

Creating an SEP

Martin Bednarek, Counselor

July 9, 2018

Getting Started

- Log into “SARS Anywhere”
 - Use SARS to view appointments, review previous notes, student history, alerts and to add notes.

Daily Report

Tuesday, June 26, 2018

Short Name: CO-BED

Time	Student ID	Name / Description	Phone No.	Reason Code(s) and Comments
7:00 AM		Off Duty		
7:30 AM		Off Duty		
8:00 AM		Off Duty		
8:30 AM		Martin Bednarek		
9:00 AM		counselor working for hourly pay		
9:30 AM		counselor working for hourly pay		
10:00 AM		counselor working for hourly pay		
10:30 AM		counselor working for hourly pay		
11:00 AM		counselor working for hourly pay		
11:30 AM		counselor working for hourly pay		
12:00 PM		drop in service earning hourly pay		
12:30 PM		drop in service earning hourly pay		
1:00 PM		drop in service earning hourly pay		
1:30 PM		drop in service earning hourly pay		
2:00 PM		drop in service earning hourly pay		
2:30 PM		drop in service earning hourly pay		
3:00 PM		Off Duty		
3:30 PM		Off Duty		
4:00 PM		Off Duty		
4:30 PM		Off Duty		
5:00 PM		Off Duty		
5:30 PM		Off Duty		
6:00 PM		Off Duty		
6:30 PM		Off Duty		
7:00 PM		Off Duty		
7:30 PM		Off Duty		
8:00 PM		Off Duty		
8:30 PM		Off Duty		

Printed: 6/19/2018 10:19:38 AM

- 1 -

Location: CS-COUNSELING

WebSMART & DegreeWorks

- Use Google Chrome

<https://websmart.smccd.edu/>

- Use your CSM ID (G#) to log into Websmart
- Select “Advisor Services” and then “DegreeWorks”
 - DegreeWorks may take awhile to load
 - Select a Term

DegreeWorks

- Enter your student's G#
 - An audit based on the student's educational goal will appear
 - Audit Issues:
 - The student's educational goal has changed
 - DegreeWorks may not include all educational goals
 - Transfer majors, 2018/2019 Catalog/New Courses
 - "Audit not Found"
 - New students
 - Students who have recently changed their educational goal
 - Updating a student's educational goal
 - Students use WebSMART to update their goal
 - Counselors may also update a student's goal: "Advisor Services/Update Student Major"
 - Goal will update at midnight😊

Creating/Revising the SEP

- On DegreeWorks find the “Ed Plan” tab (top/left).
- Scroll the tab to find previous SEPs
- For new students and students without a previous SEP – “add new plan.”
- NEVER revise another Counselor’s SEP
- Name the plan based on the student’s major and goal:
 - Include a number or the date in the title. For example:
 - SEP #1 NEW AS-T Business/IGETC and UCB or SFSU Business
 - 6/22/2018 SEP NEW Business and transfer to a UC or CSU – Still Exploring.

- Select the “notes,” “calendar” or “planned – vs- Taken” mode, and then “load.”
 - Notes: Includes notes for each semester
 - Calendar: An efficient, compact view of the SEP
 - Planned – vs – Taken: Compares completed courses with the planned courses on the SEP
- Use “View” to review the SEP with the student
- Use “Edit” mode to create or revise an SEP
- When revising any SEP, it is a best practice to use “save as” to create another SEP to preserve the student’s SEP history.
- Check All Terms” (bottom right)
- “Show What-If Options” (bottom left)
- Use the “What-If” function to create or revise an SEP

Using the “What If” Function

- What if:

- Use the Drop-Down Menus:
 - Degree
 - Academic Year
 - College – CSM, Canada or Skyline
 - Major
 - Concentration (if required)
- Select “Process New” (Bottom right) to perform the audit.
- Select “Hide What-If Options” (top left) to reveal the audit.
 - Use the audit to ~~drag/drop~~ courses into the SEP.
 - Save the plan often!
- Run another audit once the SEP is completed.

“Audit” Function

- Degree Progress - % completed
- **Red = “Still Needed”**
- **Blue = “In Progress”**
- **Green = Completed**
- Use WebSCHEDULE to find course Descriptions with pre-requisites
- Add courses to the SEP and save the SEP often!
- Review “Degree Applicable Electives” (bottom of the Audit)
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Case Study

- **New Student**

- New students have participated in Orientation and the Placement Process
- Inquire about major(s), goals, full/part-time requirements, course load, etc.
- Ideally the student has brought their placement results
- Discuss the importance of completing English/ESL and math courses early
- Create a 2 semester plan (minimum) with particular focus on the upcoming term
- Liberally suggest COUN/CRER courses – many were developed for new students!
- Discuss how to explore majors, transfer destinations, goals

ENGL/ESL/MATH Placements

- New students will typically bring their placement results to the first appointment.
- To review placements log into WebSMART/ "Advisor Services" and then "Student Test Information." Enter the student's G#.
- You may also find placement results on BANNER: SOATEST.

Reviewing ENGL/ESL/MATH Placements with students:

- Strongly recommend to your students that they start English/ESL and math courses their first semester.
- ENGL 100 or ENGL 105?
 - Students with an ENGL 105 placement are required to enroll in ENGL 105.
 - Many Learning Communities require ENGL 105.
 - Student with an ENGL 100 placement may enroll in ENGL 100 or ENGL 105

- ESL Placement

- Students may place into ESL Writing, Listening/Speaking and Reading courses:

- Strongly recommend students enroll in all 3 subjects if their ESL Writing placement is low (ESL 826 or 827) and/or if they are having difficulty communicating during their appointment.
- ESL Reading courses will help students improve their writing skills, as well as reading
- Encourage students to postpone enrolling in major or G.E. courses until they reach ENGL 100/105.
- Remind students that ESL 400 is transferrable

- MATH Placement

- MATH ~~111, 112, 122, 123~~

- AB 705 requires CCCs to maximize the likelihood students will complete transfer-level coursework in MATH within one year.
- Students may have older placements that include these courses – Refer to the Testing Center to be “unblocked.”
- MATH 112 and 123 – will be taught for the last time in Fall 2018 – 1 section each.

- MATH 800, 820, 890

- Students who place into MATH 120/820, MATH 190/890 or MATH 200/800 must register for both courses simultaneously using the linked CRN numbers – CSM Schedules.

LEARNING CENTER

LCTR 100 EFFECTIVE TUTORING (AA, CSU)

93484 LCTR 100 AA Fri 3:00-4:30 10-192 Andrade 1.0
By Arr 5.0 Hrs/Wk 10-192
Start and end dates for section 93484: 9/7-10/5

LCTR 105 KEYS TO SUCCESS (AA, CSU)

95028 LCTR 105 AZH TTh 9:00-10:05 YSC* Conway 1.0
Off campus location
Start and end dates for section 95028: 9/4-10/6
Note: LCTR 105 AZH is for students enrolled in the Project Change Learning Community. This section meets at the Youth Services Center (Juvarelli Hall), 222 Floral Scenic Drive, San Mateo, CA 94402.

LCTR 240 COLLEGE AND ACADEMIC SUCCESS (AA, CSU, UC)

95065 LCTR 240 AB MW 10:10-11:00 14-202 Tavo 3.0
NOTE: LCTR 240 is for students enrolled in the MAWA Learning Community. For more information and/or registration access please contact Financial Aid (hoop@hmc.edu). Visit <http://hoop.hmc.edu/mawac/>

LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE

93480 LCTR 698 AD By Arr 3:3 Hrs/Wk 10-220 Andrade 0.0
Start and end dates for section 93480: 8/19-12/10

LIBRARY STUDIES

LIBR 100 INTRODUCTION TO LIBRARY RESEARCH (AA, CSU, UC)

95018 LIBR 100 AI MW 11:10-12:00 9-200 Montgomery 1.0
Start and end dates for section 95018: 10/7-12/10

94898 LIBR 100 OH By Arr 2.0 Hrs/Wk ONLN Thomas 1.0
Start and end dates for section 94898: 8/19-10/5
93795 LIBR 100 OH By Arr 2.0 Hrs/Wk ONLN Thomas 1.0
Start and end dates for section 93795: 10/8-12/17

MANAGEMENT

Also see Business

MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT (AA, CSU)

95095 MGMT 100 DLH By Arr 2.0 Hrs/Wk ONLN Figue 3.0
Evening Course

MGMT 215 MANAGEMENT OF HUMAN RESOURCES (AA, CSU)

93232 MGMT 215 JA Tue 6:30-9:30 36-109 Erickson 3.0
Evening Course

MGMT 220 ORGANIZATIONAL BEHAVIOR (AA, CSU)

93235 MGMT 220 JA Thu 6:30-9:30 36-109 Erickson 3.0
Evening Course

MGMT 265 PROJECT MANAGEMENT (AA, CSU)

89854 MGMT 265 JA Mon 6:30-9:35 14-206 Comerford 3.0
Evening Course

MGMT 306 ESSENTIALS OF FACILITY MANAGEMENT (AA, CSU)

95075 MGMT 306 JA Mon 6:30-9:35 14-205 Staff 3.0
Evening Course

MATHEMATICS

Complete Your Transfer-Level Math Course in One Year!
To give students the best possibility to complete a transfer-level math course within one year, the math department has developed support courses that are linked to pre-transfer-level math classes. These courses are designed to help students develop additional skills needed to succeed in their math classes. Please check your placement scores and speak with a counselor if you are unsure if either of these courses is right for you. A student must register for a support course (Math 820 or 890) before registering for a math course (Math 120 or Math 190).

MATH 820 JUST-IN-TIME SUPPORT FOR INTERMEDIATE ALGEBRA/MATH 120 INTERMEDIATE ALGEBRA

A student must register for Math 820 before registering for Math 120.

95022	MATH 820 BA Wed	9:10-10:00	16-140	Gavryshova	3.0
	Thu	8:10-10:00	16-140		
82095	MATH 120 BA MT	8:10-10:00	16-140	Gavryshova	5.0
	Wed	8:10-9:00	16-140		

95044	MATH 820 BB Thu	1:10-4:10	16-204	Nadkarni	3.0
95045	MATH 120 BB Tue	1:10-4:10	16-204	Nadkarni	5.0
	Fri	1:10-3:00	16-204		

95065	MATH 820 BC Wed	8:10-11:00	16-304	Shao	3.0
95065	MATH 120 BC Mon	8:10-11:00	16-304	Shao	5.0
	Fri	8:10-10:00	16-304		

95025	MATH 820 BD Wed	12:10-1:00	16-140	Komas	3.0
	Thu	11:10-1:00	16-140		
95024	MATH 120 BD MT	11:10-1:00	16-140	Komas	5.0
	Wed	10:10-12:00	16-140		

95027	MATH 820 BE Wed	12:10-1:00	16-201	Walker	3.0
95026	MATH 120 BE Mon	12:10-1:00	16-201	Walker	5.0
	Fri	12:10-2:00	16-201		

95022	MATH 820 JD Thu	7:00-10:00	16-203	Harshan	3.0
95017	MATH 120 JD Tue	7:00-10:00	16-203	Harshan	5.0
	Wed	7:00-9:00	16-203		

95022	MATH 820 OBI By Arr 3.0 Hrs/Wk	ONLN	Hom	3.0
95028	MATH 120 OBI By Arr 4.8 Hrs/Wk	ONLN	Hom	8.0

MATH 890 JUST-IN-TIME SUPPORT FOR PATH TO STATISTICS/MATH 190 PATH TO STATISTICS

A student must register for Math 890 before registering for Math 190.

