed MCO 550.

- WPC 504 Basics of Understanding Facts: Statistics for Managers (3 credits): This course covers the fundamentals of statistical analysis in making management decisions. Students learn basic statistical concepts and applications, employ linear models to make decisions in uncertain situations, interpret data and write conclusions in non-statistical language, and produce and interpret outputs in Excel.

Note: Students must have completed MCO 550.

- ECN 504 Basics of Decisions, Market Structure and Games: Managerial Economics (3 credits): The course covers revenue, costs and profits, pricing, value, market structure and uncertainty as well as the role of risk in decision making and competitive strategies from the manager's point of view.

Note: Students must have completed MCO 550.

- MCO 593 Applied Project (3 credits): The capstone class brings together the knowledge gained throughout the program. The capstone encourages students to think critically and identify and solve challenging problems in their field. Students produce a final project that incorporates research of an industry or market and offers a practical, real-world solution. The project may take the form of a paper or portfolio of findings or results, or a digital project or presentation.

Note: MCO 593 must be taken in your final enrolled session.

ETHICS AND INTEGRITY

As journalists, our integrity is central to our credibility and our success. Simply put, we won't accomplish any of our goals if audiences don't trust our work.

Therefore, the Cronkite School holds students to the highest standards of ethics and academic integrity. Please read through these codes in their entirety and ask questions if anything is unclear.

ACADEMIC INTEGRITY

All students are expected to adhere to the Arizona State University Academic Integrity Policy, found here: <https://provost.asu.edu/academic-integrity/policy>

Additionally, students in Cronkite School courses must adhere to the Cronkite School's Academic Integrity Policy. The Cronkite School's policy, along with guidance on how to avoid plagiarism and fabrication in journalistic work, can be found at http://cronkite.asu.edu/assets/pdf/Academic_Integrity_Policy.pdf.

At the beginning of every Cronkite class, each student will be given a copy of the full academic integrity policy, along with accompanying information on plagiarism. Students must sign a pledge that indicates they have read and understood the material and agree to abide by the policy.

The Cronkite School has a zero-tolerance policy toward academic dishonesty that is enforced within every course and educational activity offered or sanctioned by the school. Any allegation of academic dishonesty will be referred to the school's Academic Integrity Officer for investigation and a determination of sanctioning.

If any student is found to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and may face suspension or expulsion from ASU.

International students who violate academic integrity policies may be dismissed immediately. Being withdrawn from a degree program can have immediate consequences regarding visa status, and dismissed students are required to leave the country immediately per immigration and visa rules.

PROFESSIONAL ETHICS

In addition to academic integrity commitments, students in Cronkite School programs must abide by the highest levels of journalism ethics. This includes following the core principles of the [Society of Professional Journalist's Code of Ethics](#), including seeking and reporting truth, minimizing harm, acting independently, and being accountable and transparent. The [Cronkite](#)

[School Social Media Guidelines](#) are based on these principles.

ASU STUDENT CODE OF CONDUCT

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct and university policies and procedures:

<https://eoss.asu.edu/dos/srr/codeofconduct> <https://eoss.asu.edu/dos/srr/PoliciesAndProcedures>.

Students are expected to regularly check their ASU email accounts for messages from the university and the Cronkite School. Students also are expected to regularly check their MyASU priority tasks for messages and holds from the university. Students are responsible for managing their tuition payments, finances and tracking university academic calendar deadlines.

SATISFACTORY ACADEMIC PROGRESS

All ASU graduate students are expected to make systematic progress toward completion of their degrees. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree programs as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to Graduate College, at which time the Dean for Graduate College makes the final determination.

In order to make satisfactory academic progress, students must:

1. Maintain a minimum 3.0 for all GPA's:
 1. The **iPOS GPA** is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
 2. **Cumulative ASU GPA** represents all courses completed at ASU.
 3. **The Overall Graduate GPA** is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
 4. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
2. Satisfy all requirements of the graduate degree program.
3. Satisfy the graduate degree program within six years.
4. Remain continuously enrolled in the degree program, registered for at least one graduate credit per fall and spring semester. Failing to do so without a Graduate College approved request to **Maintain Continuous Enrollment** is considered to be lack of academic progress. (See **Continuous Enrollment** below.)

