

# I Want to Earn A Certificate 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 Certificate 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. Her Educational Goal is to obtain a Certificate of Achievement 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 Certificate Only***. This document exists in Word and Excel formats. They 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 that you have selected for your certificate. A Community College Catalog can be downloaded from the community college's web site.
5. 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 1-5 above before moving on to Step 1 on page 4 of this tutorial.**

## Example 1: Angela's Academic Planning Tool for Certificate Only

**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

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

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
<b>Fall 2012</b>						
ENGL 400	English Essentials	B	4	4	12	
ENGL 902	Writing lab	CR	<.3>	.3	.0	
CHDV 10	Foundations of Child Dev	A	3	3	12	
	Term totals		7.0	7.3	24	3.43
<b>Spring 2013</b>						
PETH 27C	Early Childhood P.E.		2	In progress		
PSYCH 21	Developmental Psychology, The Child		3	In progress		

**ANGELA'S PLACEMENT ASSESSMENTS SCORES**

Your Placement Assessment placed you in **MATH 402**

Your Placement Assessment placed you in **ENGLISH 400**

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 taken and passed. In Angela's case, her earliest English course is ENGL 400 with ENGL 902. This is also where she placed.

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Example 4: PCC Catalog page corresponding to Angela's Major:  
Child Development Certificate of Achievement

**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 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.

**Requirements for the Occupational Skills Certificate (16 units):**

Semester 2  
CHDV 15  
CHDV 120

Semester 3  
\*CHDV 13A

*\*Enrollment in 7 units or more including field practice.*

**Angela's Major: Child Development Certificate of Achievement**

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Example 5: A page 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	OCHIATO PJ
#2108	6:40pm-10:00pm W	Lecture C415	MARTIN H

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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
#2685	1:35pm- 3:10pm MW	Lecture C415	DELMAN A
#2088	6:40pm-10:00pm M	Lecture C325	BHADHA B

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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

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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	I-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

One of the courses that Angela is taking in spring 2013. (See the example Transcript on the previous page)

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 \_\_\_\_\_

Item 1. These instructions are for your goal of earning a CERTIFICATE ONLY.

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 5. From the Community College Catalog write down the exact title of the certificate that you wish to earn. Also write down the catalog page(s) where this information can be found.

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.

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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 3/3/13 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: 123-45-6789

4. My Password is: 1234

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

☒ Specific Departmental Major: (Please specify) Child Development Certificate of Achievement  
Catalog page 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 page.

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: “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
<b>Fall 2012</b>						
ENGL 400	English Essentials	B	4	4	12	
ENGL 902	Writing lab	CR	.3	.3	.9	
CHDV 10	Foundations of Child Dev	A	3	3	12	
Term totals			7.3	7.3	24.9	3.41
<b>Spring 2013</b>						
PETH 27C	Early Childhood P.E.		2	In progress		
PSYCH 21	Developmental Psychology, The Child		3	In progress		

ANGELA’S PLACEMENT ASSESSMENTS SCORES

Your Placement Assessment placed you in **MATH 402**

Your Placement Assessment placed you in **ENGLISH 400**

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 taken and passed. In Angela’s case, her earliest English course is ENGL 400 with ENG 902. 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 # **402**

In order to achieve my Educational Goal, I must take and pass Math course # **Not required**  
In order to take the course above I must FIRST take and pass the following Math courses: **for the certificate**

PREREQUISITE NDA* MATH COURSES	N	IP	C	Units
TOTAL PREREQUISITE NDA* MATH UNITS				0

7. My college assessment test placed me in English course # **400**

In order to achieve my Educational Goal I must take and pass English course # **100 w/ 901**

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
English 400 English Essentials			4	4
English 902 (Corequisite) Writing Lab			.3	.3
TOTAL PREREQUISITE NDA* ENGLISH UNITS				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: "College Assessment Scores and Non Degree Applicable (NDA) Prerequisite Courses Needed"

**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; Music 136; Music 137; Music 138; Music 139; Music 140

**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.

**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.**

From your Community College Catalog Major page, fill in the Math and English courses that you need to achieve your Educational Goal.

**6. My college assessment test placed me in Math course # 402**

In order to achieve my Educational Goal, I must take and pass Math course # **Not required** for the certificate

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
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>				<b>0</b>

**7. My college assessment test placed me in English course # 400**

In order to achieve my Educational Goal I must take and pass English course # **100 w/ 901**

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
English 400 English Essentials			4	4
English 902 (Corequisite) Writing Lab			.3	.3
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>			<b>4.3</b>	<b>4.3</b>

English 100 is required for the Child Development Major. It has a corequisite of English 901. See the catalog example on the next page.

