California State University, Los Angeles

Student Step by Step Instructions for IAP

The instructions below are a step by step guide for completing an Individualized Advisement Plan (IAP). The IAP is not mandatory, but ***highly recommended***. Firstly, once it is approved by an advisor, it serves as a roadmap to facilitate graduation requirements under your major, and if applicable, minor program(s). Secondly, it provides the opportunity to inform the university of courses you plan to enroll in and when. This information will allow the university to improve course offerings based upon demand.

Before you can complete an IAP, you must consult with your major department about which requirements you will follow: the current quarter system catalog requirements or the new semester system catalog requirements. The procedures for determining which requirements will be more efficient for you will vary by major. In addition, it is possible to have different catalog requirements for University requirements (including GE) and major requirements. Once you have determined which set of University and major requirements you will be following, you will know what classes you need to put into your IAP.

STEP 1: Go to www.calstatela.edu/.

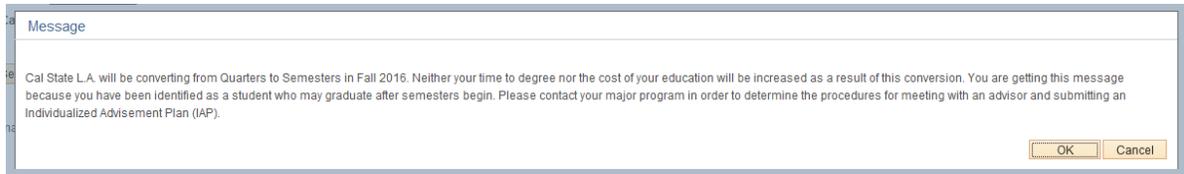**STEP 2:** Click on "MyCSULA" at the top of the landing page.

STEP 3: Enter your User Name and Password in the "MyCSULA" Portal.

STEP 4: Click the Golden Eagle Territory ("GET") icon on the left.

**STEP 5:** Click "Self Service."

STEP 6: Click "Student Center."

- If you have been identified as a student who may graduate after semesters begin (Fall 2016), you will see a pop up message alerting you of the university's conversion to semesters and instructing you to complete an IAP. Be sure to contact your major advisor to discuss which GE and major requirements you should follow to complete your degree(s) *before* completing an IAP. This pop-up message will be activated for students at different times depending upon how many units have been completed, so if you do not see it yet, you will need to wait to complete your IAP.

Message
Cal State L.A. will be converting from Quarters to Semesters in Fall 2016. Neither your time to degree nor the cost of your education will be increased as a result of this conversion. You are getting this message because you have been identified as a student who may graduate after semesters begin. Please contact your major program in order to determine the procedures for meeting with an advisor and submitting an Individualized Advisement Plan (IAP).
OK   Cancel

- Read and click "OK."

Note: After speaking with your major advisor, return to your GET account. The Individualized Advisement Plan will be listed under your "To Do List" on the right side of the screen.

STEP 7: Click "Individualized Advisement Plan" under the Academics section.
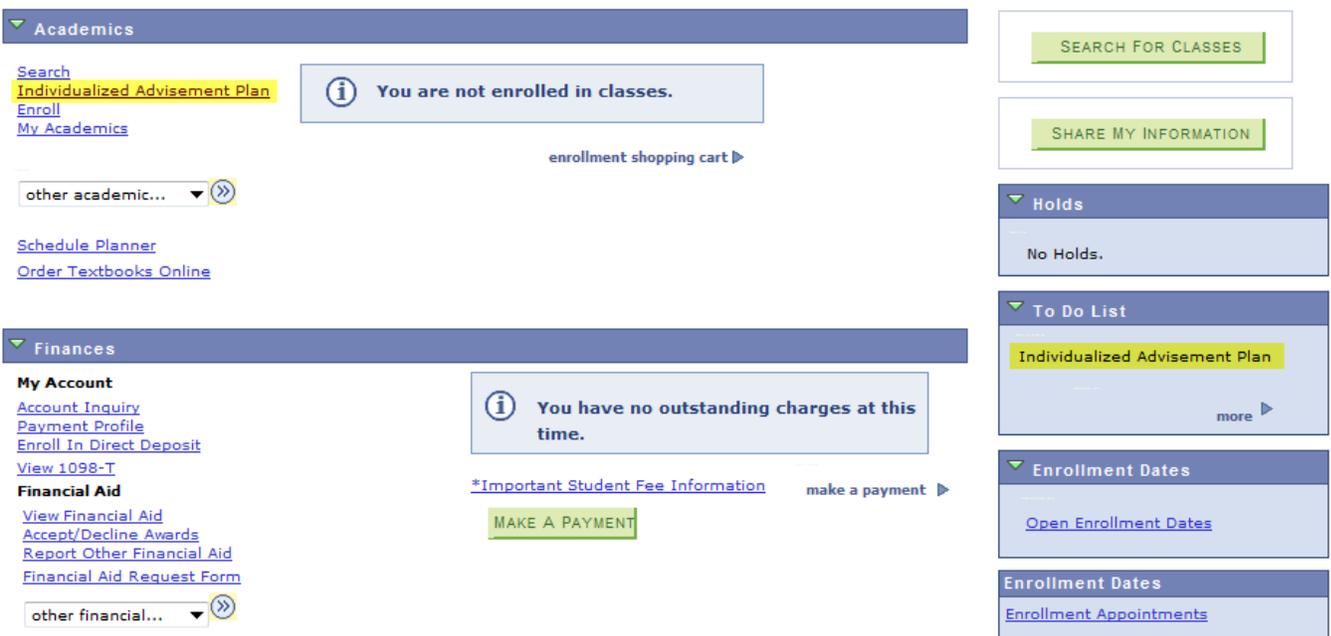
STEP 8: If, with the help of an advisor, you decide to follow semester requirements for either your GEs and/or major(s), click the "What-if report" (blue link) on the right side of the screen. Proceed to STEP 9.