To receive a degree, students must earn at least a B (3.0) in MCO 593 Capstone.

These as well as all other Graduate College policies can be found in the [ASU Graduate Policies and Procedures](#).

ACADEMIC PROBATION

ASU's Graduate College will conduct a GPA audit at the end of each semester. Any graduate student with a cumulative GPA below 3.00 will be placed on academic probation. Students will be notified via email and through the MyASU portal. Students on academic probation will have one semester to be reinstated to good standing.

If students fail to raise their GPA above the 3.0 threshold in one semester, the Cronkite School will recommend dismissal to the Graduate College.

PLAN OF STUDY

[The plan of study \(iPOS\)](#) functions as a contract between the student, the academic unit and ASU's Graduate College.

Cronkite School students must submit an iPOS before enrolling for their third semester. Graduate College will place an enrollment hold on a student's account if the iPOS has not been submitted.

Only coursework applicable toward a student's degree must be listed on the iPOS. Detailed instructions on how to file the iPOS will be sent to students in their second semester in the program. Please contact Cronkite graduate adviser with questions about the iPOS.

INCOMPLETE GRADES

Students who receive an "Incomplete" grade in a graduate-level course (500-level or above) must complete the necessary work on a timetable made in agreement with the instructor – no longer than one calendar year. If the incomplete is not removed within one calendar year, it will become part of the student's permanent transcript and cannot be used on a student's plan of study. To receive credit for the course, the student must repeat the course by re-registering, paying fees and fulfilling all course requirements. This may also delay or prevent a student's graduation.

Students with more than one "Incomplete" at any time will be considered "failing to make adequate progress," and will be notified and placed on probation. If the student does not complete the work to remove the incomplete and earn a letter grade by the end of the calendar year, a recommendation may be made to ASU's Graduate College to remove the student from the program.

With 400-level courses taken for graduate credit, students are required to complete the necessary work to remove an "Incomplete" grade within one calendar year. If the "Incomplete" grade is not removed within one calendar year, the "I" will become an "E." An "E" cannot be used to meet the requirements for a graduate degree, but it is used to calculate the student's GPA. Students may retake the class to earn a higher grade, however both the "E" and the new grade will be used in calculating the student's GPA. If this results in the GPA falling below 3.0, the Cronkite School will recommend dismissal from the master's program to ASU's Graduate College.

CONTINUOUS ENROLLMENT

Graduate students planning to discontinue registration for a fall or spring semester must submit the [Maintain Continuous Enrollment request form](#). This must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Students should contact their adviser as soon as possible if they will not be able to meet continuous enrollment.

DEADLINES

Your success in journalism and communications will require you to consistently meet deadlines and scheduled meetings. To this end, the Cronkite School has a strict deadline policy. No work will be accepted past the set deadline. Work even one minute late will receive a zero. Please allow enough time to account for potential technical problems submitting work online.

Please refer to the syllabus of your specific classes for further information.

GRADUATION AND DEGREE CONFERRAL

Students must apply for graduation at the beginning of the term in which they plan to graduate. You can apply for graduation through MyASU. You can find that in My Programs, under the graduation tab.

Students choosing not to attend the graduation or commencement ceremonies must still apply for graduation to earn the degree.

Students who do not complete all requirements in the semester they intend to graduate will need to reapply for graduation the next semester; the application will not be automatically renewed.

Students must have their IPOS approved before they can apply for graduation. The application to graduate should be submitted online before the application deadline to avoid late fees. For more information, please visit <https://students.asu.edu/graduation-apply>.

APPEAL PROCEDURES

GRADE APPEALS

Students with questions or concerns about specific grades should reach out first to the instructor of record in the course. If the student does not reach satisfactory resolution with the instructor, he or she may appeal to the Cronkite School Standards Committee by submitting a letter of appeal to Assistant Dean Melanie Alvarez, who serves as the chair of the Standards Committee.

The Cronkite School Standards Committee does not review the quality of particular student assignments. Instead, the committee focuses on fair and appropriate application of university, school and course policy. Students submitting grade appeals should provide documentation of a situation they believe involves unfair or inappropriate application of policy, such as those included in the course syllabus.

After investigation, the Standards Committee will make a recommendation to the dean of the Cronkite School. The dean makes all final determinations on grade appeals at the Cronkite School.

ACADEMIC INTEGRITY HEARING PROCESS

All Cronkite School instructors are required to forward any potential violation of the school's Academic Integrity Policy to the school's Academic Integrity Officer -- Assistant Dean Bill Silcock. Dean Silcock will conduct an investigation and notify the student of a determination of responsibility and, if necessary, sanctioning.

Students have 10 business days from the time of notification to appeal the sanction to the Cronkite School Standards Committee. The Standards Committee reviews evidence provided by the Academic Integrity Officer and invites the student accused of a violation to submit a written statement outlining any relevant information or evidence. The student then has the opportunity to meet with the Standards Committee in person or by phone to discuss the case.

After completing its investigation, the Standards Committee writes a report of findings and a recommendation to be presented to the dean of the Cronkite School for review. Any recommendation of suspension or dismissal will be forwarded to ASU's Graduate College for additional review.

PROGRAM COST

Tuition and fees for the graduate program are approved by the Arizona Board of Regents and may change year to year. For the most up-to-date cost calculation, students should use the ASU Tuition Estimator (<https://students.asu.edu/tuition>).

Please note that:

- The estimator assumes nine credit hours per semester. Students choosing to enroll in more or fewer credits should scroll down to view the breakdown by credit hour to find the most accurate estimate.
- The tuition estimator calculates costs for one academic year (Fall and Spring). However, keep in mind that the MSBJ program requires more than two semesters of coursework. The per-credit-hour tuition may vary in the summer or from year to year.
- Students should refer questions about the cost of attendance or tuition payment to ASU Student Business Services (<https://students.asu.edu/contact-tuition-billing>)

STUDENT WELLNESS

Student health and safety are always top priorities at ASU and the Cronkite School, and that focus is especially acute during the COVID-19 pandemic. Please prioritize your health and safety above all else, starting with reading and following the guidelines in these important resources:

- [ASU's 10 Best Practices for Graduate Student Wellbeing](#)
- [ASU Novel Coronavirus FAQ](#)

This section of the handbook provides additional resources to support student wellness in a variety of areas. However, this is by no means an exhaustive list. Rebecca Blatt, Cronkite School senior associate dean, and Kathren Sammis, Cronkite School graduate adviser, work to ensure a supportive, inclusive, healthy learning environment. Please contact them with questions or concerns, and feel free to reach out to any of the resources listed below.

For life-threatening emergencies

Call 911

ASU Counseling & 360 Life Services

ASU 360 Life Services is a confidential, comprehensive support program for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. The 360 Life Services offers counseling and 24/7 crisis support via telephone or in person in your local community, as well as access to chat with topic specialists in legal, personal finance, childcare, education and other topics on your schedule.

For immediate live services: Call 833-223-9883

For non-emergency counseling, and support on childcare, caregiving, financial and other wellbeing topics: In any ASU Canvas course, locate the Resources tab in the left-hand navigation. Under “Support Team,” click “360 Life Services” to open the 360 Life Services Portal.

Wellness Resources

Graduate school is necessarily demanding, and we encourage you to use ASU resources to care for yourself through the rigors of the program.

Consult these “10 Best Practices in Graduate Student Wellbeing,” which shares ways graduate students can incorporate wellbeing across their academic career:

https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf

Consult ASU’s “Graduate Wellness Resources” page for a guide to social, emotional, financial and physical health resources: https://graduate.asu.edu/sites/default/files/wellness_resources.pdf

Disability Resources

Students with health conditions that may impact their coursework should reach out to ASU's Disability Resource Center (DRC).