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: “College Assessment Scores and Non Degree Applicable (NDA) Prerequisite Courses Needed”

Using the course descriptions in your Community College Catalog, or in your Schedule of Classes, identify all of the prerequisite Math and English courses that you will need to pass before taking the courses required for your Major. While also referring to 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.

### ENGL 57 MODERN DRAMA 3 units

**Prerequisite:** Eligibility for Engl 1B.

Reading and discussion of continental, British, and American drama from Ibsen to the present. Representative plays by Strindberg, Chekhov, Pirandello, Shaw, Brecht, Beckett, Genet, Pinter, Albee. Major rhetorical movements: naturalism, symbolism, expressionism. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 59 CHILDREN'S LITERATURE 3 units

**Prerequisite:** Eligibility for Engl 1A.

Reading and analysis of selected stories for young children and of selected critical evaluations of children's literature. For Child Development students, library tech students, writers of children's literature and parents, but open to all students. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

In order to take English 100, Angela was required to take and pass English 400 with corequisite English 902. Her Transcript indicates that she took and passed both classes in the fall of 2012.

sophical and historical perspectives and criticism. Discussion, written analysis and instructional trips. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 61 INTRODUCTION TO THE NOVEL 3 units

**Prerequisite:** Engl 1A.

Reading and analysis of selected classic and contemporary novels. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 78A INTRODUCTION TO SHAKESPEARE 3 units

**Prerequisite:** Eligibility for Engl 1B.

Reading and discussion of 12 to 16 tragedies, comedies and histories, including the following: *Love's Labor's Lost*; *Twelfth Night*; *Richard II*; *Henry IV, parts I and II*; *Henry V*; *Hamlet*; *Othello*. Selections from the Sonnets. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 78B INTRODUCTION TO SHAKESPEARE 3 units

**Prerequisite:** Eligibility for Engl 1B.

Reading and discussion of 12 to 16 tragedies, comedies and histories, including the following: *The Merchant of Venice*; *As You Like It*; *Henry VI, parts I, II, III*; *Richard*

Classical (Greek and Roman), and Old European mythologies. Emphasis on literary texts and creative expressions, such as art, music, and artifacts. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 82B INTRODUCTION TO MYTHOLOGY 3 units

**Prerequisite:** Eligibility for Engl 1B.

Historical and thematic exploration of mythology of one major cultural or geographical area other than Fertile Crescent. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 82C INTRODUCTION TO MYTHOLOGY 3 units

**Prerequisite:** Eligibility for Engl 1B.

Intensive study of a single body of traditional narrative, such as the Arthurian cycle; double, motifs; quest motifs; folk tales; fairy tales. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### ENGL 100 READING AND WRITING SKILLS 4 units

**Prerequisite:** One of the following: (1) Engl 400 or Bus 112; (2) placement based on the English assessment process.

**Corequisite:** Engl 901.  
Writing expository, analytical, and argumentative essays; developing critical reading research skills. Review of sentence structure and grammar. **Required** concurrent enrollment in Engl 901. **Recommended** enrollment in Engl 130. **No credit** if taken after Engl 1A. Total of 72 hours lecture.

### ENGL 110 SKILLS FOR COLLEGE SUCCESS 2 units

Development of essential study techniques and critical thinking skills related to time management, textbook mastery, test taking, and memory. Total of 36 hours lecture.

### ENGL 130 ADVANCED READING FOR ACADEMIC SUCCESS 3 units

**Prerequisite:** One of the following: (1) Engl 415; (2) eligibility for Engl 100 or ESL 33B; or (3) satisfactory reading placement assessment.

Course Descriptions

## ROAD MAP TO SUCCESS™ Academic Planning Tool

### College Assessment Scores and Non Degree Applicable (NDA) Prerequisite Courses Needed

Placement in Math course # 402

In order to achieve my Educational Goal, I must take and pass Math course # Not required

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
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>				<b>0</b>

7. My college assessment test placed me in English course # 400

In order to achieve my Educational Goal I must take and pass English course # 100 w/ 901

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
English 400 English Essentials			4	4
English 902 (Corequisite) Writing Lab			.3	.3
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>			<b>4.3</b>	<b>4.3</b>

English 100 is required for the child development Major. It has a corequisite of English 901, 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 5: Using the examples below, begin completing Page 3 of the *ROAD MAP TO SUCCESS* Academic Planning Tool: “Master Planning Worksheet”

From your Community College Catalog Major page, 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 catalog, in your Schedule of Classes, or from your community college Transcript. (See next 2 pages)

### 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-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

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 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.

