

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** COUN 115    **TITLE:** Transfer Essentials II  
**Units:** 0.5 units    **Hours/Semester:** 8.0-9.0 Lecture hours; and 16.0-18.0 Homework hours  
**Method of Grading:** Pass/No Pass Only  
**Recommended Preparation:**  
Eligibility for ENGL 100 or ENGL 105. Completion of COUN 114 or plans to transfer in the upcoming fall semester.
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:**  
This course is highly recommended for students who have completed COUN 114 Transfer Essentials I and/or who have already applied or plan to apply for transfer admission for the next academic year. Emphasis will be placed on important follow-up activities for the University of California (UC) and California State University (CSU) systems, as well as completing admission applications for colleges and universities with spring application deadlines. Topics include applying for financial aid and scholarships, applying for an associate's degree before transfer, maintaining your Transfer Admission Agreement (TAG). The process of accepting offers of admission and appealing admissions decisions will be reviewed. Other pre-transfer essentials include participating in campus visit days, submitting official transcripts, applying for campus housing, attending campus events and orientations for new transfer students. (Spring only)
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
Upon successful completion of this course, a student will meet the following outcomes:
  1. Complete transfer admission applications, supplemental applications and update current transfer admission applications
  2. Submit supporting documents including transcripts, AP/IB scores, etc.
  3. Apply for Financial Aid and Scholarships
  4. Consider admission options and accept an offer of admissions
  5. Utilize Counseling Services to confirm their spring classes and educational plan (SEP) and maintain their TAG.
  6. Apply for their AA/AS-T (SB 1440) associate degree and other certificates and degrees
  7. 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. Complete transfer admission applications, supplemental applications and update current transfer admission applications
  2. Submit supporting documents including transcripts, AP/IB scores, etc.
  3. Apply for Financial Aid and Scholarships
  4. Consider admission options and accept an offer of admissions
  5. Utilize Counseling Services to confirm their spring classes and educational plan (SEP).
  6. Apply for their AA/AS-T (SB 1440) associate degree and other certificates and degrees.
  7. Meet the AA/AS-T Verification Deadlines (March)
  8. 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:**
  - A. Next Steps in the transfer admission process
    - a. Application updates and Supplemental applications

- i. Calculating a transfer GPA
    - ii. Entering fall grades and confirming spring classes in progress
    - iii. Navigating “to-do” lists and check lists
    - iv. Staying on top of deadlines
    - v. Submitting in-progress official and unofficial transcripts
  - A. Staying On Track
    - a. Spring classes
    - b. Staying competitive
    - c. Apply for your Associate’s and AA/AS-T Degree
  - A. Campus Visits
    - a. Taking advantage of campus visit days and other events targeting prospective transfer students
  - A. Weighing your options
    - a. Understanding your Financial Aid Offer
    - b. Grants and Discounts
    - c. Student Loans
    - d. Negotiating your financial aid offer
  - A. Admission – to – Enrollment
    - a. Making the best choice for you
    - b. Accepting the offer of admission
    - c. The importance of attending Orientation
    - d. Financial Aid and Scholarships
    - e. Submitting a Final Transcript
  - A. Completing the FAFSA or the CA Dream Act Application
  - B. Applying for Scholarships
    - a. Personal Statement
    - b. Letters of Recommendation
  - A. Appealing an unfavorable admission decision
    - A. New and compelling information

**7. REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers
- E. Observation and Demonstration

**8. REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

**Writing Assignments:**

- Scholarship applications with personal statements
- Completion of transfer admission, financial aid and other applications

**Reading Assignments:**

- A COUN 115 Workbook created by Counseling faculty

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Group Projects
- D. Homework

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Ellis, D.. *Becoming a master student*, 14th ed. Boston, MA: Wadsworth, Cengage Learning, 2013

Other:

- A. COUN 115 Workbook developed by the Counseling Faculty
- B. Current CSM Catalog and Schedule of Classes
- C. www.assist.org - UC and CSU

- D. University of California Quick Guide for Counselors
- E. IGETC and CSU General Education
- F. University/College catalogs and web sites
- G. [www.collegeboard.org](http://www.collegeboard.org)

**Origination Date:** March 2018  
**Curriculum Committee Approval Date:** April 2018  
**Effective Term:** Fall 2018  
**Course Originator:** Martin Bednarek