

Course Outline for PCN 18
UNIVERSITY TRANSFER PLANNING
Effective: Fall 2021

I. CATALOG DESCRIPTION:

PCN 18 — UNIVERSITY TRANSFER PLANNING — 1.00 units

Introduction to the resources and planning process needed to ease transition from community college to a four-year college or university. Development of a transfer action plan. Preparation for major and general education requirements. Application cycles and important deadlines. Recommended for those transferring to four-year colleges or universities.

1.00 Units Lecture

Grading Methods:

Letter or P/NP

Discipline:

- Counseling

| | MIN |
|-----------------------------------------|------------|
| Lecture Hours: | 18.00 |
| Expected Outside of Class Hours: | 36.00 |
| Total Hours: | 54.00 |

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Navigate printed and web-based resources to research information about four-year institutions;
- B. Critically evaluate opportunities for transfer to public, private, in-state, and out-of-state colleges and universities;
- C. Evaluate transfer opportunities that best meet individual academic and career goals;
- D. Identify technical terms and jargon used in transfer planning at colleges and universities;
- E. Express the difference between majors and minors as well as the advantage of completing a minor course of study;
- F. Plan and execute a meaningful site visit to potential four-year institutions;
- G. Identify proper course sequencing for an intended transfer plan;
- H. Recognize course-level and program-level articulation issues;
 - I. Formulate and present a written transfer plan;
- J. Execute, in a timely manner, the appropriate steps of the written transfer plan;
- K. Describe "transfer shock" and take appropriate steps to prepare for transfer-related personal and academic challenges;
- L. Discuss four-year college and university financial aid, housing, academic and career advising, scholarships, and other programs that support transfer students.

V. CONTENT:

- A. Overview of higher education in California (CCC, CSU, UC and private)
- B. Overview of printed and web-based transfer resources (including www.assist.org, www.csumentor.edu, www.universityofcalifornia.edu, www.californiacolleges.edu)
- C. Methods of self control/determination in transfer and life planning
- D. Definition of course and program articulation, transfer and transfer planning
- E. Information and feedback from significant transfer professionals
- F. Options and strategies for higher education planning
- G. "Collegese" – terminology most often used in transfer planning
- H. Personal, professional, and financial benefits of a baccalaureate degree
 - I. Choosing a major and a minor and why both are beneficial
- J. Techniques for researching possible transfer institutions, including a site visit
- K. Course sequencing for transfer planning
- L. General financial aid issues for transfer
- M. The transfer application process, deadlines, and admission procedures
- N. Four-year institution support opportunities for transfer student
- O. Methods of preparation for "transfer shock"

VI. METHODS OF INSTRUCTION:

- A. **Classroom Activity** -
- B. **Lecture** -
- C. Tours of campus resources
- D. **Guest Lecturers** -
- E. **Discussion** -

VII. TYPICAL ASSIGNMENTS:

- A. Reading assignments from college and university catalogs, and other transfer-related printed and online resources
- B. Development of a transfer action plan
- C. Identify and locate campus resources
- D. Participate in small group class activities/exercises
- E. Type a short paper on issues related to the transfer transitions
- F. Maintain a transfer binder/portfolio for use during and beyond the transfer process

VIII. EVALUATION:

Methods/Frequency

- A. Exams/Tests
 - At least once per semester.
- B. Portfolios
 - Three "portfolio projects" per semester.
- C. Papers
 - At least once per semester.
- D. Class Participation
 - Weekly.
- E. Home Work
 - Weekly.
- F. Other
 - 1. Journal and/or "quick write" assignments
 - a. Weekly.

IX. TYPICAL TEXTS:

1. Silver, Don. *Community College Transfer Guide*. 2nd ed., Adams-Hall Publishing, 2014.
2. Bedford/St. Martin's, . *Insider's Guide for Transfer Students*. 1st ed., Macmillan Education, 2014.
3. Tyler, Lucia, and Susan Henninger. *The Ultimate Guide to College Transfer: From Surviving to Thriving*. 1 ed., Rowman & Littlefield, 2017.
4. King, Lindy. *How to Transfer to a UC from a California Community College*. 4 ed., Darwinian Press, 2020.
5. Current Las Positas College Catalog is a required text for this course.

X. OTHER MATERIALS REQUIRED OF STUDENTS: