

**College of San Mateo
Official Course Outline**

1. **COURSE ID:** CRER 104 **TITLE:** Transfer Essentials and Planning
Semester Units/Hours: 0.5 units; a minimum of 8.0 lecture hours/semester
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:

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. A materials fee as shown in the Schedule of Classes is payable upon registration.

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

- b. Unit requirements
 - c. Lower division major requirements
 - d. GPA
 - e. Competitive or impacted
- B. 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
- C. Geography/Location/Size/Ambience
 - a. Where do you want to spend the next 2 - 3 years
 - b. What kind of learning setting compliments you
- D. Cost
 - a. Dollars and sense
- 2. More about general education patterns
 - A. CSU GE
 - B. IGETC
 - C. Individual college/university Breadth
- 3. More about majors
 - A. Using ASSIST
 - B. Using college catalogs
 - C. Web resources
- 4. 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
- 5. 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
- 6. Student Educational Plans
 - A. Develop a full student educational plan (SEP) with a Counselor
 - B. Monitoring your progress and working your plan
- 7. 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:

CRER 104 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 full student educational plan.

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

Possible textbooks include:

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

Other:

- A. www.collegeboard.org
- B. www.assist.org - UC and CSU
- C. Current CSM Catalog and Schedule of Classes
- D. University of California Quick Guide for Counselors
- E. IGETC and CSU General Education
- F. University/College catalogs and web sites

Origination Date: August 2010

Curriculum Committee Approval Date: December 2013

Effective Term: Fall 2014

Course Originator: Martin Bednarek