

I Want to Earn an Associate Degree Only



TUTORIAL

This document is best viewed at 100 to 125%



This tutorial will give you step by step instructions for completing your ***ROAD MAP TO SUCCESS*** for a community college Associate Degree only. If your Educational Goal is different, please return to the iGraduate web site and select the proper Educational Goal. You will be taken to a different tutorial.

An imaginary student, *Angela Cuevas*, will be our example. Angela attends Pasadena City College (PCC). Her Educational Goal is to obtain an Associate of Science Degree in Child Development.

Before you begin, you will need to have the following:

1. A copy of the ***Ascending Lights: iGraduate "ROAD MAP TO SUCCESS" Academic Planning Tool for Associate Degree Only***. This Document exists in Word and Excel formats. It can be found in the same folder as this tutorial.
2. Your community college Math and English Assessment Scores and Course Placements document/s.
3. Unofficial Transcripts (if you have any) of all of your community college coursework completed and in progress to date.
4. Your Community College's Catalog for the current school year and a copy of the page(s) that corresponds to the Major you have selected for your Associate Degree. A Community College Catalog can be downloaded from the college's web site.

5. A print copy of the required General Education (G.E.) courses that you need to earn your degree at your community college. It will show you ALL of the courses available to you to complete the requirements. In order to obtain this form, you can do one of three things:

- A. Go to the community college web site and enter the search term "Degrees and Certificates". Then locate and download the general education requirements for the AA or AS degree; **OR**
- B. Obtain a copy from the college counseling office; **OR**
- C. Go to <https://ccctransfer.org/ge/>. Find your community college. Then click on AA/AS

IMPORTANT NOTE: Each community college offers several types of Associate Degrees. Associate in Science Degrees (AS) are for students interested in preparing for jobs in a career or technical field upon graduation. The Major requirements for these degrees are generally the same as those for the “Certificate of Achievement” in an area of study. These degrees have a large number of courses required for the Major, but fewer General Education requirements. **Our imaginary student, Angela, falls into this category.**

Associate in Arts Degrees (AA) are designed primarily for students who are simply interested in a degree with a Major either in the humanities, social sciences, or natural sciences. These degrees have fewer courses required for the Major, usually a minimum of 18 units. However, they have larger General Education requirements.

Based on the Major you have chosen, refer to your community college catalog to determine the proper G.E. Requirements to use.

6. Your community college’s Schedule of Classes for the current school semester. This can be viewed on the community college web site.

Please look at the following examples of items 1-6 above before moving on to Step 1 on page 4 of this tutorial.

Example 1: Angela's Academic Planning Tool for an Associate Degree Only

Examples 2 & 3: Angela's Assessment Scores and Transcript

Ascending Lights: iGraduate "ROAD MAP TO SUCCESS" Academic Planning Tool

Cover Sheet

Student's Name _____ Mentor's Name _____

Date Originally Prepared _____ Revised as of this date _____

1. Educational Goal:

I want to earn a **CERTIFICATE ONLY** (Go to Section A for instructions)

I want to earn an **ASSOCIATE DEGREE ONLY** (Go to Section B for instructions)

I want to earn an **ASSOCIATE DEGREE AND TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU)** (Go to Section C for instructions)

University Name: _____ Major: _____

I want to earn an **ASSOCIATE DEGREE AND TRANSFER TO A UNIVERSITY OF CALIFORNIA (UC)** (Go to Section D for instructions)

University Name: _____ Major: _____

I want to earn an **ASSOCIATE DEGREE AND TRANSFER TO A PRIVATE UNIVERSITY** (Go to Section E for instructions)

University Name: _____ Major: _____

OTHER: (Please specify) _____

2. My Community College is: _____

3. My Student ID is: _____

4. My Password is: _____

5. My Community College Major will be: (Please check one)

Specific Departmental Major: (Please specify) _____

General Studies Major (Please check one below)

- Arts & Humanities
- Social & Behavioral Sciences
- Natural Sciences
- Liberal Studies

Page 1

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These two examples are for instructional purposes only. Your actual documents will look different depending on your community college.

Ascending Lights iGraduate Example Transcript

PCC REGISTRATION SERVICES
Unofficial Grades/Advising Transcript

ANGELA CUEVAS

Course Name	Course Title	Grade	Units Att	Units Comp	Grade Points	GPA
Fall 2012						
ENGL 100	English Essentials	B	4	4	12	
ENGL 901	Writing Center lab	CR	<.3>	.3	0	
CHDV 10	Foundations of Child Dev	A	3	3	12	
Term totals			7	7.3	24	3.43
Spring 2013						
ENGLISH 1A	Reading & Composition		4	In progress		
ENGLISH 900	Writing Center Lab		<.3>	In progress		
PSYCH 21	Developmental Psychology, The Child		3	In progress		

ANGELA'S PLACEMENT ASSESSMENTS SCORES

Your Placement Assessment placed you in **MATH 125**

Your Placement Assessment placed you in **ENGLISH 100**

If you do not have your English and Math Placement Courses from your community college Assessment Tests, placement courses can also be determined by locating on your community college Transcript the earliest courses in Math and English that you have enrolled in or successfully passed. In Angela's case, her earliest English course is ENGL 100 with ENGL 901. This is also where she placed.

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Example 4: PCC Catalog pages corresponding to Angela's Major:
Child Development

Career and Technical Education

SECTION VI

CAREER AND TECHNICAL EDUCATION

At Pasadena City College, Career and Technical Education (CTE) programs have a primary goal of preparing students for employment or upgrading of job skills. This is done through the issuance of a Certificate of Achievement or an Occupational Skills Certificate.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.pasadena.edu/CTE.

REQUIREMENTS FOR THE CERTIFICATE OF ACHIEVEMENT/ASSOCIATE IN SCIENCE DEGREE

Students interested in developing advanced levels of proficiency in a career and technical area may pursue a Certificate of Achievement, which requires the completion of 18 units or more. Pasadena City College currently offers 75 Certificate of Achievement Programs in 37 subject areas. Employer feedback suggests that strong academic skills are critical for success in today's high-performance workplace. It is, therefore, strongly recommended that students also complete the requirements for the Associate in Science Degree (see page 115). Students may earn only one Associate in Science Degree with a Certificate of Achievement.

Some programs will include certain subjects required by the College or by state law. Beyond these minimum requirements, programs will vary widely depending upon the vocational or professional goal of the student. Students who change their vocational goals during their course of study may find it impossible to complete the curriculum in the customary span of time and may need to take additional courses. Students should consult counseling services for information about specific requirements, any pre-requisites or co-requisites, and to develop an education plan that will assist them in reaching their goal. Upon completion of the specified curriculum for a Career and Technical Education program students may petition in the appropriate division office for issuance of the Certificate of Achievement. Students may earn multiple Certificates of Achievement.

All courses are described in **Section VIII, Course Descriptions**.

Angela will use the G.E. Progress Tracker for Pasadena City College that will enable her to earn an **Associate in Science Degree**.

See example 5 on next page.

CERTIFICATE OF ACHIEVEMENT PROGRAMS

Students who want to earn a Certificate of Achievement and/or an Associate in Science Degree may choose a major from the following list of programs:

- Accounting
 - Accounting – Bookkeeping
 - Accounting – Bookkeeping Assistant
 - Accounting Clerk
- Administration of Justice
- Anesthesia Technician
- Automotive Technology
 - All Automotive Systems
 - Air Conditioning Technician
 - Electrical/Electronics Systems
 - Engine Performance Technician
 - Powertrain Technician
 - Undercar Technician
 - Underhood Technician
- Biological Technology
 - Computational Biology
 - Laboratory Assistant
 - Stem Cell Culture
- Building Construction
- Business Administration
 - Entrepreneurship
 - Financial Investment
 - International Business/Trade
 - Management
 - Marketing Merchandising
 - Retail Management
- Business Information Technology
 - Administrative Assistant
 - Business Software Specialist
 - Data Entry Technician
- Child Development

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Career and Technical Education

6. Students will compare and contrast the skills necessary in working with and supporting families, diversity and program practices.

Requirements for the Certificate of Achievement (37 units):

Recommended sequence:

Semester I
 CHDV 10
 Engl 100*
 or ESL 33B*
 or Engl 1A*
 Psych 21
 or Psych 121

Semester II
 CHDV 13A
 CHDV 120

Semester III
 CHDV 13B
 CHDV 15

Semester IV
 CHDV 13C
 CHDV 116

***Depending on initial placement, students may be required to take additional English and ESL courses.**

AND

6 units from the electives listed below:

Art 6
 CHDV 11, 24A-H, 117, 118, 128, 196
 Dance 25
 Educ 30, 132
 Engl 59
 Music 30, 130, 131, 135
 PETH 27C
 SET 100, 105

OR select a specialization.

Specialization Options:

Infant/Toddler (6 units)
 CHDV 11, CHDV 128

Multicultural Awareness (6 units)
 CHDV 117, Music 131

Language/Literacy (6 units)
 CHDV 118, Engl 140

School Age Children (6 units)
 Educ 131, Educ 132

Children with Special Needs (8 units)
 SET 100, SET 105, SET 122

Preschool Music Education (14 units)
 Music 30 or Music 130; Music 131; Music 134; Music 135; Dance 25 or PETH 27C

***Administration (6 units)**
 CHDV 112A, CHDV 112B
 *This option does not qualify for the State of California Child Development Permit for "Teacher" and "Master Teacher," but does qualify for the Pasadena City College Certificate of Achievement.

