



**CAL STATE LA**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Transfer Advising & Registration

NSS Academic Advisement Center



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# Student Learning Outcomes

## **Understand Degree Requirements**

- Review Program Sheet and Follow in GET
- Understand course sequencing in terms of timely progression in major
- Review university requirements

## **Identify Academic Support Programs**

- Identify available resources
- Take initiative on when and how to use them

## **Register for Coursework**

- Review registration system
- Register for recommended courses



CALIFORNIA STATE UNIVERSITY  
LOS ANGELES

# The NSS Academic Advisement Center Team



## NSS Academic Advisement Center Team

From Left to Right,  
Mike Sizemore, Ana Fernandez, Bobbie Galaz, Jeremy Sermeno Rick Urban,  
Gene Sandan (Director), Maria Anzaldo, Elizabeth Velasco, Maite Villareal,  
Maritza Perez, Quine Jones and our wonderful student assistant Summer  
Brantner!

- One-on-one and group academic advisement
  - general education
  - major requirements
- Information about degree options in NSS
- Academic plans/semester course schedule planning
- Clarify university policies procedures, deadlines, forms
- Assistance completing appropriate department and campus forms
- Goal-setting & identifying strategies for academic success
- Referrals to appropriate campus resources
- Academic intervention and probation advisement
- Self-efficacy and personal development workshops

# Health Careers Advisement Office (HCAO)

Interested in a career in the health field? Thought about working as a Doctor, Veterinarian, Dentist, Pharmacist, Physician's Assistant, Chiropractor?  
HCAO is here to support you every step of the way!

We provide:

- Individual and group advising
- Application assistance and Mock Interviews
- Workshops and Seminars
- Networking Opportunities
- On-line and in person community with students, faculty, and staff committed to the health fields



Website: <http://www.calstatela.edu/healthcareers>

Location: KH D1044

# NSS Academic Advisement Center

## Appointment Model

### Same Day 15 Appointments

Quick questions about the following:

- Class Schedule Assistance  
(current or next semester)
- General questions about GE, University, Major/Minor requirements, policies and procedures
- Get quick answers to the most frequently asked questions.

### 30 Minute Appointments

Appointments about the following:

- Degree Progress & Planning
- Graduation Checks
- Exploring or Declaring a Major/Minor
- Academic Concerns (Grade Concerns/Academic Probation)
- Creating a SAP Plan for Financial Aid

# University Requirements

GE's and Other Coursework

# Lower Division General Education

- **GE Certification:**
  - A student has completed the CSU lower division GE requirements in Content areas A through E at the Community College. (CSULA Catalog, 2016-2017).
- **Check your Advisement Report on GET to ensure coursework transferred correctly**
  - Transfer credit evaluations should be complete by the end of the first semester
- **Notice a discrepancy - meet with an NSS Academic Advisor!**
  - Work with proper departments to petition/substitute/direct coursework
- **Catalog Rights – the requirements you follow for GE determined by:**
  - Year you began at your institution, and continuous attendance



# University Requirements

## Catalog date Summer 2016 or before

Career:	Undergraduate	Fall Quarter 2014
Program:	Natural & Social Sciences	Fall Quarter 2014
Plan:	Sociology	Fall Semester 2016
Sub-Plan:	Opt: Inequalities & Diversity	Fall Semester 2016

Two diversity courses (d)

Upper Division GE : Choose one course from Natural Science, Humanities, and Social Sciences.

(Major courses do not double count)

## Catalog date Fall 2016 or after

Career:	Undergraduate	Fall Semester 2017
Program:	UGRD Degree Programs	Fall Semester 2017
Plan(MAJ):	Biochemistry-BS	Fall Semester 2017
Degree:	BS	Fall Semester 2017

One diversity(d) and one race ethnicity(RE) or two RE courses


Upper Division GE: Choose any three courses in any area.

(Major Courses can double count)

Need one course that has a CL

# Upper Division General Education

- ALL students must take 9 units of Upper Division GE as a graduation requirement
- Select one course from:
  - Natural Sciences & Quantitative Reasoning
  - Arts & Humanities
  - Social Sciences
- Finish any missing lower division GE areas
- Diversity requirement must be fulfilled
  - One **race/ethnicity (re)** course and one **(d) diversity** course.