Professional disability specialists and support staff at the DRC facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities, in compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008,

[Qualified students with disabilities may be eligible to receive academic support services and accommodations.](#) Eligibility is based on qualifying disability documentation and assessment of individual needs. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234 or emailing DRC@asu.edu.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>.

STUDENT SERVICES

The charter of Arizona State University declares that the university is “measured not by whom we exclude, but rather by whom we include and how they succeed.” The university and the Cronkite School are committed to providing every resource possible for online students to succeed academically, personally and professionally.

We are responsible for ensuring a supportive, inclusive learning environment and a valuable academic experience for master’s degree students. Please contact Senior Associate Dean Rebecca Blatt (Rebecca.blatt@asu.edu) with questions or concerns about the program or ASU resources.

Academic Advising

The Cronkite School academic advising team helps students select and register for courses to ensure degree completion, and can help students navigate additional options such as Incomplete grades and course withdrawals if unforeseen circumstances arise. Kathren Sammis is Cronkite’s graduate adviser. You can reach her at Kathren.Sammis@asu.edu. To schedule an advising appointment, please call 602.496.5055.

Student Success Services

The Cronkite School and ASU Online are committed to your success, which goes far beyond grades. Find tips for effective online learning here: <https://asuonline.asu.edu/newsroom/online-learning-tips> And learn more about the resources we offer online students--including success coaches, who are your own personal cheerleaders!--here: <https://asuonline.asu.edu/future-student/support>

Online Tutoring

Students who seek support with writing or course concepts may pursue online tutoring. Tutoring is live, free and available to all ASU Online degree students. For more information, visit: <https://tutoring.asu.edu/student-services/online-tutoring>

Online Student Clubs

ASU Clubs connect online students from all over the world who share common interests, degree programs and school spirit. Learn more about engaging with your classmates in online clubs here: <https://asu.campuslabs.com/engage>

Financial Services

For all financial questions, please contact ASU Financial Aid and Scholarship Services: <https://students.asu.edu/financialaid>

Veterans and Military

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. The Downtown Phoenix Tillman Veterans Center is located in the University Center Building Room 130. For more information, please call the office at 602-496-0152 or visit: <https://veterans.asu.edu/>

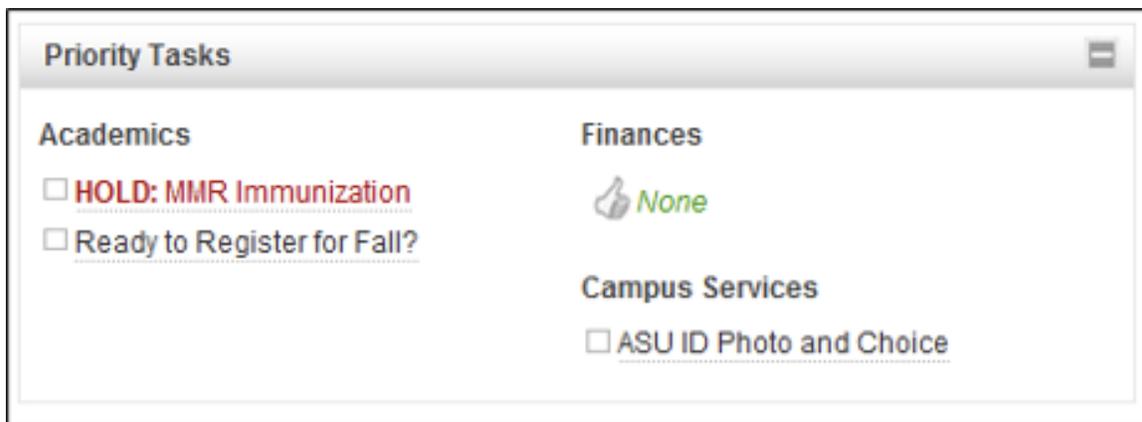
International Students

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

REGISTERING FOR CLASSES ONLINE

****Before you can enroll in classes, you must clear any registration holds and consult with a Cronkite School adviser and/or an ASU enrollment coach****