CHILD DEVELOPMENT

The Associate in Science Degree in Child Development requires her to earn a **Certificate of Achievement** in this career Major with coursework totaling 37 units.

The Child Development Instructional Assistant curriculum provides students with the necessary skills to seek employment as assistants in instructional programs for young children. Opportunities are available for work with children in a variety of settings including: homes, schools, and public or private agencies concerned with the development and welfare of young children. The program focuses on child psychology, curriculum planning, developmentally appropriate practices, safety, anti-bias environment, and provides practical experience. CPR, First-Aid training, TB and fingerprint clearances are required. Completion of this curriculum with a C or better grade allows the student to apply for the California Child Development permit at the Associate Teacher level.

Requirements for the Occupational Skills Certificate (16 units):

Semester 1
 Psych 21
 CHDV 10
 Engl 59

Semester 2
 CHDV 15
 CHDV 120

Semester 3
 *CHDV 13A

*Enrollment in 7 units or more including field practice.

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Example 5: Ascending Lights iGraduate “G.E. Progress Tracker Associate Degree Only” for PCC

PASADENA CITY COLLEGE
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS 2012 - 2013
 (Please refer to IGETC or CSU general education advisement sheets for transfer information. This is NOT a petition for graduation form.)

Name _____
LAST FIRST MIDDLE

Counselor _____

The Associate in Science Degree is the one used at PCC for a Career or Technical Major like Child Development.

GENERAL INFORMATION

- A minimum of 60 units, and completion of a Certificate of Achievement is required for the Associate of Science degree.
- Only courses numbered 1-199 may be counted towards the general education requirements, as indicated in Areas A-G.
- Courses numbered 1-399 may be counted towards the 60 units.
- All competency and general education requirements must be completed.
- A minimum grade-point average of 2.0 (C average) is required in courses numbered 1 to 399 completed at PCC, and in comparable courses completed at other regionally accredited institutions.
- At least 15 units of the required 60 units, in courses numbered 1-399, must be completed at PCC. No more than six units may be transferred from another college if earned after the student's last enrollment at PCC.
- Courses may not be counted more than once to meet the general education requirements (Areas A-G). A course may be used to satisfy both the requirements of major and general education, but the units shall count only once.
- It is the student's responsibility to file a petition for graduation (refer to online academic calendar for deadline).

COMPETENCY REQUIREMENTS	Need	In Progress	Completed
1. Reading — One course (with grade C or better) from the following: English 1A, 1C, 14, 100, 130, any English course which fulfills Area C (Humanities), or by satisfactory score on equivalency exam.			
2. Written Expression — One course (with grade C or better) from the following: English 1A, or by satisfactory score on equivalency exam.			
3. Mathematics — One course (with grade C or better) from the following: Business 14A, 14B, Computer Science 45, Math 131, 132A, 134AB, 139, 141, Statistics 15, 18, 50, or a math course which fulfills the general education requirement in Critical Thinking, or by satisfactory score on equivalency exam.			
4. Diversity — Complete three (3) units in courses designated as either "Ethnic and Gender Studies" or "Global Studies" in the college catalog. The courses which satisfy the diversity requirement and are also general education are designated by the (*) symbol below.			

GENERAL EDUCATION REQUIREMENTS (25 units minimum)

A. Natural Sciences (Lab is required, lecture and lab must be in the same discipline.) 3 units

Anatomy 25
 Anthropology 1* and 1L
 Astronomy 1
 Biology 1A, 1B, 1C, 2, 3, 4, 11, 14, 16, 30, 37, 38, 39, 40
 Chemistry 1A, 1B, 2A, 2B, 8A, 8B, 10 and 10L, 22
 Envs 1, 3, 30, 40
 Geography 1 and 1L
 Geology 1, 1F, 2, 2F, 3, 3F, 4 and 40, 6, 8, 12 and 12F or 12L, 16 and 40, 22 and 40, 30A-L, 40
 Microbiology 2
 Physical Science 3 and 3L, 37
 Physics 1A, 1B, 1C, 1D, 2A, 2B, 10 and 10L, 31A, 31B
 Physiology 1, 2A, 2B, 100

NOTE: The 60 unit minimum and Certificate of Achievement requirements.

NOTE both the Reading and Written Expression Competency Requirements can be met by passing ONE course, ENGLISH 1A.

B. Social Behavioral Sciences 3 units

Anthropology 1*, 1L, 2*, 3, 4, 5, 12*, 31*
 Communication 1
 Economics 1A, 1B
 English 12*
 Envs 2
 Geography 2*, 3*, 5, 10
 History 1A*, 1B*, 2A*, 2B*, 5A*, 5B*, 7A, 7B, 8*, 9A*, 9B*, 12*, 16*, 18*, 19*, 24A*, 24B*, 24C*, 24D*, 24E*, 24F, 24G*, 25A, 25B*, 25C, 25D, 25E, 25F, 25I, 27A*, 27B*, 29A*, 29B*, 30*, 31*, 38, 41*, 50
 Linguistics 12*, 14, 16, 17
 Political Science 1, 2, 6, 7, 21, 22
 Psychology 1, 21, 22, 23, 24, 25, 29*, 31*, 33, 41*, 120
 Sociology 1, 2, 14*, 15, 16, 22, 24, 25, 29*, 31*, 41*, 130 (2 units)

C. Humanities 3 units	Need	In Progress	Completed
American Sign Language 10A, 10B, 10C, 10D Arabic 1, 2 Architecture 24A, 24B Armenian 1, 2 Art 1A, 1B, 2*, 3A*, 3B*, 4A*, 4B*, 4C*, 4D, 5, 7*, 8*, 9*, 10A, 105, 106 Chinese 1, 2, 2A, 3, 4, 10*, 12*, 22 Dance 21A*, 21B* English 1B, 5A, 5B, 9, 10, 11, 12*, 24, 25A, 25C*, 25D, 25E, 25F, 25G, 25H, 25I*, 25J, 26, 30A, 30B, 30C, 34, 35, 36, 37, 44A*, 44B*, 44C*, 45A, 45B, 46A*, 46B*, 47*, 48*, 49A, 49B, 50*, 51*, 52*, 53, 54, 57, 59, 60, 61, 78A, 78B, 82A, 82B, 82C, 119 French 1, 2, 3, 4, 5A*, 5B*, 6, 10*, 12, 16, 50 German 1, 2, 3, 4, 5*, 10*, 12 Greek 1, 2 Hebrew 1, 2, 3 Humanities 1, 2, 3, 4 Italian 1, 2, 3, 4, 10*, 12, 50* Japanese 1, 2, 3, 4, 5*, 10*, 11, 12* Latin 1, 2 Linguistics 10, 11, 12* Music 7A, 7B, 21*, 22, 23*, 24A, 24B, 25*, 26*, 27*, 28 Philosophy 1, 3, 7, 8, 20A*, 20B*, 31*, 37 Portuguese 1, 2, 3, 4 Religious Studies 1, 2*, 3* Russian 1, 2, 3, 4, 11* Spanish 1, 2, 2A, 3, 4, 5*, 6A*, 6B*, 12, 25*, 31*, 42A*, 42B*, 44A*, 44B* Theater Arts 1, 5, 7A, 7B			
D. Language and Rationality (choose minimum of 3 units from each area below) 9 units			
1. English Composition 3 units Business 11A English 1A, 1B, 1C			
2. Oral Communication 3 units Speech 1, 2, 10, 121			
3. Critical Thinking 3 units *Business 14A, 14B Computer Information Systems 62 Computer Science 2, 4, 6, 8, 10, 12, 43, 45 English 1C **Mathematics 3, 5A, 5B, 5C, 7A, 7B, 8, 9, 10, 12, 15, 22, 38, 55, 131, 133AB, 134AB, 139, 141 Philosophy 25, 30, 33 Physical Science 2 Speech 6, 12 **Statistics 15, 18, and 50			
**These courses also meet mathematics competency requirement			
E. American Institutions 3-6 units May be satisfied by one of the following options: OPTION I (one History and one Political Science course — 6 units) History 7A, 7B, 25A, 25B*, 25C, 25D, 29A*, 29B*, 31*, 41* 3 units AND Political Science 1 or 7 3 units California State and Local Government Met. <input type="checkbox"/> OPTION II (one course - 3 units) American Institutions 125 3 units			
F. Health Education 2 units Biology 3, 19 Counseling 12 Dental Hygiene 109* Health Education 2A, 2E, 44 Nursing 50*, 51*, 52*, 53*, 125*, 126*, 127, 137, 138 Nutrition 11 Physiology 1, 2A, 2B, 100			
G. Physical Activity 2 units 2 units required. A maximum of four units of Physical Education Activity or Dance (Dance 21A and 21B are excluded) may be counted toward the degree. Music 61 may be substituted for one unit of PE Activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.			