- If you will not follow the semester requirements, but will continue to follow quarter requirements to complete your degree(s), proceed to STEP 13.

Individualized Advisement Plan

Add courses to Planner using:

COURSE CATALOG | MY REQUIREMENTS

Goto What-if Report

(i) Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

Search Plan Enroll My Academics

go to ... ⌄ »

STEP 9: Click "CREATE NEW REPORT".

- Here, you will be able to see a report similar to your Degree Progress Report (CAAR) except with academic requirements under the semester catalog. Essentially, the "What-If" report means, "*what-if I decide to follow the semester requirements for my major(s) instead of my current quarter requirements*?"

STEP 10: Under "Career Scenario" use the "Career" dropdown menu to select undergraduate or graduate.

- Use the "Requirement Term" dropdown menu to select either "Fall Semester 2016" (if you want to follow semester system GE and University requirements) or "Spring Quarter 2015" (if you want to follow quarter system GE and University requirements).

Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Click the Submit Request button to request a degree progress report based on your what-if information.

RETURN TO REPORT SELECTION

Career Scenario

Select a career for which you want the change to take place.

Institution	Career
Cal State University, L.A.	Undergraduate ▼

Fall Semester 2015
Fall Semester 2016
Spring Quarter 2015
Spring Semester 2016
Summer Quarter 2015
Summer Quarter 2016
Winter Quarter 2016

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Plan Term	Concentration	Subplan Term
Business & Economics ▼	Bus Adm-BS-MGMT ▼	▼	Opt in Management ▼	▼
None ▼	None ▼	▼	None ▼	▼
None ▼	None ▼	▼	None ▼	▼

STEP 11: Under "Program Scenario", use the "Academic Program" dropdown menu to select your college (ex. Arts & Letters, Natural & Social Sciences, etc.).

- Use the "Area of Study" dropdown menu to select your major.

- Use the "Plan Term" dropdown and select "Fall 16".

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Plan Term	Concentration	Subplan Term
Business & Economics ▼	Computer Information Syst ▼	Fall 16 ▼	None ▼	▼
None ▼	None ▼	▼	None ▼	▼
None ▼	None ▼	▼	None ▼	▼

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

browse course catalog

What-If Course List	View All	🔲	First ◀ 1 of 1 ▶ Last
Course		

SUBMIT REQUEST

- If applicable, use the "Concentration" dropdown menu to select your concentration/option.

- If applicable, also use the "Subplan Term" to select "Fall 16."

- Click "Submit Request" at the bottom of the screen.

- Click "Print Report" to print the report.

- Repeat STEP 11 if you're pursuing more than one major.

STEP 12: View the remaining courses and requirements necessary for completing your degree(s).

STEP 13: Now, select the remaining major courses you must take to complete your degree(s). You may select courses by clicking "My Requirements". (*This function however, only allows you to add major courses, not GE courses, to your IAP. You will use the "Course Catalog" function to add GE courses. In addition, the courses identified in this function are those that satisfy **quarter** requirements only. Thus, if you plan to follow semester major requirements, DO NOT add courses using "My Requirements". Instead, use the "Course Catalog" function in STEP 16).*

STEP 14: Click a course needed.