Sign in to My ASU (my.asu.edu) to determine if you have any holds that will prevent you from registering for classes. Examples of registration holds include missing transcripts, unpaid fees and immunizations requirements. For those who are just graduating from an undergraduate program in May 2020, you may enroll in classes at this time, but to enroll for the Spring semester, you will need to send an updated official transcript that shows you earned your bachelor's degree. Clicking on a task in the list will display additional information.



After clearing your registration holds, there are a couple of different ways to select and register for classes. The below method is how to add classes using the ASU Class Search.

1) Sign in to My ASU (my.asu.edu)

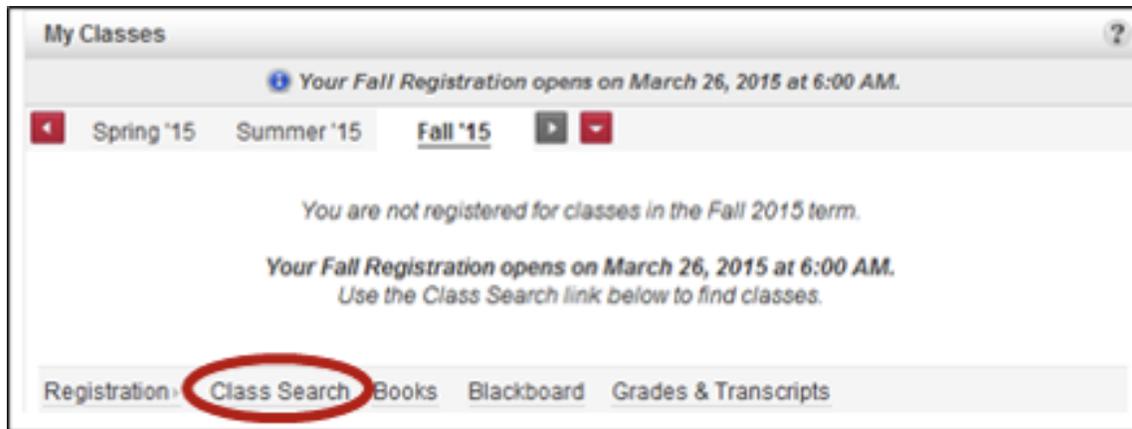
The “My Classes” box will display when you will be able to enroll in the next semester of classes.



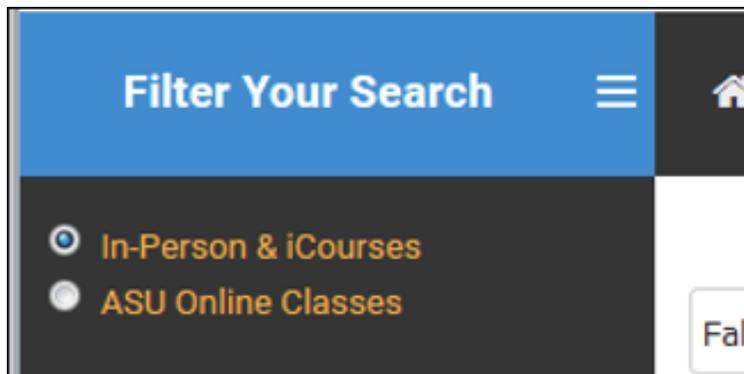
2) Click on your desired semester



3) Click on "Class Search" (below the "My Classes" box)