GENERAL EDUCATION UPPER DIVISION COURSES		
Effective: Fall Semester 2016		
B NATURAL SCIENCES AND QUANTITATIVE REASONING ( 3 UNITS TOTAL )	C ARTS AND HUMANITIES ( 3 UNITS TOTAL )	D SOCIAL SCIENCES ( 3 UNITS TOTAL )
ANTH 3610, 3700, 3850(re)	AAAS 3500(d), 3530	AAAS 3480(re), 3510(cl)(re), 3520(cl)(re), 3540(d), 3730(cl)(re)
ASTR 3600, 3601(wi)	ART 3110(cl), 3170(cl), 3700(d)	ANTH 3000(cl)(d), 3200(cl)(re), 3210(cl)(re), 3350(d), 3360, 3380(d), 3550(d), 3790(wi)
BIOL 3084	CLS 3009(d), 3200, 3220(re)	CHDV 3210(cl)(d), 3420(d), 3470(d), 3720(cl)(re), 3730(cl)(re), 3750(d)
CE 3520, 3580	COMM 3420(d), 3835(d), 3850(d)	CLS 3100(cl)(d), 3120(cl)(re), 3130(re), 3300(d), 3320, 3400(re), 3720(cl)(re), 3750(d)
CHEM 3800	ENGL 3810(re), 3815(cl), 3820(cl), 3822(re), 3825(wi), 3830(d), 3835(d), 3840(cl), 3850(cl), 3855(cl)	COMD 3090, 3190(cl), 3900
CLS 3770(cl)	FREN 3739(wi)	COMM 3720, 3840(d), 3855, 3890(cl)(d)
GEOG 3090(cl), 3100(cl), 3120(cl), 3330	HIST 3560(d), 3570(d)	ECON 3340, 3600, 3650(re)
GEOL 3120(cl), 3330, 3570(cl)	HNRS 3200(wi)(re)	EDCI 3700(wi)
HIST 3300, 3800	LAS 3350(re), 3420(re)	EDFN 3130(re)
HNRS 3400	LBS 3665(wi)(d)	EDIT 3000(cl)
KIN 3000, 3450	ML 3009(d), 3123(d), 3300, 3820(d)	EDSP 3010(cl)(d)
LBS 3860	MUS 3500, 3580(d)	FREN 3729(re)
MKT 3700	NURS 3850(d)	GEOG 3760(cl)(wi)
NTRS 3510, 3570(d)	PAS 3050(re), 3070(re), 3350(re), 3420(re), 3810(re), 3822(re)	HIST 3100(d), 3350(d), 3400(re), 3405(cl)(d), 3450(cl), 3510(d), 3520(cl)(re), 3600(d), 3700(cl)(d)
NURS 3070(d), 3080	PHIL 3210, 3250, 3270(d), 3290(re), 3330(wi)(cl)(d), 3690(d), 3710, 3720, 3730(d)	HNRS 3300(cl)(d)
PH 3770(cl)	POLS 3420(d)	LAS 3000(cl)(d), 3020(cl)(re), 3500(cl)(re), 3600(re), 3700(wi)(d), 3800(cl)(d)
PHIL 3800, 3850(re), 3900	RELS 3250(d), 3350(d), 3500(re), 3850(d)	LBS 3200(d), 3840(d)
PHYS 3700	SPAN 3400	MKT 3950(cl)
PSY 3070(d), 3230(cl), 3880	TA 3140	ML 3000(d), 3003(d)
RELS 3650	TVF 3240(re), 3340(re), 3660, 3830(d)	NURS 3550, 3820(cl)(d)
WGSS 3860	WGSS 3050(re), 3650(d), 3665(wi)(d)	PAS 3020(cl)(re), 3480(re), 3600(re), 3690(cl)(re), 3715(cl)(re), 3800(re)
		
<b>NOTES FOR GENERAL EDUCATION UPPER DIVISION COURSES</b>		
GE Upper Division requirement (9 semester units) Students must complete one course in each of the three discipline areas (Natural Sciences and Quantitative Reasoning, Arts and Humanities, and Social Sciences). One of these courses must include a Civic Learning/Community Engagement component (cl).		
**Temporary Change: FOR TRANSFER STUDENTS with the GE Catalog Year of Fall 2016 and beyond: The three GE Upper Division courses may be taken from <u>ANY</u> of the three breadth areas.		

