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ABSTRACT

Designed as a guide for El Camino College (ECC) students considering transfer to a four-year institution, this booklet explains each step in the transfer process. Section A focuses on considerations in selecting a transfer institution that fits the student's educational goals and needs, including the existence of a bachelor's and graduate degree program in the student's chosen field, institutional reputation, and college environment. Section B offers guidance for meeting transfer requirements, providing general comments on transferring to the California State University (CSU) and University of California (UC) campuses and to private colleges. In addition, this section outlines steps in the certification of general education requirements and urges students to remain in contact with an academic counselor throughout their ECC enrollment. Section C explains the application process, including filing dates and documentation requirements. Sections D and E offer guidance in obtaining financial aid, scholarships, and loans. Finally, section F suggests a series of steps to take after the student has been accepted at the transfer institution. Appendixes include samples of pages from college catalogs, information on CSU general education requirements, a sample transcript with a key to reading it, instructions for writing the personal essay portion of the UC admissions application, sample financial aid forms, a glossary of terms, and a checklist. (ALB)

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THE TRANSFER GAME:

A WORKING GUIDE FOR STUDENTS

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El Camino Community College

Extended Opportunity Programs and Services

Director: Frank S. Gonzales

Writers : Peggy Ginocchio and Cheryl Beverly-Grant

Editor : Robert A. Murray

Layout : N. Alexander Porter and Do Kim Tran

Graphics: Carmen Svensrud, Lori Cadena and Julie E. Goss

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El Camino Community College District ensures equal access to its services, classes and programs without regard to race, religious creed, color, national origin, ancestry, handicap, sex, or services as a Vietnam-era veteran.

START

 AT

EL CAMINO

COLLEGE

EOP&S OFFICE

## INTRODUCTION

Transferring is the process a student undertakes and participates in when leaving the community college academic program to continue studies at another institution.

Encouraging students to make the transition from El Camino College to an institution of advanced studies has long been a major component and aim of the EOP&S Office. The completion of lower division general education and major courses can be an excellent first step toward a degree from a four-year university or other transfer institution. Continuing on the road toward an advanced degree can be beneficial for personal and intellectual growth, success in a chosen field and expanded career opportunities. In order to make transferring easier to understand and achieve, the EOP&S Office has designed this workbook as a guide for our students and their families. If we can make the transfer process smoother and subsequently, inspire more students to follow through with their educational plans, we will have succeeded in our goals of being supportive and encouraging.

Surviving the transfer process involves successfully completing what can be confusing and complicated steps. Consequently, we introduce our "Transfer Game" guide. The student should move from square to square on the game board upon completion of each step in the transfer process. If you ever run into trouble come back to the STOP square and see Transitional Guidance. Don't forget to congratulate yourself along the way.

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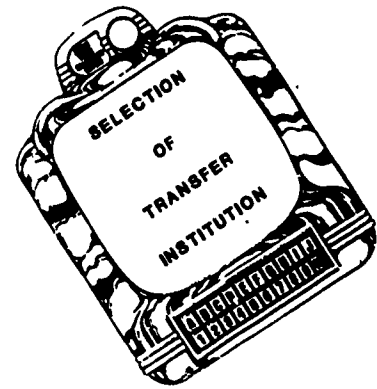
Graphics: Carmen Svensrud, Lori Cadena and Julie E. Goss



TALK WITH THE TRANSITIONAL GUIDANCE  
PERSON IN THE EOP&S OFFICE

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A.

SELECTING A TRANSFER INSTITUTION

When selecting a college, university or other transfer institution, the transferring student needs to examine closely each prospective institution to determine if that school fulfills their educational goals and needs.

Students should consider four major areas when choosing a transfer institution.

First, does the school offer a major/minor Bachelor's degree program in the student's chosen academic field?

Remember, all schools do not offer all majors as degree programs.

Even for those degree programs offered, the emphasis of the major, or the options available in the major, should mesh with the student's career goals. For example, does the major and the Bachelor degree in Business Administration offer field work or an internship program? Additionally, is there an option or emphasis in International Banking and Finance for students who wish to work in this field?

Only by carefully reading the course descriptions of required classes in the college catalog and by conferring with an academic adviser of the chosen institution can students obtain specific answers to these important questions prior to enrollment.

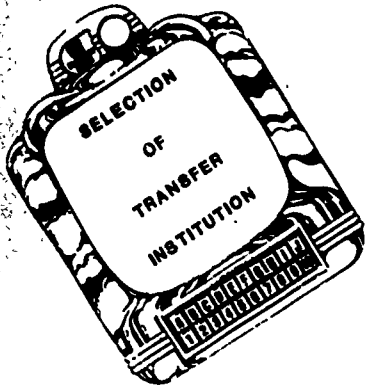
See Appendix Item "A"

1. Does your choice of transfer institution offer your major program? \_\_\_\_\_
2. Does your choice of transfer institutions offer your option in your major program? \_\_\_\_\_
3. Questions you want/need to ask the Academic Counselor/Adviser? \_\_\_\_\_

A second consideration when choosing a school should be the availability of a professional or graduate program at the chosen school. The advantages of attending an institution which offers these programs include access to graduate-level courses as an undergraduate student, access to graduate-level professors and facilities, and easier access to professional or graduate school acceptance and enrollment.

See Appendix item "B"

NOTES: \_\_\_\_\_



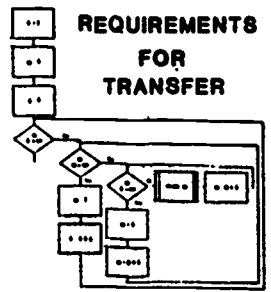
A third important consideration is the transfer institution's reputation in terms of its graduates' ability to attain and retain employment. Such information should be readily available to transferring students in the transfer institution's Job Placement Office. Determining what percentage of the school's graduates are successful in obtaining employment in their chosen field, where they are employed, and how long after graduation it took them to find employment, are important factors to consider. Contact with personnel offices of local businesses may also add insight about the chosen school's graduates' ability to find employment.

Finally, an overlooked but equally important factor to consider when selecting a transfer school is the environmental and aesthetic atmosphere the school provides. Such factors as location (urban vs. rural), student population make-up (ethnic/religious backgrounds), whether the campus is coed or not, distance from home (commuter campus vs. relocation) and academic major preferences, all play critical roles in a student's academic success as well as emotional and psychological adjustments to a particular institution. Therefore, after the list of schools has been narrowed, the student should plan a visit to the selected institutions and meet with an academic counselor. Only by visiting a campus can students get a "feel" for the school. Remember, these last factors can mean the difference between academic success and failure.

See Appendix Item "C"

Dates:	Transfer Institution Visited:	Pros & Cons of Transfer Institution:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



B.

### REQUIREMENTS FOR TRANSFER ELIGIBILITY

Once a transfer institution has been chosen, academic planning to meet that school's transfer requirements begins. This vital information can usually be found in the Admissions Requirements section of the transfer school's catalog. (The ECC catalog contains this information for some California schools).

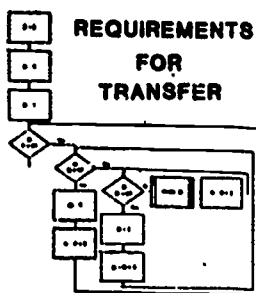
Transfer requirements are usually stated in terms of total number of units or credits necessary for transferring and often specify general education and major courses also needed. In addition, some schools may have basic proficiency levels that must be met which may be defined in terms of courses completed or tests to be taken to establish proficiency levels. These basic proficiency areas are usually in English, math, and foreign languages.

Because transfer requirements frequently change between the time a student enrolls at ECC and when the student is ready to transfer, it is important that the student:

- \* remain continuously enrolled at ECC to be eligible for transfer via the general education requirements published at the time of enrollment and;
- \* stays in contact with an academic counselor for information concerning changes in major requirements and how these changes may affect the student's transfer program.

NOTES: \_\_\_\_\_  
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 \_\_\_\_\_  
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\* Requirements stated at time of printing.  
 \* 2.0 or better  
 \* 56 units  
 \* English 1A  
 \* 2.0 or better  
 \* 56 units  
 \* English 1A  
 \* 2.0 or better  
 \* 56 units  
 \* English 1A

#### TRANSFERRING TO A CSU

For students to be eligible to transfer to a California State University (i.e. Cal State Long Beach or Cal State Dominguez Hills, etc.) they must have at least 56 transferable units, with a GPA of 2.0 or better. In addition, college level English (English 1A) and college level math (Math 1)\* skills are necessary if students were not admissible when they graduated from high school. (The SAT or ACT is not usually required if the above requirements have been met). Remember, any student who was admissible to a CSU from high school can transfer at any time with a 2.0 GPA or better.\*

#### TRANSFERRING TO A UC

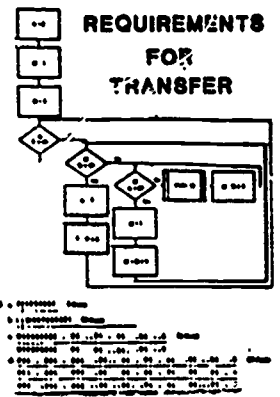
To transfer to a University of California (i.e. UCLA, UC Irvine, etc.) a student must have 56 transferable units with a GPA of at least 2.0 or better and college level English (1A and 1B), college level math (Math 2A, 4, 5, 7, 9A or Computer Science 5, 10 or CIS 39) and one year of a college level foreign language. The SAT or ACT is not usually required by the UC's if the above units are completed. Remember, any student who was admissible to a UC from high school can transfer at any time with a 2.0 GPA or better in transferable courses.\*

#### TRANSFERRING TO PRIVATE SCHOOLS

Private colleges and universities (i.e. Loyola Marymount, Pepperdine, USC, etc.) have their own transfer requirements ranging from the total number of units to GPA requirements. There are no general rules. For more information concerning admissions to private schools, contact your academic counselor or visit the Transfer Center in the Student Services Center.\*

See Appendix Item "D"

\* Requirements stated at time of printing.