95013	MATH 890 BA Thu	10:10-12:00	16-103	Butterworth	2.0
95012	MATH 190 BA MTW	10:10-12:00	16-103	Butterworth	6.0

95015	MATH 890 BB TTh	8:10-9:00	16-204	Feiman	2.0
95014	MATH 190 BB MWTF	8:10-10:00	16-204	Feiman	6.0

95017	MATH 890 BC Thu	10:10-12:00	16-204	Lehmann	2.0
95016	MATH 190 BC MTW	10:10-12:00	16-204	Lehmann	6.0

95019	MATH 890 BD Wed	8:10-10:00	16-307	Chen	2.0
95018	MATH 190 BD TTh	8:10-10:00	16-307	Chen	6.0

MATH 112 ELEMENTARY ALGEBRA II

84533	MATH 112 AB MWTF	10:10-11:00	16-140	Urtman	3.0
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MATH 120 INTERMEDIATE ALGEBRA (AA)

82544	MATH 120 AA Daily	8:10-9:00	16-107	Bakayev	5.0
82527	MATH 120 AB Daily	9:10-10:00	16-303	Shender	5.0
82523	MATH 120 AC Daily	9:10-10:00	16-205	Wang/Wong	5.0
95075	MATH 120 AD MW	10:10-12:35	16-301	Gopinath	5.0
82523	MATH 120 AE Daily	10:10-11:00	16-207	lonel	5.0
82530	MATH 120 AF TTh	10:10-12:30	16-302	Kalantar	5.0
82528	MATH 120 AG TTh	1:10-3:25	16-305	Westmoreland	5.0

95076	MATH 120 JA TTh	4:30-6:30	16-140	Tsuyhoyse	5.0
82527	MATH 120 JC MW	7:05-9:30	16-305	Hirsch	5.0

MATH 123 INTERMEDIATE ALGEBRA II (AA)

82544	MATH 123 AB MWTF	9:10-10:00	16-207	Staff	3.0
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MATH 125 ELEMENTARY FINITE MATHEMATICS (AA, CSU, UC)

82548	MATH 125 AA MWTF	9:10-10:00	16-301	Hoffman	3.0
82545	MATH 125 AB MWTF	10:10-11:00	16-201	Hollenstein	3.0

MATH 130 ANALYTICAL TRIGONOMETRY (AA, CSU)

82550	MATH 130 AA MW	10:10-11:00	16-302	Wong	4.0
	Fri	10:10-12:00	16-302		
82551	MATH 130 AB TTh	1:10-3:00	16-301	Chen	4.0
82554	MATH 130 JA TTh	7:00-9:00	16-301	Aresas	4.0

MATH 145 LIBERAL ARTS MATHEMATICS (AA, CSU, UC)

Evening Course
93499 MATH 145 JA TTh 4:30-5:45 16-205 Fischer 3.0

MATH 190 PATH TO STATISTICS (AA)

95045	MATH 190 AA Daily	11:10-12:00	16-203	Naharian	6.0
	Fri	12:10-1:00	16-203		
95027	MATH 190 AB TTh	8:10-11:00	16-304	Nguyen	6.0
95040	MATH 190 AC MWTF	10:10-12:00	16-303	Callahan	6.0
95030	MATH 190 AD TTh	12:10-3:00	16-207	Fischer	6.0

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (AA, CSU, UC) (C-ID MATH 110)

82565	MATH 200 AA MW	8:10-10:00	16-111	Gregory	4.0
92538	MATH 200 AB TTh	8:10-10:00	16-111	Gregory	4.0
82569	MATH 200 AC MWTF	12:10-1:00	16-204	Lehmann	4.0
82538	MATH 200 AD TTh	11:10-1:00	16-111	Feiman	4.0
92562	MATH 200 AE TTh	10:10-12:00	16-303	Staff	4.0
82585	MATH 200 BA MW	11:10-1:00	16-111	Gregory	4.0
95041	MATH 200 BB MW	2:10-4:00	16-111	Gopinath	4.0
95018	MATH 200 BC TTh	1:10-3:00	16-111	Nguyen	4.0

MATH 200C ELEMENTARY PROBABILITY AND STATISTICS (AA, CSU, UC) (C-ID MATH 110)

95017	MATH 200C JA TTh	4:30-6:30	16-111	Nadkarni	4.0
82560	MATH 200C JB MW	7:00-9:00	16-111	Shrivastvi	4.0
95018	MATH 200C JC MW	4:30-6:30	16-203	Butterworth	4.0

MATH 200D ELEMENTARY PROBABILITY AND STATISTICS (AA, CSU, UC) (C-ID MATH 110)

95063	MATH 200D LH By Arr 3.8 Hrs/Wk	ONLN	Feiman	4.0
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MATH 222 PRECALCULUS (AA, CSU, UC) (C-ID MATH 155)

82561	MATH 222 AA MW	11:10-1:00	16-304	Zernikova	5.0
	Fri	11:10-12:00	16-304		

95043	MATH 222 AC Daily	8:10-9:00	16-205	Wang/Wong	5.0
95093	MATH 222 AE MW	2:10-4:35	16-107	Chen	5.0

MATH 225 PATH TO CALCULUS (AA, CSU, UC)

95048	MATH 225 AA TTh	1:10-3:25	16-303	Butterworth	6.0
	Fri	1:10-2:00	16-303		

MATH 241 APPLIED CALCULUS I (AA, CSU, UC) (C-ID MATH 140)

82566	MATH 241 AA Daily	8:10-9:00	16-207	Shender	5.0
82568	MATH 241 AC Daily	9:10-10:00	16-203	Zernikova	5.0
82569	MATH 241 AD MW	12:10-2:35	16-205	Bakayev	5.0

MATH 242 APPLIED CALCULUS II (AA, CSU, UC)

82571	MATH 242 JA TTh	7:00-9:20	16-201	Staff	5.0
82572	MATH 242 AA MWTF	8:10-9:00	16-303	Callahan	3.0

MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I (AA, CSU, UC) (C-ID MATH 210)

82514	MATH 251 AA Daily	8:10-9:00	36-109	Janalpour	5.0
82513	MATH 251 AB Daily	9:10-10:00	16-302	Walker	5.0

91011	MATH 251 AC Daily	11:10-12:00	16-207	lonel	5.0
94804	MATH 251 AD MW	11:10-1:00	16-302	Wong	5.0
	Fri	12:10-1:00	16-302		

82218	MATH 251 BA MW	2:10-4:00	16-302	Wong	5.0
	Fri	2:10-3:00	16-302		

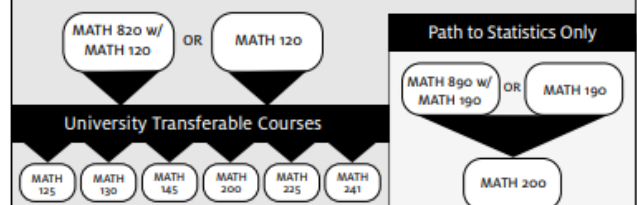
95052	MATH 251 BB TTh	1:10-3:30	16-203	Tsuyhoyse	5.0
95053	MATH 251 BC MW	1:10-3:30	16-207	Naharian	5.0

MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II (AA, CSU, UC) (C-ID MATH 210)

82575	MATH 252 JA TTh	4:30-6:30	16-107	Shrivastvi	5.0
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MATHEMATICS COURSE SEQUENCE

Students start math sequence as indicated by the Math Placement Test and other measures as appropriate.



See the online catalog, your counselor, or csulb.org for transferable math courses related to your preferred major.

- MATH Placement

- MATH 120, 190

- Student may enroll in MATH 200 or 190 without the 800 or 890 co-requisite

- MATH 125, 130, 145, 190, 200, **222**, 225, 241, 251

- Student may enroll in any listed class
 - MATH 130 is not required for this student because of their MATH 222 placement
 - Transfer-level math is typically linked to the major
 - Be very cautious about MATH 190
 - Follow transfer guidelines (assist.org, for example) regarding MATH 241 and MATH 251

- MATH Placement – Transfer Level
 - MATH 125, 130, 145, 190, 200, 225, 241, 251
 - Student MUST enroll in MATH 130 if required
 - MATH 251
 - The student may not need MATH 251 for their major/goal
 - Students may enroll in any MATH courses up to MATH 251

- Discussion:

- MATH 190

- Path to Statistics - not appropriate unless MATH 200 is the ONLY math course required
 - NOT a pre-requisite for PSYC 121
 - Not CSU/UC Transferrable
 - FYI - MATH 120 is also a pre-requisite for MATH 200

- MATH 225

- Path to Calculus – combines MATH 130 and MATH 222
 - CSU/UC Transferrable

Case Study

- **Undecided Student - New**

- Inquire about majors the student has considered
- Ask about the kind of classes they were hoping to take their first semester
- Ask about their favorite class
- COUN 120 and CRER 126
- General Education Classes
- Discuss how to explore majors, transfer destinations, goals

Forms Counselors Use:

<http://collegeofsanmateo.edu/forms/>

- Consent Form
- Reinstatement Petition
- Academic Progress Report
- Course Repetition Request
- Course Substitution Form
- Petition to enroll beyond the maximum # of units
- CSU – GE
- IGETC – CSU

- Academic Renewal – Admissions Form
- Extenuating Circumstances – Admissions Form
- Overlapping Class Times – Admissions Form

Your Questions

Counselor/Advisor Training Day 2

Martin Bednarek, Counselor

June 29, 2018

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Transferring to a University

College of San Mateo
Martin Bednarek, Professor, Counselor

Transfer Resources:

- CSM Transfer Center & web page
 - <http://collegeofsanmateo.edu/transfer/>
- Meet with university representatives
- Meet with a CSM counselor
- Visit 4-year university web sites & campuses
- Join the CSM Transfer Club

More Transfer Resources:

- Sign up for Transfer eNews:
www.collegeofsanmateo.edu/transfer
- Attend “Transfer Day” every fall:
- Attend transfer–related workshops on campus
- www.collegeboard.com
 - Search Nation–wide for colleges and universities
- www.assist.org
 - CSU and UC

University of California (UC)

Minimum Requirements to be eligible to apply:

- ▶ 60 UC transferrable units
- ▶ 2.4 – 4.0 GPA
 - (2.8 for non-California Residents)
- ▶ Major Pre-requisites (www.assist.org)

University of California (UC) – 2

- ▶ Completion with a “C” or higher:

IGETC **AREA 1A** ENGL 100 or 105

IGETC **AREA 1B** ENGL 110 or 165


IGETC **AREA 2** MATH (transfer level – major specific)

www.assist.org

4 – 6 “General Education” courses from IGETC Areas 3,4,5

- **IGETC Areas 1A, 1B and 2 must be completed with grades at least one year prior to transferring to be competitive for UC admission – and required for most UC TAG programs**

UC Selectivity

- ✓ GPA – Cumulative & GPA in major courses
 - ✓ Grades & progress in English, ESL & Math classes
 - ✓ Major Preparation (www.assist.org)
 - ✓ IGETC completion
 - ✓ Extra-curricular and leadership activities
 - ✓ Personal Insight Responses
 - ✓ AA/AS–T Degree
- 

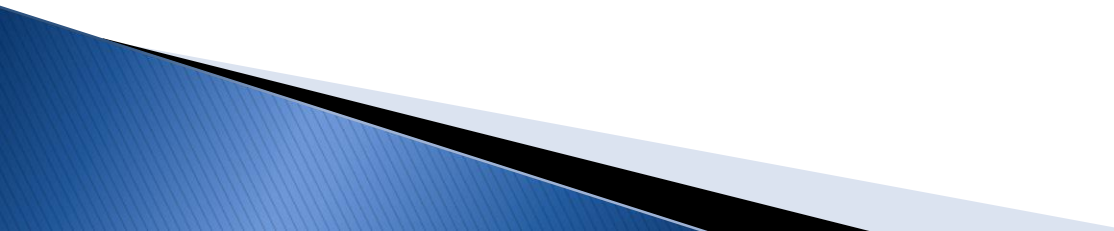
UC Transfer

The UC application period is November one year prior to transferring.

- ▶ November 2018 for Fall 2019 Transfer
- ▶ November 2019 for Fall 2020 Transfer
- ▶ 2020 for 2021 transfer, ETC, ETC,...

UC Transfer

All minimum requirements for admission must be completed no later than the spring semester immediately prior to transferring.

- ▶ Spring 2019 for Fall 2019 Transfer
 - ▶ Spring 2020 for Fall 2020 Transfer
 - ▶ Spring 2021 for FALL 2021 transfer, etc.
- 

Is the student eligible for UC transfer – Fall 2019?

Fall 2017			Spring 2018			Summer 2018		
MATH 110*	5	A	ENGL 838*	5	A	COMM 130	3	A
MUS 202	3	A	BUS 100	3				
PSYC 100	3	A	COUN 120	3				
HIST 201	3	B	MATH 120*	5	B			
			MATH 820*	3	P			
Fall 2018			Spring 2019			Summer 2019		
ENGL 105	5		ENGL 110	3		ASTR 100	3	
BUS 201	3		ACTG 131	4		ASTR 101	1	
ECON 100	3		MATH 241	3		MATH 200	4	
ACTG 121	4		BIOL 100	3				
PHIL 100	3		ECON 102	3				
			ETHN 101	3				
(Nov 2018– Apply for Fall 2019 transfer)								
1								
*ENGL 838 and MATH 110, 120, 820 are not transferrable								

Review Questions

1. When is the UC application deadline for fall 2020?
2. What is the minimum UC Transferrable GPA I need to be eligible to apply to a UC?
3. Can I use summer 2019 classes for fall 2020 UC admissions?
4. Are summer 2020 classes transferrable if I'm transferring in fall 2020?

Transfer Admission Planner

<https://uctap.universityofcalifornia.edu/students>

The UC TAG and UC Admissions Application – also called the “TAP.”

College of San Mateo

University of California

Transfer Admission Guarantee
(TAG)

Six U.C. Campuses participate:

- U.C. Davis
- U.C. Irvine
- U.C. Merced
- U.C. Riverside
- U.C. Santa Barbara
- U.C. Santa Cruz

College of San Mateo

- Guaranteed Admission to 1 of the 6 participating UCs.
- TAG requirements vary by college and major.
- A TAG guarantees admission to both the UC Campus and the major.
- Only 1 TAG in September; Apply to all UCs in November.
- The next application filing period is September 1 – September 30 2018 for Fall 2019 transfer.

- ▶ **IMPORTANT:** You must also submit the UC Admission application in November for fall transfer to your TAG school!
- ▶ The UC Admission application is submitted November 1 – November 30.

Complete the TAP

- ▶ To apply for a TAG and to apply for admission complete the online Transfer Admission Planner (TAP):
- ▶ <https://uctap.universityofcalifornia.edu>

College of San Mateo

- ▶ Create your “User Name” and password
- ▶ Obtain official or unofficial copies of ALL College and University transcripts
- ▶ Spend time completing each TAP section
- ▶ Report all post-high school coursework even if you believe it is not UC transferrable
- ▶ Enter AP scores and IB scores
- ▶ The TAG Application:
 - ▶ My Information
 - ▶ My Coursework
 - ▶ My Exams
- ▶ Also includes “My Messages” “Review” and “Submit” page.

College of San Mateo

- ▶ When completing the coursework section, be certain to list *all* of the post-high school schools/colleges/universities you have attended and the dates of attendance.
- ▶ List *all* of the classes you have completed in college, even the classes that are not “assist certified*.”

***The UC system calls transferrable classes “Assist certified” on the TAP.**

- ▶ Select the grade for each class:
 - A – F; P/NP
 - W Dropped classes
 - AR Academic renewal
 - IP Classes in progress
 - PL Classes planned

- ▶ Report your ENTIRE educational history
 - Classes not on Assist must also be entered
 - Deliberately omitting Colleges or Classes and misrepresenting grades will be considered fraud

College of San Mateo

- ▶ Refer to your current SEP to list the classes you plan to take.
- ▶ Add/type in courses that do not appear in the drop-down menu.
- ▶ Once you submit your TAG, you will not be able to change information regarding coursework on your TAG.

College of San Mateo

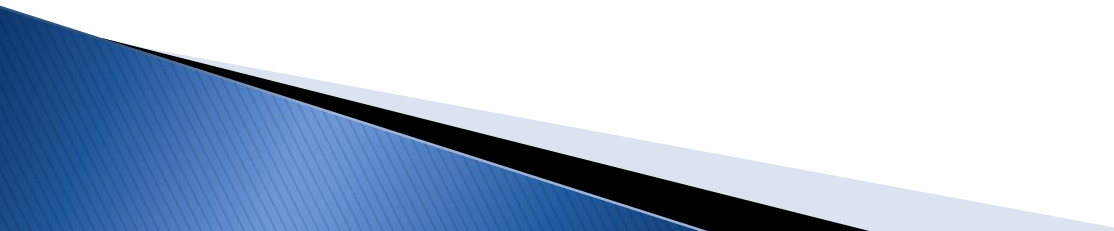
- ▶ Make a copy of your TAG application for your records
- ▶ Submit your TAG September 1 – September 30
- ▶ In November use your TAP to submit a UC Application (November 1 – November 30).
- ▶ When submitting the TAP in November be sure to select the same major you “tagged.” You may select different majors for the other UC campuses.

- ▶ Meeting TAG criteria does not ensure TAG approval or choice of major.
- ▶ Complete a minimum of 30 UC transferable units by the end of summer 2018 for fall 2019 TAG
- ▶ Complete one transfer-level math and English 110 or 165 no later than fall 2018 for fall 2019 transfer
 - ▶ Low grades in pre-requisites for math and English may result in denial of a TAG.
- ▶ Address lower-division major preparation (assist.org) and IGETC by spring 2019 for fall 2019 transfer.

4 Common TAP/TAG Mistakes

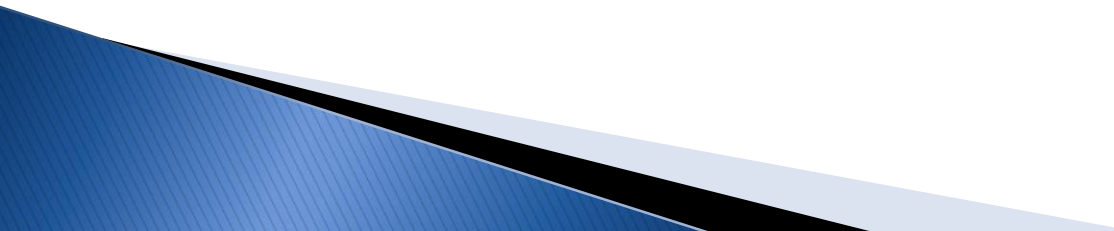
1. **Not reporting planned classes for spring**
 - **AND not completing major prep in spring**
2. **Failure to separate CSM, Skyline and Canada Colleges on the TAP**
3. **Selecting the wrong SMCCCD college as your “current” school**
4. **Not adding non-transferrable classes**

▶ What are the common mistakes when completing the TAP/TAG?

1. **Not reporting planned classes**
 2. **Failure to separate CSM, Skyline and Canada Colleges on the TAP**
 3. **Selecting the wrong SMCCCD college as your “current” school**
 4. **Not adding non-transferrable classes**
- 

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- ▶ Complete one transfer-level math and English 110 or 165 no later than fall 2018 for fall 2019 transfer
 - ▶ Low grades in pre-requisites for math and English may result in denial of a TAG.
- ▶ Address lower-division major preparation (assist.org) and IGETC by spring 2019 for fall 2019 transfer.

Review Questions

- ▶ When do I submit the TAG for fall 2019 UC transfer?
 - ▶ To be eligible for a UC TAG, how many UC units must be completed before submitting the TAG?
 - ▶ How many UC units must be completed to be eligible for fall 2019 transfer?
- 

Is the student eligible for UC TAG for Fall 2019?