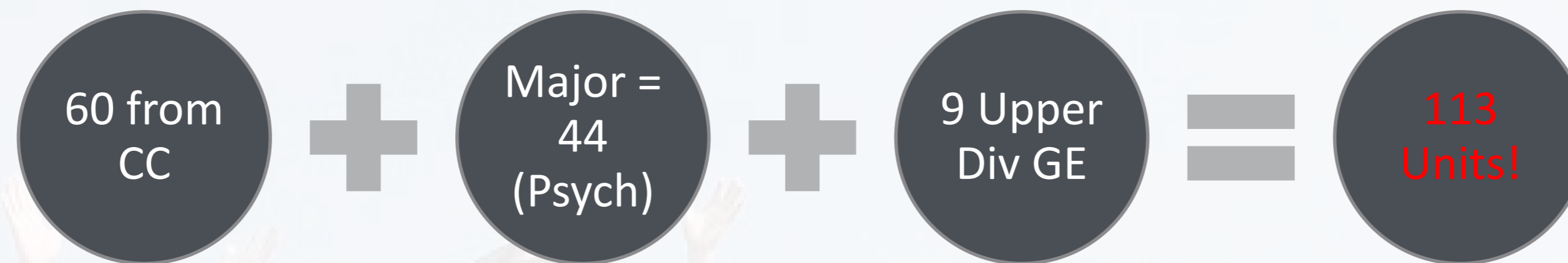
# Additional Graduation Requirements

Overall Units to Graduate

## Overall Units to Graduate

- Minimum 120 Units to Graduate
  - Maximum 70 units from your Community College
  - At least 50 units from Cal State LA

SCENARIO:



**You are not necessarily ready to graduate if you only complete GE and major requirements.**

**See an Academic Advisor for any questions!**

## Other Unit Requirements

- Minimum:
  - 40 units in Upper Division
  - 30 units in residence
  - 39 units in lower division GE
  - 9 upper division GE

# Graduation Requirements: Cal State LA and Cumulative GPA's



$< 2.0$

Academic Probation  
/ Disqualification

$\geq 2.0$

Good Academic Standing



$\geq 3.0$

Graduate School

# Successfully Transitioning

## Resources and Tips

# Recommendations for a Successful Transition

## Time Management

Create a realistic schedule –  
**BALANCE!**

Devote 2-3 hours per unit to  
studying outside of class

Utilize campus resources

## Tips for Success

Get involved and make friends  
Meet with an advisor 1-2x each  
semester

Career Center – first semester!

Develop a plan of action

Attend faculty office hours

Ask questions

## Health and Wellness

Dedicate time to personal well being

Build a support system

Eat a healthy meal and exercise at  
the X-treme fitness center

# CSU Academic Advisement Report (CAAR)

Overview of your Records



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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Why is your CAAR Important?

- Tracks student progress toward completion of degree requirements
- Updated in real time
- The graduation office uses the CAAR to verify if a student's degree can be awarded!



**CSULA provides videos that go in depth view of how to use GET/CAAR report. This is a brief overview of the more important parts**



