

To Become a **JMC Premajor**

1. Read the JMC department's Acknowledgment Letter available from the JMC department office and sign the form on the reverse side of the Letter.
2. Deliver the signed Acknowledgment Letter to JMC's administrative assistant, and fill out a Change of Major/Minor form at the JMC office.

To Become a **Major in JMC**

1. Complete ENG 122 and JMC 100 with grades of "C" or better in both. A grade of C-minus does not count.
2. Complete 30 semester hours of undergraduate credit. Hours accepted in transfer from another college or university can count toward these 30 hours, as can JMC 100's three credit hours.
3. After completing JMC 100 and 30 hours,
 - (a) complete the Application for Admission to the Major in Journalism and Mass Communications form on the reverse side of this sheet and
 - (b) sign up to take the essay examination during one of the controlled lab sessions. You may do this beginning on the first day of the month in which you wish to apply. You must hand in your completed application before signing up. You may not sign up for an essay session if you have not turned in your completed application.

Note: Transfer students only must submit, along with their Applications, transcripts of all work completed at colleges and universities other than UNC. If an official UNC Transfer Evaluation has been processed for you, check with the JMC department to see if a copy of that Transfer Evaluation is on file - if it is in JMC files and shows all work you wish to use to apply to the JMC major, then you need not submit any transcripts.

4. Mail or deliver the Application, essay and, if applicable, transcripts, to:
The Department of Journalism and Mass Communications
Candelaria Hall, Room 1265
University of Northern Colorado
Greeley, CO 80639

The Applications and transcript must reach the JMC department by

October 15 for Fall admission, or

February 15 for Spring Admission

JMC does not consider applications during summer.

Important Rules that Premajors and Majors Must Follow

1. JMC classes fill up with students early during preregistration. It is important that students follow the PAC number/advising procedure below to avoid being closed out of classes! Each semester, premajors must see a premajor advisor to get PAC numbers to register for courses. PAC numbers change every semester to make sure all students have contact with their advisors every semester they register. A month before their preregistration date, students are to find out from the JMC office when their advisors hold scheduled office hours and arrange for advising during those hours. Students are to speak directly with their advisors two weeks before their preregistration date to arrange advising meetings if they cannot meet with their advisors during scheduled office hours. Even students thinking they may not be attending UNC the next semester, for any reason (including financial aid denial or academic suspension), should seek advising in case circumstances change. The office staff does not make appointments for meetings between students and faculty - the faculty member is to be contacted directly by the student. Office staff is not to be asked for PAC numbers. Department chair is not to be asked for PAC numbers by students who are not the chair's advisees.
2. The JMC major is a two-year program after the semester of admission to the major. It may take four semesters after admission to the major to complete the JMC major requirements.
3. JMC majors must complete 84 semester hours of credit outside JMC in order to graduate. To graduate with no more than 120 hours, premajors should not take any JMC courses other than JMC 100, JMC 210, and JMC 390. Of those 84 hours, 65 must be in liberal arts courses - get details from the JMC office. Business, nursing, performing arts, and many other courses DO NOT qualify as liberal arts courses.
4. Premajors cannot declare any minor until they have been admitted to the JMC major. JMC majors may not declare the Media Studies minor.
5. Transfer students bringing in more than 12 hours of courses in journalism, mass communications, media studies, public relations, or advertising will need more than 120 hours to graduate from UNC with a JMC major. Get details from the JMC department.
6. If the number of qualified applicants exceeds space available in the major, JMC will admit only those students ranking highest in cumulative grade-point-averages. Students who are denied admission may reapply the next semester, but have no priority over any other students applying that later semester.

Application for Admission to the Major in Journalism and Mass Communications

1. If the number of qualified applicants exceeds space available in the major, JMC will admit only those students ranking highest in cumulative grade-point-averages. Students who are denied admission may reapply the next semester, but have no priority over any other students applying that later semester.
2. Students may apply to only one JMC emphasis per semester. Changing from one JMC emphasis to another may be prohibited, as may double-emphasis enrollment.
3. It is important to follow the PAC number/advising procedure below to avoid being closed out of classes! Each semester, majors must see their advisor to get PAC numbers to register for courses. PAC numbers change every semester to make sure all students have contact with their advisors every semester before they register. A month before their preregistration date, students are to find out from the JMC office when their advisors hold office hours and arrange for advising during those hours. Students are to contact their advisors two weeks before their preregistration date to arrange advising meetings if they cannot meet with their advisors during scheduled office hours. Even students thinking they may not be attending UNC the next semester, for any reason (including financial aid denial or academic suspension), should get advised in case circumstances change. The office staff does not make appointments for meetings between students and faculty - faculty are to be contacted directly by the student. Do not ask office staff for PAC numbers. The department chair is not to be asked for PAC numbers by students who are not the chair's advisees.
4. The JMC major is a two-year program after the semester of admission to the major. It may take four semesters after admission to the major to complete the JMC major requirements. In any course required for the JMC major, a grade of C or better is required for it to count toward the major.
5. JMC majors must complete 84 semester hours of credit outside JMC in order to graduate. Of those 84 hours, 65 must be in liberal arts courses - get details from the JMC office. Business, nursing, performing arts, and many other courses DO NOT qualify as liberal arts courses.
6. JMC majors must have a minor. This minor cannot be Media Studies.
7. Transfer students bringing in more than 12 hours of courses in journalism, mass communications, media studies, public relations, or advertising will need more than 120 hours to graduate from UNC with a JMC major. Get details from the JMC department.

Date _____	Name _____
Bear Number _____	
Address at which JMC should notify you of acceptance/rejection as a major: _____	
zip _____	number _____
	street _____
	city _____
	state _____
Your current status: _____ Emphasis to which you are applying: (check only one)	
___ JMC premajor	___ Journalism: News-Editorial
___ Undeclared major	___ Journalism: Public Relations & Advertising
Media	___ Journalism: Telecommunications
___ Other (specify: _____)	
Total semester hours of undergraduate credit completed: _____	Letter grade earned in ENG 122: _____
Current cumulative grade-point-average for UNC work: _____	Letter grade earned in JMC 100: _____
For Transfer Students Only:	
Cumulative grade-point-average in all non-UNC work: _____	
I am attaching transcripts of all non-UNC work with this application ___ Yes ___ No	
I have checked with the JMC office and made sure my Transfer Evaluation is on file there ___ Yes ___ No	
I understand if I transfer in more than 12 hours in JMC-type courses, I will need more than 120 hours to graduate from UNC with a JMC major. ___ Yes ___ No	

For JMC use only, below:

Approval recommended by JMC Admissions Committee? ___ Yes ___ No Signature of JMC Admissions Committee Chair _____