

CCA COURSE PLANNING WORKSHEET & GUIDE

TRANSFER &
SECOND-DEGREE
STUDENTS

Before your phone registration appointment:

- Review pages 1-3
- Complete Steps One and Two below

Planning your first semester at CCA

Every transfer/second degree student has a unique situation. During your phone registration appointment, a CCA registration counselor will work with you to determine an appropriate schedule that fits your needs and interests. You should prepare for your appointment by following the steps below.

Fill out this worksheet before your phone registration appointment. During your appointment, you will have a chance to discuss your course selections with a registration counselor. Take note of any questions so that you can discuss them during your appointment.

STEP ONE: Gather Information

1) **What is your declared or intended major?** _____

TIP: Read about CCA's undergraduate programs (majors) online at <http://www.cca.edu/academics>

2) **Have you taken any standardized tests recently? (SAT, ACT, AP, IB, etc)**

Test Name: _____ Score: _____ || Test Name: _____ Score: _____

Test Name: _____ Score: _____ || Test Name: _____ Score: _____

TIP: Send your official test scores to CCA before your phone appointment. The final deadlines for submitting official test scores to CCA are: August 1 (fall); December 15 (spring).

STEP TWO: Select Courses

In order to select courses, you will consult CCA's online course listings as well your Degree Audit and the Sequence Chart for your major. Follow the steps below and take note of any questions that come up for you.

1) **Review the "Sequence Chart" that you received with your admissions packet.**

- Each program's Sequence Chart lays out the recommended path through the major.
- Courses for which you have received transfer credit will have an **X** drawn through them. Courses without an **X** are your remaining degree requirements. (Note: This assessment may be adjusted if new transcripts are received and additional transfer credits are placed.)
- Take note of which requirements are still outstanding. You should plan to fill the lower-level requirements before moving on to upper-level courses; lower-level courses are prerequisites for upper-level.

2) **Review the preliminary Degree Audit that you received with your admissions packet.**

- The Degree Audit allows students to track their progress toward graduation by listing all course requirements according to the categories of the curriculum (First-Year Core, Humanities and Science, Major and Elective). It also indicates whether each requirement is completed, in progress, or outstanding.
- Course Sequence Charts are helpful tools for viewing the recommended or required (depending on your major) sequencing of your classes, but the most accurate guide to your degree requirements is your Degree Audit. It reflects all units that you have earned at CCA or transferred from a different institution. It shows how your transfer credits were placed, and includes course codes and numbers (i.e., ILLUS-200) so that you can be sure that the course you are looking at on WebAdvisor will count toward your requirements. Classes with a *TE ("transfer equivalency") listed next to them are courses for which you've received transfer credit. Review the key at the top of your audit for more tips.

• Note about Humanities & Sciences (H&S) Transfer Credit for Second-Degree Students:

--BA and BFA applicants with a previous undergraduate bachelor's degree from a regionally accredited U.S. college or university will automatically receive transfer credit for all of the CCA humanities and sciences requirements except art history (visual studies), which is considered on a course-by-course basis.

--BArch applicants with a previous undergraduate bachelor's degree from a regionally accredited U.S. college or university will automatically receive transfer credit for all of the CCA humanities and sciences requirements except art history (visual studies) courses, Math for Architecture, and Physics for Architecture. These are all considered on a course-by-course basis.

3) Check your audit: Do you have any outstanding first year requirements?

Depending on your transfer credit placement, you may need to complete CCA's first year requirements in addition to classes in your major. The first year requirements are prerequisites for upper-division classes in the majors, so you should complete all first-year requirements before entering your major. Occasionally first-year classes can be completed alongside major requirements; consult with your academic advisor at Orientation to determine if this is possible.

There are 8 first year requirements:

CORE STUDIO		Course Title	Course Code	Prerequisite
Subject Area*: Core Studio * As listed in online course schedule	1	D1 (Drawing 1)	CORES-100	NONE
	2	2D	CORES-104	NONE
	3	3D	CORES-108	NONE
	4	4D	CORES-112	NONE

* **Note for Writing & Lit majors:** Any two of your Core Studio requirements can be exchanged with: First Year Writer's Workshop (WRLIT-110) and any 200-level Writing Workshop. World Literature Survey can be taken in place of Introduction to the Arts (VISST-102).

ENGLISH		Course Title	Course Code	Prerequisite and Placement Info
Subject Area*: Writing & Literature * As listed in online course schedule	5	English 1	WRLIT-100	Placement into an English class is determined by: standardized test scores or the CCA English Placement Exam.
		Writing Skills Workshop	WRLIT-099	Review details: www.cca.edu/admissions/admitted/english or on page #22 of the Enrollment Guide.

VISUAL STUDIES (Art History)		Course Title	Course Code	Prerequisite(s)
Subject Area*: Visual Studies * As listed in online course schedule	6	Introduction to the Arts	VISST-102	Placement at the English 1 level. Review details: www.cca.edu/admissions/admitted/english or on page #22 of the Enrollment Guide.
	7	Introduction to the Modern Arts	VISST-104	<ul style="list-style-type: none"> ▪ English 1 ▪ Introduction to the Arts

CRITICAL STUDIES		Course Title	Course Code	Prerequisite and Placement Info
Subject Area*: Critical Studies * As listed in online course schedule	8	Foundations in Critical Studies	CRTSD-150	English 1

4) **Based on your audit and transcript, identify the classes you think you should take.** A full-time schedule is enrollment in 4-6 classes (12-18 units). Note that the recommended course load per semester is 15-18 units; see sequence charts for more information on course load by semester.

Schedule A:

Alternate

5) **Review course offerings online at CCA's [WebAdvisor](#) site.**

- **Select "Search Course Schedule"** from the bottom left-hand side of the page.
- To view the course schedule, **begin by selecting your start term, i.e. "fall 2010."**
- From the "Subject" column, **select which courses you are interested in viewing.** For example, to find "Introduction to the Modern Arts" you would search for courses listed under the subject "Visual Studies." See the [Key to Subject and Major Codes](#) for additional details.
- Be sure to note if you have completed the appropriate prerequisites and have the appropriate class level (i.e., Junior Standing) for the courses you select. Prerequisites are built into a program in order to make sure that students are fully prepared for the next level of learning. WebAdvisor will not allow you to register for any class for which you haven't completed all of the prerequisites.
- Save this worksheet and have it handy during your phone registration appointment.

>>>> Next Steps

During your phone registration appointment, you will have the opportunity to ask questions and discuss your course selections with a registration counselor. The registration counselor will register you for your first semester schedule while you are on the phone. You will then be able to view, print, and download your schedule from [WebAdvisor](#).

You will have opportunities to make changes to your schedule during Orientation Week as well as during the Add/Drop period (first two weeks of the semester).