**GETTING YOUR CLASSES CERTIFIED**

ECC is able to certify that general education requirements have been met for the CSU system when a student has successfully completed the appropriate pattern of required courses. ECC will include in their certification appropriate equivalent courses taken at other California community colleges that also meet general education requirements.

Certification can either be full, indicating that all 39\* units of lower division general education courses have been completed; or partial, indicating that some areas of the general education pattern have been completed. The advantage of full certification is that the transfer institution will usually accept all the general education units as eligible for meeting graduation requirements, although the courses may be different from those required of their own resident students. A student who has received full certification usually will not be asked to repeat those courses, or areas, at the transfer institution.

To have classes certified, students must petition the Admissions Office for certification during their final semester at ECC. This is an entirely separate procedure from petitioning for ECC graduation or certificates.

See Appendix Item "E"

NOTES/COMMENTS: \_\_\_\_\_

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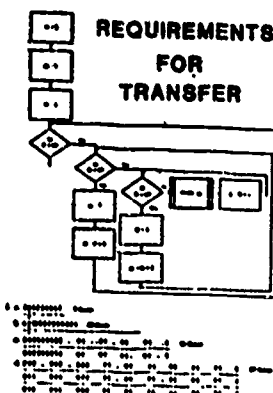
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\* Requirements stated at time of printing.



### STAYING IN CONTACT

The only way that a student can ensure that appropriate course work is being completed while at ECC to be eligible for transferring is to remain in contact with the academic counselor at ECC and at the chosen transfer institution.

The ECC academic counselor can be of assistance advising students of their major requirements, as well as providing information concerning major programs that may be impacted at the transfer institutions. An impacted program could mean that the student may not be admitted into their major (although they will be admitted to the school) unless they have completed all of their major's pre-requisites while maintaining a specific GPA. Remember, this information is only available on a current basis from an academic counselor.

Other avenues of contact for advisement on transfer requirements can be obtained through the ECC College Faire, campus open houses at the transfer institutions, and orientations in ECC Career Center. The EOP&S Office offers students all the above services, including academic counselors and advisers in transitional guidance as resources for transfer information.

Dates of Advisement:	Counselor's Name	Info. Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
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**NOTES/COMMENTS:**

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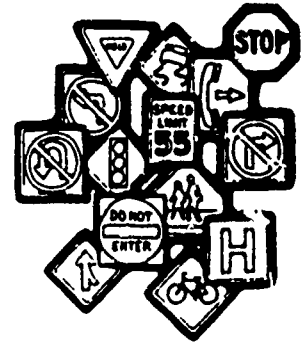
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C.

THE APPLICATION PROCESS

Completing the application process for admission to the desired transfer institution requires a number of steps. These steps include filling out: (1) the application for admission form; (2) the financial aid application; and if applicable, (3) the housing application.

There is a fee required when submitting each application for admission. Fee waivers are available to eligible students in the EOP&S Office.

Because gaining admission to colleges can be very competitive, it's important that students file their admission application at the earliest possible date after the school's filing period begins. Listed below are the priority filing dates for CSU's and UC's (note that both systems have schools that are on the 'quarter' system and the 'semester' system).

CSU APPLICATION PERIOD

Term of entry: \_\_\_\_\_ Applied \_\_\_\_\_ Notified \_\_\_\_\_  
 Fall semester or quarter; Nov. 1 of the previous year  
 Winter quarter; June 1 of previous year  
 Spring semester or quarter; August 1 of previous year

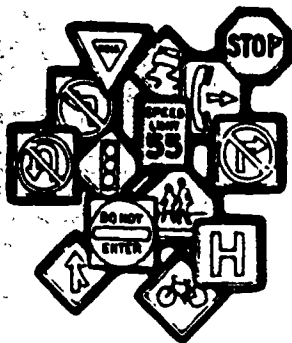
UC APPLICATION PERIOD

Quarter of entry: \_\_\_\_\_ Applied \_\_\_\_\_ Notified \_\_\_\_\_  
 Fall quarter; Nov. 1 of previous year  
 Winter quarter; July 1 of previous year  
 Spring quarter; Oct. 1 of previous year  
 Semester (UC Berkeley only):  
 Fall Semester; Nov. 1 of previous year  
 Spring semester; July 1 of previous year

OTHER TRANSFER INSTITUTIONS

Term of entry: \_\_\_\_\_ Applied \_\_\_\_\_ Notified \_\_\_\_\_  
 NOTES: \_\_\_\_\_  
 \_\_\_\_\_

## THE APPLICATION PROCESS



The acknowledgement of the receipt of a student's application and the notification of eligibility status begins about one month after the campus' priority application acceptance dates, or from the date the application was filed.

Submitting the application for admission to the chosen school with all the appropriate materials during the priority filing period has a significant impact on the manner in which a student's application is handled at the transfer school. At many schools, impacted major programs are filled early. For such programs the advantage of filing during this period is that, if the student meets the requirements of the program and has been accepted by the school, the student will have priority over other applicants, even those with higher GPA's, simply because they filed later.

Housing reservations are also very competitive. Students who require on-campus or off-campus housing, should file a housing application during the priority filing period to have a better chance of receiving housing.

Meeting financial aid deadlines will not be a problem if the student has filed an application during the priority period. Moreover, by submitting the financial aid forms early, the school that the student has chosen will have an opportunity to advise the student of other school-based financial options, such as scholarships or loans, etc.

At the same time the student submits a completed application for admission, transcripts should be requested and sent from the ECC and all other colleges to the transfer institution. Courses in progress should be included with the original transcript. Evaluation of the application for admission will begin immediately if the student's transcripts are received, whether they are complete or not. The transfer institution will simply grant probationary admission until the completed transcript is received. A final completed transcript must also be requested from the ECC Records Office and forwarded to the transfer institution.

See Appendix "F" & "G"



Some schools may require additional information to better evaluate a student's potential abilities. A composition, an autobiography, or an essay may be required. Furthermore, letters of recommendation and/or nomination letters are often requested of a transferring EOP&S student. SAT or ACT test scores are always required if a student has earned less than 56 units. High school transcripts may be requested by any transfer institution even if the student has earned 56 or more units.

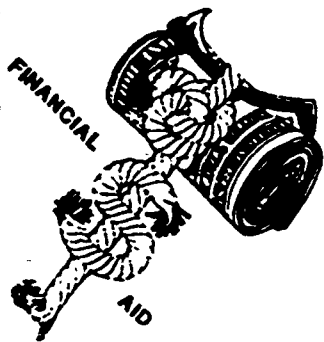
See Appendix "H" for examples

The completion of the entire application process can be an exhausting, tricky piece of business, especially when applying to many different schools. However, when an application is received incorrectly filled out or incomplete, it is viewed cautiously by the transfer institution. Remember, this document is often the first and only contact the school has had with the student, so make certain that the application is correct and complete. It is, after all, a reflection upon you as a student.

As students proceed through the transferring process, it is recommended that they keep in touch with the EOP&S transitional guidance adviser. It is also important to make an appointment with the adviser as soon as they have chosen a school so that deadlines and priority dates can be met.

In fact, students should keep in touch with the transitional guidance adviser even after their application has been submitted, reporting both successes and disappointments, so that Transitional Guidance can further advise, assist and refer them through appropriate channels. Additional information regarding specifics necessary for transferring to a particular school can also be found in the schools' transfer guides (i.e. the UC's ANSWERS FOR TRANSFERS and CSU'S AND YOU).

NOTES/COMMENTS: \_\_\_\_\_  
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D.

## FINANCIAL AID

EOP&S continues to emphasize the importance of applying for financial aid assistance when transferring. The increased tuition costs will increase the benefits students can receive from various financial aids sources. Funds may be available for tuition, housing, books and supplies, and living expenses.

If students are presently receiving financial aid at ECC, it does not automatically transfer with them. The students will need to contact the Financial Aid Office at the transfer school to find out what documentation is needed to complete the financial aid package. However, a financial aid transcript is definitely needed.

Due to higher costs at the transfer institution, a previously ineligible student may now qualify for financial aid. Therefore, everyone should complete the appropriate financial aid forms and allow the College Scholarship Service to determine their eligibility for aid.

Financial aid sources that may be available are: Federal Pell Grants, Cal Grants (California schools only), and EOP (Educational Opportunity Program) Grants. To receive any of these financial aid programs, a student first fills out a Student Aid Application for California (SAAC) form. The Cal Grant requires a separate form in addition to the SAAC. Fee waiver forms are also available for transfer institutions, but must be forwarded to the school itself. Out-of-state grants may also be available if a student is transferring to a school outside California. Completion of the financial aid form (FAF) and any out-of-state (individual University's) FAF is necessary to be eligible for any of these sources of assistance.

