

Checklist for Transition Advising: Advisement Taking Place before Semester Conversion

1. Run Campus Academic Advisement Report (CAAR).

- Helpful Resources:
 - Video: "How to Run a CAAR Report" (<https://get.calstatela.edu/>)
 - Handout: "How to Read a CAAR" (<http://www.calstatela.edu/academicadvisementcenter/facultystaff-advisement-tools>)
- If appropriate, direct courses and/or make substitutions for courses already completed.
- Determine total number of courses needed to graduate.
- Factor in student's typical course load, determine if student will graduate prior to Fall 2016. If student will graduate prior to Fall 2016, **STOP**, no IAP required.

2. Determine appropriate University/GE catalog term ("Car Req Term").

- Take a look at the Guidelines for GE Transition Advising.
- Students should follow the new semester system GE requirements (i.e., change their University/GE catalog term to Fall 2016) unless:
 - they transferred to Cal State L.A. with full GE certification (GE F);
 - they will complete all or all but one of the quarter system GE requirements prior to Fall 2016; or
 - they have taken a third course in both Blocks B and C, Blocks B and D, or Blocks C and D and will have completed 13-17 GE courses in the quarter system.

3. Add courses needed to meet remaining GE and University Requirements into Planner and assign to specific terms.

- Handouts needed:
 - A. Student Step by Step Instructions for IAP
 - B. Quarter GE course list
 - C. Semester GE course list
 - D. Appropriate GE conversion table (semester-to-quarter or quarter-to-semester)
- Courses should be added into planner and then assigned an appropriate term since course selection is specific to quarters versus semesters (e.g., the selection of a quarter system GE C1 course may not meet the GE C1 requirement if taken in semesters).
- Overlap requirements such as diversity (d), race/ethnicity (re), writing intensive (wi), and civic learning (cl) with other GE requirements whenever possible.
- Ensure that the GE A3 and ENGL 102 requirements are completed in the quarter system (if not possible, student should not complete either of these two courses in the quarter system. Instead, they should complete GE A3 in semesters (the quarter GE A3 and ENGL 102 requirements have been merged into one requirement [GE A3] in the semester system). Note that while students will need to meet the GE Upper Division requirement, they no longer need to satisfy the "Theme" aspect of that requirement, even if staying with quarter system requirements (e.g., they will need one Mathematics/Natural Sciences course, one Social Sciences course, and one Humanities course, but not necessarily from the same theme).

4. Determine appropriate major catalog term ("Requirement Term").

- Each department/program will need to establish criteria for determining the most efficient catalog term for each student.

If department/program allows all courses taken in the major in the quarter system to meet new semester system major requirements (via course substitution(s), if not required in the new curriculum), most students would benefit by changing their major catalog term to Fall 2016.

5. Add courses needed to meet major requirements into Planner and then assign to specific term.

- Handouts needed:

- A. Major requirements conversion table

- B. Course rotation for major indicating which terms courses will be offered

6. Ensure courses in Planner will meet all requirements for graduation (including overall unit degree requirement).

- If University/GE and major catalog terms are both remaining pre-Fall 2016, run CAAR; otherwise run What-if Report (if running a What-if Report with a quarter system University/GE catalog term and semester system major catalog term, you do not need to use the student's actual University/GE catalog term, you can use any pre-Fall 2016 term).
- If courses in Planner meet all course requirements, but not overall unit degree requirement, add appropriate number of free electives to Planner.

7. Enter University/GE and major catalog term in notes section of the Planner.

8. Instruct student to submit Individualized Advisement Plan (IAP).

9. Approve or reject submitted Individualized Advisement Plan (IAP).

- If you reject an IAP, add a rationale and instructions for the student in the comments section. Approve IAP once corrected and re-submitted.