MAJOR REQUIREMENTS:	Need	In Progress	Completed
Major 18 units Students must select a major from among the choices listed in the PCC catalog listed under Occupational Curricula/Certificates of Achievement. List can be found at: www.pasadena.edu/cte/programs.cfm . Completing multiple Certificates of Achievement in the same field of study does not result in multiple Associate of Science degrees being awarded. Certificate of Achievement: _____			
COMMENTS: _____			
TOTAL 1-399 UNITS (MINIMUM 60)			

CCUN02 7/23/12

Example 6: Pages from the PCC Schedule of Classes for Angela

Allow travel time when scheduling your classes.			
#0610	3:30pm- 5:15pm TuTh	Lecture BLAIR	BICKLEY J B
Short Term: 09/11/12-12/13/12			
No. 0610: First class meeting is Tuesday, September 11. This section is taught at Blair High School, 1201 South Marengo Ave., Pasadena - 626-396-5820. Allow travel time when scheduling your classes.			
#1394	6:00pm- 9:20pm W	Lecture C421	YAMAUCHI K T
#2100	6:40pm-10:00pm M	Lecture C421	OCCHIATO PJ
#2108	6:40pm-10:00pm W	Lecture C415	MARTIN H

PSYCH 2	ELEMENTARY PHYSIOLOGICAL PSYCHOLOGY	3 Units
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Prerequisite(s): Psych 1.
Interrelationship of physiological mechanisms and behavior. Emphasis on the role of the brain and nervous system in perception, emotion, motivation, states of consciousness, language, memory and learning. Relevance of the biological perspective to an understanding of behavior and experience. Total of 54 hours lecture. *Transfer Credit: CSU; UC*
Grading: Letter Grade or Pass/No Pass

#2794	10:25am- Noon MW	Lecture C415	DELMAN A
#2695	1:35pm- 3:10pm MW	Lecture C415	DELMAN A
#2088	6:40pm-10:00pm W	Lecture C325	BHADHA B

PSYCH 5	RESEARCH METHODS IN PSYCHOLOGY	4 Units
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Prerequisite(s): Psych 1.
Introduction to the planning and execution of research in psychology, and to the analysis, interpretation and reporting of data. Total of 54 hours lecture and 36 hours laboratory. *Transfer Credit: CSU; UC* **Grading:** Letter Grade or Pass/No Pass

#2220	6:40am- 9:20am TuTh	Leclab C421	KIOTAS A J
#3502	9:20am- Noon TuTh	Leclab C421	KIOTAS A J
#0422	1:00pm- 3:40pm TuTh	Leclab C421	RANDALL R

PSYCH 20	INDEPENDENT STUDY	1 Unit
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Prerequisite(s): One semester of psychology and permission of department chairperson.
Laboratory research projects; library research; design and construction of research equipment; experiments; written reports. **Maximum credit** 3 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.* **Grading:** Letter Grade or Pass/No Pass

#1908	TBA	1-S	C321	DELMAN A
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PSYCH 21	DEVELOPMENTAL PSYCHOLOGY: THE CHILD	3 Units
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Prerequisite(s): None
Growth processes and dynamics of psychological development from conception through adolescence; physical, cognitive, emotional, personality, and social development of the child and adolescent. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.* **Grading:** Letter Grade or Pass/No Pass

#2910	7:15am- 8:50am MW	Lecture C415	IRELAND-GALM
#2136	8:40am- Noon F	Lecture C421	VALLAS V

This is one of the courses on Angela's Transcript. **It is In Progress.**

Schedule of Classes English English Division Room C245 - (626) 585-7371			
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For English 100 as part of Puente, Ujima or the Veterans' Learning Collaborative, see the Puente Project, Ujima Program or Veterans' Learning Collaborative, following the Counseling course listings in this booklet.

ENGL 1A	READING AND COMPOSITION	4 Units
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Prerequisite(s): One of the following: (1) Engl 100; (2) ESL 33B; (3) placement based on the English assessment process.
Corequisite(s): Engl 900.
Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. **Required** concurrent enrollment in Engl 900. **Recommended** enrollment in Engl 14. Total of 72 hours lecture. *Transfer Credit: CSU; UC* **Grading:** Letter Grade or Pass/No Pass

NOTE: Students enrolling in English 1A MUST ALSO ENROLL in one section of English 900, Writing Center Lab.

#0570		ONLINE	RIVAS GOMEZ
4		ONLINE	RIVAS GOMEZ
#2886	7:00am- 9:15am MW	Lecture V200	BUSCHER M
#0720	7:00am- 9:15am MW	Lecture C267	DAVIS J
#0940	7:00am- 9:15am MW	Lecture C269	DURAN AN
#2501	7:00am- 9:15am MW	Lecture C370	OSNEZ G
#0721	7:00am- 9:15am MW	Lecture C164	RIEDEL J
#0677	7:00am- 9:15am TuTh	Lecture C370	FULTON R
#0692	7:00am- 9:15am TuTh	Lecture C164	PERALES O
#1946	7:00am- 9:15am TuTh	Lecture C257	SAMPANI S
#2138	7:00am- 9:15am TuTh	Lecture V200	WILLERS R
#2508	7:30am- 9:45am TuTh	Lecture V201	RIEDEL J
#1196	8:00am- 9:25am MWF	Lecture C307	GLEASON R
#2270	8:30am-10:45am TuTh	Lecture SV28	WRIGHT L M

No. 2270: This section of English 1A is part of the HEALTH SCIENCES PATHWAY. Students must also be concurrently enrolled in Biol 3 section #0452 and Nutri 11 section #1651.

#0688	8:30am-11:00am Sat	Lecture C261	JOHNSON D
4	11:30am- 1:30pm Sat	C261	JOHNSON D
#0869	9:15am-10:40am MWF	Lecture V201	ATWATER T
#0675	9:15am-10:40am MWF	Lecture V200	BUSCHER M

English 1A is one of the courses on Angela's Transcript. It is **In progress.**

Note that it has a "**corequisite**" of English 900.

It also has prerequisite of English 100, a course that Angela took and passed in the fall of 2012.

A "**corequisite**" is a course in which the student is required to enroll AT THE SAME TIME that he or she is enrolled in another course.

STEP 1: Using the example below, complete Page 1 of the ROAD MAP TO SUCCESS Academic Planning Tool:

“Cover Sheet”

Note: When filling out this form, we recommend that you use a pencil or a word processing application because you will be updating this plan each semester!

Enter your personal information

Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Cover Sheet

Student's Name _____ Mentor's Name _____

Date Originally Prepared _____ Revised as of this date _____

1. Educational Goal:

I want to earn a CERTIFICATE ONLY (Go to Section A for instructions)

I want to earn an ASSOCIATE DEGREE ONLY (Go to Section B for instructions)

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU) (Go to Section C for instructions)

University Name: _____ Major: _____

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A UNIVERSITY OF CALIFORNIA (UC) (Go to Section D for instructions)

University Name: _____ Major: _____

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A PRIVATE UNIVERSITY (Go to Section E for instructions)

University Name: _____ Major: _____

OTHER: (Please specify) _____

2. My Community College is: _____

3. My Student ID is: _____

4. My Password is: _____

5. My Community College Major will be: (Please check one)

Specific Departmental Major: (Please specify) _____

General Studies Major (Please check one below)

- Arts & Humanities
- Social & Behavioral Sciences
- Natural Sciences
- Liberal Studies

Item 1. These instructions are for your goal of earning an ASSOCIATE DEGREE ONLY.

Items 2,3,4: Fill out completely. It is important that you and your iGraduate mentor have access to your records at the community college so that you both can print out Transcripts, Class Schedules, Assessment Scores, and other information needed for the ROAD MAP TO SUCCESS.

Item 5. From the Community College Catalog write down the exact title of the Major you have chosen. Also, write down the catalog page(s) where this information can be found.

Page 1

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Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Cover Sheet

Student's Name Angela Cuevas Mentor's Name Sandra Jackson

Date Originally Prepared 3/13/13 Revised as of this date _____

1. Educational Goal:

I want to earn a CERTIFICATE ONLY (Go to Section A for instructions)

I want to earn an ASSOCIATE DEGREE ONLY (Go to Section B for instructions)

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU) (Go to Section C for instructions)

University Name: _____ Major: _____

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A UNIVERSITY OF CALIFORNIA (UC) (Go to Section D for instructions)

University Name: _____ Major: _____

I want to earn an ASSOCIATE DEGREE AND TRANSFER TO A PRIVATE UNIVERSITY (Go to Section E for instructions)

University Name: _____ Major: _____

OTHER: (Please specify) _____

2. My Community College is: Pasadena City College

3. My Student ID is: 123-456789

4. My Password is: 1234

5. My Community College Major will be: (Please check one)

Specific Departmental Major: (Please specify) Child Development
Catalog pages 120 & 146

General Studies Major (Please check one below)

- Arts & Humanities
- Social & Behavioral Sciences
- Natural Sciences
- Liberal Studies

From the copy of Angela's Community College Catalog pages. See Example 4.

Page 1

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STEP 2: Using the examples in the following pages, begin completing Page 2 of the *ROAD MAP TO SUCCESS* Academic Planning Tool:
 “Community College Assessment Scores and Non Degree Applicable (NDA) Prerequisite Courses Needed”

From your Assessment Scores or Transcript, enter where you placed in Math and English.