**Requirements for the Occupational Skills Certificate (16 units):**

Semester 1

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. If her preferred classes are closed, or if they meet at inconvenient times, she has many other options available without delaying her progress!

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

#### Master Planning Worksheet

Course Name and Number	Notes	N	IP	C	Units
<b>MAJOR COURSES FROM CATALOG</b>					
Number Of Major Units Required: 37					
1. CHDV 10					3
2. ENGL 1A with 900 Corequisite					4.3
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					3
10. CHDV 24A					2
11. DANCE 25					2
12. PETH 27C					2
		<b>UNITS FROM ADDITIONAL WORKSHEET</b>			
		<b>TOTAL UNITS</b>			
		37.3			
<b>G.E. PROGRESS TRACKER</b>					
Unit summary from my G.E. Progress Tracker:		<b>TOTAL UNITS</b>			
<b>ARTICULATION AGREEMENT BY MAJOR</b>					
from <a href="http://WWW.ASSIST.ORG">WWW.ASSIST.ORG</a>		Circle below the section where you have listed Articulation Agreement Courses.			
1.	MAJOR G.E. TRACKER OTHER	<b>DO NOT USE THIS AREA</b>			
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				
<b>OTHER (i.e. electives, degree applicable prerequisites, recommended courses)</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>		From Page 2, Item 6			
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>		From Page 2, Item 7			
		<b>UNITS FROM ADDITIONAL WORKSHEET</b>			
		<b>TOTAL OTHER UNITS</b>			
<b>GRAND TOTAL OF UNITS</b>					

#### Additional Worksheet

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

Find the units required in the course descriptions in the back of your Community College Catalog or in your Schedule of Classes. Be sure that any prerequisite courses have been included on your Master Planning Worksheet.

tors in young children's learning; materials, activities and teaching techniques. Field site observations included. **Recommended** enrollment in CHDV 13A, B or C. Total of 54 hours lecture.  
Transfer Credit: CSU

### CHDV 13A CHILD DEVELOPMENT FIELD PRACTICE 4 units

**Prerequisites:** CHDV 10 and Psych 21 or 121; enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice. Beginning supervised field practice in approved group programs for children from infancy through school age, planning and guiding their learning and activities; practical application of theoretical partial fulfillment of the state requirement for the California Child Development Permit. Total of 270 hours laboratory.  
Transfer Credit: CSU

### CHDV 13B CHILD DEVELOPMENT FIELD PRACTICE 4 units

**Prerequisites:** CHDV 13A and enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice. Intermediate supervised field practice in approved group programs for children from infancy through school age, planning and guiding their learning and routine activities; practical application of theoretical concepts. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 18 hours lecture and 270 hours laboratory.  
Transfer Credit: CSU

### CHDV 13C CHILD DEVELOPMENT FIELD PRACTICE 4 units

**Prerequisites:** CHDV 13B and enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice. Advanced supervised field practice in approved group programs for children from infancy through school age, planning and guiding their learning and routine activities; practical application of theoretical concepts. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 18 hours lecture and 270 hours laboratory.  
Transfer Credit: CSU

### CHDV 15 PRINCIPLES OF HOME, SCHOOL AND COMMUNITY

**3 units**  
**Recommended preparation:** CHDV 10 and Psych 21 or 121. Introduction to individual development and socialization processes for children with emphasis on the inter-

action among the multi-cultural e  
Transfer Credit:

### CHDV 24A SPECIAL TOPICS IN CHILD DEVELOPMENT – HEALTH AND SAFETY

**2 units**  
Readings, discussions, papers and exercises focusing on topics of current and general interest in health and safety. Focus on critical thinking and analytic skills. Total of 36 hours lecture.  
Transfer Credit: CSU

Here are two examples of units taken from the Child Development course descriptions in the PCC Community College Catalog. Note that these two courses have prerequisites which are also listed on page 3 of Angela's Master Planning Worksheet.