Fall 2017			Spring 2018			Summer 2018	
MATH 120*	5	A	ENGL 838*	5		COMM 130	3
MUS 202	3	A	BUS 100	3			
PSYC 100	3	A	COUN 120	3			
HIST 201	3	B	MATH 241	5			
			ANTH 110	3			
Fall 2018			Spring 2019			Summer 2019	
ENGL 100	3		ENGL 110	3		ASTR 100	3
BUS 201	3		ACTG 131	4		ASTR 101	1
ECON 100	3		MATH 241	3			
ACTG 121	4		FILM 100	3			
PHIL 100	3		ECON 102	3			
ETHN 101	3						
(Nov 2018– Apply for Fall 2019 transfer)							

1

*ENGL 838 and 120 are not transferrable

California State University



CSU Transfer – Fall

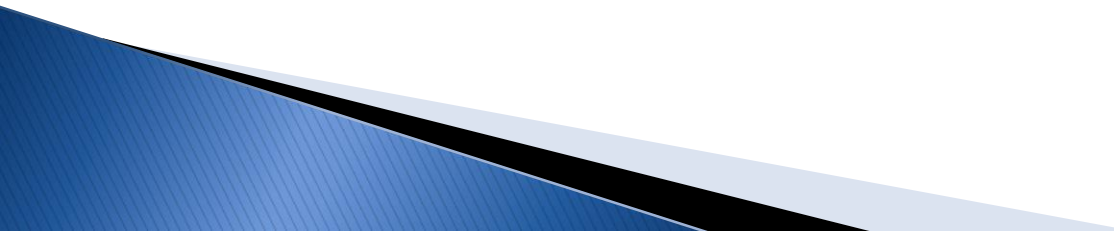
The CSU application period for fall transfer is
October & November

1 year prior to transferring.

- ▶ OCT–NOV 2018 for Fall 2019 Transfer
- ▶ OCT–NOV 2019 for Fall 2020 Transfer
- ▶ 2020 for 2021 transfer, ETC, ETC,...

CSU Transfer – Fall

All minimum requirements for admission must be completed no later than the spring semester immediately prior to transferring.

- ▶ Spring 2019 for Fall 2019 Transfer
 - ▶ Spring 2020 for Fall 2020 Transfer
 - ▶ Spring 2021 for FALL 2021 transfer, ETC,
- 

CSU Transfer – Spring

Not all CSUs are open for spring transfer

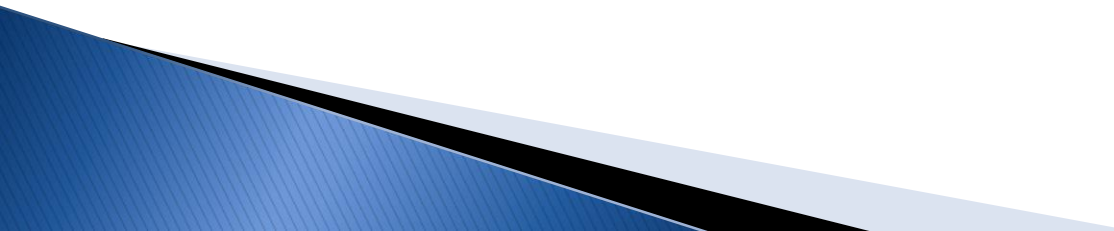
The CSU application period for spring transfer is August

6 months prior to transferring.

- ▶ August 2018 for Spring 2019 Transfer
- ▶ August 2019 for Spring 2020 Transfer
- ▶ 2020 for 2021 transfer, ETC, ETC,...

CSU Transfer – Spring

All minimum requirements for admission must be completed no later than the fall semester immediately prior to transferring.

- ▶ Fall 2018 for Spring 2019 Transfer
 - ▶ Fall 2019 for Spring 2020 Transfer
 - ▶ Fall 2020 for Spring 2021 transfer, ETC,
- 

CSU Transfer – Spring

To be eligible for spring transfer, most students must complete the Associates for Transfer (AA-T/AS-T) in their major if one is offered at your community college.

California State University (CSU)

- ▶ 60 CSU transferrable units
 - General Education
 - Major preparation classes on www.assist.org
 - Additional CSU transferrable classes
- ▶ 2.0 – 4.0 GPA (2.4 for Non-California Residents)
- ▶ Impacted majors and campuses and out-of-area CSUs will require a higher GPA and completion of an AA-T or AS-T

California State University (CSU)

- ▶ Major prep. classes: (www.assist.org)
- ▶ Completion with a “C” or higher:
 - COMM 110 or 130 or 140 or 150
 - ENGL 100 or 105
 - ENGL 110 or 165
 - MATH (transfer level – often specific to your major)

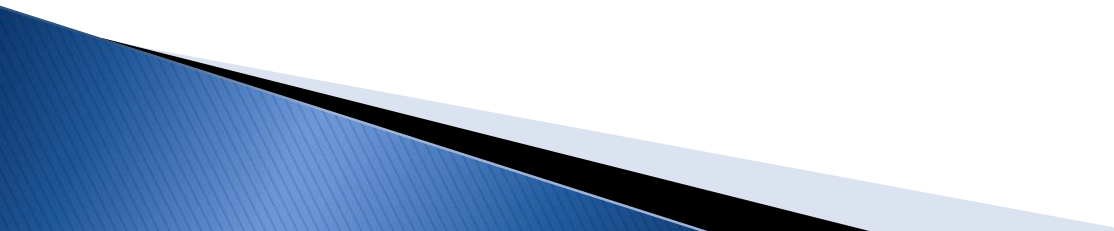
California State University (CSU)

- ▶ General Education
 - CSU-GE Worksheet
 - IGETC/CSU Worksheet
 - <http://collegeofsanmateo.edu/forms>
- ▶ CSU Transferable Classes
 - www.assist.org
 - IGETC/CSU or CSU-GE worksheets
 - Course Description

Review Questions

1. When is the CSU application deadline for fall 2020?
2. What is the minimum CSU Transferrable GPA I need to be eligible to apply to a UC?
3. Can I use summer 2019 classes for fall 2020 CSU admissions?
4. Are summer 2020 classes/units transferrable if I'm transferring in fall 2020?

Review Questions

1. When is the CSU application deadline for spring 2019?
 2. What type of degree is required for spring transfer to a CSU?
- 

AA-T and AS-T

- ▶ Must complete all CSU GE or IGETC/CSU
- ▶ 18 or more units in your major
 - Use WebSmart/DegreeWorks
- ▶ GPA Boost: 0.10 (2.9 to 3.0, for example)
- ▶ Priority Admission at Impacted CSU Campuses
- ▶ Enhances the UC comprehensive review
- ▶ 60 unit maximum to complete the Bachelor's Degree at the CSU campus

ASSOCIATE DEGREES FOR TRANSFER : AA/AS-T Degree*

- ▶ Administration of Justice - AS-T
- ▶ Anthropology - AA-T
- ▶ Art History - AA-T
- ▶ Art, Studio - AA-T
- ▶ Biology - AS-T
- ▶ Business Administration AS-T
- ▶ Communication Studies AA-T
- ▶ DGME Film, Television & Electronic Media
- ▶ Economics - AA-T
- ▶ English - AA-T
- ▶ Film, Television and Electronic Media - AA-T
- ▶ Geology - AS-T
- ▶ History - AA-T
- ▶ Kinesiology - AA-T
- ▶ Mathematics - AS-T
- ▶ Music - AA-T
- ▶ Physics - AS-T
- ▶ Psychology - AA-T
- ▶ Sociology - AA-T

2187

Private/Independent Colleges & Out-of-state Colleges

- ▶ 2,187 (as of 6/2018) four-year colleges and universities in the United States (only 34 are CSU and UC schools)
- ▶ 0–60 transferrable units
- ▶ 2.0 – 4.0 GPA
- ▶ General Education
- ▶ Major pre-requisites
- ▶ RESEARCH FIRST,
 - then make a Counseling appointment

FIRST VISIT THE WEBSITE!

- ▶ <http://www.uhm.hawaii.edu/>
- ▶ <http://www.Stanford.edu>
- ▶ <http://www.ndnu.edu/>

THEN MAKE A COUNSELING APPOINTMENT



Accreditation

- ▶ Which accreditation is the most important?
 - National Accreditation
 - Regional Accreditation
 - Specialized Accreditation

Accreditation

- ▶ Which accreditation is the most important?
 - National Accreditation
 - **Regional Accreditation**
 - Specialized Accreditation

Transfer Planning

- ▶ Common Myth #1

- “Transfer in 2 years”

Transfer Planning

- ▶ Common Myth #1
 - “Transfer in 2 years”
- ▶ MATH, ENGL/ESL placement
- ▶ Major Preparation may require more than 2 years to complete
- ▶ Fall – vs – Spring

Transfer Planning

- ▶ Common Myth #2

- “I plan to finish my general education (IGETC) first, then pick my major”

Transfer Planning

- ▶ Common Myth #2
 - “Finish General Education”
- ▶ General Education is not the same for every university or major
- ▶ Some majors require more major preparation than general education
- ▶ Most General Education classes require a high-level of English to be successful

AP/IB Advisory

- Many students complete AP and IB examinations to earn college credit.
- AP/IB is intended for units and GE, not major preparation.
- AP Scores of 3 or higher/IB scores of 5 or higher
- UCs may allow some AP and IB exams to be used as major preparation. (AP 4 or 5, for example)
- Students who complete courses equivalent to their AP and IB examinations negate the AP/IB units earned.

Verify, verify, verify!

Case Study

- **New Student**

- New students have participated in Orientation and the Placement Process
- Inquire about major(s), goals, full/part-time requirements, course load, etc.
- Ideally the student has brought their placement results
- Discuss the importance of completing English/ESL and math courses early
- Create a 2 semester plan (minimum) with particular focus on the upcoming term
- Liberally suggest COUN/CRER courses – many were developed for new students!
- Discuss how to explore majors, transfer destinations, goals

Case Study

- **SEP #1 Undecided Student – New & Continuing**
 - Inquire about majors the student has considered
 - Ask about the kind of classes they were hoping to take their first semester
 - Ask about their favorite class
 - COUN 120 and CRER 126
 - General Education Classes
 - Discuss how to explore majors, transfer destinations, goals

Case Study

- **SEP #2 ESL Focused Student – New**

- Review ESL Placements
- Discuss the three ESL areas: Writing, Listening/Speaking and Reading courses:
- Strongly recommend students enroll in all 3 subjects if their ESL Writing placement is low (ESL 826 or 827) and/or if they are having difficulty communicating during their appointment.
- ESL Reading courses will help students improve their writing skills, as well as reading
- Discussion: What if a student needs to enroll in 12 units and their ESL placement is low?

Case Study

- **SEP #3 STEM-Related Still Exploring – New & Continuing**
 - Inquire about the kind of work the student has considered.
 - Ask about the kind of classes they were hoping to take their first semester.
 - Ask about their experiences with mathematics, the sciences, programming, etc.
 - Review the MATH courses typically required for STEM majors, and complete the sequences on the SEP.
 - Review the CIS, ENGR, CHEM, BIOL sequences that may be part of their educational goal.
 - Review at least one possible transfer destination to illustrate typical STEM major preparation for transfer.