Ascending Lights iGraduate Example Transcript

PCC REGISTRATION SERVICES
 Unofficial Grades/Advising Transcript

ANGELA CUEVAS

Course Name	Course Title	Grade	Units Att	Units Comp	Grade Points	GPA
Fall 2012						
ENGL 100	English Essentials	B	4	4	12	
ENGL 901	Writing Center lab	CR	<.3>	.3	0	
CHDV 10	Foundations of Child Dev	A	3	3	12	
Term totals			7	7.3	24	3.43
Spring 2013						
ENGLISH 1A	Reading & Composition		4	In progress		
ENGLISH 900	Writing Center Lab		<.3>	In progress		
PSYCH 21	Developmental Psychology, The Child		3	In progress		

ANGELA’S PLACEMENT ASSESSMENTS SCORES

Your Placement Assessment placed you in **MATH 125**

Your Placement Assessment placed you in **ENGLISH 100**

If you do not have your English and Math placement courses, they can also be determined by locating on your community college Transcript the earliest courses in Math and English that you have enrolled in or successfully passed. In Angela’s case, his earliest English course is ENGL 100 with ENG 901. This is also where she placed.

Ascending Lights iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

College Assessment Scores and Non Degree Applicable Prerequisite Courses Needed

6. My college assessment test placed me in Math course # **125**

In order to achieve my Educational Goal, I must take and pass Math course # **131**

In order to take the course above I must FIRST take and pass the following Math courses:

PREREQUISITE NDA* MATH COURSES	N	IP	C	Units
Math 125 Beginning Algebra	4			4
TOTAL PREREQUISITE NDA* MATH UNITS	4			4

7. My college assessment test placed me in English course # **100**

In order to achieve my Educational Goal I must take and pass English course # **1A**

In order to take the course above I must FIRST take and pass the following English courses:

PREREQUISITE NDA* ENGLISH COURSES	N	IP	C	Units
ENGL 100 English Essentials			4	4
ENGL 901 Writing Center Lab			.3	.3
TOTAL PREREQUISITE NDA* ENGLISH UNITS			4.3	4.3

*Note: Non-degree-applicable (NDA) basic skills courses are designed to prepare students for success in college-level classes. NDA courses do not count toward a certificate or degree, and are not transferable.

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STEP 3: Continue completing Page 2 of the ROAD MAP TO SUCCESS Academic Planning Tool:
 “Community College Assessment Scores and Non-Degree Applicable (NDA) Prerequisite Courses Needed”

From your G.E. Progress Tracker pages, fill in the Math and English courses that you need to achieve your Educational Goal (Associate Degree Only).

English 1A was selected because it meets TWO Associate Degree Competency requirements on the G.E. PROGRESS TRACKER. See Tracker Page 1 in Example 5.

Math 131 was selected because it is the next step above Math 125. Usually, 3 digit courses are easier to pass than 2 digit courses.

iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool
 College Assessment Scores and Non Degree Applicable Prerequisite Courses Needed

6. My college assessment test placed me in Math course # 125

In order to achieve my Educational Goal, I must take and pass Math course # 131

In order to take the course above I must FIRST take and pass the following Math courses:

PREREQUISITE NDA* MATH COURSES	N	IP	C	Units
Math 125 Beginning Algebra	4			4
TOTAL PREREQUISITE NDA* MATH UNITS	4			4

7. My college assessment test placed me in English course # 100

In order to achieve my Educational Goal I must take and pass English course # 1A

In order to take the course above I must FIRST take and pass the following English courses:

PREREQUISITE NDA* ENGLISH COURSES	N	IP	C	Units
ENGL 100 English Essentials			4	4
ENGL 901 Writing Center Lab			.3	.3
TOTAL PREREQUISITE NDA* ENGLISH UNITS			4.3	4.3

English 1A is required for the Associate Degree. It has a **corequisite** of English 900. See the catalog example shown in **Step 5**.

A “**corequisite**” is a course in which the student is required to enroll AT THE SAME TIME that he or she is enrolled in another course.

*Note: Non-degree-applicable (NDA) basic skills courses are designed to prepare students for success in college-level classes. NDA courses do not count toward a certificate or degree, and are not transferable.

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STEP 4: Continue completing Page 2 of the ROAD MAP TO SUCCESS Academic Planning Tool:

“Community College Assessment Scores and Non Degree Applicable Prerequisite Courses Needed” - **MATH**

Using the course descriptions in your Community College Catalog, or in your Schedule of Classes, identify all of the prerequisite **Math** courses you will need to pass before taking the course required for your Educational Goal. Using your Transcript (if you have one), indicate the number of units and whether they are Needed (N), In Progress (IP), or Completed (C). Total up the units.

ries and their application in partial differential equations. Total of 90 hours lecture.
Transfer Credit: CSU, UC

MATH 55H HONORS DIFFERENTIAL EQUATIONS
5 units

Prerequisites: Math 5C and Math 10.
Ordinary and partial differential equations, nonlinear differential equations, systems of differential equations, series solutions, Laplace transforms, numerical solutions, Fourier series, functional and harmonic analysis, Sturm-Liouville theory, chaotic dynamical systems, and an introduction to Hilbert spaces; taught with the rigor, breadth and depth expected of an honors course. For students going into research in mathematics, physics, astronomy, chemistry, geology and other pure and applied sciences, but open to all qualified students. Total of 90 hours lecture.
Transfer Credit: CSU; UC credit under review

MATH 110 SKILLS FOR COLLEGE SUCCESS IN MATH,

In order to take Math 131, Angela was required to take and pass Math 125. Her Transcript indicates that she took and passed this class in the fall of 2012.

taking, and critical analysis. **No credit** if taken after Math 330 or Math 331. Total of 18 hours lecture.

MATH 125 BEGINNING ALGEBRA
4 units

Prerequisite: Math 402, 400B or placement based on the Math assessment process.
Simplifying linear, polynomial, rational, and radical expressions. Using properties of exponents. Factoring polynomials. Applications and solving of linear, rational, radical, and quadratic equations. Graphing linear equations and solving systems of linear equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 127B or Math 128B. Total of 90 hours lecture.

MATH 127A BEGINNING ALGEBRA I
2 units

Prerequisite: Math 402 or 400B, or placement based on the Math assessment process.
Simplifying linear and polynomial expressions; using properties of exponents; applications and solving linear equations; graphing linear equations and solving systems of linear equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 125 or Math 128A. Total of 54 hours lecture.

Math 125 or Math 128B. Total of 54 hours lecture.

MATH 128A BEGINNING ALGEBRA I
2 units

Prerequisite: Math 402 or Math 400B, or placement based on the Math assessment process.
A computer-assisted beginning algebra course. To satisfy the Beginning Algebra requirement, students must complete Math 128A and Math 128B. Topics include: simplifying linear and polynomial expressions; using properties of exponents; applications and solving linear equations; graphing linear equations and solving systems of linear equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 125, or 127B. Total of 45 hours lecture.

MATH 128B BEGINNING ALGEBRA II
2 units

Prerequisite: Math 128A or Math 127A.
A computer-assisted beginning algebra course. To satisfy the Beginning Algebra requirement, students must complete Math 128A and Math 128B. Topics include: simplifying rational and radical expressions; factoring polynomials; applications and solving rational, radical, and quadratic equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 125, or 127B. Total of 45 hours lecture.

MATH 131 INTERMEDIATE ALGEBRA
4 units

Prerequisite: Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.
Solving nonlinear equations such as rational, radical, exponential and logarithmic equations. Applications of nonlinear equations. Operations on and graphs of functions. **Maximum credit** for Math 131, 133AB, and 134AB is 4 units. **No credit** if taken after Math 133B or 134B. Total of 90 hours lecture.

MATH 133A INTERMEDIATE ALGEBRA I
2 units

Prerequisite: Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.
Linear and absolute value equations and inequalities, factoring, rational expressions and applications, operations on and graphs of functions. **No credit** if taken after Math 131 or Math 134A. Total of 54 hours lecture.

Course Descriptions

ROAD MAP TO SUCCESS™ Academic Planning Tool

Community College Assessment Scores and Non Degree Applicable Prerequisite Courses Needed

Time in Math course # 125

In order to achieve my Educational Goal, I must take and pass Math course # 131

In order to take the course above I must FIRST take and pass the following Math courses:

PREREQUISITE NDA* MATH COURSES	N	IP	C	Units
Math 125 Beginning Algebra	4			4
TOTAL PREREQUISITE NDA* MATH UNITS	4			4

7. My college assessment test placed me in English course # 100

In order to achieve my Educational Goal I must take and pass English course # 1A

In order to take the course above I must FIRST take and pass the following English courses:

PREREQUISITE NDA* ENGLISH COURSES	N	IP	C	Units
ENGL 100 English Essentials			4	4
ENGL 901 Writing Center Lab			.3	.3
TOTAL PREREQUISITE NDA* ENGLISH UNITS			4.3	4.3

Math 131 is required for the Associate Degree.