Transfer Credit: CSU

### CHDV 24C SPECIAL TOPICS IN CHILD DEVELOPMENT – THE YOUNG CHILD

**2 units**  
Readings, discussions, papers and exercises focusing on topics of current and general interest regarding the young child. Focus on critical thinking and analytic skills. Total of 36 hours lecture.  
Transfer Credit: CSU

### CHDV 24D SPECIAL TOPICS IN CHILD DEVELOPMENT – WORKING WITH PARENTS

**2 units**  
Readings, discussions, papers and exercises focusing on topics of current and general interest in working with parents. Focus on critical thinking and analytic skills. Total of 36 hours lecture.  
Transfer Credit: CSU

### CHDV 24E SPECIAL TOPICS IN CHILD DEVELOPMENT – MULTICULTURAL ISSUES

**2 units**  
Readings, discussions, papers and exercises focusing on topics of current and general interest in multicultural issues. Focus on critical thinking and analytic skills. Total of 36 hours lecture.  
Transfer Credit: CSU

### CHDV 24F SPECIAL TOPICS IN CHILD DEVELOPMENT – DISCIPLINE

**2 units**  
Readings, discussions, papers and exercises focusing on topics of current and general interest in disciplining young children. Focus on critical thinking and analytic skills. Total of 36 hours lecture.  
Transfer Credit: CSU

## “ROAD MAP TO SUCCESS” Academic Planning Tool

### Planning Worksheet

Notes	N	IP	C	Units
Major Courses are those required for your major or occupational field.				
1. CHDV 10			3	3
2. English 100 with 901 corequisite	4.3			4.3
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		2
UNITS FROM ADDITIONAL WORKSHEET				
TOTAL UNITS	29.3	5	3	37.3
G.E. PROGRESS TRACKER				
Unit summary from my G.E. Progress Tracker:				N/A
Articulation Agreement by Major from <a href="http://WWW.ASSIST.ORG">WWW.ASSIST.ORG</a>				
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. None required for this certificate				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL PREREQUISITE NDA* MATH UNITS			None required	
TOTAL PREREQUISITE NDA* ENGLISH UNITS			4.3	4.3
UNITS FROM ADDITIONAL WORKSHEET				0
TOTAL OTHER UNITS	0		4.3	4.3
GRAND TOTAL OF UNITS	29.3	5	7.3	41.6

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

Using your Transcript, indicate the units for 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
<b>Fall 2012</b>						
ENGL 400	English Essentials	B	4	4	12	
ENGL 902	Writing lab	CR	.3	.3	.9	
CHDV 10	Foundations of Child Dev	A	3	3	12	
Term totals			7.3	7.3	24.9	3.41

**Spring 2013**

PETH 27C	Early Childhood P.E.	2	In progress			
PSYCH 21	Developmental Psychology, The Child	3	In progress			

### ANGELA'S PLACEMENT ASSESSMENTS SCORES

Your Placement Assessment placed you in **MATH 402**

Your Placement Assessment placed you in **ENGLISH 400**

### "ROAD MAP TO SUCCESS" Academic Planning Tool

#### Planning Worksheet

Course Name and Number	Notes	N	IP	C	Units
<b>MAJOR COURSES FROM CATALOG</b>					
Number Of Major Units Required: 37	Major Courses are those required for your major or occupational field.				
1. CHDV 10				3	3
2. English 100 with 901 corequisite		4.3			4.3
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 11A		2			2
11. DANCE 25		2			2
12. Peth 27C				2	2
<b>UNITS FROM ADDITIONAL WORKSHEET</b>					
<b>TOTAL UNITS</b>		29.3	5	3	37.3
<b>G.E. PROGRESS TRACKER</b>					
Unit summary from my G.E. Progress Tracker:		<b>TOTAL UNITS</b>			
Applies only to AA degrees, not required for a Certificate of Completion					N/A
<b>ARTICULATION AGREEMENT BY MAJOR</b>					
Circle below the section where you have listed Articulation Agreement Courses.					
1. MAJOR	G.E. TRACKER OTHER				<b>DO NOT USE THIS AREA</b>
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				
<b>OTHER (i.e. electives, degree applicable prerequisites, recommended courses)</b>					
1. None required for this certificate					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>		From Page 2, Item 6		None required	
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>		From Page 2, Item 7		4.3	4.3
		<b>UNITS FROM ADDITIONAL WORKSHEET</b>			0
		<b>TOTAL OTHER UNITS</b>		0	4.3
<b>GRAND TOTAL OF UNITS</b>			29.3	5	7.3
					41.6

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**STEP 8:** Using the examples below, finish completing Page 3 of the *ROAD MAP TO SUCCESS* Academic Planning Tool: “Master Planning Worksheet”

Return to Page 2 of the *ROAD MAP TO SUCCESS* Academic Planning Tool and transfer the information from items 6 and 7 to the bottom of the Master Planning Worksheet.

