

COUN-105: PLANNING FOR TRANSFER SUCCESS

Effective Term

Fall 2019

CC Approval

03/15/2019

AS Approval

03/26/2019

BOT Approval

04/11/2019

COCI Approval

05/25/2019

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Counseling (Master's Degree)	

Subject Code

COUN - Counseling

Course Number

105

Department

Counseling

Division

Counseling (COUN)

Full Course Title

Planning for Transfer Success

Short Title

Planning for Transfer Success

CB03 TOP Code

4930.10 - Career Guidance and Orientation

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

Recommended textbook added. SLO updates.

SECTION B - Course Description

Catalog Course Description

An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the "right college."

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable unit?

No

Units

1.50

Lecture Hours

27.00

Outside of Class Hours

54

Total Contact Hours

27

Total Student Hours

81

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Students will understand transfer options and how to research transfer institutions.
2.	Students will have educational plans which prepare them to transfer to a variety of institutions.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Describe and compare the American system of higher education and California's four (4) systems of higher education.
2.	Identify courses required for university admission requirements, major preparation and options for general education requirements.

3. Describe and compare transfer admission requirements of CSU, UC and the Independent college system.
4. Research, evaluate and choose colleges that fit their goals and major.
5. Design an educational plan for transfer that includes obtaining an A.A. degree.
6. Complete an application for the UC, CSU system and/or Independent College(s).
7. Understand the financial aid process, different financial aid sources, scholarships and loans.
8. Utilize campus resources for effective decision making such as the Transfer and Career Center, Student Support Services and the college library.

Course Content

1. Overview of the American Higher Education system and California's four systems of higher education
 - a. California Community Colleges
 - b. California State Universities
 - c. Universities of California
 - d. Independent Colleges and Universities
 - e. Out-of-State Colleges and Universities
2. Transfer admission requirements to UC, CSU, and Independent colleges
 - a. Transferable credit/unit requirements
 - b. Grade point average in transferable courses
 - c. Lower division course preparation for the major
3. Articulation agreements with four-year institutions
4. Transfer Admission agreements with four-year institutions
5. Factors to consider in choosing a college
 - a. Environmental standards such as campus size, location and climate
 - b. Academic programs
 - c. Costs
 - d. Extracurricular Activities
 - e. Housing and community
6. Educational planning for transfer and meeting Napa Valley College's Associate Degree requirements
7. Application process to the UC, CSU, and/or Independent colleges/universities
 - a. Application Forms
 - b. Criteria
 - c. Deadlines
 - d. Personal statement
8. Overview of Financial Aid
 - a. Application and eligibility for Financial Aid
 - b. Types of Financial Aid
 - c. Sources of Financial Aid
9. Using college catalogs, Internet websites and campus resources

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	In groups, discuss primary systems of higher education, compare and contrast the primary systems, and apply this to case studies of students wanting to transfer.
Lecture	Present information regarding the higher education system in California.
Visiting Lecturers	Campus representatives, members of specific occupations
Other	Group work, role plays. Examples: Instructor will give an overview lecture of the primary systems of higher education. In groups, students will discuss primary systems, their similarities and differences, and apply them to case studies of students who are planning to transfer.

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	

Group Work

Journal

Lecture

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards

Chat Rooms

Discussion Boards

E-mail Communication

Telephone Conversations

Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms

Discussions

Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Reading and writing assignments, class exercise, quizzes and exams. Examples: Students will be asked to write an educational plan based on the research and reading they have conducted on college choices. They will also write a summary paper describing their plan for transfer, and the types of activities they have participated in to conduct a thorough search for transfer colleges and college majors.
Quizzes	Reading and writing assignments, class exercise, quizzes and exams. Examples: Students will be asked to write an educational plan based on the research and reading they have conducted on college choices. They will also write a summary paper describing their plan for transfer, and the types of activities they have participated in to conduct a thorough search for transfer colleges and college majors.
Other	Class Work - In class exercises researching transfer requirements and campus features.
Homework	Reading with written response papers.
Other	Final Exam - : Reading and writing assignments, class exercise, quizzes and exams. Examples: Students will identify transfer resources that they learned in the class and discuss future goals and action items.

Assignments

Reading Assignments

Examples:

1. Read and research catalogs from the top three colleges the student is interested in applying to for Transfer. Upon completion of the research, the students will write five questions s/he needs to know about each university s/he still needs to investigate.
2. Read the article on "How to Successfully Transfer to a Four-Year University from a Community College" and write a reflection on how tips from the article can assist them personally in the transfer process.

Writing Assignments

Written assignments related to readings and in-class exercises.

1. Online research on college majors, with a detailed report on their top three college majors and why these majors are a good career/college major choice.
2. Completed application accounts and/or college application essay as outlined by the University of California system.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Sherfield, Robert and Moody, Patricia

Title

Cornerstones for Community College Success

Publisher

Pearson

Year

2012

Material Type

Textbook

Author

Jiang, Jia

Title

Rejection Proof

Publisher

Harmony Books

Year

2015

Material Type

Other required materials/supplies

Description

1. Information and materials on file in the Transfer Center, Career Center, Counseling Center and Library. Information found on the Internet and the World Wide Web
2. "Courage to Learn" was published by a California community college Counselor and Instructor as a manual for students looking to transfer. The book was published by Course to Learn Press in July 2015; currently, this is the only available edition.
3. In the professional judgment of the division faculty, the instructional materials used in this course covers the content and subject matter of this course at a college level and meet the learning skills criteria as set by Napa Valley College. The McCarthy Library/LLRC has adequate materials, print and non-print, to support this course.
4. List the recommended or equipped text and/or other reference materials:
 - a. "Answers for Transfers," University of California, Oakland, CA Office of the President, UC 2011
 - b. "Campus Highlights," California State University, 2011-2012, CSU Long Beach, CA
 - c. "California Independent Colleges and Universities, (The Guide)," 2011-2012, Sacramento, CA

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000232630

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No