*Note: Non-degree-applicable (NDA) basic skills courses are designed to prepare students for success in college-level classes. NDA courses do not count toward a certificate or degree, and are not transferable.

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STEP 5: Continue completing Page 2 of the ROAD MAP TO SUCCESS Academic Planning Tool:

“College Assessment Scores and Non Degree Applicable (NDA) Prerequisite Courses Needed” - **ENGLISH**

Using the course descriptions in your Community College Catalog, or in your Schedule of Classes, identify all of the prerequisite **English** courses you will need to pass before taking the course required for your Educational Goal. Using your Transcript (if you have one), indicate the number of units and whether they are Needed (N), In Progress (IP), or Completed (C). Total up the units.

EDT 220 CAD TECHNICIAN INTERNSHIP
2 units
Prerequisites: EDT 140, EDT 150, and EDT 88 and maintain enrollment in 7 units or more including internships. Supervised, practical experience in an industry or professional environment. **Maximum credit** 4 units each semester. **Pass/no pass** grading. Total hours field practice.

EDT 230 COMPUTER-AIDED MANUFACTURING
3 units
Prerequisites: EDT 8A, Mach 220A.
Production of machining operations on CAM software to produce numerical control programming (G-Code) in order to automate numerically controlled machinery (CNC). Topics include CAD, solid modeling, work piece set-up, toolpath generation, G&M Codes, machine set-up, contour, pocket and surface machining. Total of 27 hours lecture and 81 hours laboratory.

EDT 240 GEOMETRIC DIMENSIONING AND TOLERANCING
3 units
Prerequisites: EDT 8A, Mach 220A.
Relationships to determine functional geometric dimensioning and tolerance. Topics covered include tolerancing, form controls, datums, orientations controls, tolerance of position, concentric, symmetry, runout and profile controls. Total of 18 hours lecture.

ENGLISH (English Division)

ENGL 1A READING AND COMPOSITION
4 units
Prerequisite: One of the following: (1) Engl 100; (2) ESL 33B; (3) placement based on the English assessment process.
Corequisite: Engl 900.
Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. **Recommended** enrollment in Engl 14. Total of 72 hours lecture.
Transfer Credit: CSU; UC

ENGL 1B READING AND COMPOSITION
4 units
Prerequisite: One of the following: (1) Engl 1A; (2) score of 4 on Advanced Placement Test given by the College Entrance Examination Board.

ENGL 2C INTERMEDIATE COMPOSITION: CRITICAL THINKING AND ARGUMENT
4 units
Prerequisite: Engl 1B.
Principles of critical thinking applied to writing and reading on complex issues which incorporate logic, reasoning, persuasion, analysis and evaluation of appropriate prose models, including those employing argument, other rhetorical modes, and critical thinking strategies specific to various modes of thought; selective use of citation and documentation. Total of 72 hours lecture.
Transfer credit: CSU; UC

ENGL 3 TECHNICAL WRITING — ADVANCED EXPOSITION
3 units
Prerequisite: Engl 1A.
Development of writing skills which can be applied to any career or profession. Emphasis on types of writing required to communicate facts and ideas in a technological society. Total of 54 hours lecture.
Transfer Credit: CSU

ENGL 5A CREATIVE WRITING
3 units
Prerequisite: Eligibility for Engl 1B.
Creative literary expression; short story, poetry and essay. Individual experimentation with various forms; students evaluate their work and work of classmates in light of contemporary writings. Total of 54 hours lecture.
Transfer Credit: CSU; UC

ENGL 5B CREATIVE WRITING
3 units
Prerequisite: Engl 5A, 6, 7 or 8.
Creative literary expression such as: short story, poetry, dramatic form and essay. The focus is on in-depth criticism of student work and professional writers. **Maximum credit** 6 units, 3 units each semester. Total of 54 hours lecture.
Transfer Credit: CSU; UC

ENGL 6 SHORT STORY WRITING
3 units
Prerequisite: Eligibility for Engl 1B.
Theory and practice in writing the short story. **Maximum credit** 9 units, 3 units each semester. Total of 54 hours lecture.
Transfer Credit: CSU; UC

Course Descriptions

ROAD MAP TO SUCCESS™ Academic Planning Tool
College Assessment Scores and Non Degree Applicable Prerequisite Courses Needed
I placed in Math course # 125

In order to achieve my Educational Goal, I must take and pass Math course # 131

In order to take the course above I must FIRST take and pass the following Math courses:

PREREQUISITE NDA* MATH COURSES	N	IP	C	Units
Math 125 Beginning Algebra	4			4
TOTAL PREREQUISITE NDA* MATH UNITS	4			4

7. My college assessment test placed me in English course # 100

In order to achieve my Educational Goal I must take and pass English course # 1A

In order to take the course above I must FIRST take and pass the following English courses:

PREREQUISITE NDA* ENGLISH COURSES	N	IP	C	Units
ENGL 100 English Essentials			4	4
ENGL 901 Writing Center Lab			.3	.3
TOTAL PREREQUISITE NDA* ENGLISH UNITS			4.3	4.3

In order to take English 1A, Angela was required to take and pass English 100 with corequisite English 901. Her Transcript indicates that she took and passed both classes in the fall of 2012.

English 1A is required for the Associate Degree. It has a corequisite of English 900, Writing Lab.

*Note: Non-degree-applicable (NDA) basic skills courses are designed to prepare students for success in college-level classes. NDA courses do not count toward a certificate or degree, and are not transferable.

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STEP 6: Using the examples below, begin completing Page 3 of the *ROAD MAP TO SUCCESS* Academic Planning Tool: “Master Planning Worksheet”

From the copy of the Community College Catalog page for your Major, fill in the courses that you need to achieve your Educational Goal. You can find the units in the course descriptions in the back of your Community College Catalog, in your Schedule of Classes, or from your community college Transcript.

Technical Education

(37 units):
Recommended sequence:

Semester I
CHDV 10
Engl 100*
or ESL 33B*
or Engl 1A*
Psych 21
or Psych 121

Semester II
CHDV 13A
CHDV 120

Semester III
CHDV 13B
CHDV 15

Semester IV
CHDV 13C
CHDV 116

*Depending on initial placement, students may be required to take additional English and ESL courses.
AND
6 units from the electives listed below:
Art 6
CHDV 11, 24A-B, 117, 118, 128, 196
Dance 25
Educ 30, 132
Engl 59
Music 30, 130, 131, 135
PETH 27C
SET 100, 105

OR select a specialization.
Specialization Options:
Infant/Toddler (6 units)
CHDV 11, CHDV 128
Multicultural Awareness (6 units)
CHDV 117, Music 131
Language/Literacy (6 units)
CHDV 118, Engl 140
School Age Children (6 units)
Educ 131, Educ 132

***Administration (6 units)**
CHDV 112A, CHDV 112B
* This option does not qualify for the State of California Child Development Permit for “Teacher” and “Master Teacher,” but does qualify for the Pasadena City College Certificate of Achievement.

CHILD DEVELOPMENT OCCUPATIONAL SKILLS CERTIFICATE OPTIONS

Child Development Instructional Assistant
The Child Development Instructional Assistant curriculum provides students with the necessary skills to seek employment as assistants in instructional programs for young children. Opportunities are available for work with children in a variety of settings including: homes, schools, and public or private agencies concerned with the development and welfare of young children. The program focuses on child psychology, curriculum planning, developmentally appropriate practices, safety, anti-bias environment, and provides practical experience. CPR, First-Aid training, TB and fingerprint clearances are required. Completion of this curriculum with a C or better grade allows the student to apply for the California Child Development permit at the Associate Teacher level.

Semester 2
CHDV 15
CHDV 120

Semester 3
*CHDV 13A

*Enrollment in 7 units or more including field practice.

NOTE the number of elective choices that Angela has in earning her Certificate for her Major. If her preferred classes are closed, or if they meet at inconvenient times, she has many other options available without delaying her progress.