## Ascending Lights: iGraduate "ROAD MAP TO SUCCESS"

College Assessment Scores and  
Non Degree Applicable Prerequisite Courses Needed

6. My college assessment test placed me in Math course # 402

In order to achieve my **Educational Goal**, I must take and pass Math course # Not required  
In order to take the course above I must FIRST take and pass the following Math for the certificate  
courses:

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
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>				<b>0</b>

7. My college assessment test placed me in English course # 400

In order to achieve my **Educational Goal** I must take and pass English course # 100 w/ 901

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
English 400 English Essentials			4	4
English 902 (Corequisite) Writing Lab			.3	.3
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>			<b>4.3</b>	<b>4.3</b>

Under GRAND TOTAL OF UNITS add together the TOTAL UNITS in each column from the Major Courses section and the OTHER section. **YOUR ACADEMIC PLANNING TOOL FOR YOUR CERTIFICATE IS DONE!**

\* 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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Page 2

**MAP TO SUCCESS™ Academic Planning Tool**

## Planning Worksheet

Course Name and Number	Notes	N	IP	C	Units
<b>MAJOR COURSES FROM CATALOG</b>	Major Courses are those required for your major or occupational field.				
<b>Number Of Major Units Required:</b> 37					
1. CHDV 10				3	3
2. English 100 with 901 corequisite		4.3			4.3
3. Psyc 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
	<b>UNITS FROM ADDITIONAL WORKSHEET</b>				
	<b>TOTAL UNITS</b>	29.3	5	3	37.3
<b>G.E. PROGRESS TRACKER</b>					
<b>Unit summary from my G.E. Progress Tracker:</b>	<b>→ TOTAL UNITS</b>				N/A
Applies only to A.A. degrees, not required for a Certificate of Completion					
<b>ARTICULATION AGREEMENT BY MAJOR</b> from <a href="http://WWW.ASSIST.ORG">WWW.ASSIST.ORG</a>	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			
<b>OTHER (i.e. electives, degree applicable prerequisites, recommended courses)</b>					
1. None required for this certificate					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>	From Page 2, Item 6	None required			
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>	From Page 2, Item 7	4.3			4.3
	<b>UNITS FROM ADDITIONAL WORKSHEET</b>				0
	<b>TOTAL OTHER UNITS</b>	0		4.3	4.3
<b>GRAND TOTAL OF UNITS</b>		29.3	5	7.3	41.6

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Page 3

## 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 CERTIFICATE?

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 29.3 units to complete her studies after her current semester. If she takes 6 units per semester, she will need 5 additional semesters to get her certificate.

### EXPLORE THE ASCENDING LIGHTS iGRADUATE WEB SITE ([www.ascendinglightsigraduate.org](http://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
<b>Course Name and Number</b>		<b>Notes</b>			
<b>MAJOR COURSES FROM CATALOG</b>		Major Courses are those required for your major or occupational field.			
Number Of Major Units Required: <b>37</b>					
1. CHDV 10				3	3
2. English 100 with 901 corequisite		4.3			4.3
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		2
<b>UNITS FROM ADDITIONAL WORKSHEET</b>					
<b>TOTAL UNITS</b>		29.3	5	3	37.3
<b>G.E. PROGRESS TRACKER</b>					
Unit summary from my G.E. Progress Tracker:		→ TOTAL UNITS			
Applies only to AA degrees, not required for a Certificate of Completion		N/A			
<b>ARTICULATION AGREEMENT BY MAJOR</b>		Circle below the section where you have listed Articulation Agreemt. Courses.			
1.	MAJOR G.E. TRACKER OTHER	<b>DO NOT USE THIS AREA</b>			
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				
<b>OTHER (i.e. electives, degree applicable prerequisites, recommended courses)</b>					
1.	None required for this certificate				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>TOTAL PREREQUISITE NDA* MATH UNITS</b>		From Page 2, Item 6		None required	
<b>TOTAL PREREQUISITE NDA* ENGLISH UNITS</b>		From Page 2, Item 7		4.3 4.3	
<b>UNITS FROM ADDITIONAL WORKSHEET</b>				0	
<b>TOTAL OTHER UNITS</b>		0		4.3 4.3	
<b>GRAND TOTAL OF UNITS</b>		29.3 5		7.3 41.6	

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**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, your Unofficial Transcripts, the copy of the Community College Catalog page(s) that corresponds to your Major, and your Schedule of Classes.
2. Meet with a community college counselor to convert your ***ROAD MAP TO SUCCESS*** into an official 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 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 course descriptions 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.