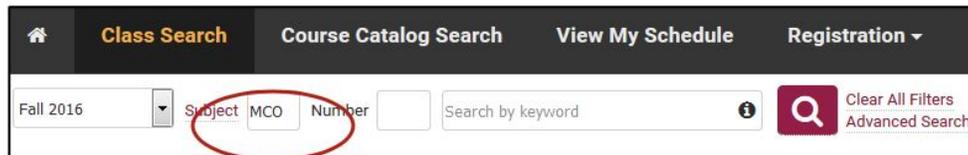


4) Click on the ASU Campus (in person/iCourses) option for your course offerings



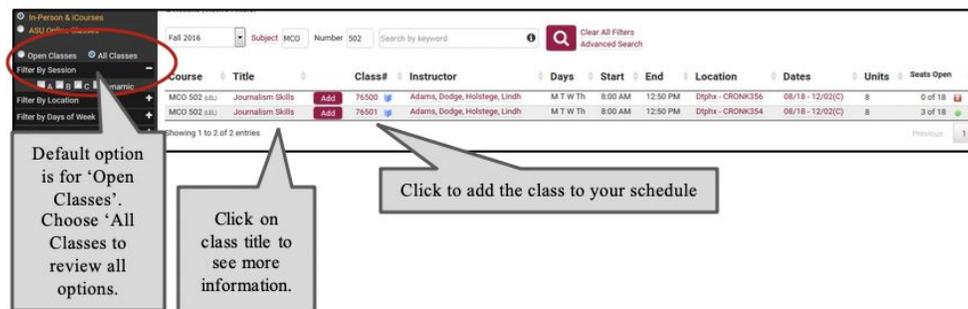
5) Type in your desired class prefix (MCO) to display all courses being offered in that topic area, and then click to  search.

*If you are searching for a specific course prefix number, you can put that in to limit the search results. All of the courses for your degree plan will be under the MCO class prefix. The Cronkite School also offers courses under the JMC course prefix that you may be eligible for starting in the spring semester.



6) Identify your desired class and click “Add.”

Search results based on your entered requirements are all shown on the page. Review class options and additional details if needed. Below are some additional options for you to get acquainted with the various options that may help you in future searches.



Default option is for 'Open Classes'. Choose 'All Classes' to review all options.

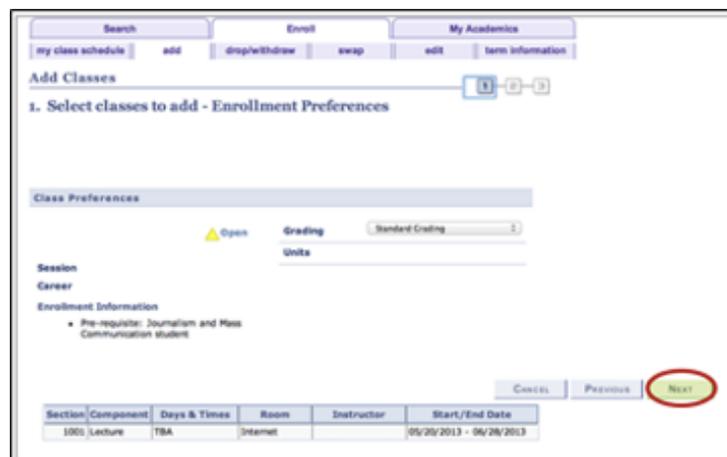
Click on class title to see more information.

Click to add the class to your schedule

Course	Title	Class#	Instructor	Days	Start	End	Location	Dates	Units	Seats Open
MCO 502 (AU)	Journalism Skills	75500	Adams, Dodge, Holstege, Lindh	M T W Th	8:00 AM	12:50 PM	Dipha - CRONK356	08/18 - 12/02(C)	8	0 of 18
MCO 502 (AU)	Journalism Skills	75501	Adams, Dodge, Holstege, Lindh	M T W Th	8:00 AM	12:50 PM	Dipha - CRONK354	08/18 - 12/02(C)	8	3 of 18

7) Review the class information and click “Next.”

This will add the course to your “enrollment shopping cart,” but it is NOT on your schedule yet.