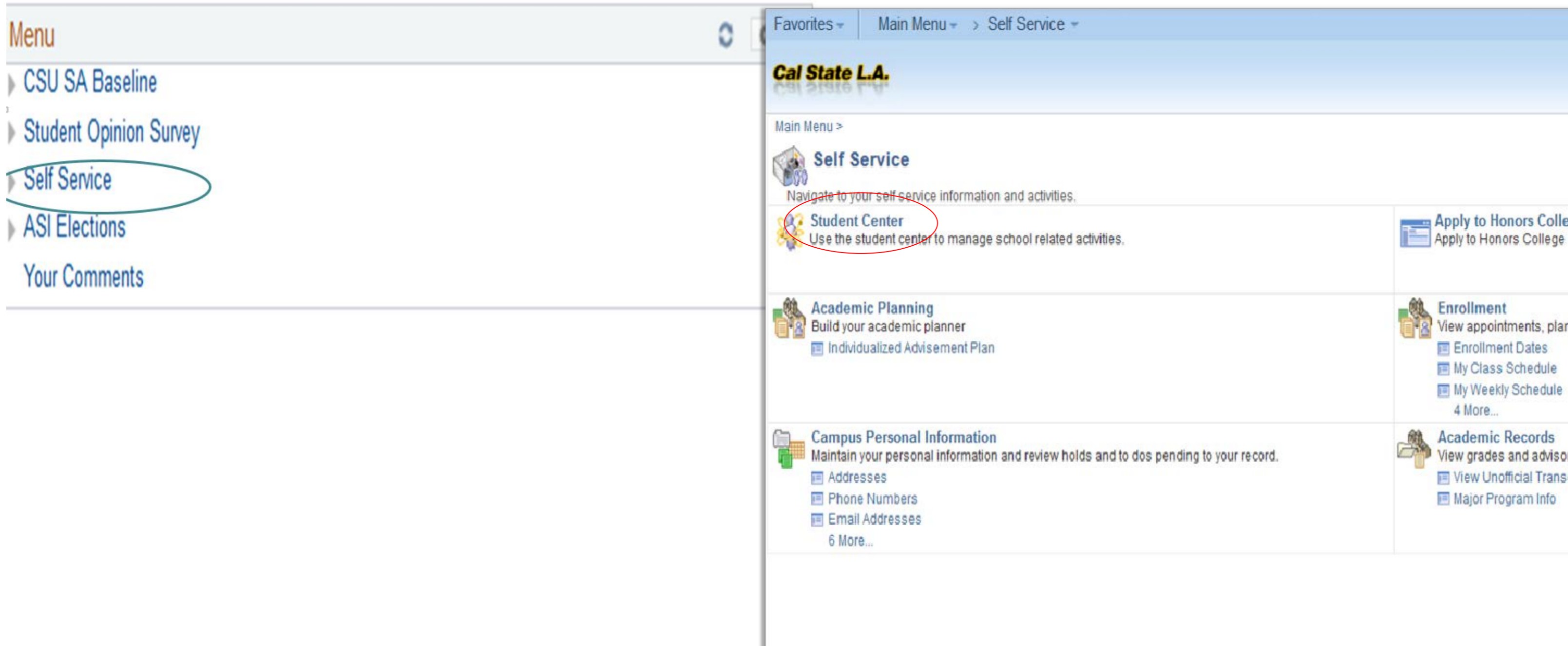
# Accessing Your CAAR Report

## Three Easy Steps After Logging in to GET

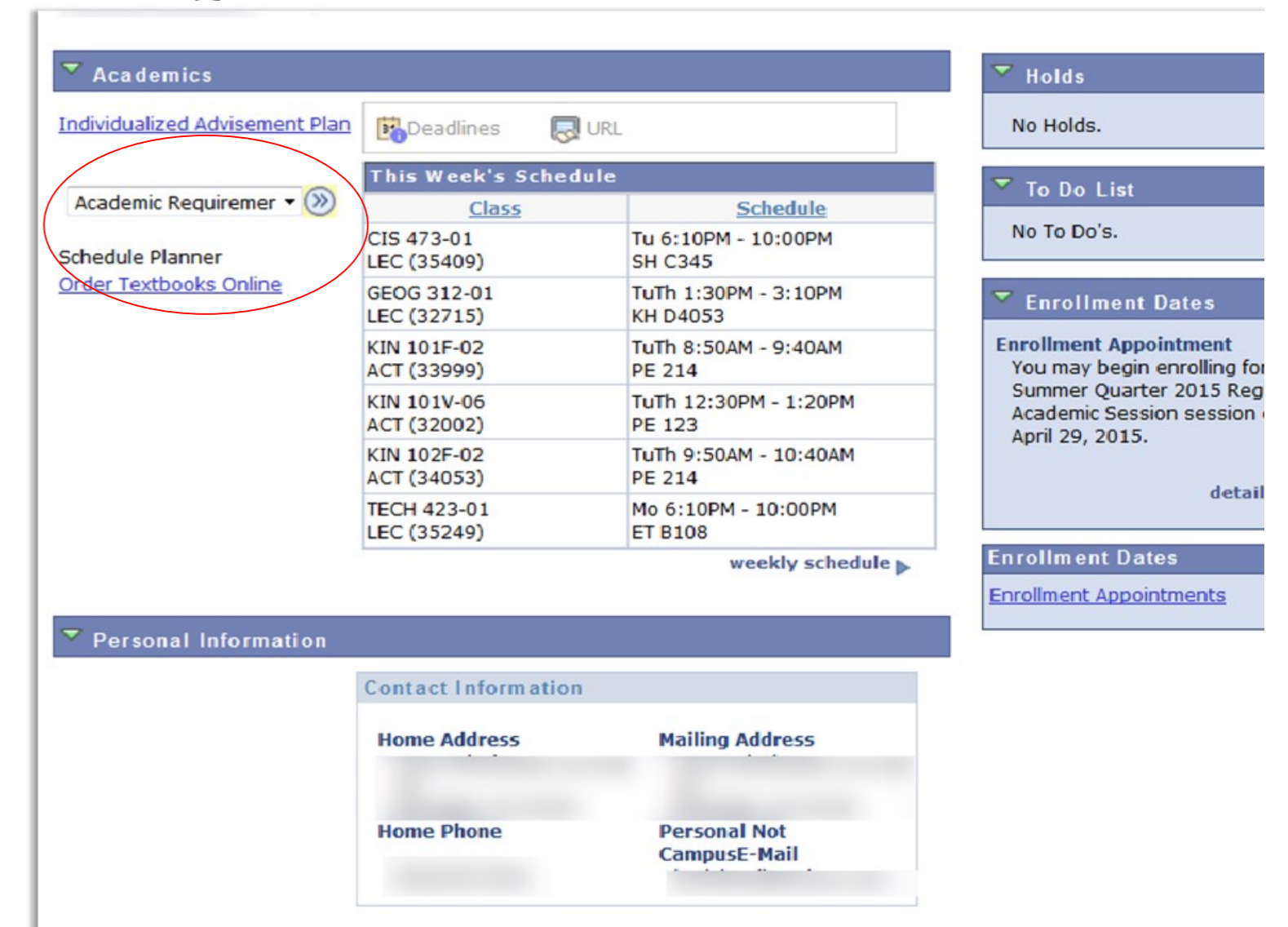
### Step 1: Self Service



### Step 2: Student Center



### Step 3: Academic Requirements from Dropdown



# CAAR Report: Academic Summary and Objective

## Current Academic Objectives shows:

- Career – Undergraduate/Graduate
- Program – Natural and Social Sciences, Arts & letters, etc.
- Plan (Major) – Ex; Psychology
- Specific Option will also be listed under the Plan (MAJ)
- Degree – BS/BA, MA/MS
- Graduation Status – Applied/Not Applied

## Current Academic Summary

- Term Registered for
- Standing
- Overall GPA
- Cal State LA GPA

Current Academic Objective			Current Academic Summary	
			<a href="#">Print Report</a>	<a href="#">Return</a>
			1 of 1	
			<a href="#">Requirement (Catalog) Term</a>	
Career:	Undergraduate			
Program:	Natural & Social Sciences	Fall Quarter 2014		
Plan(MAJ):	Psychology BA	Fall Quarter 2014		
Degree:	BA	Fall Quarter 2014		
Graduation Status:	Not Applied			
			Last Term Registered:	Fall Semester 2016
			Academic Standing:	Good Standing
			Overall GPA:	2.873
			CSULA GPA:	2.873

**Always double check that this information is correct!**

# CAAR Report






## What to Look For

▼ General Information

Below are the results of your Degree Progress Report. Should you have questions regarding the results, contact your academic adviser in your department or division.