Assistance in completing all financial aid forms is available in the EOP&S Office and at financial aid workshops. Students are encouraged to file these forms during the priority filing dates mentioned in the SAAC, Cal Grant or Pell Grant brochures. These dates change from year to year.





PRIORITY DEADLINE DATES FOR FINANCIAL AID

SAAC between Jan. 1 of one year and May 1 of the following.

Date submitted: \_\_\_\_\_ Acknowledged \_\_\_\_\_

Cal Grant between Jan. 1 and March 2 of any given year.

Date submitted: \_\_\_\_\_ Acknowledged \_\_\_\_\_

Pell Grants same as SAAC

Date submitted: \_\_\_\_\_ Acknowledged \_\_\_\_\_ SAR Received \_\_\_\_\_

Scholarships--on-going

Dates submitted \_\_\_\_\_ Acknowledged \_\_\_\_\_

\_\_\_\_\_ Acknowledged \_\_\_\_\_

LOANS

Dates submitted: \_\_\_\_\_ Acknowledged \_\_\_\_\_

NOTES/COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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**SCHOLARSHIPS**

E.

**SCHOLARSHIPS AND LOANS**

Scholarships and grants are considered conditional awards given to students for academic achievement or potential. Loans, however, require repayment. Generally, loan repayment programs are arranged to begin when students are no longer enrolled in school, either due to graduation or termination of their academic career. Some loans are granted directly to students while others require parental information and signature, and/or guarantors for repayment. Research the sources in terms of criteria for eligibility and criteria for repayment carefully before accepting responsibility for any loans.

Scholarships and loans are also available from private sources, such as corporations, agencies, clubs, associations and individual donors. The private sources of financial assistance may be awarded to students on a number of criteria, such as GPA, major area of study, ethnic group, etc., or they may be based solely on financial need.

The search for these available sources can be made through the Scholarship Office, the Career and Transfer Center, the Library, and from the transitional guidance adviser available in the EOP&S Office, where there are also books, computer software and search services available for your information.

See Bibliography and Resources sections

List the Scholarships that you are eligible for:

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List Scholarships you applied for:

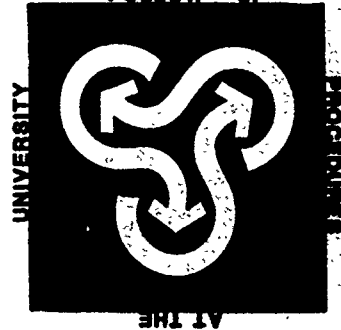
Response received from Applications:

_____	_____
_____	_____
_____	_____
_____	_____

NOTES/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



F.

ONCE YOU ARE ACCEPTED  
TO THE TRANSFER INSTITUTION

Once you have received a letter of acceptance to your chosen school, you are almost home free. Congratulations! You have completed all your paper work, turned it in on time, and have been accepted!!!

However, now is the time to follow-up on finalizing arrangements for preparing to attend your new school. The follow-up should include:

(1) Follow-up at the Educational Opportunity Program/Student Affirmative Action (EOP/SAA) Office to see that their files on you are complete. Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(2) Respond quickly and carefully to all communication from your transfer school. (Make copies of all communications).

Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(3) Follow-up on Housing procedures if necessary.

Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(4) Look into childcare facilities and/or arrangements if needed. Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(5) Follow-up with forwarding all necessary forms to the Financial Aid Office at your new school (Student Aid Reports must be delivered in person, or by registered mail).

Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(6) Make an appointment with an academic counselor at your new school for program and class advisement.

Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(7) Investigate the procedure, or process, necessary for finding tutorial assistance. Date Completed: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

(8) Report successes and problems to our EOP&S Transitional Guidance component.



GLOSSARY

G.

BIBLIOGRAPHY

El Camino Community College Catalog  
(current edition available in the Bookstore)

CSU and You - A guide for Community College Transfers to the California State University system. (available in Career/Transfer Center and EOP&S Office-Transitional Guidance component)

Answers for Transfers - University of California system  
(current edition available in Career/Transfer Center and EOP&S Office - Transitional Guidance component)

Index of Majors - College Entrance Examination Board  
(current edition available in the EOP&S Office - Transitional Guidance component)

The College Handbook - College Entrance Examination Board  
(current edition available in the EOP&S Office - Transitional Guidance component)

Peterson's College Selection Service - Four-Year Colleges  
(current computer software available in the EOP&S Office - Transitional Guidance component)

Scholarships Today - Jefferson's Software  
(current software available in the EOP&S Office - Transitional Guidance component)

Many individual transfer institutions catalogs  
(available in the Career/Transfer Center and the EOP&S Office - Transitional Guidance component)

Additional resources may be available in the Career and Transfer Center and the Scholarships Office.

RESOURCESEl Camino College

Admissions Office  
Career Center  
EOP&S Office  
Financial Aid Office  
Job Placement Office  
Records Office  
Scholarships Office  
Transfer Center

Transfer Institution

Admissions Office  
Counseling/Advisement Office  
EOP/SAA Office  
Financial Aid Office  
Housing Office  
Relations w/Schools & Colleges Office



H.

APPENDIX

- Item "A"            Catalog description of University of Southern California's School of Business Options.
- Item "B"            Excerpt from the Index of Majors on California Institutions offering "Business" as a major area of study.
- Item "C"            Sample copies of flyers describing a campus visit and tour.
- Item "D"            General education requirement sheet
- Item "E"            Sample copies of the Intent to Graduate from El Camino College and Request for Certification of meeting the General Education Requirements for All California State Colleges (forms available in the Admissions Office).
- Item "F"            Sample copy of the OFFICIAL Transcript Request Form - (form available in the Records Office).
- Item "G"            Sample copy of a student's official academic transcript.
- Item "H"            Sample copies of a suggested format for writing an essay and the EOP recommendation and nomination forms. (forms available in the EOP&S Office - Transitional Guidance component)

## SCHOOL OF BUSINESS

or remedial courses. Courses that do not appear on the articulation agreement are not transferable. A maximum of 70 semester units may be transferred from community colleges. Check with the USC Admissions Office for questions about transferable courses or see a business counselor in Bridge Hall 104. Official transcripts of college work taken elsewhere must be submitted at the time of application to secure a credit evaluation which will indicate transfer courses accepted for credit.

**Four Year Colleges**

Most courses are acceptable for unit credit from all fully accredited four year institutions. If they do not satisfy specific subject requirements at USC, they will be accepted for elective course credit.

Students are urged to complete all their required business courses at USC. All business courses completed at either a two- or four-year institution, if transferable, will be considered elective units unless a challenge examination is passed. The Learning Support Center, Hoffman Hall 300, administers these examinations.

The only course exceptions to this policy are BUAD 280 and BUAD 403. Each of these courses may be substituted by transferring two semesters of equivalent work from another institution. No challenge examination is necessary.

**Credit by Examination**

A maximum of 32 semester units taken by examination may apply to the bachelor's degree. Students may receive unit and subject credit through the following examinations: College Level Examination Program (CLEP), Advanced Placement Examination of the College Entrance Examination Board (CEEB), DANES/SST, and USC's "Challenge Examinations."

**Skill Level Examinations**

All students who began college work as freshmen in fall 1982, or later, at USC or at another institution, must meet the General Education Composition Skill Level Requirement.

**International Business Courses**

The interest in international businesses is reflected in the curricula of the school. Such courses as the following permit students to broaden their understanding of this increasingly important part of America's world-wide involvement: international business operations, international finance, regional analysis for international business, multinational marketing, and management in a world perspective.

The school has an 8-unit international comparative management summer program focusing on the economic, social and political environment in the United States and major European countries. After three weeks of intensive study on the USC campus, the program moves to Western Europe for conferences with the executives controlling American firms in Europe and world corporations headquartered in Europe. In addition, briefings are scheduled with ranking government officials on the economic and political environments of the countries visited.

With strong programs in international relations, public administration and East Asian studies as well as in business, USC is able to provide excellent offerings for students seeking careers in the international field.

**Lower Division Requirements**

Students are expected to complete 60 nonbusiness units plus introductory accounting before enrolling in upper division classes. See the sample programs on the following pages for scheduling suggestions. Transfer students may meet individual subject requirements with 3 semester units or 4 quarter unit courses; however, additional nonbusiness elective courses must be taken to complete the required 60 units of nonbusiness classes.

Successful completion of upper division courses for which lower division courses are prerequisites does not constitute a basis for waiving the lower division courses. For example, a student who passes BUAD 310 prior to taking MATH 118 will not be waived from the MATH 118 requirement.

In addition, international students working towards the business degree must take and successfully complete ALI 103 (Argumentation).

**General Education Requirements**

The School of Business has revised its general education requirements to coordinate with those of the College of Letters, Arts and Sciences. Those students who began their college careers before fall 1983 complete the general education requirements in effect before that date. Those students who began their college careers (whether at USC or another institution) in fall 1983, and after, follow current requirements.

The list of acceptable courses for the areas of study requirement is published in the *General Education Addendum to the USC Catalogue*.