Case Study

- **SEP #4 Multiple Goals**




- Discuss why completing requirements for multiple goals will likely require more time at CSM.
- Make notes on the SEP about why classes are included.
- Many students want to complete a Certificate or Associate's Degree first and then continue with transfer requirements.
- Schedule a follow-up appointment, and encourage multiple appointments each semester.

Case Study

- **SEP #5 Academic Probation & Dismissal**

- Inquire about issues that the student believes have led to their situation.
- Review methods to raise their GPA including school/life balance, repeating classes and Academic Renewal.
- Dismissed students will be limited to 6 units or less and are strongly advised to enroll in a COUN or CRER class.
- Be cautious about the 3 attempt limit.
- Listen, encourage and prescribe as you complete the Reinstatement Form.
- Inculcate hope😊

Dismissal – GPA 0.94 and Completion Rate* 48%

Fall 2017	Spring 2018	Summer 2018
MATH 110 5 C MUS 202 3 F PSYC 100 3 C HIST 201 3 F SPAN 110 5 D Overall GPA 1.1 Probation I	ENGL 838 5 C COUN 120 3 C MATH 190 6 F SOCI 100 3 F FITN 114.1 1 P Overall GPA 1.02 Probation II	COMM 130 3 F ENGL 838 5 W Overall GPA 0.94 Dismissal
Fall 2018	Approved Fall 2018	Proposed Spring 2019
ENGL 105 5 MATH 190 6 FITN 114.2 1 	MATH 190 6 (B) 	MATH 200 MUS 202 (to raise the GPA) 
Dropped from classes August 10 th !	The B replaces the F in the GPA Overall GPA 1.41	This student will continue petitioning until their GPA is above 2.0

*45 Attempted units - 22 completed units

Case Study

- **SEP #6 Financial Aid Appeal**

- Inquire about issues that the student believes have led to their situation.
- Discuss methods to raise their GPA including school/life balance, repeating classes and Academic Renewal.
- Calculate their completion rate – must be 67%, and attempted units – 90 is max.
- Am SEP for Financial Aid Appeal focuses on only 1 CSM goal and includes only classes required to meet the goal.
- Be authentic with the SEP, yet be creative. Add “FA SEP” to the title.
- If the student is reinstated for Financial Aid, they must follow the SEP to remain in status.

Case Study

- **SEP #7 Veterans**

- Minimum of 12 units (6 in summer). Partial Housing = 6.5 (3 in summer).
- 2 goals that are reasonably related to 1 career goal: AA Accounting & Business for transfer – document the career goal on the SEP.
- First SEP may be abbreviated IF there are unevaluated transcripts.
- Students will submit their DD 214 and the VET SEP to Admissions.
- Only include courses required for their educational goal(s).
- Many students will enroll in online classes, yet at least 1 must be on campus at CSM (not a hybrid).
- Short courses and late start courses will negatively impact their housing allowance.
- Refer to Michael Vargas, the Veteran's Counselor

Your Questions

Advisor and Counselor Training Summer/Fall 2018

Session (Date)	Time Needed	Topics	Homework	Facilitator
1 Counselors: Friday, July 18, 2018 9 a.m. – 12 noon		Introductions		
		BANNER Degree/Works WebSMART	BANNER/WebSMART Login-in	
		SEP expectations SARS and SEP notes Faculty/Counselor Preparation outside of SARS	SEP Examples SEP Demo SEP Practice - Scenarios	
		Case Studies: New Students Undecided Students		
		Forms	Review of Counseling and Admissions Forms	
		Articulation, Course substitutions Time with Marsha LUNCH		
2		Forms	Review of Counseling and Admissions Forms	
		Creating the SEP	SEP Steps	

		<p>Transfer</p> <p>CSU, UC General Education</p> <p>TAG eligibility and application,</p> <p>CSU and UC eligibility and applications</p> <p>Reviewing a student's UC TAP and CSU Planner</p> <p>Private and Out-of-State transfer.</p> <p>AP/IB Exams</p>	<p>1) Create your own UC TAP and CSU Planner prior to the meeting.</p> <p>2) Review the Common Application website</p>	
		<p>Case Studies:</p> <ol style="list-style-type: none"> 1 New Student - undecided 2 New ESL Student 3 STEM Majors 4 Multiple Goals 5 Reinstatement 6 Financial Aid Appeal 7 Veterans 		
		<p>International F-1 student regulations. Working with new and continuing international students and the abbreviated and comprehensive SEPs for F-1 students</p>	<p>Review the SEVIS regulations for International Students – online publication</p>	
		<p>COUN/CRER Classes</p> <p>Census, Positive Attendance Grades</p> <p>SLOs</p> <p>LUNCH</p>		
<p>Counseling Division Meeting - TBA</p>	<p>2 hours</p>	<p>Counseling updates</p> <p>Fall 2018 changes</p>		

5 Advisors, Adjunct & Interns Week of 8/27 – 2 nd week of Fall semester	2 hours	Case Studies: Training wrap up and evaluation		
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<http://admission.universityofcalifornia.edu/transfer/transfer-admission-planner/index.html>

<https://www2.calstate.edu/apply>

Put the word “Counselor” in front of your first name and CSM in front of your last name. This will help the UCs and CSUs exclude your application from their statistical reports.

Example: “Counselor Martin CSM Bednarek”

COUN 120

Spring 2018
Prof. Bednarek

U.S. Educational System

High School
Diploma

OR

18 years old

College of San
Mateo

Associate's
Degree &
Transfer
Requirements

U.S. Educational System

University*
Bachelor's
Degree

University*
Master's
Degree


University*
Doctorate

*The terms "University" and "College" are both used to describe post-secondary (after high school) institutions.

Transferring to a University

College of San Mateo
Martin Bednarek, Professor, Counselor

Transfer Resources:

- CSM Transfer Center & web page
 - <http://collegeofsanmateo.edu/transfer/>
 - Meet with university representatives
 - Meet with a CSM counselor
 - Visit 4-year university web sites & campuses
 - Join the CSM Transfer Club
- 

More Transfer Resources:

- Sign up for Transfer eNews:
www.collegeofsanmateo.edu/transfer
- Attend “Transfer Day” every fall:
- Attend transfer–related workshops on campus
- www.collegeboard.com
 - Search Nation–wide for colleges and universities
- www.assist.org
 - CSU and UC

The University of California

What do you know (or what have you heard)
about UC transfer?

University of California (UC)

Minimum Requirements to be eligible to apply:

- ▶ 60 UC transferrable units
- ▶ 2.4 – 4.0 GPA
 - (2.8 for non-California Residents)
- ▶ Major Pre-requisites (www.assist.org)

University of California (UC) – 2

- ▶ Completion with a “C” or higher:

IGETC **AREA 1A** ENGL 100 or 105

IGETC **AREA 1B** ENGL 110 or 165

IGETC **AREA 2** MATH (transfer level – major specific)

www.assist.org

4 – 6 “General Education” courses from IGETC Areas 3,4,5

- **IGETC Areas 1A, 1B and 2 must be completed with grades at least one year prior to transferring to be competitive for UC admission – and required for most UC TAG programs**

University of California (UC) – 3

Why are some students admitted to a UC?

A. GPA

B. Grades & progress in English, ESL & Math classes

C. Major Preparation (www.assist.org)

D. IGETC completion

E. Extra-curricular and leadership activities

A. Personal Insight Responses

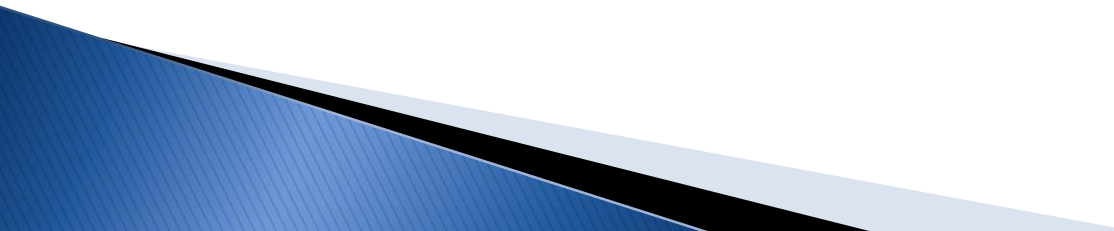
UC Transfer

The UC application period is November one year prior to transferring.

- ▶ November 2018 for Fall 2019 Transfer
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- ▶ 2020 for 2021 transfer, ETC, ETC,...

UC Transfer

All minimum requirements for admission must be completed no later than the spring semester immediately prior to transferring.

- ▶ Spring 2019 for Fall 2019 Transfer
 - ▶ Spring 2020 for Fall 2020 Transfer
 - ▶ Spring 2021 for FALL 2021 transfer, etc.
- 

Is the student eligible for UC transfer – Fall 2019?

Fall 2017			Spring 2018			Summer 2018		
MATH 110*	5	A	ENGL 838*	5	A	COMM 130	3	A
MUS 202	3	A	BUS 100	3				
PSYC 100	3	A	COUN 120	3				
HIST 201	3	B	MATH 120*	5	B			
			MATH 820*	3	P			
Fall 2018			Spring 2019			Summer 2019		
ENGL 105	5		ENGL 110	3		ASTR 100	3	
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PHIL 100	3		ECON 102	3				
			ETHN 101	3				
(Nov 2018– Apply for Fall 2019 transfer)								

1

*ENGL 838 and MATH 110, 120, 820 are not transferrable

Is the student eligible for UC transfer – Fall 2019?

Fall 2017	Spring 2018	Summer 2018
MATH 110* 5 A	ENGL 838* 5 A	COMM 133
MUS 202 3 A	BUS 100 3	
PSYC 100 3 A	COUN 120 3	
HIST 201 3 B	MATH 120* 5 B	
	MATH 820* 3 P	
Fall 2018	Spring 2019	Summer 2019
ENGL 105 5	ENGL 110 3	ASTR 100
BUS 201 3	ACTG 131 4	ASTR 101
ECON 100 3	MATH 241 3	MATH 200
ACTG 121 4	BIOL 100 3	
PHIL 100 3	ECON 102 3	
	ETHN 101 3	
(Nov 2018– Apply for Fall 2019 transfer)		

1

- 1) How might this student become eligible for Fall 2019 Transfer?
- 2) What advice would you offer to the student?