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Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Master Planning Worksheet

Course Name and Number	Notes	N	IP	C	Units
MAJOR COURSES FROM CATALOG					
Major Courses are those required for your major or occupational field.					
Number Of Major Units Required: 37					
1. CHDV 10					3
2. ENGL 1A					4
3. PSYCH 21					3
4. CHDV 13A					4
5. CHDV 120					3
6. CHDV 13B					4
7. CHDV 15					3
8. CHDV 13C					4
9. CHDV 116					2
10. CHDV 24A					2
11. DANCE 25					2
12. PETH 27C					2
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL UNITS					37
G.E. PROGRESS TRACKER					
Unit summary from my G.E. Progress Tracker:		TOTAL UNITS			
ARTICULATION AGREEMENT BY MAJOR					
from WWW.ASSIST.ORG		Circle below the section where you have listed Articulation Agreement Courses.			
1.	MAJOR G.E. TRACKER OTHER				DO NOT USE THIS AREA
2.	MAJOR G.E. TRACKER OTHER				
3.	MAJOR G.E. TRACKER OTHER				
4.	MAJOR G.E. TRACKER OTHER				
5.	MAJOR G.E. TRACKER OTHER				
6.	MAJOR G.E. TRACKER OTHER				
7.	MAJOR G.E. TRACKER OTHER				
8.	MAJOR G.E. TRACKER OTHER				
9.	MAJOR G.E. TRACKER OTHER				
10.	MAJOR G.E. TRACKER OTHER				
11.	MAJOR G.E. TRACKER OTHER				
12.	MAJOR G.E. TRACKER OTHER				
OTHER (i.e. electives, degree applicable prerequisites, recommended courses)					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL PREREQUISITE NDA* MATH UNITS		From Page 2, Item 6			
TOTAL PREREQUISITE NDA* ENGLISH UNITS		From Page 2, Item 7			
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL OTHER UNITS					
GRAND TOTAL OF UNITS					

Additional Worksheet

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Page 3

STEP 7: Using the examples below, continue to complete Page 3 of the *ROAD MAP TO SUCCESS* Academic Planning Tool: “Master Planning Worksheet”

Using your Transcript (if you have one), indicate the units for the courses that you have completed (C) or that are in progress (IP). **If you have none, then all units will be in the needed (N) column.**

Ascending Lights iGraduate Example Transcript

PCC REGISTRATION SERVICES
Unofficial Grades/Advising Transcript

ANGELA CUEVAS

Course Name	Course Title	Grade	Units Att	Units Comp	Grade Points	GPA
Fall 2012						
ENGL 100	English Essentials	B	4	4	12	
ENGL 901	Writing Center lab	CR	<.3>	.3	0	
CHDV 10	Foundations of Child Dev	A	3	3	12	
Term totals			7	7.3	24	3.43
Spring 2013						
ENGLISH 1A	Reading & Composition		4	In progress		
ENGLISH 900	Writing Center Lab		<.3>	In progress		
PSYCH 21	Developmental Psychology, The Child		3	In progress		

ANGELA’S PLACEMENT ASSESSMENTS SCORES

Your Placement Assessment placed you in **MATH 125**

Your Placement Assessment placed you in **ENGLISH 100**

The .3 units for a 900 level course do not count toward a degree. They are Non-Degree Applicable (NDA). Therefore, we have listed this course in the OTHER section of the worksheet

Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Master Planning Worksheet		N	IP	C	Units
MAJOR COURSES FROM CATALOG		Major Courses are those required for your major or occupational field.			
Number Of Major Units Required: 37					
1.	CHDV 10			3	3
2.	ENGL 1A (Also meets a requirement on the G.E. Progress Tracker)		4		4
3.	PSYCH 21		3		3
4.	CHDV 13A	4			4
5.	CHDV 120	3			3
6.	CHDV 13B	4			4
7.	CHDV 15	3			3
8.	CHDV 13C	4			4
9.	CHDV 116	3			3
10.	CHDV 24A	2			2
11.	DANCE 25	2			2
12.	PEth 27C	2			2
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL UNITS		27	7	3	37
G.E. PROGRESS TRACKER					
Unit summary from my G.E. Progress Tracker:		TOTAL UNITS			
		27	0	0	27
ARTICULATION AGREEMENT BY MAJOR		Circle below the section where you have listed Articulation Agreement Courses.			
from WWW.ASSIST.ORG					
1.	MAJOR G.E.TRACKER OTHER				DO NOT USE THIS AREA
2.	MAJOR G.E.TRACKER OTHER				
3.	MAJOR G.E.TRACKER OTHER				
4.	MAJOR G.E.TRACKER OTHER				
5.	MAJOR G.E.TRACKER OTHER				
6.	MAJOR G.E.TRACKER OTHER				
7.	MAJOR G.E.TRACKER OTHER				
8.	MAJOR G.E.TRACKER OTHER				
9.	MAJOR G.E.TRACKER OTHER				
10.	MAJOR G.E.TRACKER OTHER				
11.	MAJOR G.E.TRACKER OTHER				
12.	MAJOR G.E.TRACKER OTHER				
OTHER (i.e. electives, degree applicable prerequisites, recommended courses)					
2.	English 900, Writing Lab, corequisite for English 1A (NDA)		.3		.3
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL PREREQUISITE					
TOTAL PREREQUISITE					
GRAND TOTAL OF UNITS					

The Associate in Science Degree requires a minimum of 60 **UNDUPLICATED UNITS**. In Angela’s case, the course, English 1A, is required for the Certificate of Achievement in Child Development. It **ALSO** meets the General Education requirement in Area D.1 of the G.E. PROGRESS TRACKER (See Step 8 on the following page). We are counting the **UNITS here** toward the 60 **UNDUPLICATED** units requirement.

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STEP 8: Using the examples below, continue to complete Page 3 of the ROAD MAP TO SUCCESS Academic Planning Tool:

"Master Planning Worksheet"

Continue using your Transcript to complete the G.E. PROGRESS TRACKER. Indicate the units for the courses that you have completed (C) or that are in progress (IP). If you have none, then all units will be in the needed (N) column.

NOTE THE WIDE VARIETY OF COURSES TO CHOOSE FROM ON THESE TWO PAGES! If Angela cannot get her first choice, she has many other choices for her ROAD MAP TO SUCCESS.

(Please refer to IGETC or CSU general education advisement sheets for transfer information. This is NOT a petition for graduation form.)

Name Cuevas Angela PCC Student ID No. _____
LAST FIRST MIDDLE
 Counselor _____ Date _____

GENERAL INFORMATION

- A minimum of 60 units, and completion of a Certificate of Achievement is required for the Associate of Science degree.
- Only courses numbered 1-199 may be counted towards the general education requirements, as indicated in Areas A-G.
- Courses numbered 1-399 may be counted towards the 60 units.
- All competency and general education requirements must be completed.
- A minimum grade-point average of 2.0 (C average) is required in courses numbered 1 to 399 completed at PCC, and in courses completed at other regionally accredited institutions.
- At least 15 units of the required 60 units of courses numbered 1-399, must be completed at PCC. No more than six units may be transferred from another college earned after the student's last enrollment at PCC.
- Courses may not be counted more than once to meet the general education requirements (Areas A-G). A course may be used to satisfy both the requirements of major and general education, but the units shall count only once.
- It is the student's responsibility to file a petition for graduation (refer to online academic calendar for deadline).

Be sure that you do not count UNITS in more than one place.

COMPETENCY REQUIREMENTS

- Reading** — One course (with grade C or better) from the following: English 1A, 1C, 14, 100-180, any English course which fulfills Area C (Humanities), or by satisfactory score on equivalent exam. **These are competency requirements. The actual units are listed below in Areas C and D.**
- Written Expression** — One course (with grade C or better) from the following: English 1A, 1C, 14, 100-180, any English course which fulfills Area C (Humanities), or by satisfactory score on equivalent exam. **One class meets both!**
- Mathematics** — One course (with grade C or better) from the following: Business 14A, 14B, Computer Science 45, Math 131, 133AB, 134AB, 139, 141, Statistics 15, 18, 50, or a math course which fulfills the general education requirement in Critical Thinking, or by satisfactory score on equivalency exam.
- Diversity** — Complete three (3) units in courses designated as either "Ethnic and Gender Studies" or "Global Studies" in the college catalog. The courses which satisfy the diversity requirement and are also general education are designated by the (*) symbol below. **Dance 21A**. **This sentence explains how to identify Diversity courses.**

GENERAL EDUCATION REQUIREMENTS (25 units minimum)

Area	Requirement	Need	In Progress	Completed
A.	Natural Sciences (Lab is required, lecture and lab must be in the same discipline.) 3 units Anatomy 25 Anthropology 1* and 1L Astronomy 1 Biology 1A, 1B, 1C, 2, 3, 4, 11, 14, 16, 30, 37, 38, 39, 40 Chemistry 1A, 1B, 2A, 2B, 8A, 8B, 10 and 10L, 22 Envs 1, 3, 30, 40 Geography 1 and 1L Geology 1, 1F, 2, 2F, 3, 3F, 4 and 40, 6, 8, 12 and 12L, 16 and 40, 22 and 40, 30A-L, 40 Microbiology 2 Physical Science 3 and 3L, 37 Physics 1A, 1B, 1C, 1D, 2A, 2B, 10 and 10L, 31A, 31B Physiology 1, 2A, 2B, 100	4		
B.	Social Behavioral Sciences 3 units Anthropology 1*, 1L, 2*, 3, 4, 5, 12*, 31* Communication 1 Economics 1A, 1B English 12* Envs 2 Geography 2*, 3*, 5, 10 History 1A*, 1B*, 2A*, 2B*, 5A*, 5B*, 7A, 7B, 8*, 9A*, 9B*, 12*, 16*, 18*, 19*, 24A*, 24B*, 24C*, 24D*, 24E*, 24F, 24G*, 25A, 25B*, 25C, 25D, 25E, 25F, 25I, 27A*, 27B*, 29A*, 29B*, 30*, 31*, 38, 41*, 50 Linguistics 12*, 14, 16, 17* Political Science 7, 2*, 6, 7, 21, 22 Psychology 1, 2, 22, 23, 24, 25, 29*, 31*, 33, 41*, 120 Sociology 1, 2, 14*, 15, 16, 22, 24, 25, 29*, 31*, 41*, 130 (2 units)			3

Angela would like to take this course. But any one of those listed here will be fine.