*Skill Level, Composition*  
Composition 101 and 102

**Areas of Study**

Two Natural World courses (from any two of the three different areas: Physical, Earth and Life Sciences)

One Literature course

One Empirical Approaches course (Students considering accounting as a major are advised to take PSYC 100g.)

One Non-Western Culture course

A total of two courses from the following five categories:

American Public Life, Western Culture I, Western Culture II, the Arts, and Ethical Approaches

**Additional Lower Division Requirements**

MATH 117 and 118, ECON 250 and 251 (along with COMP 101 and 102) are required courses which must be completed before admission to the School of Business.

The required accounting course, BUAD 280, must be completed before enrolling in upper division courses; but does not need to be completed before admission to the School of Business. BUAD 280 must be taken for a letter grade, whether taken at USC or transferred.

**Sample Lower Division Program**

<i>First Year, Fall</i>	<i>Units</i>
COMP 101	4
Empirical Approaches	4
Natural World	4
Non-Western Cultures	4
	<hr/> 16

<i>First Year, Spring</i>	<i>Units</i>
COMP 102	4
Natural World	4
MATH 117	4
One course from American Public Life, Western Culture I or II, the Arts or Ethical Approaches	4
	<hr/> 16

<i>Second Year, Fall</i>	<i>Units</i>
ECON 251	4
MATH 118	4
Literature	4
Elective	4
	<hr/> 16

## Business economics

## South Dakota

Augustana College *B*  
 South Dakota State  
 University *B*  
 University of South Dakota *B,M*

## Tennessee

Austin Peay State University *B*  
 Belmont College *B*  
 Carson-Newman College *B*  
 Christian Brothers College *B*  
 David Lipscomb College *B*  
 East Tennessee State University  
*B,M*  
 Knoxville College *B*  
 Lincoln Memorial University *B*  
 Memphis State University *B*  
 Middle Tennessee State  
 University *B,M,D*  
 Milligan College *B*  
 Tennessee State University *B*  
 Tennessee Technological  
 University *B*  
 Tennessee Wesleyan College *B*  
 Union University *B*  
 University of Tennessee:  
 Knoxville *B,M,D*  
 University of Tennessee at  
 Martin *B*

## Texas

Angelo State University *B*  
 Baylor University *B,M*  
 Houston Baptist University *B*  
 Lamar University *B*  
 McMurry College *B*  
 Midwestern State University *B*  
 North Texas State University *B*  
 Stephen F. Austin State  
 University *B*  
 Texas A&I University *B,M*  
 Texas Southern University *B*  
 Texas Tech University *B*  
 University of Houston-Clear  
 Lake *B,M*  
 University of Houston—  
 University Park *B*  
 University of Mary Hardin-  
 Baylor *B*  
 University of Texas at Arlington  
*B,M*  
 University of Texas at El Paso  
*B,M*  
 University of Texas of the  
 Permian Basin *B*  
 University of Texas at San  
 Antonio *B*  
 University of Texas at Tyler *B*  
 West Texas State University  
*B,M*

## Utah

Brigham Young University *B,M*  
 University of Utah *B,M,D*  
 Weber State College *B*

## Vermont

Goddard College *B,M*  
 Johnson State College *B*  
 Norwich University *B*  
 Vermont College of Norwich  
 University *B*

## Virginia

Christopher Newport College *B*  
 Hampden-Sydney College *B*  
 James Madison University *B*  
 Mary Baldwin College *B*  
 Marymount College of Virginia  
*B,M*  
 Old Dominion University *B,M*  
 Randolph-Macon College *B*  
 Randolph-Macon Woman's  
 College *B*  
 University of Richmond *B*  
 Virginia Polytechnic Institute  
 and State University *B,M,D*  
 Virginia State University *B,M*  
 Virginia Wesleyan College *B*

## Washington

Central Washington  
 University *B*  
 Gonzaga University *B*  
 St. Martin's College *B*  
 Seattle Pacific University *B*  
 Seattle University *B*  
 University of Washington *B,M*  
 Walla Walla College *B*  
 Western Washington  
 University *B*  
 Whitworth College *B*

## West Virginia

Davis and Elkins College *B*  
 Fairmont State College *B*  
 Marshall University *B*  
 Shepherd College *B*  
 West Virginia University *B,M,D*  
 West Virginia Wesleyan  
 College *B*

## Wisconsin

Cardinal Stritch College *B*  
 Carroll College *B*  
 Marquette University *B,M*  
 Northland College *B*  
 University of Wisconsin: Eau  
 Claire *B*  
 University of Wisconsin: La  
 Crosse *B*  
 University of Wisconsin:  
 Oshkosh *B*  
 University of Wisconsin:  
 Whitewater *B*

## Wyoming

University of Wyoming *B,M,D*

## Canada

McGill University *B,M,D*

Business management  
and administration

## Alabama

Alabama Agricultural and  
 Mechanical University *B,M*  
 Alabama Christian College *B*  
 Alabama State University *B*  
 Auburn University *B,M*  
 Huntingdon College *B*  
 Jacksonville State University *B*

Livingston University *B*

Miles College *B*  
 Oakwood College *B*  
 Samford University *B*  
 Spring Hill College *B*  
 Talladega College *B*  
 Troy State University *B*  
 Troy State University at  
 Dothan-Fort Rucker *B*  
 Troy State University in  
 Montgomery *B*  
 Tuskegee Institute *B*  
 University of Alabama *B,M,D*  
 University of Alabama in  
 Birmingham *B*  
 University of Alabama in  
 Huntsville *B*  
 University of Montevallo *B*  
 University of North Alabama  
*B,M*  
 University of South Alabama  
*B,M*

## Alaska

Alaska Pacific University *B,M*  
 University of Alaska: Anchorage  
*B,M*  
 University of Alaska: Fairbanks  
*B,M*  
 University of Alaska: Juneau  
*B,M*

## Arizona

Arizona State University *B*  
 Northern Arizona University  
*E,M*  
 University of Arizona *B,M,D*  
 Western International University  
*B,M*

## Arkansas

Arkansas College *B*  
 Arkansas State University *B,M*  
 Arkansas Tech University *B*  
 College of the Ozarks *B*  
 Harding University *B*  
 Henderson State University *B*  
 John Brown University *B*  
 Southern Arkansas University *B*  
 University of Arkansas *B,M,D*  
 University of Arkansas at Little  
 Rock *B,M*  
 University of Arkansas at  
 Monticello *B*  
 University of Arkansas at Pine  
 Bluff *B*  
 University of Central Arkansas  
*B,M*

## California

Antioch University West *M*  
 Armstrong College *B,M*  
 Azusa Pacific University *M*  
 Biola University *B*  
 California Baptist College *B*  
 California Lutheran College *B,M*  
 California State College:  
 Bakersfield *B,M*  
 California State Polytechnic  
 University: Pomona *B,M*  
 California State University:  
 Chico *B*

California State University:  
 Dominguez Hills *B,M*  
 California State University:  
 Fresno *B,M*  
 California State University:  
 Fullerton *B,M*  
 California State University:  
 Hayward *B,M*  
 California State University: Long  
 Beach *B,M*  
 California State University: Los  
 Angeles *B,M*  
 California State University:  
 Northridge *B,M*  
 California State University:  
 Sacramento *B,M*  
 Chapman College *B,M*  
 College of Notre Dame *B,M*  
 Dominican College of San  
 Rafael *B*  
 Golden Gate University  
*B,M,D,W*  
 Holy Names College *B*  
 Humboldt State University *B,M*  
 Humphreys College *B*  
 John F. Kennedy University  
*B,M*  
 Loma Linda University *B,M*  
 Loyola Marymount University  
*B,M*  
 Menlo College *B*  
 Mills College *B*  
 Mount St. Mary's College *B*  
 National University *B,M*  
 Northrop University *B,M*  
 Pacific Christian College *B*  
 Pacific Union College *B*  
 Pepperdine University *B,M*  
 Pitzer College *B,M*  
 St. Mary's College of California  
*B,M*  
 San Diego State University *B*  
 San Francisco State University  
*B,M*  
 San Jose State University *B,M*  
 Simpson College *B*  
 Sonoma State University *B,M*  
 Southern California College *B*  
 Stanford University *M,D*  
 United States International  
 University *B,M,D*  
 University of California:  
 Davis *M*  
 University of California: Irvine  
*M,D*  
 University of California: Los  
 Angeles *M,D*  
 University of California:  
 Riverside *M*  
 University of La Verne *B,M*  
 University of the Pacific *B*  
 University of Redlands *B*  
 University of San Diego *B,M*  
 University of San Francisco *B*  
 University of Santa Clara *B,M*  
 University of Southern  
 California *M*  
 West Coast University *B,M*  
 Whittier College *B,M*  
 Woodbury University *B,M*  
 World College West *B*



BEAT U.C.L.A.!!!

TROJANS' RULE!!!

SQUASH THE BRUINS!!!

**WE'RE GOING TO U.S.C.....**

**WANNA COME.....??**

GO TROY!!!



TROJAN FEVER!!!

DATE: APRIL 15, 1986

LEAVE E.C.C.: 8:30 A.M.

LEAVE U.S.C.: 3:00 P.M.

FOR FURTHER INFORMATION AND SIGN-UP PROCEDURE,  
DROP BY CAREER AND TRANSFER CENTER, FRONT  
COUNTER, STUDENT SERVICES CENTER, 1st FLOOR.