**Degree Audit Icons**

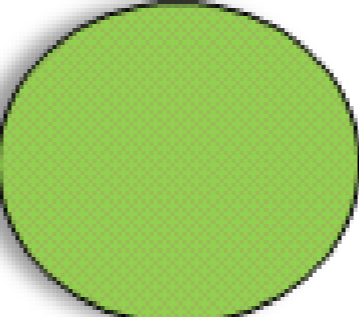
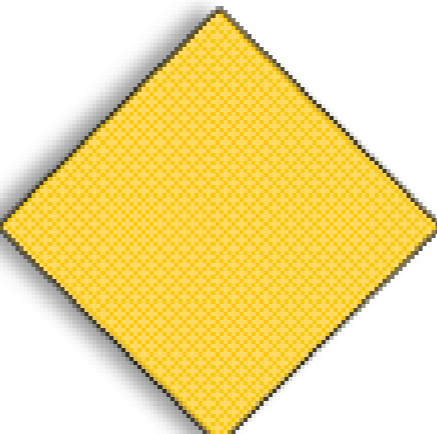
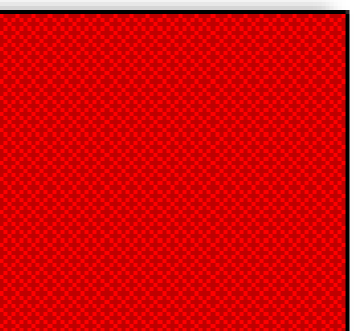
Below are the symbols that tell you the status of each requirement.

	Requirement Satisfied
	In Progress
	Planned
	Requirement Not Satisfied
	Exception Made

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This report last generated on 05/18/2015 10:20AM

[collapse all](#) [expand all](#)

 Completed  
 In progress/ Ungraded courses  
 Missing requirement

Click on expand all before continuing

# CAAR Report

## Understanding the Icons

**BADF BS CORE** ■

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION: CORE REQUIREMENTS [RG 148]**

• Units: 72.00 required, 68.00 taken, 4.00 needed

**BUSINESS LD CORE** ✓

**LOWER DIVISION REQUIRED COURSES [RQ 3]**

**LOWER DIVISION REQ'D COURSES** ✓

REQUIRED LOWER DIVISION COURSES

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
CIS 100	<a href="#">BUSINESS COMPUTER SYSTEMS</a>	4.00	Fall Quarter 2014	A		<span style="color: green;">✓</span>
ACCT 211	<a href="#">PRINCIPLES OF MANAGERIAL ACCT</a>	4.00	Spring Quarter 2013	A		<span style="color: green;">✓</span>
FIN 305	<a href="#">LEGAL+REGULAT ENVIRONMENT BUS</a>	4.00	Spring Quarter 2013	A	02	<span style="color: green;">✓</span>
ECON 202	<a href="#">PRIN OF ECONOMICS II MACRO</a>	4.00	Winter Quarter 2013	A		<span style="color: green;">✓</span>
ECON 209	<a href="#">APPLIED BUS AND ECON STATISTIC</a>	4.00	Winter Quarter 2013	A		<span style="color: green;">✓</span>
ACCT 210	<a href="#">PRINCIPLES OF FINANCIAL ACCT</a>	4.00	Fall Quarter 2012	A		<span style="color: green;">✓</span>
ECON 201	<a href="#">PRIN OF ECONOMICS I: MICRO</a>	4.00	Fall Quarter 2012	A		<span style="color: green;">✓</span>

View All | First 1-7 of 7 Last

**BUSINESS UD CORE** ■

**UPPER DIVISION REQUIRED COURSES [RQ 4]**

• Units: 44.00 required, 40.00 taken, 4.00 needed

**UPPER DIVISION REQ'D COURSES** ◆

REQUIRED UPPER DIVISION COURSES

The following courses may be used to satisfy this requirement:

