# Description: Description: depaul_copy.jpgList of Courses Instructions for APPLICANTS & Current students

## isd students may take graduate courses from most departments in:

* the College of Liberal Arts and Social Sciences (graduate 400-level and above),
* the College of Communication (Graduate and upper-level undergraduate; exceptions apply),
* the College of Education, the College of Science and Health,
* the College of Computing and Digital Media,
* the Kellstadt Graduate School of Business in the College of Commerce

\* Upper-level undergraduate courses (300-level) may be taken with special advance permission. If you wish to take such courses, contact the program director at least five weeks before the beginning of the quarter. Without advance permission, attempting to enroll in a 300-level course may affect your graduate student status.

Some department websites will list their roster of courses; all will have links to Campus Connect Class Search (for the current quarter) and/or the Campus Connect University Catalog for the entire roster of courses.

## To View all past and present course offerings:

1. To find courses offered by various departments, programs, and schools:
	1. Go to [www.depaul.edu](http://www.depaul.edu). Click on Academics.
	2. Navigate to the schools, departments, and programs in which you are interested.
2. Another more “centralized” way of selecting courses is to navigate to the university catalogue:
	1. Go to <https://catalog.depaul.edu>
	2. Search for a particular class, view by programs, or browse courses

## To Check current/recent course offerings:

Note that the above instructions are to be used for constructing your List of Courses. To see what courses are actually being offered in a current or recent academic term, use this navigation:

1. Visit the University Registrar at <https://offices.depaul.edu/university-registrar/schedule-of-classes/Pages/default.aspx>
2. Under the “Schedule of Classes” you can search by term, course career, college/school, subject or course number

## Course Selection restrictions:

Remember that the List of Courses you will propose for your ISD application will come from the overall list of Course Descriptions, rather than the courses being offered in a given academic term.

1. You may take courses from any number of divisions in the university so long as no more than **six** are from any single department in LAS or a singular professional school.
2. You may take no more than **five** courses from the Kellstadt Graduate School of Business. Students taking courses in Kellstadt are billed at the higher Kellstadt rate.
3. You may not take courses in the College of Law.
4. Some courses in the School of Music and Theatre School for non-majors in these schools are open to LAS students. You may **not** take performance courses in these schools.
5. Some graduate programs require students not matriculated in their programs to secure program permission or instructor permission.
6. In some cases, you may not be able to take courses in the Core requirements of certain graduate programs, courses that have prerequisites, or courses integrated into larger professional programs (i.e., clinical psychology). Course catalog entries will usually indicate restrictions on courses.
7. Please contact ISD Program advisors for advice in registering for restricted courses.

## to construct your list of courses (LOC):

Using these guidelines, along with more complete guidance on the ISD website, please construct your List of Courses using the program’s **List of Courses Form**, found on the ISD site, or if you are a current student, you can also access the LOC form on the program’s D2L site. This list serves as an important part of the application process as well as the eventual framework of your ISD program upon acceptance.

The **LOC Form** consists of spaces for your top choices, as well as sections for alternative selections Your approved program will include the alternate courses, so you will not need to seek approval or submit a new form if you choose courses from the alternates list.

As an **applicant**, you will submit the LOC Form, along with your Statement of Academic Purpose.

If you are a **current student** seeking to modify your previously approved List of Courses, you must approval from the Program Director.

* If you change 2+ courses on this original list, you must first gain approval from the Program Director and submit the new LOC via email. The filename should be in the following format:

yournameISDProgramChangemmddyy.docx

## to get help with your loc:

Whether you are an applicant or a current student, feel free to contact Dr. Lisa Poirier, the Program Director (lpoirier@depaul.edu) for assistance in constructing or modifying your LOC, or visit the ISD Program office at 2327 N. Racine on DePaul University’s Lincoln Park campus.