Area	Requirement	Need	In Progress	Completed
C.	Humanities 3 units American Sign Language 10A, 10B, 10C, 10D Arabic 1, 2 Architecture 24A, 24B Armenian 1, 2 Art 1A, 1B, 2*, 3A*, 3B*, 4A*, 4B*, 4C*, 4D, 5, 7, 8*, 9*, 10A, 105, 106 Chinese 1, 2, 2A, 3, 4, 10*, 12*, 22 Dance 21A, 21B, Diversity Reqmnt English 1B, 5A, 5B, 9, 10, 11, 12*, 24, 25A, 25C*, 25D, 25E, 25F, 25G, 25H, 25I, 25J, 26, 30A, 30B, 30C, 34, 35, 36, 37, 44A*, 44B*, 44C*, 45A, 45B, 46A*, 46B*, 47*, 48*, 49A, 49B, 50*, 51*, 52*, 53, 54, 57, 59, 60, 61, 78A, 78B, 82A, 82B, 82C, 119 French 1, 2, 3, 4, 5A*, 5B*, 6, 10*, 12, 16, 50 German 1, 2, 3, 4, 5*, 10*, 12 Greek 1, 2 Hebrew 1, 2, 3 Humanities 1, 2, 3, 4 Italian 1, 2, 3, 4, 10*, 12, 50* Japanese 1, 2, 3, 4, 5*, 10*, 11, 12* Latin 1, 2 Linguistics 10, 11, 12* Music 7A, 7B, 21*, 22*, 23*, 24A, 24B, 25*, 26*, 27*, 28 Philosophy 1, 3, 7, 8, 20A*, 20B*, 31*, 37 Portuguese 1, 2, 3, 4 Religious Studies 1, 2*, 3* Russian 1, 2, 3, 4, 11* Spanish 1, 2, 2A, 3, 4, 5*, 6A*, 6B*, 12, 25*, 31*, 42A*, 42B*, 44A*, 44B* Theater Arts 1, 5, 7A, 7B	3		
D.	Language and Rationality (choose minimum of 3 units from each area below) 9 units 1. English Composition 3 units Business 11A English 1A, 1B, 1C + English 900 NDA Corequisite 2. Oral Communication 3 units Speech 1, 2, 10, 121 3. Critical Thinking 3 units **Business 14A, 14B Computer Information Systems 62 Computer Science 2, 4, 6, 8, 10, 12, 43, 45 English 1C **Mathematics 3, 5A, 5B, 5C, 7A, 7B, 8, 9, 10, 12, 15, 22, 38, 55, T3T, 133AB, 134AB, 139, 141 Philosophy 25, 30, 33 Physical Science 2 Speech 6, 12 **Statistics 15, 18, and 50		4	
E.	American Institutions 3-6 units May be satisfied by one of the following options: OPTION I (one History and one Political Science course — 6 units) History 7A, 7B, 25A, 25B*, 25C, 25D, 29A*, 29B*, 31*, 41* 3 units AND Political Science 1 or 7 3 units California State and Local Government Met <input type="checkbox"/> OPTION II (one course - 3 units) American Institutions 12S 3 units		3	
F.	Health Education 2 units Biology 3, 19 Counseling 12 Dental Hygiene 109* Health Education 2A, 2E, 44 Nursing 50*, 51*, 52*, 53*, 125*, 126*, 127, 137, 138 Nutrition 11 Physiology 1, 2A, 2B, 100		2	
G.	Physical Activity 2 units 2 units required. A maximum of four units of Physical Education Activity or Dance (Dance 21A and 21B are excluded) may be counted toward the degree. Music 61 may be substituted for one unit of PE Activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.		2	
G.E. TOTALS		27	0	0 = 27
MAJOR REQUIREMENTS:				
Major 18 units Students must select a major from among the choices listed in the PCC catalog listed under Occupational Curricula/Certificates of Achievement. List can be found at: www.pasadena.edu/cte/programs.cfm. Completing multiple Certificates of Achievement in the same field of study does not result in multiple Associate of Science degrees being awarded. Certificate of Achievement: <u>Child Development</u>		27	7	3 = 37
COMMENTS:				
1-399 UNITS		54	7.3	3 = 64
TOTAL (MINIMUM 60)				

The UNITS are not counted here because they have already been counted for the Child Development Major. See the previous page.

TRANSFER THESE NUMBERS TO THE G.E. PROGRESS TRACKER LINE ON PAGE 3.

The units above should be the same as the ones for the Major on Page 3.

STEP 9: Using the examples below, continue to complete Page 3 of the ROAD MAP TO SUCCESS Academic Planning Tool:

“Master Planning Worksheet”

Transfer the G.E. TOTALS from the G.E. PROGRESS TRACKER to the proper line on Page 3 of the ROAD MAP TO SUCCESS.

Transfer the NDA Prerequisite units from Page 2 of the ROAD MAP TO SUCCESS to the appropriate lines on Page 3.

Total up all of the columns and units.

30C, 34, 35, 36, 37, 44A, 44B, 44C, 45A, 45B, 46A, 46B, 47, 48, 49A, 49B, 50, 51, 52, 53, 54, 57, 59, 60, 61, 78A, 78B, 82A, 82B, 82C, 119, French 1, 2, 3, 4, 5A, 5B, 6, 10, 12, 16, 50, German 1, 2, 3, 4, 5, 10, 12, Greek 1, 2, Religious Studies 1, 2, 3, Russian 1, 2, 3, 4, 11, Spanish 1, 2, 2A, 3, 4, 5, 6A, 6B, 12, 25, 31, 42A, 42B, 44A, 44B, Theater Arts 1, 5, 7A, 7B			
D. Language and Rationality (choose minimum of 3 units from each area below) 9 units			
1. English Composition (choose one) 3 units			
English 1A, 1B, 1C + English 900 NDA Corequisite	(4)		
2. Oral Communication 3 units	3		
Speech 1, 2, 10, 121			
3. Critical Thinking 3 units			
**Business 14A, 14B Philosophy 25, 30, 33 Computer Information Systems 62 Physical Science 2 Computer Science 2, 4, 6, 8, 10, 12, 43, 45 Speech 6, 12 English 1C **Statistics 15, 18, and 50 **Mathematics 3, 5A, 5B, 5C, 7A, 7B, 8, 9, 10, 12, 15, 22, 38, 55, 131, 133AB, 134AB, 139, 141	4		
**These courses also meet mathematics competency requirement			
E. American Institutions 3-6 units			
May be satisfied by one of the following options:			
OPTION I (one History and one Political Science course – 6 units)			
History 7A, 7B, 25A, 25B, 25C, 25D, 29A, 29B, 31, 41, 3 units	3		
AND			
Political Science 1 or 7 3 units	3		
California State and Local Government Met <input type="checkbox"/>			
OPTION II (one course - 3 units)			
American Institutions 125 3 units			
F. Health Education 2 units			
Biology 3, 19 Nursing 50, 51, 52, 53, 125, 126, 127, 137, 138 Counseling 12 Nutrition 11 Dental Hygiene 109, Physiology 1, 2A, 2B, 100 Health Education 2A, 2E, 44	2		
G. Physical Activity 2 units			
2 units required. A maximum of four units of Physical Education Activity or Dance (Dance 21A and 21B are excluded) may be counted toward the degree. Music 61 may be substituted for one unit of PE Activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.	2		
G.E. TOTALS	27	0	0 = 27
MAJOR REQUIREMENTS:			
Major 18 units	27	7	3 = 37
Students must select a major from among the choices listed in the PCC catalog listed under Occupational Curricula/Certificates of Achievement. List can be found at: www.pasadena.edu/cte/programs.cfm. Completing multiple Certificates of Achievement in the same field of study does not result in multiple Associate of Science degrees being awarded.			
Certificate of Achievement: Child Development			
COMMENTS:			
Total must equal or exceed 60 units.			
1-399 UNITS TOTAL MINIMUM 60!	54	7.3	3 = 64

Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Course Name and Number	Notes	N	IP	C	Units
MAJOR COURSES FROM CATALOG					
Major Courses are those required for your major or occupational field.					
1. CHDV 10				3	3
2. ENGL 1A (Also meets a requirement on the G.E. Progress Tracker)			4		4
3. PSYCH 21			3		3
4. CHDV 13A		4			4
5. CHDV 120		3			3
6. CHDV 13B		4			4
7. CHDV 15		3			3
8. CHDV 13C		4			4
9. CHDV 116		3			3
10. CHDV 24A		2			2
11. DANCE 25		2			2
12. PEth 27C		2			2
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL UNITS		27	7	3	37
G.E. PROGRESS TRACKER					
Unit summary from my G.E. Progress Tracker		TOTAL UNITS			
		27	0	0	27
ARTICULATION AGREEMENT BY MAJOR					
Circle below the section where you have listed Articulation Agreement Courses.					
1. MAJOR G.E. TRACKER OTHER					
2. MAJOR G.E. TRACKER OTHER					
3. MAJOR G.E. TRACKER OTHER					
4. MAJOR G.E. TRACKER OTHER					
5. MAJOR G.E. TRACKER OTHER					
6. MAJOR G.E. TRACKER OTHER					
7. MAJOR G.E. TRACKER OTHER					
8. MAJOR G.E. TRACKER OTHER					
9. MAJOR G.E. TRACKER OTHER					
10. MAJOR G.E. TRACKER OTHER					
11. MAJOR G.E. TRACKER OTHER					
12. MAJOR G.E. TRACKER OTHER					
OTHER (i.e. electives, degree applicable prerequisites, recommended courses)					
1. English 900, Writing Lab, corequisite for English 1A (NDA)			.3		.3
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL PREREQUISITE NDA* MATH UNITS		From Page 2, Item 6	4		4
TOTAL PREREQUISITE NDA* ENGLISH UNITS		From Page 2, Item 7		4.3	4.3
UNITS FROM ADDITIONAL WORKSHEET			-	-	-
TOTAL OTHER UNITS			4.3	4.3	8.6
GRAND TOTAL OF UNITS					
		58	7.3	7.3	72.6

These units come from Page 2 of the ROAD MAP TO SUCCESS.