• Units: 44.00 required, 40.00 taken, 4.00 needed

**UPPER DIVISION REQ'D COURSES** ◆

REQUIRED UPPER DIVISION COURSES

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACCT 310	<a href="#">ACCT INFO FOR DECISION MAKING</a>	4.00	Winter Quarter 2015	A	<span style="color: green;">✓</span>
CIS 301	<a href="#">MANAGEMENT INFORMATION SYSTEMS</a>	4.00	Winter Quarter 2015	A	<span style="color: green;">✓</span>
MGMT 307	<a href="#">MGMT &amp; ORGANIZATIONAL BEHAVIOR</a>	4.00	Winter Quarter 2015	A	<span style="color: green;">✓</span>
MGMT 308	<a href="#">BUS RESPONSIBILITES IN SOCIETY</a>	4.00	Winter Quarter 2015	A	<span style="color: green;">✓</span>
ECON 309	<a href="#">APPLIED BUS AND ECON STAT II</a>	4.00	Fall Quarter 2014	A	<span style="color: green;">✓</span>
FIN 303	<a href="#">BUSINESS FINANCE</a>	4.00	Spring Quarter 2013	A	<span style="color: green;">✓</span>
MKT 304	<a href="#">PRIN OF MARKETING</a>	4.00	Winter Quarter 2013	A	<span style="color: green;">✓</span>
BUS 305	<a href="#">BUSINESS COMMUNICATIONS</a>	4.00	Spring Quarter 2015		<span style="color: yellow;">◆</span>
MGMT 306	<a href="#">OPERATIONS MANAGEMENT</a>	4.00	Spring Quarter 2015		<span style="color: yellow;">◆</span>
MGMT 497	<a href="#">CAPSTONE: GLOBAL STRATEGIC MGM</a>	4.00	Spring Quarter 2015		<span style="color: yellow;">◆</span>

View All | First 1-10 of 10 Last

**REQ'D ECONOMICS COURSE** ■

REQUIRED ECONOMICS COURSE

• Units: 4.00 required, 0.00 taken, 4.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ECON 303	<a href="#">MONEY, BANKING &amp; THE ECONOMY</a>	4.00			
ECON 310	<a href="#">MANAGERIAL ECONOMICS</a>	4.00			

View All | First 1-2 of 2 Last

## Legend

<span style="color: green;">●</span>	Completed
<span style="color: yellow;">◆</span>	In progress/ Ungraded courses
<span style="color: red;">■</span>	Missing requirement

# University Requirements

## Units and GPA's

### MAJOR UNIT/GPA REQUIREMENTS [RG 5645] ✓

#### OVERALL UNITS FOR DEGREE [RQ 2] ✓

▶ 120 OVERALL DEGREE UNITS REQUIRED ✓

#### UNIT REQUIREMENTS [RQ 14] ✓

▶ 40 UPPER DIVISION UNITS REQUIRED FOR DEGREE ✓

▶ 30 UNITS REQUIRED IN RESIDENCE ✓

▶ 24 UPPER DIVISION UNITS REQUIRED IN RESIDENCE ✓

#### GRADE POINT AVERAGE [RQ 19] ✓

▶ 2.00 GPA REQUIRED FOR ALL COURSEWORK ✓

▶ 2.00 GPA REQUIRED FOR CSULA COURSEWORK ✓

#### RESIDENCE & GPA [RQ 744] ✓

▶ RESIDENCE UNITS IN MAJOR ✓

▶ 2.00 GPA REQUIRED IN MAJOR ✓

### Overall Units:

- GE + Major + Other/Free Electives = 120

### Other Unit Requirements

- Upper Division, In Residence (here at Cal State LA), and Upper Division in Residence

### Grade Point Average – Minimum 2.0:

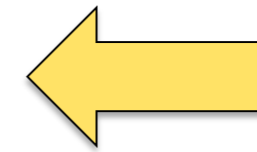
- Overall, Cal State LA, Major
- Overall = Transfer + Cal State LA units

### Residence Units and Major GPA

# Major Requirements

## ▼ BACHELOR OF SCIENCE IN BIOCHEMISTRY [RG 175]

All courses in the major program must be completed with a grade of C- or higher



## LOWER DIVISION REQUIRED COURSES [RQ 676]

### ▼ LOWER DIVISION REQUIRED COURSES 1

- Courses: 13 required, 1 taken, 12 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BIOL 100A	<a href="#">INTRODUCTORY BIOLOGY I</a>	5.00	Fall Quarter 2015	C	✓
BIOL 100B	<a href="#">INTRODUCTORY BIOLOGY II</a>	5.00	Spring		
CHEM 102	<a href="#">GENERAL CHEMISTRY II</a>	5.00	Fall, Spring		
CHEM 103	<a href="#">GENERAL CHEMISTRY III</a>	5.00			

