

# ***LIST OF COURSES (LOC) INSTRUCTIONS FOR IDS APPLICANTS AND CURRENT STUDENTS***



## **I. Quick Overview:**

IDS students may take graduate courses from most departments of the College of Liberal Arts and Social Sciences (graduate 400-level and above), the College of Communication (graduate and upper-level undergraduate; exceptions apply, see below), the College of Education, the College of Science and Health, the College of Computing and Digital Media, and the Kellstadt Graduate School of Business in the College of Commerce. Upper level undergraduate courses (300-level) may be taken with special permission. Registering for a 300-level course or lower without prior arrangement will cause you to lose your graduate status.

*Most departments have listings of their courses, though please remember that these lists may include all available courses, and not necessarily those courses offered only during a particular quarter.*

## **II. To View All Past and Present Course Offerings:**

- a) 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.
- b) Another more "centralized" way of selecting courses is to use the *Course Descriptions* section of DePaul's Campus Connect:
  1. Go to <https://campusconnect.depaul.edu>
  2. Applicants can login using the *Guest* button and current students login by using their standard DePaul User ID and password.
  3. Select *Course Descriptions* (NOT *Course Catalog (Bulletin)*)
  4. Select *DePaul University* from the *Institution* drop down menu
  5. Click on the magnifying glass icon next to *Subject Area*
  6. Click on the yellow *Lookup* bar. A list of subject areas will appear.
  7. Click on the courses that interest you and select from courses with numbers of 300 or higher. Note that this list includes ALL courses on the books for that particular department, not the courses being offered in the present academic term.

### III. 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:

- a) Go to <https://campusconnect.depaul.edu>
- b) Applicants can log in using the *Guest* button and current students can log in by using their standard DePaul User ID and password.
- c) Select *Class Search* (NOT *Schedule of Classes*)
- d) Select the term you wish to search. A list of Colleges and Departments will appear.
- e) Select the Department you wish to view.

### IV. Course Selection Restrictions:

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

- a) You may take courses from any number of divisions in the university, as long as no more than six are from any single department in LAS, or any professional school.
- b) You may take no more than five courses from the Kellstadt Graduate School of Business. The IDS program is housed in the College of Liberal Arts and Social Sciences; however all students taking courses in Kellstadt are billed at the Kellstadt rate, which is higher than other divisions of the university.
- c) You may not take courses in the College of Law.
- d) Some courses in the School of Music and the Theatre School for non-majors in these schools are open to LAS students. You may not take *performance* courses in these schools.
- e) Some graduate programs permit students outside their department to take courses only with the permission of the instructor.
- f) 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 that are integrated into larger professional programs, for instance, clinical psychology. PeopleSoft modules will usually indicate which courses are restricted.
- g) Please contact the MALS and IDS Program advisors for advice in registering for restricted courses.

## V. To Construct Your List of Courses (LOC):

Using these guidelines and the more complete details on the ISD website, please construct your List of Courses using the program's List of Courses Form, on the ISD website. This list serves both as an important part of the application process, and once approved, as your IDS curriculum.

On the form, you will notice that the top section under each academic unit provides space for your first choices. Underneath you'll find a section for alternate choices. Your approved program includes the alternate courses, so you won't need to seek new approval, or submit a new form if you choose courses from the alternates.

If you are an **applicant** you will submit the List of Courses Form, along with your Statement of Academic Purpose with your application materials.

If you are a **current student** seeking to modify your program, you must get approval from the Program Director. If you change more than two courses on this original list, you must obtain approval from the Program Director, and submit the new List of Courses via email. The filename should be of the following format:

yournameIDSProgramChangemmdyy.doc

More extensive program changes may require a revised Statement of Academic Purpose.

## VI. To Get Help with Your LOC:

Whether you are an applicant or a current student, feel free to contact the Director or Program Coordinator for assistance in constructing or modifying your List of Courses, or visit the ISD Program office at 2327 North Racine on DePaul University's Lincoln Park campus.

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