Fall 2017	Spring 2018	Summer 2018
MATH 110* 5 A	ENGL 838* 5 A	COMM 130 3 A
MUS 202 3 A	BUS 100 3	
PSYC 100 3 A	COUN 120 3	
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College of San Mateo

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 - Deliberately omitting Colleges or Classes and misrepresenting grades will be considered fraud

College of San Mateo

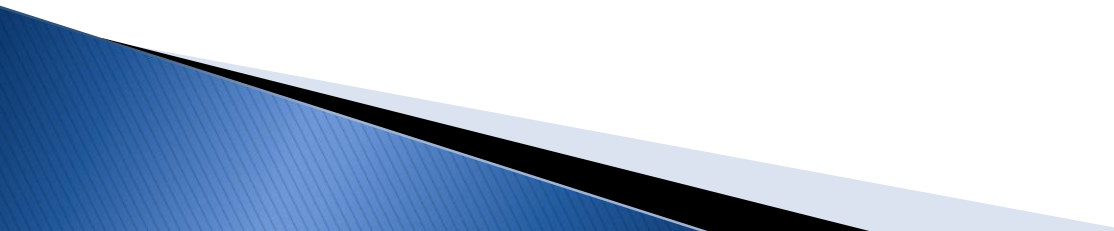
- ▶ Refer to your current SEP to list the classes you plan to take.
- ▶ Add/type in courses that do not appear in the drop-down menu.
- ▶ Once you submit your TAG, you will not be able to change information regarding coursework on your TAG.

College of San Mateo

- ▶ Make a copy of your TAG application for your records
- ▶ Submit your TAG September 1 – September 30
- ▶ In November use your TAP to submit a UC Application (November 1 – November 30).
- ▶ When submitting the TAP in November be sure to select the same major you “tagged.” You may select different majors for the other UC campuses.

- ▶ Meeting TAG criteria does not ensure TAG approval or choice of major.
- ▶ Complete a minimum of 30 UC transferable units by the end of summer 2018 for fall 2019 TAG
- ▶ Complete one transfer-level math and English 110 or 165 no later than fall 2018 for fall 2019 transfer
 - ▶ Low grades in pre-requisites for math and English may result in denial of a TAG.
- ▶ Address lower-division major preparation (assist.org) and IGETC by spring 2019 for fall 2019 transfer.

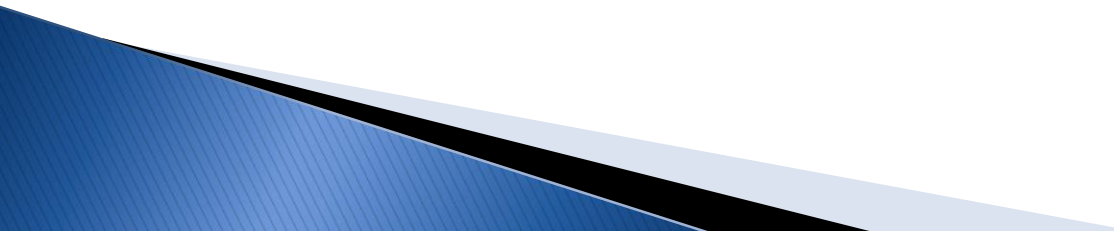
4 Common Mistakes

1. **Not reporting planned classes for spring**
 - **AND not finishing major prep in spring**
 2. **Failure to separate CSM, Skyline and Canada Colleges on the TAP**
 3. **Selecting the wrong SMCCCD college as your “current” school**
 4. **Not adding non-transferrable classes**
- 

TAG QUESTIONS

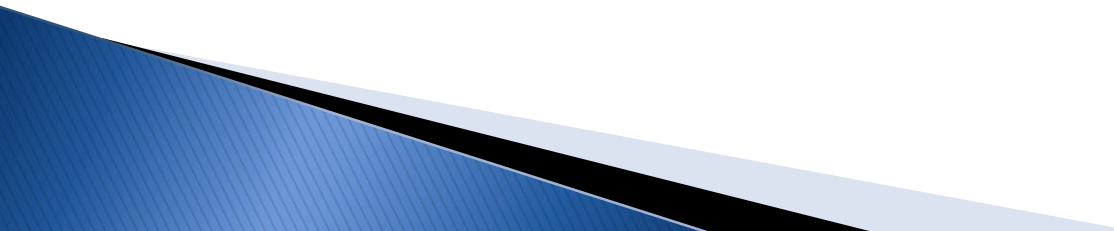
- ▶ Name the 6 UC campuses that have a TAG
 - U.C. Davis
 - U.C. Irvine
 - U.C. Merced
 - U.C. Riverside
 - U.C. Santa Barbara
 - U.C. Santa Cruz

▶ What are the common mistakes when completing the TAP/TAG?

1. **Not reporting planned classes**
 2. **Failure to separate CSM, Skyline and Canada Colleges on the TAP**
 3. **Selecting the wrong SMCCCD college as your “current” school**
 4. **Not adding non-transferrable classes**
- 

- ▶ Meeting TAG criteria does not ensure TAG approval or choice of major.
- ▶ Complete a minimum of 30 UC transferable units by the end of summer 2018 for fall 2019 transfer
- ▶ Complete one transfer-level math and English 110 or 165 no later than fall 2018 for fall 2019 transfer
 - ▶ Low grades in pre-requisites for math and English may result in denial of a TAG.
- ▶ Address lower-division major preparation (assist.org) and IGETC by spring 2019 for fall 2019 transfer.

Review Questions

- ▶ When do I submit the TAG for fall 2019 UC transfer?
 - ▶ To be eligible for a UC TAG, how many UC units must be completed before submitting the TAG?
 - ▶ How many UC units must be completed to be eligible for fall 2019 transfer?
- 

Is the student eligible for UC TAG for Fall 2019?

Fall 2017			Spring 2018			Summer 2018	
MATH 120*	5	A	ENGL 838*	5		COMM 130	3
MUS 202	3	A	BUS 100	3			
PSYC 100	3	A	COUN 120	3			
HIST 201	3	B	MATH 241	5			
			ANTH 110	3			
Fall 2018			Spring 2019			Summer 2019	
ENGL 100	3		ENGL 110	3		ASTR 100	3
BUS 201	3		ACTG 131	4		ASTR 101	1
ECON 100	3		MATH 241	3			
ACTG 121	4		FILM 100	3			
PHIL 100	3		ECON 102	3			
ETHN 101	3						
(Nov 2018– Apply for Fall 2019 transfer)							

1

*ENGL 838 and 120 are not transferrable

Sample Transfer SEP QUESTIONS

- ▶ How many UC Transfer units will this student complete by September 1, 2018?

California State University



CSU Transfer – Fall

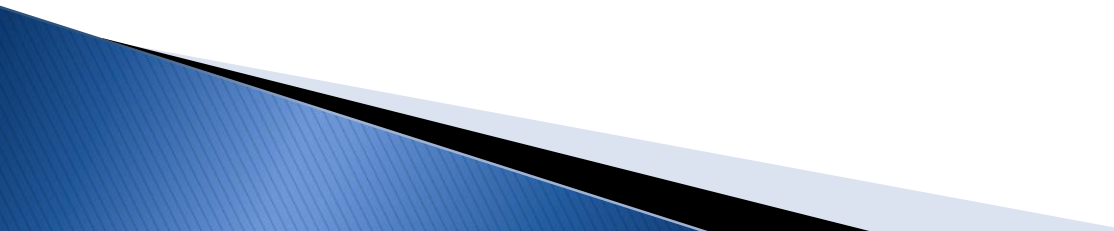
The CSU application period for fall transfer is
October & November

1 year prior to transferring.

- ▶ OCT–NOV 2018 for Fall 2019 Transfer
- ▶ OCT–NOV 2019 for Fall 2020 Transfer
- ▶ 2020 for 2021 transfer, ETC, ETC,...

CSU Transfer – Fall

All minimum requirements for admission must be completed no later than the spring semester immediately prior to transferring.

- ▶ Spring 2019 for Fall 2019 Transfer
 - ▶ Spring 2020 for Fall 2020 Transfer
 - ▶ Spring 2021 for FALL 2021 transfer, ETC,
- 

CSU Transfer – Spring

Not all CSUs are open for spring transfer

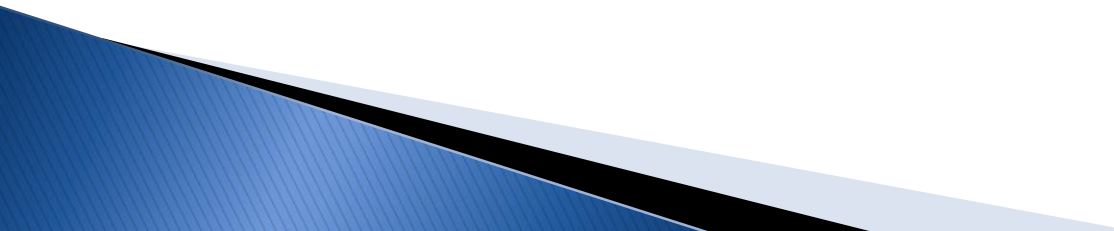
The CSU application period for spring transfer is August

6 months prior to transferring.

- ▶ August 2018 for Spring 2019 Transfer
- ▶ August 2019 for Spring 2020 Transfer
- ▶ 2020 for 2021 transfer, ETC, ETC,...

CSU Transfer – Spring

All minimum requirements for admission must be completed no later than the fall semester immediately prior to transferring.

- ▶ Fall 2018 for Spring 2019 Transfer
 - ▶ Fall 2019 for Spring 2020 Transfer
 - ▶ Fall 2020 for Spring 2021 transfer, ETC,
- 

CSU Transfer – Spring

To be eligible for spring transfer, most students must complete the Associates for Transfer (AA-T/AS-T) in their major if one is offered at your community college.

California State University (CSU)

- ▶ 60 CSU transferrable units
 - General Education
 - Major preparation classes on www.assist.org
 - Additional CSU transferrable classes
- ▶ 2.0 – 4.0 GPA (2.4 for Non-California Residents)
- ▶ Impacted majors and campuses and out-of-area CSUs will require a higher GPA and completion of an AA-T or AS-T

California State University (CSU)

- ▶ Major prep. classes: (www.assist.org)
- ▶ Completion with a “C” or higher:
 - COMM 110 or 130 or 140 or 150
 - ENGL 100 or 105
 - ENGL 110 or 165
 - MATH (transfer level – often specific to your major)

California State University (CSU)

- ▶ General Education
 - CSU-GE Worksheet
 - IGETC/CSU Worksheet
 - <http://collegeofsanmateo.edu/forms>
- ▶ CSU Transferable Classes
 - www.assist.org
 - IGETC/CSU or CSU-GE worksheets
 - Course Description

Review Questions

1. When is the CSU application deadline for fall 2020?
2. What is the minimum CSU Transferrable GPA I need to be eligible to apply to a UC?
3. Can I use summer 2019 classes for fall 2020 CSU admissions?
4. Are summer 2020 classes/units transferrable if I'm transferring in fall 2020?