CURRICULUM AND INSTRUCTIONAL DEVELOPMENT DIVISION

# **HOW TO TRANSFER TO THE UNIVERSITY OF CALIFORNIA**

**The application process for Fall '87  
will be reviewed**

**Presentation by Ms. Debra Peterson,  
Outreach Counselor, EOP/SAA, U.C. Irvine**

**DATE:** Tuesday, Oct. 14, 1986

**TIME:** Presentation, 12:30 - 2:00

**PLACE:** Career Center, SSC  
(across from Admissions)

**Co-sponsored by Extended Opportunity Programs  
and Services (EOP&S) and Career & Transfer Center**

***Anyone interested in a tour to UCI on Oct. 31,  
please let us know.***



ELIGIBILITY FOR ADMISSION FROM COMMUNITY COLLEGES

Students eligible for admission from high school to the CSU may transfer with less than 56 semester units provided they maintain a C average (2.0 GPA at El Camino College) and are in good standing. Eligibility is determined by high school grade point average and either SAT OR ACT scores. Students ineligible for admission from high school to the CSU must complete 56 acceptable semester units with a C average or better to be eligible for admission. They will be admitted as juniors and may transfer up to 70 units. Beginning Fall 1986 students must satisfy any high school math and english deficiency prior to transfer.

GENERAL EDUCATION REQUIREMENTS (Effective Fall 1983)

Effective Fall semester 1981, the CSU requires a minimum of forty-eight (48) semester units of General Education of all new and returning students, regardless of major; 39 of these may be certified by the community college. The pattern of courses below under General Education will satisfy 39 semester units of the General Education requirements. Students should concentrate on these courses while attending El Camino, along with specific courses required for their chosen major.

Upon transfer, El Camino will certify, by request, up to thirty-nine (39) semester units of the General Education requirements. Using the patterns outlined for each area, a student must complete from 6 - 9 units in Area A, 9 - 12 in Area B, 6 - 12 in Area C, 9 - 12 in area D and 3 units in Area E. No more than (30) total units will be certified in Areas B through D. Requests for certification should be made during the student's last semester at El Camino. Courses completed at a California State University after transfer cannot be transferred back to El Camino for certification.

AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (6-9 units)

For 6 units, one course from subsection 1 and one course from either 2 or 3. For 9 units, one course from each subsection 1, 2, and 3. English WC may be used to satisfy high school deficiency but it is not transferable to CSU.

1. English 1A
2. Speech Communication 1, 3, 4
3. Philosophy 8 or Psychology 3

AREA B - NATURAL SCIENCE AND MATHEMATICS (9-12 units)

One course from subsection 1 and one from 2. One of these courses must include a laboratory which is indicated by asterisk (\*) below. Additional courses may be selected from 1, 2, or 3. NOTE: An Entry Level Mathematics Examination (ELM) is required by CSU unless the student is certified in Area B3 by a community college. Math 1 (minimum grade of C) or passing a higher level math course is necessary to be exempt from the ELM exam. Math A and/or B may be used to satisfy high school deficiency but are not transferable to CSU.

1. Life Sciences:

Anatomy 30\*, 32\*  
 Anthropology 1  
 Biology 1A\*, 10\*, 12\*, 14\*, 15, 16\*, 17

Botany 1\*  
 Zoology 1A\*

2. Physical Sciences:

Astronomy 9, 10, 11, 12\*  
 Chemistry 1A\*, 4\*, 8\*, 11, 12\*, 20\*, 21A,  
 Geography 1, 6\*  
 Geology 1, 2, 3\*, 4\*, 15, 30A\*, 30B\*  
 History of Science 11

Meteorology 11  
 Oceanography 10\*  
 Physical Science 11  
 Physics 1A\*, 2A\*, 11,  
 12\*

3. Mathematical Concepts and Quantitative Reasoning:

Computer Science 10; Mathematics 1, 2A, 2B, 4, 5A, 7, 9A, 20

(OVER)

**AREA C - HUMANITIES AND THE ARTS ( 6-12 units)**

One course from subsection 1 and one course from 2. Additional courses may be selected from subsections 3, 4, or 5.

1. Fine Arts:

Art 1, 2, 3, 4, 5A, 5B, 6, 7  
Architecture 104  
Music 11, 12, 13, 15A, 15B

Speech Communication 8  
Theatre 1, 4, 8, 11

2. Humanities:

English 1B, 15A, 15B, 20, 21, 22, 23, 26, 27, 28, 29, 30, 35, 36, 37, 39, 40, 43, 44, 45, 49  
Philosophy 2, 3, 7, 10, 11, 23, 33, 37

3. Active Participation:

Art 12A, 21, 30A, 31, 46A, 61A, 73A, 81A  
Music 20a, 21a, 23a, 24A, 30a, 31A 35A, 41, 43a, 44a, 45a, 46a, 51a 52a, 55a, 56a, 60a, 61a, 62a, 63a 64a, 65a, 66a, 68a, 69a, 70a, 71a, 72a

English 24A, 24B, 25A, 32A  
Physical Education 308, 309a, 311a, 320a  
Speech Communication 24a  
Theatre 70a, 74a, 90, 94, 96a

4. Foreign Language:

French 4, 5, 6  
German 4, 5, 6

Japanese 4 Latin 3,4  
Spanish 4, 5, 6

5. Cultures:

American Studies 1, 2, 3, 4, 5  
Anthropology 2, 3, 6  
Geography 2

History 3, 4  
Japanese 25  
Theatre 23, 24

**AREA D - SOCIAL AND BEHAVIORAL SCIENCES AND THEIR HISTORICAL BACKGROUNDS (9-12 units)**

One course from subsection 1 and one course from 2.  
An additional course must be selected from subsections 3 or 4.

1. U.S. History:

History 1, 6, 9, 10A, 10B, 13 (or Economics 13), 15A, 15B, 16, 32

2. Political Institutions:

Political Science 1, 8, 9, 16

3. Behavioral Sciences:

Gerontology 1  
Psychology 5, 8, 11

Sociology 4, 5

4. Social Sciences:

History 5A, 5B, 11, 12, 14A, 14B 17, 19, 30, 31  
Economics, 1, 2, 5

Geography 4, 5  
Political Science 2, 3, 5, 10

**AREA E - UNDERSTANDING AND SELF-DEVELOPMENT**

3 units must be selected from the following:

Contemporary Health 1  
Home Economics 11  
Physical Education 260

Psychology 2, 12, 33  
Sociology 2, 3  
Speech Communication 12

26

One unit may be taken from:

Physical Education 1a, 54a, 221a, 232a, 241B, 242, 251A, 300a, 301a, 400a 401a, 402a, 403a

NOTICE OF INTENT TO GRADUATE FROM EL CAMINO COLLEGE - FALL  SPRING  SUMMER

PLEASE PRINT YOUR NAME AS IT IS TO APPEAR ON YOUR DEGREE

MR.   
 MRS.   
 MISS   
 MS.

NAME			
(first)	(middle)	(last)	
ADDRESS			
(number)	(street)	(city)	(zip code)
(phone number)		(social security no.)	(birthdate)

List Present Program For:

Major for AA degree \_\_\_\_\_

Fall  Spring

Original Major at E.C.C. \_\_\_\_\_

Subject & Course Number	Units
<b>TOTAL</b>	

Do you plan to transfer to another college after you receive your degree

YES

NO

If yes, where do you plan to transfer

\_\_\_\_\_  
 (Name of School)

Have you attended colleges other than ECC?

YES  NO

If yes, where? \_\_\_\_\_

If you plan to use summer school to complete your graduation requirements, list program below:

Subject & Course Number	Units
<b>TOTAL</b>	

**ETHNIC SURVEY:** This information is required by the United States Department of Health, Education, and Welfare, which of the following best describes your ethnic background: Place number here \_\_\_\_.

(1) American Indian or Alaskan Native (2) Asian or Pacific Islander (3) Black (4) White (5) Hispanic (6) Filipino

**VETERANS:** If petitioning for Health Education credit, check here and file a separate petition for military credit along with a copy of DD

\_\_\_\_\_  
 (Student's Signature) Date

The results of this evaluation will be sent to you approximately six weeks from this date.

FOR OFFICE USE ONLY:

ELIGIBLE \_\_\_\_\_ INELIGIBLE \_\_\_\_\_ NOTIFIED ON: \_\_\_\_\_ CARD \_\_\_\_\_

DEGREE MAILED ON \_\_\_\_\_ TRANSCRIPT \_\_\_\_\_ LETTER \_\_\_\_\_

CARD TYPED \_\_\_\_\_

STAMPED \_\_\_\_\_

REQUEST FOR CERTIFICATION OF MEETING THE  
GENERAL EDUCATION REQUIREMENTS FOR  
ALL CALIFORNIA STATE COLLEGES

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Please Print Last First Middle

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
Number - Street City Zip

BIRTHDATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Check one of the following:

I am not currently enrolled \_\_\_\_\_ (certified transcripts will be sent now)

I am currently enrolled \_\_\_\_\_ (certified transcripts will be sent after finals)

Please list current program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The certification is notated on the El Camino College transcript. Currently enrolled students should not expect certified transcripts to be sent to their transfer school until the end of the semester.

