ASSIST Transfer Channel

Using ASSIST

If you're reading this you're probably already familiar with ASSIST. Every new school year means thousands of new ASSIST users, though, and we thought this would be a good time to give everyone a quick general guide to using ASSIST. This article won't go through every possible selection, but should help a first-time user get started.

There are two ways to use ASSIST. Both ways use a lot of the same data, but they go through the selection processes a little differently. In this article, we're going to only concentrate on one way – Exploring Transfer Information. (The Explore Majors button is the first step of the other available path in ASSIST. We will not explore majors in these steps, so for now don't click that button.)

Explore Transfer Information

This first path is the one most like the previous ASSIST website. It leads directly to the transfer course lists and articulation agreements.

We start by choosing a California Community College or a university campus from the selection list. We can choose the campus we're attending now, or the campus we plan to attend.

Explore Transfer Information

If you have already chosen a major or know what kind of information you want to see, select the transfer information you want to display by choosing an institution below. You can select the institution you are transferring from or to.

Click here to select an institution

Once we've chosen a campus, more choices become available. Choose a campus and the second screen is quickly displayed. For these examples, I've chosen Orange Coast College.

Agreements with Other Campuses

Agreements with other campuses show us how courses at one institution can be used to satisfy specific lower division requirements at a second institution. Most agreements include specific information for lower division major requirements.

For our example, let's say we plan to major in Biological Sciences, and we want to see the articulation agreement between Orange Coast College and UC Irvine. This agreement will tell us how courses completed at OCC can be used to satisfy lower division requirements for that major at UCI.

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We've already selected OCC, so we need to select the university campus now. We could've chosen the university campus first and the community college second, but since we started by choosing OCC, we choose UC Irvine as the second institution –

Selected institution and academic year:

Orange Coast College   04-05

Agreements with Other Campuses

Click here to select a campus

To: San Jose State University
To: UC Davis School of Veterinary Medicine
To: UCSF School of Pharmacy
To: University of California, Berkeley
To: University of California, Davis
To: University of California, Irvine
To: University of California, Los Angeles
To: University of California, Riverside
To: University of California, San Diego

Transfer

Next, new choices are shown for major, department, and general education. Now we can select a major –

By Major

Select a major

Select a major
AEROSPACE ENGINEERING, B.S.
AFRICAN-AMERICAN STUDIES, B.A.
ANTHROPOLOGY, B.A.
APPLIED ECOLOGY, B.S.
ART HISTORY, B.A.
ARTS AND HUMANITIES, B.A.
ASIAN AMERICAN STUDIES, B.A.
BIOCHEMISTRY AND MOLECULAR BIOLOGY, B.S.
BIOLOGICAL SCIENCES, B.S.
BIOMEDICAL ENGINEERING, B.S.

or Transfer

CSU GE-Breadth Certification Courses

Some university campuses don't have articulation with every community college in ASSIST, and every campus has some majors that are not articulated.

Many university campuses also have articulation By Department, which show courses sorted by department, rather than for a specific major. We can also choose to all majors or all departments. Some university campuses also have articulation for their local lower division GE requirements.

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The articulation agreement is displayed in the middle frame of the window.

Use the report's scroll bar to scroll through the report for the information you need. If you want to print the report, click the large "Print Report" button for a report that is formatted appropriately when printed.

Courses Applicable for Transfer

To look at the lists of transferable courses, let's return to the previous page. Click the "Change Report or Institution" button at the top of the report. This takes us back to the previous page of selections.

Let's look at the lower half of the screen where the various types of Orange Coast College courses applicable for transfer are displayed. Pointing at any link or selection box shows some descriptive information about those courses or selections in the right sidebar. Clicking a link displays a report or allows us to choose a department or an area before displaying a report.

NOTE: These links are grayed out, meaning they cannot be selected, when a community college is not chosen in one of the institution selection lists.

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Orange Coast College Courses Applicable for Transfer

- CSU Transferable Courses

- CSU GE-Breadth Certification Courses

- CSU US History, Constitution, and American Ideals Courses

- IGETC for UC and CSU

- UC Transferable Courses

- UC Transfer Admission Eligibility Courses

If you're having trouble seeing or printing information in ASSIST, here are a few tips that might help:

1. Be sure your screen resolution is set to 1024x768 or higher. A different screen setting may make some elements of the layout overlap. This setting lets us have help and explanatory information available at all times in the sidebar.

2. Be sure to maximize your browser's window when you're using ASSIST. People work in different ways, and there's no way to predict how a user might have their windows set. The screen elements can overlap and adapt to different settings, but ASSIST is designed to use a maximized window.

3. Reports in ASSIST should not be printed directly from the browser window. You must use the button labeled "Print Report" to print a report. This button creates a PDF file, which is the only way that the articulation and transfer reports can accurately include footnotes, comments, pagination and other critical information. Adobe Acrobat Reader is used to view pdf files, and once it starts up for the first time each day, getting a pdf takes about the same time as getting an html report. You don't even need to wait for the entire html report to finish if you know you want a printed report. You can click the "Print Report" button as soon as you see it in the top header.

4. If the report seems to end abruptly, look for a scroll bar inside the window.The reports in ASSIST are displayed in an interior frame, and longer reports scroll vertically within this frame. If your screen resolution is too low, or the window isn't maximized, you might not see the scroll bar for the interior frame. Scroll the main window until you can see it.

In the next newsletter we'll take the other path in ASSIST – Exploring Majors. If you have any questions about how to use ASSIST, feel free to call the ASSIST Coordination site at (949) 824-4385.