1. **COURSE ID:** COUN 114  
   **TITLE:** Transfer Essentials and Planning  
   **Units:** 0.5 units  
   **Hours/Semester:** 8.0-9.0 Lecture hours  
   **Method of Grading:** P/NP Only

2. **COURSE DESIGNATION:**  
   Degree Credit  
   **Transfer credit:** CSU  
   **AA/AS Degree Requirements:**  
   CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**  
   **Catalog Description:**  
   (Formerly CRER 104) This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor’s degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. Covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower division major preparation requirements, guarantee transfer programs, application timelines, services that support transfer, and other issues related to achieving transfer as an educational goal.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
   Upon successful completion of this course, a student will meet the following outcomes:  
   1. Describe transfer requirements for multiple university systems including the California State University (CSU) system, the University of California (UC) system, Private/Independent institutions and Out-of-State institutions.  
   2. Identify a general education pattern and major preparation appropriate for their transfer destination and major.  
   3. Effectively use electronic and web-based resources such as Assist, College Board and university web sites to research transfer destinations and transfer admission requirements.  
   4. Utilize counseling services to secure an accurate and up-to-date student educational plan.  
   5. Describe a variety of transfer guarantee programs including the Transfer Admission Guarantee (TAG) and the AA/AS-T (SB 1440) associate degrees.  
   6. Utilize a variety of programs and services available through the Transfer Resource Center including, transfer events, workshops and access to meet with university representatives.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
   Upon successful completion of this course, a student will be able to:  
   1. Describe transfer requirements for multiple university systems including the California State University (CSU) system, the University of California (UC) system, Private/Independent institutions and Out-of-State institutions.  
   2. Identify a general education pattern and major preparation appropriate for their transfer destination and major.  
   3. Effectively use electronic and web-based resources such as Assist, College Board and university web sites to research transfer destinations and transfer admission requirements.  
   4. Utilize counseling services to secure an accurate and up-to-date student educational plan.  
   5. Describe a variety of transfer guarantee programs including the Transfer Admission Guarantee (TAG) and the AA/AS-T (SB 1440) associate degrees.  
   6. Utilize a variety of programs and services available through the Transfer Resource Center including, transfer events, workshops and access to meet with university representatives.

6. **COURSE CONTENT:**  
   **Lecture Content:**  
   1. General Transfer Considerations  
      A. Academic Requirements  
         a. General Education requirements
1. Unit requirements
   a. Lower division major requirements
   b. GPA
   c. Competitive or impacted
2. Majors
   a. Not all institutions offer the same majors
   b. Is a psych major the same at every institution
   c. Locating institutions that offer your major interests
3. Geography/Location/Size/Ambience
   a. Where do you want to spend the next 2-3 years
   b. What kind of learning setting compliments you
4. More about general education patterns
   A. CSU GE
   B. IGETC
   C. Individual college/university Breadth
5. More about majors
   A. Using ASSIST
   B. Using college catalogs
   C. Web resources
6. Other pieces of the transfer puzzle
   A. Electives
   B. Majors and minors
   C. Look at the whole picture - first-year through senior year
   D. College life - how to enjoy, survive, and still graduate
   E. Utilizing CSM transfer services
   F. Taking responsibility and control
7. Transfer admissions timelines
   A. Transfer guarantee programs, TAG, AA/AS-T
   B. Application dates and deadlines
   C. Completing the application online
   D. Application follow up
8. Student Educational Plans
   A. Develop a full student educational plan (SEP) with a Counselor
   B. Monitoring your progress and working your plan
9. Transfer with an Associate’s Degree
   A. The AA-T, AS-T degree, and their impact on transfer admission and Bachelor degree completion.
   B. Other Associate degree options that work well with transfer: AA Social Sciences, AA Interdisciplinary Studies, AA Business Administration Option 2 – Transfer, for example.

7. REPRESENTATIVE METHODS OF INSTRUCTION:
   Typical methods of instruction may include:
   A. Lecture
   B. Discussion
   C. Guest Speakers
   D. Other (Specify): - Students receive an instructional workbook that includes current transfer information - Small group exercises - Hands-on research conducted in a computer-classroom

8. REPRESENTATIVE ASSIGNMENTS
   Representative assignments in this course may include, but are not limited to the following:
   
   **Reading Assignments:**
   - COUN 114 Workbook including updated transfer planning worksheets
   
   **Other Outside Assignments:**
   - Transfer Planning Assignment
   - Student Educational Plan

9. REPRESENTATIVE METHODS OF EVALUATION
   Representative methods of evaluation may include:
   A. Class Participation
B. Class Work
C. Homework
D. Oral Presentation
E. Quizzes
F. Use counseling services to create a comprehensive student educational plan (SEP) targeting the student's transfer destination.

10. REPRESENTATIVE TEXT(S):
   Possible textbooks include:
   Other:
   A. Current CSM Catalog and Schedule of Classes
   B. www.assist.org - UC and CSU
   C. University of California Quick Guide for Counselors
   D. IGETC and CSU General Education
   E. University/College catalogs and web sites
   F. www.collegeboard.org
   G. COUN 114 Workbook created by Counseling Faculty

   **Origination Date:** September 2014
   **Curriculum Committee Approval Date:** March 2015
   **Effective Term:** Fall 2016
   **Course Originator:** Martin Bednarek