Name of college where transcript is to be sent:

\_\_\_\_\_  
to the attention of \_\_\_\_\_

FIRST TWO TRANSCRIPTS ARE FREE  
\$1.00 charge for each  
additional copy

\_\_\_\_\_  
Student' Signature Date

FOR OFFICE USE ONLY:

EVALUATOR \_\_\_\_\_  
Initial Date

DATE CERTIFIED: STAMPED \_\_\_\_\_

STUDENT NOTIFIED \_\_\_\_\_  
Date

MAILED \_\_\_\_\_



EL CAMINO COLLEGE, Records  
16007 Crenshaw Boulevard  
Torrance, California 90506

Phone 532-3670, Ext. 305

FIRST TWO TRANSCRIPTS ARE FREE  
\$1.00 charge for each additional  
copy.

FAMILY RIGHTS & PRIVACY  
ACT PROHIBITS ANY PERSON  
OTHER THAN STUDENT MAKING  
REQUEST

OFFICIAL TRANSCRIPT REQUEST  
(for official transcripts only)

Soc. Sec. # \_\_\_\_\_

Today's Date \_\_\_\_\_

Reg. # \_\_\_\_\_  
(Attended before Spring 1983)

ATTENDED:

Birthdate \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

STUDENT'S NAME (Please Print)

\_\_\_\_\_  
LAST FIRST MI

Have you requested two (2) copies of your  
ECC transcript at any time in the past?

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

\_\_\_\_\_  
No. Street Apt #, City, Zip

Phone # \_\_\_\_\_

Former Names \_\_\_\_\_  
(I.E. Maiden Name)

SEND:	NOW _____
	With work in Progress _____
	At end of _____ semester, after grades are in the computer.

\_\_\_\_\_  
Your Signature

NOTE: El Camino College does not send transcripts of high school or other colleges attended.

PLEASE SEND COPIES OF MY ECC TRANSCRIPTS TO:

1.

2.

\_\_\_\_\_  
Name of School or Other

\_\_\_\_\_  
Name of School or Other

\_\_\_\_\_  
No. Street

\_\_\_\_\_  
No. Street

\_\_\_\_\_  
City State Zip # of copies

\_\_\_\_\_  
City State Zip # of copies

IF YOU LIST ADDITIONAL SCHOOLS, ETC. ON THE REVERSE SIDE, PUT AN "X" IN BOX



STUDENT ID:

BIRTHDATE:

COURSE	TITLE	U.A.	U.E.	GR	GPTS
CSUC GENERAL EDUCATION CERTIFICATION COMPLETE JUNE 16, 1987					
ENGL A	SPRING 85 BASIC ENGLISH	3.0*	3.0	CR	0.0
SPAN 1	ELEMENTARY SPANISH I	4.0	4.0	A	16.0
SEMESTER TOTALS:		4.0	7.0		16.0 GPA= 4.00
PSYCH 5	SUMMER 85 GENERAL PSYCHOLOGY	3.0	3.0	B	9.0
SEMESTER TOTALS:		3.0	3.0		9.0 GPA= 3.00
AMER STU 2	FALL 85 WOMEN IN AMERICAN CULTURE	3.0	3.0	A	12.0
ENGL 1A	READING AND COMPCSSION	3.0	3.0	B	9.0
SPCH 1	EFFECTIVE SPEAKING	3.0	3.0	B	9.0
SPAN 2	ELEMENTARY SPANISH II	4.0*	0.0	W	0.0
ZOOLOGY 1A	GEN INVERTEBRATE ZOOLOGY	4.0	4.0	C	8.0
SEMESTER TOTALS:		13.0	13.0		38.0 GPA= 2.92
C H 1	SPRING 86 PERS/COMMNY HEALTH PRCB	3.0	3.0	C	6.0
HIST 1	US HISTORY (SURVEY)	3.0	3.0	B	9.0
P S 1	GOVERNMENTS US/CALIF	3.0	3.0	C	6.0
SPAN 2	ELEMENTARY SPANISH II	4.0*	0.0	W	0.0
SEMESTER TOTALS:		9.0	9.0		21.0 GPA= 2.33
ART 1	SUMMER 86 ART IN MODERN LIFE	3.0	3.0	B	9.0
MATH A	ELEMENTARY ALGEBRA	4.0	4.0	B	12.0
SEMESTER TOTALS:		7.0	7.0		21.0 GPA= 3.00

LEGEND

" REPEAT  
Bd Policy #6130

# HIGH SCHOOL CREDIT

@ ACADEMIC RENEWAL  
Bd Policy #6129

THE ABOVE COURSES ARE NOT  
INCLUDED IN THE CUMULATIVE  
TOTALS NOR SEMESTER TOTAL

' REPEAT  
Bd Policy #6130

THIS REPEAT COURSE IS INCLUD-  
ED IN THE CUMULATIVE TOTALS  
AND SEMESTER TOTAL

Grade	Points
A — Excellent	4
B — Good	3
C — Average	2
D — Passing	1
F — Failing	0
CR — Credit	0
NC — No Credit	0

\* THIS TRANSCRIPT IS THE ACADEMIC RECORD FOR THE PERIOD OF JANUARY 1983 TO PRESENT

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THAT THIS STUDENT IS ENTITLED TO HONORABLE DISMISSAL.  
FEDERAL LAW PROHIBITS ACCESS TO THIS RECORD BY ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

EL CAMINO COLLEGE  
TORRANCE CA. 90506

STUDENT ID:

FALL		86					
ASTRON 10	STELLAR ASTRONOMY	3.0	3.0	C	6.0		
ENGL 1B	UNDERSTANDING LITERATURE	3.0	3.0	A	12.0		
GEOG 5	WORLD REGIONAL GEOGRAPHY	3.0	3.0	C	6.0		
MATH 1	SECOND COURSE IN ALGEBRA	4.0	4.0	B	12.0		
PE 311AB	MODERN DANCE TECHNIQUE I	1.0	1.0	A	4.0		
SEMESTER TOTALS:		14.0	14.0		40.0	GPA=	2.85

SPRING		87					
MATH 7	ELEM PROBABILITY/STATS	3.0*	0.0	W	0.0		
PE 300AB	AEROBIC FITNESS, BEGINNING	1.0	1.0	A	4.0		
PHIL 8	INTRODUCTION TO LOGIC	3.0	3.0	B	9.0		
PSYCH 7	PHYSIOLOGICAL PSYCHOLOGY	3.0	3.0	B	9.0		
SPAN 2	ELEMENTARY SPANISH II	4.0	4.0	A	16.0		
SEMESTER TOTALS:		11.0	11.0		38.0	GPA=	3.45

CUMULATIVE TOTALS: 61.0 64.0 183.0 GPA= 3.00

\* NOT INCLUDED IN TOTAL UNITS

TRANSCRIPTS PRINTED	DATE	COPIES	TRANSCRIPTS PRINTED	DATE	COPIES
CS01E	05/01/87	01		07/09/87	01
CS01B (C)	07/09/87	01			

LEGEND

" REPEAT  
Bd Policy #6130

# HIGH SCHOOL CREDIT

@ ACADEMIC RENEWAL  
Bd Policy #6129

THE ABOVE COURSES ARE NOT INCLUDED IN THE CUMULATIVE TOTALS NOR SEMESTER TOTAL.

' REPEAT  
Bd Policy #6130

THIS REPEAT COURSE IS INCLUDED IN THE CUMULATIVE TOTALS AND SEMESTER TOTAL.

Grade	Points
A — Excellent	4
B — Good	3
C — Average	2
D — Passing	1
F — Falling	0
CR — Credit	0
NC — No Credit	0

\* THIS TRANSCRIPT IS THE ACADEMIC RECORD FOR THE PERIOD OF JANUARY 1983 TO PRESENT

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THAT THIS STUDENT IS ENTITLED TO HONORABLE DISMISSAL.  
FEDERAL LAW PROHIBITS ACCESS TO THIS RECORD BY ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT.



## Writing Your Essay for Admission

As part of the University of California Undergraduate Application for Admission, you are asked to submit a personal essay. The essay allows you to share important information about yourself and to identify those skills and abilities that, together with your educational and career goals, support your ability to succeed at the University. It is to your advantage to submit a thoughtful, well-organized, concise, and grammatically correct essay that conveys your interests, experiences, personality, and future goals.

Here are a few suggestions that may help you write your essay—

- Type (or write legibly in black ink) on 8½ x 11 paper, on one side only.
- Read carefully for correct grammar, punctuation, spelling, and content.
- Put your draft aside for a day, then read it again and revise if necessary.
- If possible, let someone else (an English teacher for example) read and evaluate your essay.
- Make a copy of your essay for your records.

We have included here a brief outline of an essay that may be helpful to you as you prepare your own. There is no right or wrong way to describe yourself, but this outline may help you to organize your thoughts.

### First paragraph—Personal Background

Introduce yourself and your family. Describe your goals in life, citing factors that helped you to define those goals and to form your personal value system.

### Second paragraph—Your Academic Training

Discuss your academic training. What courses were particularly challenging to you? What academic areas are of special interest to you? Include any significant experience, courses, or knowledge you acquired outside of school that contributed to your preparation for University work.