Total must equal or exceed 60 units.

TOTAL UP ALL OF THE COLUMNS AND UNITS.

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STEP 10: Double check all of the entries that you made on Page 3 of the *ROAD MAP TO SUCCESS* Academic Planning Tool:
 “Master Planning Worksheet”

CONGRATULATIONS!

Your
ROADMAP TO SUCCESS Academic Planning Tool
 For an Associate Degree Only

IS DONE!

Now proceed to the next few pages for instructions on
 how to use it.

Ascending Lights: iGraduate “ROAD MAP TO SUCCESS” Academic Planning Tool

Master Planning Worksheet		N	IP	C	Units
MAJOR COURSES FROM CATALOG		Major Courses are those required for your major or occupational field.			
Number Of Major Units Required: 37					
1.	CHDV 10			3	3
2.	ENGL 1A (Also meets a requirement on the G.E. Progress Tracker)		4		4
3.	PSYCH 21		3		3
4.	CHDV 13A	4			4
5.	CHDV 120	3			3
6.	CHDV 13B	4			4
7.	CHDV 15	3			3
8.	CHDV 13C	4			4
9.	CHDV 116	3			3
10.	CHDV 24A	2			2
11.	DANCE 25	2			2
12.	PEth 27C	2			2
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL UNITS		27	7	3	37
G.E. PROGRESS TRACKER					
Unit summary from my G.E. Progress Tracker:		→ TOTAL UNITS			
		27	0	0	27
ARTICULATION AGREEMENT BY MAJOR		Circle below the section where you have listed Articulation Agreement Courses.			
from WWW.ASSIST.ORG					
1.	MAJOR G.E.TRACKER OTHER				DO NOT USE THIS AREA
2.	MAJOR G.E.TRACKER OTHER				
3.	This section is used for transfer students only.				
4.	MAJOR G.E.TRACKER OTHER				
5.	MAJOR G.E.TRACKER OTHER				
6.	MAJOR G.E.TRACKER OTHER				
7.	MAJOR G.E.TRACKER OTHER				
8.	MAJOR G.E.TRACKER OTHER				
9.	MAJOR G.E.TRACKER OTHER				
10.	MAJOR G.E.TRACKER OTHER				
11.	MAJOR G.E.TRACKER OTHER				
12.	MAJOR G.E.TRACKER OTHER				
OTHER (i.e. electives, degree applicable prerequisites, recommended courses)					
1.					
2.	English 900, Writing Lab, corequisite for English 1A (NDA)		.3		.3
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL PREREQUISITE NDA* MATH UNITS		4			4
TOTAL PREREQUISITE NDA* ENGLISH UNITS				4.3	4.3
UNITS FROM ADDITIONAL WORKSHEET		-	-	-	-
TOTAL OTHER UNITS		4	.3	4.3	8.6
GRAND TOTAL OF UNITS		58	7.3	7.3	72.6

Additional Worksheet

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How to get the most out of your *ROAD MAP TO SUCCESS* Academic Planning Tool

OPTIONS, OPTIONS, AND MORE OPTIONS

A good road map gives you ALL of the options needed to reach your destination. When you combine the required courses that you need for your Major with the elective options available, you can see that you have many choices. If you find that classes are closed, or meet at inconvenient times, use your *ROAD MAP TO SUCCESS* documents to find alternate courses while continuing to move forward.

HOW LONG WILL IT TAKE TO FINISH MY DEGREE?

The GRAND TOTAL OF UNITS NEEDED (N) AND IN PROGRESS (IP) to complete your program can help you to figure out when you will complete your studies.

For example, Angela needs 58 units to complete her studies after her current semester. If she takes 9 units per semester, and four more units somewhere along the way, she will need 6 additional semesters to get her Associate in Science Degree.

EXPLORE THE ASCENDING LIGHTS iGRADUATE WEB SITE (www.ascendinglightsigraduate.org)

Our web site contains a wealth of resources that you and your mentor can use to assist you with your career and Educational Goals.

Ascending Lights: iGraduate "ROAD MAP TO SUCCESS" Academic Planning Tool

Master Planning Worksheet		N	IP	C	Units
MAJOR COURSES FROM CATALOG		Major Courses are those required for your major or occupational field.			
Number Of Major Units Required: 37					
1.	CHDV 10			3	3
2.	ENGL 1A (Also meets a requirement on the G.E. Progress Tracker)		4		4
3.	PSYCH 21		3		3
4.	CHDV 13A	4			4
5.	CHDV 120	3			3
6.	CHDV 13B	4			4
7.	CHDV 15	3			3
8.	CHDV 13C	4			4
9.	CHDV 116	3			3
10.	CHDV 24A	2			2
11.	DANCE 25	2			2
12.	PEH 27C	2			2
UNITS FROM ADDITIONAL WORKSHEET					
TOTAL UNITS		27	7	3	37
G.E. PROGRESS TRACKER					
Unit summary from my G.E. Progress Tracker		→ TOTAL UNITS			
		27	0	0	27
ARTICULATION AGREEMENT BY MAJOR		Circle below the section where you have listed Articulation Agreement Courses.			
from WWW.ASSIST.ORG					
1.	MAJOR G.E.TRACKER OTHER				DO NOT USE THIS AREA
2.	MAJOR G.E.TRACKER OTHER				
3.	This section is used for transfer students only.				
4.	MAJOR G.E.TRACKER OTHER				
5.	MAJOR G.E.TRACKER OTHER				
6.	MAJOR G.E.TRACKER OTHER				
7.	MAJOR G.E.TRACKER OTHER				
8.	MAJOR G.E.TRACKER OTHER				
9.	MAJOR G.E.TRACKER OTHER				
10.	MAJOR G.E.TRACKER OTHER				
11.	MAJOR G.E.TRACKER OTHER				
12.	MAJOR G.E.TRACKER OTHER				
OTHER (i.e. electives, degree applicable prerequisites, recommended courses)					
1.	English 900, Writing Lab, corequisite for English 1A (NDA)		.3		.3
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL PREREQUISITE NDA* MATH UNITS		From Page 2, Item 6	4		4
TOTAL PREREQUISITE NDA* ENGLISH UNITS		From Page 2, Item 7		4.3	4.3
UNITS FROM ADDITIONAL WORKSHEET			-	-	-
TOTAL OTHER UNITS			4.3	4.3	8.6
GRAND TOTAL OF UNITS			58	7.3	7.3
					72.6

Additional Worksheet

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Finishing Up

Congratulations on completing your *Personalized ROAD MAP TO SUCCESS!* Take these 5 simple steps to finish up:

1. Staple together Your ***ROAD MAP TO SUCCESS*** Academic Planning Tool, your community college Math and English Assessment Scores and Course Placements document/s, your Unofficial Transcripts, the copy of the Community College Catalog page(s) that corresponds to your Major, your G.E. PROGRESS TRACKER, and your Schedule of Classes.
2. Meet with a community college counselor to convert your ***ROAD MAP TO SUCCESS*** into an official community college Educational Plan and obtain a date and time to register for classes.
3. Browse the ***Schedule of Classes*** to select courses that fit with your *Personalized ROAD MAP TO SUCCESS (Academic Plan)*.
4. Be prepared to pay your fees immediately as many community college campuses drop students from classes if fees are not paid on time. If you applied for financial aid, **check the Status of Your FAFSA and BOGFW** applications.
5. **Register** for courses online or in person. Obtain a print copy of your Class Schedule.

It is important that you register for classes as soon as your priority registration date and time allow.

If classes are closed, use your ROAD MAP TO SUCCESS to select other classes that meet the same requirements. Be sure to check for needed prerequisites. Be sure to enroll in something. Your registration priority will improve with each semester successfully completed.

General steps to “crash” a closed course:

- A. Contact the instructor and ask if they might accept crashers for their course, and what the policy is. Find their contact information on the school web site by searching the “Directory.” Politeness will work in your favor. Usually, you will be required to attend the first 1-2 lectures and sign a waiting list.
- B. If you do not receive a reply, attend the first day of class anyway. If the instructor does not announce the crashing policy, ask after class is over.
- C. If the instructor wishes to admit you, he or she will give you an “add code.” Log onto the registration system and enter the Section Number and “add code” to bypass the closed course message. If the instructor does not give you an add code, you will not be able to add the course.