Cal State L.A.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION: CORE REQUIREMENTS [RG 149]

Not Satisfied:

- Units: 72.00 required, 54.00 taken, 18.00 needed

BUSINESS LD CORE

Not Satisfied: LOWER DIVISION REQUIRED COURSES [RQ 3]

▽ **LOWER DIVISION REQ'D COURSES**

Not Satisfied: REQUIRED LOWER DIVISION COURSES

- Courses: 7 required, 3 taken, 4 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACCT 200A	PRIN OF ACCOUNTNG I	7.50	Spring Quarter 2009	C	01	✅
ACCT 211	PRINCIPLES OF MANAGERIAL ACCT	4.00				
CIS 100	BUSINESS COMPUTER SYSTEMS	4.00				
ECON 201	PRIN OF ECONOMICS I: MICRO	4.00				
ECON 202	PRIN OF ECONOMICS II MACRO	4.50	Spring Quarter 2009	C		✅
ECON 209	APPLIED BUS AND ECON STATISTIC	6.00	Spring Quarter 2009	C		✅
FIN 205	LEGAL & REGULATORY ENVIRONMENT	4.00				

View All | 🔼   First ◀ 1-7 of 7 ▶ Last

BUSINESS UD CORE

Not Satisfied: UPPER DIVISION REQUIRED COURSES [RQ 4]

STEP 15: Click "add to planner".

- Continue to add all remaining courses necessary to graduate.

- Return to the planner screen.

- Proceed to STEP 16.

STEP 16: Click "Course Catalog."

Add courses to Planner using: Goto What-if Report

COURSE CATALOG   MY REQUIREMENTS

ⓘ Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

My Advisees   Student Center   Transfer Credit

[Cancel]

- Here, you may select the remaining courses you plan to take up until the time you graduate. This is similar to the process you use for enrolling in courses each quarter. Both quarter system classes and semester system classes will be available for you to select. Use information provided by your major department to make sure you have selected the courses you will need to meet all graduation requirements.

Individualized Advisement Plan

Browse Course Catalog

Cal State University, L.A. | Undergraduate

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

[COLLAPSE ALL]   [EXPAND ALL]   [ADD TO PLANNER]

Select subject code to display or hide course information.

▷ AAAS - Asian & Asian American Studies

▷ ACCT - Accounting

▷ ACLP - Amer Culture & Language Prog

▷ ADVP - Advanced Placement Credit

▷ AL - Arts & Letters

▷ AMER - American Studies

▷ ANTH - Anthropology

STEP 17: Add courses to the Planner.

- Click the course subject (e.g., "NURS").

- Check the box to the left of the specific course you would like to select (e.g., 210 "Introduction to Professional Nursing Process and Skills I"). You may select multiple courses from the same course subject (e.g., NURS 100, 210 and 211).

- Click "Add to Planner" at the top or bottom of the screen. A yellow box will appear stating your course has been added (e.g., "NURS 210 has been added to your Planner").

- Repeat until you've added all remaining courses in your planner you must take to complete your degree(s).

- Click back arrow button when finished.

STEP 18: Assign courses to terms (when you plan to take each course).

- Click the checkbox to the left of a course.

Unassigned Courses						
Select	Course	Description	Prereq	Units	Typically Offered	Notes	Delete
☐	BIOL 100C	INTRO TO BIOLOGY III		5.00			🗑
☐	BIOL 360	GENERAL ECOLOGY		4.00			🗑
☐	CHEM 103	GENERAL CHEMISTRY III	yes	5.00			🗑
☑	NURS 210	INTRO PROF NURS PRO & SKILS II	yes	3.00			🗑

Move selected courses to Term [▼] [move]

- Select a term for that course using the dropdown menu under "Move Selected Courses to Term." For example, "Spring Quarter 2015" or "Fall Semester 2016."

Unassigned Courses						
Select	Course	Description	Prereq	Units	Typically Offered	Notes	Delete
☐	BIOL 100C	INTRO TO BIOLOGY III		5.00			🗑
☐	BIOL 360	GENERAL ECOLOGY		4.00			🗑
☐	CHEM 103	GENERAL CHEMISTRY III	yes	5.00			🗑
☑	NURS 210	INTRO PROF NURS PRO & SKILS II	yes	3.00			🗑

Move selected courses to Term [move]

Fall Semester 2015
Fall Semester 2016
Spring Quarter 2015
Spring Semester 2016
Summer Quarter 2015
Summer Quarter 2016
Winter Quarter 2016

Fall Semester 2015					
Select	Course	Description	Units	Typically Offered	Delete
☐	ART 101A	WORLD ART	4.00		🗑

- Click the "Move" button. You will see the course now listed under the selected term.

- Repeat for all of your remaining courses.

- Keep in mind that you should be taking one more course per term after semester conversion than you did in the quarter system to keep an equivalent course load. For example, **three** 4-unit classes in the quarter system require the same number of hours per week as **four** 3-unit classes in the semester system. See Semester Conversion Handbook for details. ***And remember, for a bachelor's degree, whether under the quarter or semester system, you should complete a minimum of 15 units per (primary) term to graduate in 4 years. This is also known as "15 to Finish!"*** For additional information go to www.calstatela.edu/semester .