- All Majors have lower division, upper division and Elective course requirements.
- Some majors offer various options within the major
- Some majors have specific requirements, such as: “All courses in the major program must be completed with a grade of C- or higher”

# Green Light to Graduation

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This report last generated on 05/18/2015 4:47PM

[collapse all](#) [expand all](#)

- ▶ UNGRADED COURSES [RG 231] ✓
- ▶ UNIVERSITY REQUIREMENTS [RG 2] ✓
- ▶ LD GE REQUIREMENTS ✓
- ▶ G.E. UPPER DIVISION THEME ✓
- ▶ BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION: CORE REQUIREMENTS [RG 149] ✓
- ▶ OPTION: MARKETING MANAGEMENT [RG 19] ✓
- ▶ BADK BS OMKM MJR UNIT/GPA REQ ✓

UNIVERSITY REQUIREMENTS [RG 2] ✓

UNIV UNIT REQUIREMENTS ✓

UNIT REQUIREMENTS [RQ 14]

- ▶ 60 UD DEGREE UNIT REQUIREMENT ✓  
60 UPPER DIVISION UNITS REQUIRED FOR DEGREE
  - Units: 60.00 required, 134.50 taken, 0.00 needed
- ▶ 45 OVERALL RESIDENCE ✓  
45 UNITS REQUIRED IN RESIDENCE
  - Units: 45.00 required, 171.50 taken, 0.00 needed
- ▶ 36 UD RESIDENCE RQMNT ✓  
36 UPPER DIVISION UNITS REQUIRED IN RESIDENCE
  - Units: 36.00 required, 134.50 taken, 0.00 needed

UNIVERSITY WRITING REQUIREMENTS [RQ 21] ✓

- ▶ ENGL 102 ✓

Once you have completed all of your degree requirements – your CAAR will look something like this!



**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Contact Us

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NSS Academic Advisement Center

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Web

<http://www.calstatela.edu/nss/nss-academic-advisement-center>



# Room Assignments by Major 7-7-17

<u>TECH ROOMS</u>	<u>CAPACITY</u>	<u>MAJOR(S)</u>	<u>NSS ADVISOR COVERAGE</u>	<u>DEPT COVERAGE</u>	<u>STUDENTS</u>
BIOS 144	170				
BIOS 244	49				
BIOS 247	42				
SH C236	49	History, Soc, Psych	Quine, Maritza		1H/4P/2S
SH C237	49	Math	Rick	Mika	48
SH C240	75	Chem & Biochem	Bobbie, Ana	Dr. McCurdy	22C/39BC
BS 140	49	Physics	None	Dr. Jishi	7
SH C260	82	Biol & Micro	Jeremy, Maria	Dr. Nissen	31B/31MB
BS 154	35	Nats	None	Dr. Rudd + Lourdes	17
KH-D4046	N/A	Geog/Geol	None	Dr. Li + Dr. Gar	
<u>COMPUTER LABS</u>	<u>CAPACITY</u>	<u>MAJOR(S)</u>	<u>NSS ADVISOR COVERAGE</u>	<u>DEPT COVERAGE</u>	<u>STUDENTS</u>
SH C259	27	Math	Rick		
SH C356	30	Chem & Biochem	Ana/Bobbie		
SH C363	34	Biol & Micro	Jeremy/Maria		
SH C348/SH C345	30/28	EXTRA LABS			

GEOLOGY/GEOG WILL BE ESCORTED TO KH-D4046 BY ORIENTATION LEADERS  
 PHYSICS STUDENTS WILL BE ESCORTED TO BS 140 BY ORIENTATION LEADERS  
 NATS STUDENT WILL BE ESCORTED TO BIOS 154 BY ORIENTATION LEADERS

ORIENTATION LEADERS SHOULD GO TO THE DEPARTMENT  
 LOCATIONS OR COMPUTER LABS AFTER ESCORTING THE  
 STUDENTS