Review Questions

1. When is the CSU application deadline for spring 2019?
2. What type of degree is required for spring transfer to a CSU?

AA-T and AS-T

- ▶ Must complete all CSU GE or IGETC/CSU
- ▶ 18 or more units in your major
 - Use WebSmart/DegreeWorks
- ▶ GPA Boost!
- ▶ Priority Admission at Impacted CSU Campuses
- ▶ Enhances the UC comprehensive review
- ▶ 60 unit maximum to complete the Bachelor's Degree at the CSU campus

ASSOCIATE DEGREES FOR TRANSFER : AA/AS-T Degree*

- ▶ Administration of Justice - AS-T
- ▶ Anthropology - AA-T
- ▶ Art History - AA-T
- ▶ Art, Studio - AA-T
- ▶ Biology - AS-T
- ▶ Business Administration AS-T
- ▶ Communication Studies AA-T
- ▶ DGME Film, Television & Electronic Media
- ▶ Economics - AA-T
- ▶ English - AA-T
- ▶ Film, Television and Electronic Media - AA-T
- ▶ Geology - AS-T
- ▶ History - AA-T
- ▶ Kinesiology - AA-T
- ▶ Mathematics - AS-T
- ▶ Music - AA-T
- ▶ Physics - AS-T
- ▶ Psychology - AA-T
- ▶ Sociology - AA-T

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Private/Independent Colleges & Out-of-state Colleges

- ▶ 2,203 four-year colleges and universities in the United States (34 are CSU and UC schools)
- ▶ 0-60 transferrable units
- ▶ 2.0 - 4.0 GPA
- ▶ General Education
- ▶ Major pre-requisites
- ▶ RESEARCH FIRST,
 - then make a Counseling appointment

FIRST VISIT THE WEBSITE!

- ▶ <http://www.uhm.hawaii.edu/>
- ▶ <http://www.Stanford.edu>
- ▶ <http://www.ndnu.edu/>

THEN MAKE A COUNSELING APPOINTMENT



Accreditation

- ▶ Which accreditation is the most important?
 - National Accreditation
 - Regional Accreditation
 - Specialized Accreditation

Accreditation

- ▶ Which accreditation is the most important?
 - National Accreditation
 - **Regional Accreditation**
 - Specialized Accreditation

Transfer Planning

- ▶ Common Myth #1

- “Transfer in 2 years”

Transfer Planning

- ▶ Common Myth #1
 - “Transfer in 2 years”
- ▶ MATH, ENGL/ESL placement
- ▶ Major Preparation may require more than 2 years to complete
- ▶ Fall – vs – Spring

Transfer Planning

- ▶ Common Myth #2

- “I plan to finish my general education (IGETC) first, then pick my major”

Transfer Planning

- ▶ Common Myth #2
 - “Finish General Education”
- ▶ General Education is not the same for every university or major
- ▶ Some majors require more major preparation than general education
- ▶ Most General Education classes require a high-level of English to be successful

Transfer Planning

- ▶ 0–15 transferrable units:

Explore majors

Improve math and English skills

Attend “Transfer Day”

Use www.assist.edu and www.collegeboard.com

Transfer Planning

- ▶ 16–30 transferrable units:

- Explore majors

- Improve math and English skills

- Attend “Transfer Day”

- Use www.assist.edu and www.collegeboard.com

- *Select a major

- *Select 2–3 transfer schools to explore

- *Review TAG eligibility requirements

- *Meet with a CSM Counselor

Transfer Planning

▶ 31–45 transferrable units:

Explore majors

Improve math and English skills

Attend “Transfer Day”

Use www.assist.edu and www.collegeboard.com

Select a major

Select 2–3 transfer schools to explore

Review TAG eligibility requirements

Meet with a CSM Counselor

***Complete a TAG agreement**

***Complete a CSU and UC application (1 year prior)**

***Visit transfer schools**

Transfer Planning

▶ 46 – 60 transferrable units:

Explore majors

Improve math and English skills

Attend “Transfer Day”

Use www.assist.edu and www.collegeboard.com

Select a major

Select 2–3 transfer schools to explore

Review TAG eligibility requirements

Meet with a CSM Counselor

Complete a TAG agreement

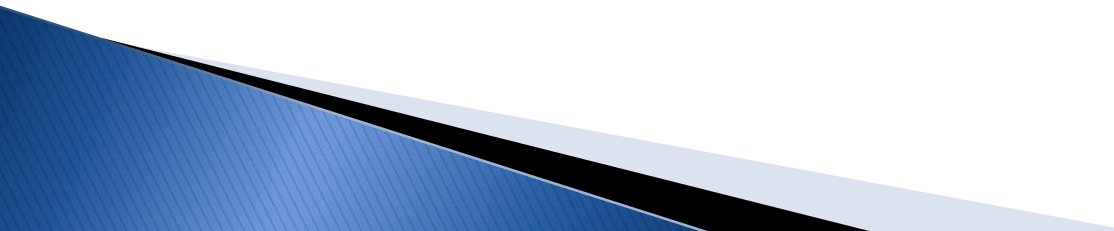
Complete a CSU and UC application for the following academic year

Visit transfer schools

***Apply to private/independent schools**

***Follow-up with your transfer application requirements**

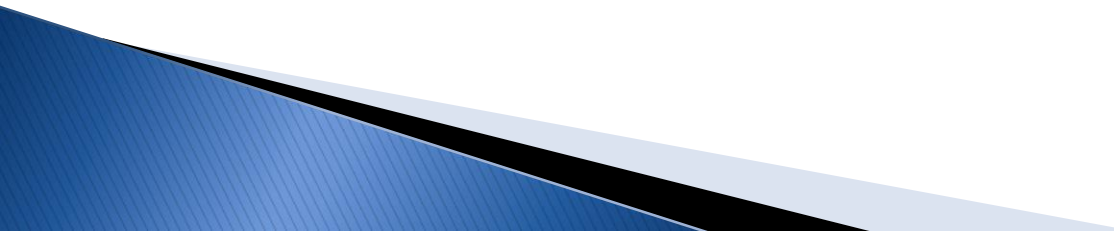
Questions

- What do I need to do to get regular notifications about transfer-related events at CSM?
 - Can I use IGETC to transfer to a CSU like Cal Poly SLO?
 - True or False? I must complete 2 P.E. classes to earn the AA-T in Music?
 - How many UC transferrable units must be completed with grades before I'm eligible to apply for a TAG at a UC campus?
- 

Questions

- I plan to only apply for transfer to a UC campus. To complete the AS–T in Business Administration do I need to complete a COMM class even though COMM is only required for CSU admission?
- What is the minimum UC GPA for California residents to be eligible to apply for UC transfer? What about non–California residents?
- How many requirements will HIST 201 complete if I plan to transfer to San Francisco State?

Questions

- Assist.org provides transfer information for UCs and CSUs, where would I go to find information about transferring to a private or out-of-state campus?
 - I will transfer to San Diego State or UC Berkeley in fall 2019. Can I take classes in summer 2019 to meet admissions requirements for fall 2019?
 - What accreditation must all colleges and universities have for my units and classes to transfer?
- 

Test Review

- Review the IGETC and the CSU Worksheets
- Be familiar with deadlines for TAG, UC Applications, CSU applications, etc.
- Be familiar with minimum transfer admission requirements.
- Bring all the handouts and notes about transfer to the test. Using electronic devices will be allowed.
- The test will be an in-class “group test” – you will work in small groups to answer each question. Group members will be selected randomly.

College of San Mateo – Flex Day

Counseling Training: Associate Degrees, IGETC and CSU GE Certificates

January 11th – 11:30 a.m. – 1 p.m. Room 10/191

Agenda

11:30 – 11:45 a.m.	Introductions	
11:45 – 12 noon	Pin the Class on the GE pattern	
12 – 12:15 p.m.	TES	
12:15 – 12:30 p.m.	Red flags	
12:30 – 1 p.m.	Best Practices	

Contact	e-mail	Extension	Office	Task
Lola Paz	pazlola@smccd.edu	6576	Admissions	Degree application evaluator/processor & DegreeWorks issues
Erica Griego	griego@smccd.edu	6417	Admissions	Certificate application evaluator, AP Scores
Chequita Williams-Cox	williamsc@gmail.com	6855	Admissions	IGETC/CSU GE evaluator, incoming transcripts, CA residency reclassifications, LOTE
Niruba Srinivasan	srinivasann@smccd.edu	6573	Admissions	Registrar & Expert
Everett Chan	chane@smccd.edu	6441	TES	Transcript Evaluator
Dennis Tordesillas	tordesillasd@smccd.edu	6119	VPSS Office	Graduation

The Basics:

Application Deadlines: (Lola) Spring, 2019 – March 1st. Typically degree applications are due in early October (FALL), early March (SPRING) or early July (SUMMER). Admissions will accept late applications as long as adequate time is available to process the degree. Otherwise students should apply for the subsequent term. Students apply online using Websmart.

ADT degree recipients MUST apply on time to be included in the system-wide ADT approved check-list (created by the CSM degree evaluator). Students must appear on the ADT check-list to be granted the CSU benefits of earning an ADT.

LOTE: (Chequita) When the LOTE requirement is met it will be downloaded and appear in Degree Works. It takes overnight to download. During the summer we receive packets of high school transcripts directly from the high schools. If the student has applied and registered we will process in Degree Works. Many of these transcripts will be filed in what we call “orphan” file as the student has not applied or registered for classes.

UCs will not award units or LOTE if a student completes college-level language classes OR AP Exams in their first language. The First language is indicated by the student on the UC Application for Admission and/or by the language of instruction/location of their high school.

How are AP scores handled?

A&R: (Erica) For AP scores to be evaluated, we require an official report. Once received, I usually enter them into the system within 1-2 business days (if they are an active student-similar to the LOTE process); it can take longer depending on the time of year. Once entered, the student can view the results of the evaluation in DegreeWorks. Counselors can help by asking students if they have AP scores, letting students know to get official copies sent to A&R for official evaluation and ensure that AP's are factored into course planning.

Course Substitution Process:

(Erica) Student submits petition with Counseling. If a student has a course substitution pending and applies for a certificate/degree, they should make mention of it in the application under the "Additional Comments" section. If the student does not make mention in the application, they should be sure to notify their evaluator via email or phone. If the student does not notify us of anything that impacts their evaluation, they risk being denied if there is a deficiency.

TES: Eligibility, Process, Timeline, etc.

Refer to the TES Handout

Associate Degree for Transfer (ADT): Priority admission at CSU campuses/majors if the CSU recognizes the ADT as similar to the student's bachelor's program. Important for students applying to impacted CSUs and majors, and at CSUs outside of the CSU's service area. Search for CSUs that recognize ADTs:

<https://adgreewithaguarantee.com/>

or

<https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

Other benefits include a GPA boost of .10, completion of the bachelor's degree in 120 semester units and consideration for spring admission to the CSU when available.