STEP 19: Add notes (optional).

- The "Notes" section to the right of each course may be used to add course specific comments. You and an advisor may add to, change, or delete these notes if desired.

STEP 20: Enter University and major requirements catalog years in comments.

- Indicate in the "Comment" section at the bottom of the screen whether you will be following your current quarter system catalog requirements (pre-Fall 2016 catalog year) or changing to the new semester system requirements (Fall 2016 catalog year). Do this for both University requirements and major requirements.


- The "Comment" section can also be used to add general comments by you and/or your advisor. Unlike course notes, these comments cannot be changed or deleted.

STEP 21: Submit your IAP.

- When you have assigned ALL the courses you plan to take to a specific quarter or semester term *up until the time you graduate*, you are ready to submit your IAP. Click "SAVE PLANNER".

- Click "VIEW AS PDF" to view all the courses you've selected in PDF form.

- Click "SUBMIT IAP" to submit an IAP to an advisor for approval. A pop up will confirm your submission, and you will also receive an email confirmation.
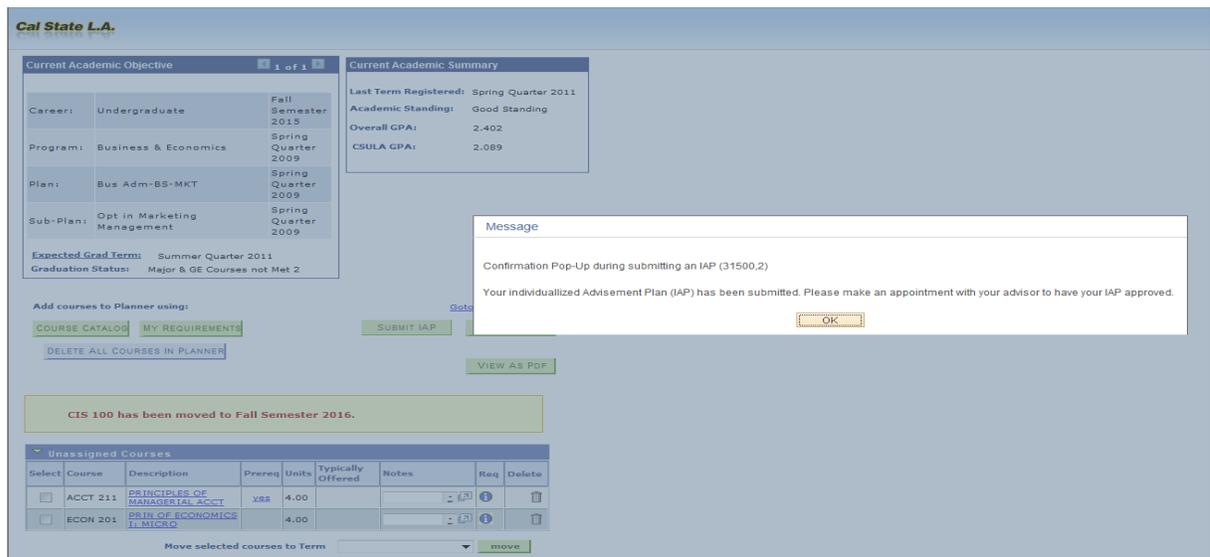
STEP 22: An advisor will approve or return your IAP.

- If approved, you will be notified via email and a pop up message will appear when you log into GET. The IAP will be dated and stamped on the PDF you viewed before, and "Individualized Advisement Plan" will be removed from your "To Do List." **Congratulations, you're done!** From here, you will continue to enroll and complete the courses necessary to graduate as planned. *Note: the IAP does not automatically enroll you in courses.* Please follow usual procedures for class enrollment.

- If returned, you will be notified via email and a pop up message will appear when you log into GET. Return to your IAP and review the comments provided by your advisor. Then make the necessary changes. Finally, resubmit for an advisor to again review. Once you receive approval via email or pop up message in GET, the IAP will be dated and stamped on the PDF you viewed before, and "Individualized Advisement Plan" will be removed from your "To Do List". **Congratulations, you're done!** From here, you will continue to enroll and complete the courses necessary to graduate as planned. *Note: the IAP does not automatically enroll you in courses.* Please follow usual procedures for class enrollment.

- *If you have decided to change to the new semester system requirements (Fall 2016 catalog year) for University and/or major requirements, work with your advisor to change your catalog year(s). Make sure to check your Degree Progress Report (CAAR) in GET to verify that your requirements have officially changed to semester system requirements.*

*** If you're in need of assistance, please contact an advisor. You may locate an advisor by contacting your major department. Visit www.calstatela.edu/semester-transition-advising, or call the Office of Semester Conversion at (323) 343-5054.