### Third paragraph—Extracurricular Activities

Briefly list any academic, athletic, or community activities in which you have participated, paying special note to those which show evidence of your leadership ability, motivation, self-discipline, and maturity.

### Fourth paragraph—College Aspirations

Discuss why you want to attend the University. What do you see as the value of a University education? Have you selected a field of study? If so, how did you become interested in your intended major and what have you done to develop your interest in this field?

### Fifth paragraph—Career Aspirations

Do you have an occupational goal in mind? If you have not chosen a major, you should discuss academic areas of interest you would like to investigate.

### Sixth paragraph—Conclusion

Summarize your educational goals. You may wish to include any special circumstances the University should be aware of when considering your application, such as family or financial considerations.



1987-88 NOMINATION FORM
EDUCATIONAL OPPORTUNITY PROGRAM
THE CALIFORNIA STATE UNIVERSITY

ITEM H-2

INSTRUCTIONS TO APPLICANT:

Enter your name and social security number below and give this form to a teacher or counselor at your high school or community college. If you have not been in recent contact with a representative of a school, the Nomination Form may be signed by the campus president or designee (usually the EOP Director) of the campus where you are applying. This form should not be completed by the same person who completed the Recommendation Form.

Jane Doe Your Name
000-00-0000 Social Security Number
CSU Dominguez Hills Campus Applying To
213 555-0000
Area Code Phone No.

INSTRUCTIONS TO SCHOOL TEACHER OR COUNSELOR:

This nomination identifies a potential college student who may benefit from the counseling, tutoring, and financial assistance provided by the Educational Opportunity Program of The California State University. This does not commit the nominating agency to any legal responsibility or liability.

El Camino College nominates Jane Doe
Nominating School Applicant
to be considered as a candidate for enrollment in the Educational Opportunity Program."

Name Frank Gonzales Date 1/10/87
Title Director, E.O.P.&S. Phone No. (213) 715-0000
Mailing Address 16007 Crenshaw Blvd.
Via Torrance Number Street California 90506
City State Zip Code

Please complete the following items as accurately as possible. If your relationship with the applicant does not allow you to make an evaluation of any item please indicate "N/A" or not applicable. Please understand that this document may be made available for inspection at the student's request, pursuant to the Family and Educational Rights and Privacy Act and related laws and regulations.

1. How long have you known the applicant? 3 year(s). Under what circumstances?
Participated in the EOP&S program as a student, then took Peer Counseling Training
and became a Peer Counselor 2 1/2 years ago. For the past year, has been part of
the Transitional Guidance team.

2. Based on your knowledge of the applicant, check how you rate his/her academic skills and potential to succeed in college.

Table with 5 columns: Skill Category, Outstanding, Above Average, Average, Needs Improvement. Rows include Academic achievement, Writing skills, Reading skills, Math skills, and Academic potential. Includes handwritten '35' in the Above Average column.

3. Check how you rate applicant's characteristics and motivation:

	Strongly Agree	Agree	Agree Somewhat	Disagree
1) Has positive self image	X			
2) Demonstrates leadership capability	X			
3) Self starter, has intellectual curiosity	X			
4) Is highly motivated	X			
5) Survives frustrating experiences, is tolerant of minor disappointments	X			
6) Has potential for growth	X			

4. What other qualities come to mind that best describe applicant?

She is very bright, intelligent and with a warm, outgoing manner and personality. Students seem to be able to relate to her and feel secure in coming to her for support and counseling.

5. To the best of your knowledge, does this applicant have a *historically disadvantaged background* (i.e., low income for several years, first generation college student, inner-city or migrant family)?

Yes  No  Why?

Has disadvantaged background of low income for several years while struggling to complete her education.

She is also a first generation college student and of partial Indian heritage.

6. If you were the applicant's college teacher or advisor, what services or assistance would you provide to assist him/her succeed in college?

All services would be beneficial, especially math tutoring and support in adjusting to the 4 year University.

7. Are you aware of any current circumstances or problems which might affect applicant's performance in college (e.g., financial background, family responsibilities, educational preparation, health)?

Major problem would be financial.

8. What is your assessment of the student's potential and motivation to succeed in college? What is your evaluation of the applicants capability for undertaking college work?

She is definately highly motivated to succeed and her potential for doing so is very high. She will be an asset to any college or program she becomes part of.

Signature \_\_\_\_\_

**1987-88 RECOMMENDATION FORM**  
**EDUCATIONAL OPPORTUNITY PROGRAM**  
**THE CALIFORNIA STATE UNIVERSITY**

ITEM H-3

Applicant's Name Doe John 213-555-0000 000-00-0000  
Last First Area Code Phone No. Social Security Number

Campus Applying to Cal State Fullerton Term/Year Fall 1987

**To The Student:**

Complete the above information and give this form to a counselor, teacher, community member, employer or any individual who can comment about your potential to succeed in college. *This form should not be completed by the same person who completed the Nomination Form.*

**To The Individual Completing This Form:**

The person whose name appears above has applied for admission to the Educational Opportunity Program at a CSU campus. The EOP selection committee would appreciate your answering the questions below in a specific and candid manner, noting in particular, incidents which illustrate his/her maturity, initiative and academic potential to succeed in college. Please understand that your recommendation may be made available for the student's inspection, at the student's request, pursuant to the Family and Educational Rights and Privacy Act of 1974 and related laws and regulations.

Your name Peggy Ginocchio Position Prog.Asst., Transfer Guidance

School/Organization El Camino College Phone 213-715-0000  
(Area Code) Number

Address 16007 Crenshaw Blvd. Torrance CA 90506  
Number Street City State Zip Code

Explain comments by using complete sentences; avoid short responses such as "yes" or "no." If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "N/A" or not applicable.

1. How long have you known the applicant? 2 years 2 months. Under what circumstances?  
Utilized Peer Counseling and Transfer Guidance components of E.O.P. & S.

2. Based on your knowledge of the applicant, check how you rate his/her academic skills and potential to succeed in college.

	Outstanding	Above Average	Average	Needs Improvement
1) Academic achievement		X		
2) Writing skills			X	
3) Reading skills			X	
4) Math skills		X		
5) Academic potential	X			

3. Check how you rate applicant's characteristics and motivation:

	Strongly Agree	Agree	Agree Somewhat	Disagree
1) Has positive self image		X		
2) Demonstrates leadership capability		N/A		
3) Self starter, has intellectual curiosity		X		
4) Is highly motivated	X			
5) Survives frustrating experiences, is tolerant of minor disappointments	X			
6) Has potential for growth	X			

4. What other qualities come to mind that best describe applicant?

He is a very dedicated and hard-working student. He is also doing a very commendable job as a Math tutor.

5. To the best of your knowledge, does this applicant have a *historically disadvantaged background* (i.e., low income for several years, first generation college student, inner-city or migrant family)?

Yes  No  Why?

He has been in the U.S. for 2 1/2 yrs. He came from Vietnam without any family and has had a low income for all this time while struggling to complete his education. His goal is to become a valuable asset to his new country.

6. If you were the applicant's college teacher or advisor, what services or assistance would you provide to assist him/her succeed in college?

All services would be beneficial and appreciated. Tutoring in English and Academic counseling would be especially helpful.

7. Are you aware of any current circumstances or problems which might affect applicant's performance in college (e.g., financial background, family responsibilities, educational preparation, health)?

No, except for financial.

8. What is your assessment of the student's potential and motivation to succeed in college? What is your evaluation of the applicant's capability for undertaking college work?

He has demonstrated his ability to undertake college work by his proven success here at El Camino. In my estimation, his motivation and potential to continue to succeed are both very high.

9. I  Strongly recommend  Recommend with reservation  
 Recommend  Do not recommend

that this student be admitted to the CSU Educational Opportunity Program.

2/2/87

Date

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*Peggy Genocchio*  
Signature

**1987-88 APPLICANT INFORMATION FORM**  
**EDUCATIONAL OPPORTUNITY PROGRAM**  
**THE CALIFORNIA STATE UNIVERSITY**

ITEM H-4

To be considered for EOP, you must submit this form and Part A of the CSU Admissions Booklet. *Print in ink or type.* Answer all questions on the form or indicate N/A if not applicable. All information will be kept confidential and used only in determining your eligibility for the program.

1. Name  Last  First  Initial  2. Social Security No.

3.  Street Address  City  State  Zip Code  4. Home Phone No.  (  )  Area Code

5. Name and address of someone with whom we may leave a message if you cannot be reached:

Name  Phone No.:  (  )  Area Code

Street Address  City  State  Zip Code

6. Birthdate:  Mo.  Day  Yr. 7. Sex:  M  F 8. Major/career interest:

9. Campus to which you are applying:  10. Term/year:

11. Class level at time of planned enrollment: (Check one) Freshman  Sophomore  Junior  Senior

12. School last attended:  School  City  State

13. If not a high school graduate, have you completed GED (General Education Development) test: Yes  No

14. Have you participated in any of the following educational programs? Please check below:

<input type="checkbox"/> Upward Bound	Date <input type="text"/>	Campus/Location <input type="text"/>
<input type="checkbox"/> Talent Search or <input type="checkbox"/> EOC	Date <input type="text"/>	Campus/Location <input type="text"/>
<input type="checkbox"/> Community College EOPS	Date <input type="text"/>	Campus/Location <input type="text"/>
<input type="checkbox"/> CSU EOP	Date <input type="text"/>	Campus/Location <input type="text"/>

15. Where do you plan to live while attending college? (Check one) On-campus housing  With parents

Off-campus apt. or house  Guardian or relative  Other

**BIOGRAPHICAL AND EDUCATIONAL INFORMATION**

16. Give highest year (i.e., 9th, 12th, 16th) in school/college completed by your parents or guardians:

Mother  Father

17. How many brothers and sisters have completed 4 years of college?

18. How many have or are currently attending college?

19. What languages are spoken in your home?

20. Ethnic Identity (Enter the proper code for your ethnic group in box)

Ethnic identity is used by EOP in preparing reports required by the California State Legislature and other governmental agencies. This information is also helpful in understanding economic, social, cultural, language and other influences which may have affected your academic preparation and motivation to attend college.