ADT and thr CSU Application Issue: If a student is applying to a CSU that does not recognize their ADT as similar to the bachelor's, the student must apply for general transfer admission "Transfer without an ADT" or the degree will not display on the application as an option.

Graduation Ceremony: Held once at the end of the spring semester (Friday May 24, 2019), although students awarded degrees in fall or summer will be invited to participate. A limited number of students

Martin Bednarek, Counselor & Professor

completing their degree in summer may petition the VPSS office for consideration to participate in the graduation ceremony as long as they are enrolled in the required summer class. Petitions are made available in mid-spring.

Catalog Rights – To maintain Catalog Rights students must maintain continuous enrollment in the SMCCD system attending at least one term each academic year: Fall, spring or summer.

College Residency: 12 units must be completed at the college awarding the degree with 50% of the units or 12 units (whichever is lowest) in the major must also be completed at the college awarding the degree.

Questions – Red Flags:

1. If a student is pursuing an ADT and using IGETC/CSU, will a course that is CSU transferrable but not UC transferrable count as an elective? Example: Does MGMT 100 count as an elective for the AS-T Business/IGETC-CSU?
 - a. (TES) As long as a course is CSU transferrable it will count as an elective in the ADT using CSU GE or IGETC/UC as the GE pattern as part of the 60 CSU units required for the degree.
2. A&R Issues: (Lola & Chiquita) Here are a few issues that come up when students submit the degree application:
 - a. Students apply for the wrong degree
 - b. Students do not qualify for degree/missing courses/no residency/no catalog rights/does not meet overall units.
 - c. No course SUB forms uploaded
 - d. If taking classes elsewhere, we are not notified. Student needs to submit proof of registration
 - e. Forget to request TES evaluation
 - f. Students do not read that one year must have passed “completely” before the Academic Renewal can be processed.

SEP Scenario

Krista graduated from Half Moon Bay High School in 2017 and attended a College of San Mateo PEP Orientation in May, 2017. Using multiple measure placement she placed into ENGL 838 and MATH 811.

Krista did not meet with a Counselor or register for classes until today because she was afraid she would not be able to pay for her classes. She is meeting with you to create a Student Educational Plan (SEP) for the fall 2017 semester.

- Placements: ENGL 838, MATH 811
- Major: Undecided, yet considering business because Krista believes “it is easier to get a job with a degree in business.”
- Educational Goal: San Francisco State University, San Jose State University, UCLA or UC Berkeley.

Krista stated she would like to transfer in 2 years with an Associate’s degree and plans to be a full-time student. She currently works full-time at a restaurant near her home in Half Moon Bay and will continue working 16-20 hours on weekends in the fall. Her parents moved to Half Moon Bay from Peru when she was an infant. Both parents work full-time and she helps take care of her two young brothers when she is not in school or working. She will be the first person in her family to attend college.

1. Utilize all of the resources available to create a 4 semester Student Educational Plan (SEP). Include relevant notes and advice for Krista on the SEP
2. Resources:
 - a. the CSM Catalog and Fall 2017 Class Schedule, math and English/ESL sequences
 - b. collegeofsanmateo.edu
 - c. www.assist.org
 - d. Other web-based resources
3. Create a List of challenges Krista may be facing, questions you would ask Krista, recommendations, referrals and follow-up advice:

Rubric:

Krista's uncertainty and misinformation about business as a major matches many of our students – and allows the Counselors to utilize Counseling/Career skills to address Krista's situation:

1. Basic Skills placements
2. AS-T Business, and/or the multitude of business Associate's degrees in the CSM Catalog
3. 2-year transfer
4. Business as an "easy" major to obtain work
5. Plans to work a lot of hours
6. Difficulty of Krista's Commute
7. "Have you applied for financial aid?"
8. "Do you know about our EOPS, Multicultural Center, Puente and other Support Services?"
9. DACA/AB540?
10. How much family support does Krista expect related to her attending college?
11. Is it feasible for Krista to plan for transfer out of the Bay Area?
12. Math and English sequences (The differences in major preparation at each transfer campus)
13. 2 year transfer/4 full semesters will help us know more about the Counselor's philosophy regarding course load; balancing school, work, family; math and English sequences

Provide each Participant with:

The SEP Scenario

CSM Catalog

Fall 2017 Class Schedule

IGETC, CSU and AA/AS Worksheets

Paper SEPS

List of web-based resources:

1. smccd.edu
2. collegeofsanmateo.edu
3. assist.org

Creating and Revising an SEP

Log into “SARS Anywhere” to view your schedule, make appointment notes and schedule student follow-up appointments. Use

<https://sarsanywhere.smccd.edu/SARSAnywhere/>

- To print your daily schedule click the print icon and then “view.” A PDF of your schedule will be created for you to print.
- Double click on a student name and use the menu listed on the top/right side of the window to review previous notes, student history, important alerts and to extend a 30 minute appointment to 60 minutes.

Use Google Chrome to log into WebSMART and DegreeWorks: Use your G# as your User ID

<https://websmart.smccd.edu/>

ENGL/ESL/MATH Placements

- New students will typically bring their placement results to the first appointment.
- To review placements log into WebSMART/ “Advisor Services” and then “Student Test Information.” Enter the student’s G#.
- You may also find placement results on BANNER: SOATEST (Use Internet Explorer)

Review CSM Assessment Services: <http://collegeofsanmateo.edu/assessment/>

- Find information about the statewide Multiple Measures criteria CSM uses, as well as the placement assessments for English, ESL and Mathematics.
- Information about CSM’s music pre-requisites, information competency assessment and pre-requisite equivalency forms are included on the Assessment Services website.

DegreeWorks

- From WebSMART, “Advisor Services” find “DegreeWorks.”
- Enter the student’s G# to find the Degree Worksheet.
 - You will see an audit based on the goal the student has selected – most likely when they applied for admission to CSM.
- Many students have changed their goal and are surprised to see an audit for the wrong major☺
 - Encourage students to focus on selecting a major and educational goal by enrolling in COUN/CRER classes their first semester.
 - Counselors can update a student’s major and goal, yet wait until an SEP is created or the student’s “audit” will not function correctly.

Creating/Revising an SEP

- On DegreeWorks find the “Ed Plan” tab (top/left).
- Scroll the tab to find previous SEPs
- For new students and students without a previous SEP – “add new plan.”
 - Name the plan based on the student’s major and goal.
 - Include a number in the title. For example:
 - SEP #1 NEW AS-T Business/IGETC and UCB or SFSU Business
 - SEP #3 NEW Business and transfer to a UC or CSU – Still Exploring.

- For Continuing Students – use the small arrow to find the most recent plan which is typically the SEP with the highest number.
- The most recent plan is not always the plan that auto-loads. Many students will know which plan is their most recent, and many will not.
- Never edit or revise another counselor’s SEP. Create another SEP, or use “save as” to copy an SEP before making changes to a plan.
 - Re-name the plan based on the student’s major and goal.
 - Include a number in the title. For example:
 - SEP #4 AS-T Business/IGETC and UCB or SFSU Business
 - SEP #11 UC Davis TAG – Managerial Econ with AA-T ECON/IGETC-CSU
- Select the mode (notes or calendar) and then “load.”
- Use “View” to review the SEP with the student
- Use “Planned vs. Taken” to compare the SEP with courses the student is currently taking or has completed.
 - This function illustrates how closely a student is following their SEP.
- Use “Edit” mode to create or revise an SEP
 - NEVER edit another Counselor’s SEP.
 - Use the “Save As” function and rename the SEP using the next highest number.
- When revising any SEP, it is a best practice to use “save as” to create another SEP to preserve the student’s SEP history.
- In “Edit” mode: Select:
 - “Check All Terms” (bottom right)
 - “Show What-If Options” (bottom right)
 - Use the “What-If” table to:
 - “Pick a Degree”
 - Select an “Academic Year” (typically the current year or the student’s Catalog year).
 - Select CSM as the College (Canada or Skyline are also listed)
 - Find the student’s Major and Concentration
 - Select “Process New” (Bottom right) to perform the audit.
 - Select “Hide What-If Options” (top right) to reveal the audit.
 - Use the audit to drag/drop courses into the SEP.
 - Save the plan often!
 - Run another audit once the SEP is completed.
 - The audit will capture courses from the SEP for an AA/AS Degree, yet will not capture IGETC or CSU courses.
 - This dysfunction in DegreeWorks is likely the result of decisions made by administrators who do not work directly with students 😊

- “Notes” mode:
 - Include notes by semester to clarify choices in course selection, list important deadlines, reminders or other information to assist the student.
 - Examples:
 - “Take ENGL 100 or 105” to explain the option for completing IGETC AREA 1A.”
 - “COMM 110, 130, 140 or 150 will complete the CSU G.E. Area A1 required for admission.”
 - “Apply for a TAG with UC Davis in September 2018 and to all UCs in November 2018 for fall 2019 transfer. Use the Transfer Admission Planner.”
 - “This is your third and last attempt to complete MATH 251.”
 - Create an inclusive note for the plan (bottom of the SEP) to highlight important information for the student that will appear at the top of the SEP in “View” mode.
 - Examples:
 - “This plan focuses on UC Davis Electrical Engineering and includes the AS-T MATH/IGETC-CSU and AS-T PHYSICS. This plan is not complete. Review IGETC general education AREAS 3 and 4 and make a follow-up appointment to complete this plan.”
 - “This plan completes the AA-T PHIL/CSU GE. Apply for the degree by March 1, 2019. If SJSU is open for your major in spring 2020, apply for transfer in August 2019 using the online application - Cal State Apply. Make a follow-up appointment for assistance completing both applications.”
- “Calendar Mode:”
 - Calendar mode provides an efficient method for illustrating course sequences and the length of the SEP.
 - This mode does not include semester-by-semester notes.
 - Create an inclusive note for the plan (bottom of the SEP) to highlight important information for the student.
- “Planned vs. Taken:”
 - Compare the SEP with courses the student is currently taking or has completed.
- Print the SEP using “View.”
 - The “Notes” mode will include the semester notes.
 - The “Calendar” mode is useful to illustrate semester- by-semester sequences
 - Both modes will include “plan notes” at the top of the SEP.
 - Demonstrate how to find and print an SEP for the student prior to the end of the session.
- SEP Samples:
 - New Student SEP
 - Student focusing on ESL
 - International SEP
 - Veteran SEP
 - Financial Aid SEP
 - Loans, FA Appeal SEP
 - Reinstatement SEP
 - STEM Major(s) – still exploring SEP
 - SEP for Multiple Goals