1. Select classes to add - Enrollment Preferences

Class Preferences

Open Grading: Standard Grading

Session Career

Enrollment Information

- Pre-requisite: Journalism and Mass Communication student

Cancel Previous **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture	TBA	Internet		05/20/2013 - 06/28/2013

8) Review your enrollment shopping cart and click “Proceed to step 2 of 3.”

If you’d like to add additional courses, enter the five-digit class number or return to the class search by clicking “search.”

The screenshot shows the 'Add Classes' interface. At the top, there are tabs for 'Search', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop/withdraw', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing '1' of 3 steps. Step 1 is 'Select classes to add'. A message says: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3..'. Below this, it shows '2013 Fall | Undergraduate | Arizona State University' with a 'change terms' button. A legend indicates 'Reserved' (yellow triangle), 'Open' (green circle), and 'Closed' (blue square). A section titled 'Add a class using one of the following:' has an 'Enter Class Nbr' field with '5130' and an 'enter' button. Below that is a 'Find Classes' section with a 'Class Search' radio button, a 'search' button, and a 'show class blocks' link. A '2013 Fall Shopping Cart' table is visible:

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MCO 502-1001 (81365)	MoTuWeTh 9:00AM - 12:50PM	Cronkite/8 354 (DTPHX)	S. Daig, L. Thornton	8.00	

A red box highlights the 'Enter Class Nbr' field with the text: 'If you know the 5 digit class number of other courses you'd like to add, type the number here and click "enter."'. A red circle highlights the 'PROCEED TO STEP 2 OF 3' button at the bottom right.

9) Review your enrollment shopping cart once more and click “Finish Enrolling.”

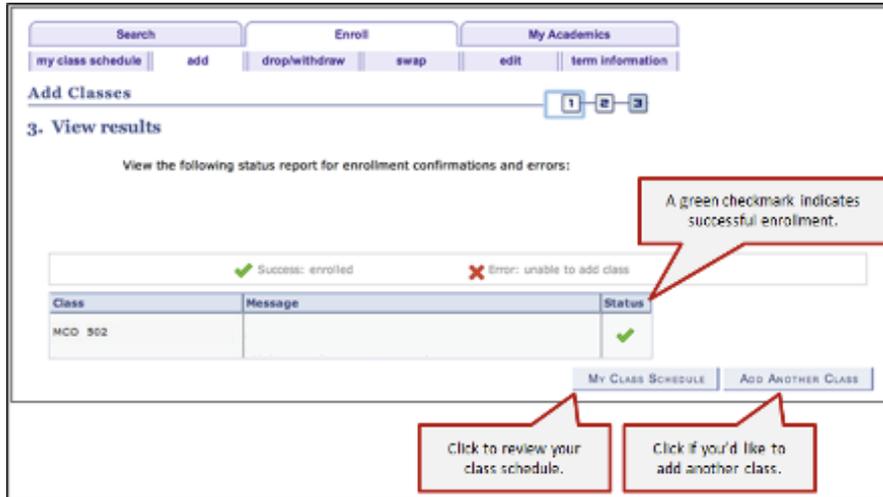
The screenshot shows the 'Add Classes' interface at step 2, 'Confirm classes'. The progress indicator shows '2' of 3 steps. A message says: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.'. Below this, it shows '2013 Fall | Undergraduate | Arizona State University' with a 'change terms' button. A legend indicates 'Reserved' (yellow triangle), 'Open' (green circle), and 'Closed' (blue square). A table lists the class to be confirmed:

Class	Description	Days/Times	Room	Instructor	Units	Status
MCO 502-1001 (81365)	Journalism Skills (IntLectLab)	MoTuWeTh 9:00AM - 12:50PM	Cronkite/8 354 (DTPHX)	S. Daig, L. Thornton	8.00	

At the bottom, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. The 'FINISH ENROLLING' button is circled in red.

10) Review the “Status” column. A green checkmark indicates successful enrollment in the class.

From this screen, you can review your class schedule or add another class.



****If you encounter any issues during the enrollment process, please copy/paste the error and send to your Cronkite School adviser.**