1. American Indian Tribe: <input type="text"/>	4. Other Hispanic	7. White, Non-Hispanic
2. Black	5. Asian American	F Filipino
3. Chicano, Mexican-American	C Indo-Chinese	8. Other: <input type="text"/>
	6. Pacific Islanders	D Decline to state



**ECONOMIC BACKGROUND**

The following information is used to determine history of low income.

21. A. What is the **current** occupation/job (list job, not place of employment) for:  
Father [ ] Mother [ ] Self [ ]
- B. What was your parent's occupation/job **ten years ago**?  
Father [ ] Mother [ ]
22. A. Did your family receive any income **during 1986-87** from public assistance programs such as welfare, AFDC, Social Security, disability, etc.? Yes  No   
If yes, list program [ ]
- B. During the **past ten years**, has your family received any income from a public assistance program such as welfare, AFDC, Social Security, disability, etc.? Yes  No   
If yes, how many years? [ ] Type(s) of aid [ ]
23. Has your family ever participated in any publicly funded programs such as subsidized housing, employment/training programs (i.e., CETA), school lunch programs, etc.? Check one: Yes  No   
If yes, list program(s) [ ]
24. Do you or any other children in your family work **primarily to contribute to household expenses**?  
Yes  No  If yes, explain [ ]

**FINANCIAL STATUS**

The following information is used to determine low income eligibility for EOP. All applicants must complete this section and should attempt to submit the SAAC. EOP may request other forms of documentation to verify self-reported income if the SAAC is not submitted. *Parental income is required for all students including those who are independent.* Incomplete applications will be returned.

25. Parents'/guardian's total taxable and non-taxable income:

	1985 Actual	1986 Estimated
Father	\$ [ ]	\$ [ ]
Mother	\$ [ ]	\$ [ ]

26. Total size of parents'/guardian's household (including applicant, parents, dependent children, and other dependents): [ ]
27. If you are independent of parental support,  
A. how long have you lived apart from parents? [ ] years  
B. What is your (and your spouse's) total family income? \$ [ ] 1985 Actual \$ [ ] 1986 Estimated  
C. Number of dependents in household (self, children and spouse): [ ]
28. Have you completed the 1987-83 Student Aid Application for California (SAAC) and mailed it to the College Scholarship Service (CSS) in Berkeley, California?  
Yes  No  Date [ ]

All EOP applicants should submit the SAAC.

I certify that the information submitted in connection with my application to EOP is complete and accurate.

Applicant's Signature: \_\_\_\_\_



FALL 1987 PRIORITY FILING DATE — MARCH 1, 1987

**1987-88 AUTOBIOGRAPHICAL STATEMENT**  
**EDUCATIONAL OPPORTUNITY PROGRAM**  
**THE CALIFORNIA STATE UNIVERSITY**

Applicant's Name \_\_\_\_\_  
   Last  First  Middle  Social Security No.

Address \_\_\_\_\_  
                                 Number                                Street                                Apt. No.                                City                                State                                Zip Code

Area Code \_\_\_\_\_ Phone No. \_\_\_\_\_

**To the Student:**

Answers to the following questions will help us determine your motivation and preparation to undertake college work. Please answer as precisely and honestly as possible. Use complete sentences and avoid short responses such as "yes" or "no." *If you need more space for comments, please attach additional pages.*

1. List any volunteer or extra-curricular activities in which you are, or have been involved in the past 2 years:

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2. What kind of work experience have you had in the past 2 years? \_\_\_\_\_

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3. Why would you like to attend college? Discuss your career and personal goals.

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4. Are there any particular circumstances, school experiences or persons that influenced your preparation or motivation to attend college (e.g., cultural/financial background, family, teachers, schools you attended)? Explain.

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5. What subjects do you find the most interesting and enjoyable?

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6. Discuss whether your grades in high school and/or college reflect your academic ability or potential.

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7. Why do you think you qualify for EOP?

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8. Briefly describe your economic background. Do you consider your family to be *historically low income*? Why? (attach additional pages, if needed).

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9. Please tell us more about yourself. Is there any additional information you would like EOP to consider in determining your admission to the program?

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\_\_\_\_\_ Date

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\_\_\_\_\_ Signature



Return this form to the EOP Office at campus where you are applying.





## I.

## GLOSSARY OF TERMS

**ARTICULATION AGREEMENT:** Agreements between colleges which specify courses accepted for transfer credit in degree programs.

**CERTIFICATION:** ECC will certify, upon request, that up to 39 semester units\* of the CSU general education requirements have been satisfied by following the pattern prepared by the Counseling Division. During the students' last semester at ECC, a petition for certification should be submitted to the Admissions Office.

**CONDITIONAL AWARDS:** Refers to the awards and grants that do not have to be repaid. However, the awarding of these funds are with the understanding that the students will fulfill their part by attending and succeeding in school.

**EOP/SAA:** Abbreviations for Educational Opportunity Program and Student Affirmative Action components at the four-year universities. These are student support services in the areas of academic and personal counseling, financial assistance, and tutoring.

**GENERAL EDUCATION REQUIREMENTS:** Refers to the pattern of classes that satisfy the basic requirements for the Baccalaureate degree (B.A.). Thirty-nine of these units\* can be completed and certified at ECC. These encompass such basic life skills as creativity, critical thinking, self-motivation, independence, and general understanding of values and philosophy.

**GPA:** Abbreviations for grade point average.

**IMPACTED:** Programs at the four-year university are designated as impacted when more applications are received in the first month of the filing period than the spaces available in that program. Some programs are impacted at some campuses, but not at all. You must meet supplementary admission criteria if applying to a school with an impacted major.

**PRIORITY:** The first month of the CSU/UC filing period is considered to be the priority time. A student should file during this time in order to be sure of having the best chance for admission especially if applying to impacted programs.

**SAAC:** Abbreviation for the Student Aid Application for California that must be filled out by the student in order to be considered for all possible financial aid.



## GLOSSARY

**SAR:** Abbreviation for Student Aid Report, which is the report to the student from the Federal Pell Grant Program which gives an eligibility index indicating the students' eligibility for a Pell Grant.

**SAT/ACT:** Abbreviations for the Scholastic Aptitude Test and the American College Test that are required by some colleges for admission.

**TRANSFER INSTITUTION:** This term refers to the educational facility that is the student's next step in pursuing an advanced degree.

**TRANSFERABLE UNITS:** Units completed at a community college that can be applied at the four-year university towards the Baccalaureate degree. The ECC Catalog lists the classes transferable to the California State University. Individual articulation agreements must be referenced when determining transferability of ECC course work to University of California colleges and private schools.

**UNITS:** A fixed amount of scholastic study used as a basis for calculating academic credits, usually measured in hours of classroom instruction and laboratory work.

\* Requirements stated at time of printing.

J.

YOUR STUDENT CHECKLIST

1. \_\_\_\_\_ Consult a community college counselor to discuss your transfer plans and required lower division courses for your major.
2. \_\_\_\_\_ Obtain your community college catalog to determine which courses are transferable.
3. \_\_\_\_\_ Consult the transfer institution's campus catalogs and admissions booklets for major offerings, description of classes and transfer information.
4. \_\_\_\_\_ Visit a number of transfer institutions. Tours are planned by the Career Center and the EOP & S Office, as well as the transfer institution's Relations with Schools and Colleges Office.
5. \_\_\_\_\_ Follow-up with your Academic Counselor/Advisor to discuss your general education transfer program.
6. \_\_\_\_\_ Take the ACT or SAT test if required in order to transfer before earning 56 semester units, or as a special requirement at certain institutions. Have a copy of scores sent to the institution.
7. \_\_\_\_\_ Contact the EOP/SAA Office if you wish to apply to these programs.
8. \_\_\_\_\_ See a Financial Aid Specialist and apply for aid (note deadlines).
9. \_\_\_\_\_ Complete an application for admission to the transfer institution (see admissions booklets for priority and final deadlines). Be sure to include fee, or fee waiver form. Also be sure to send all forms by certified mail, Return Receipt Requested.
10. \_\_\_\_\_ Request college transcripts (high school transcripts if necessary) to be sent to the transfer institution when you submit your application for admission.
11. \_\_\_\_\_ Apply at the Admissions Office during your last semester for certification of general education classes you have completed and wish to transfer to CSU institutions.
12. \_\_\_\_\_ Check the "Home Free" square. You are now Home Free and on your way to reaching your dream and pot of gold.