

# **Review of Community College Major Advising Sheets**

**Prepared by the ASSIST Coordination Site**

**May 2002 – Page # 1**

## **Introduction**

In September of 2001 the ASSIST Coordination Site requested information from California Community Colleges concerning two kinds of articulation and transfer related information. Colleges were asked to report to us valid, official articulation that the college had with a California State University campus or a University of California campus that was not in ASSIST. Colleges were also asked to provide us with any Major Advising or Transfer Advising Sheets that the college prepares and distributes to its students.

This document summarizes the findings from analysis of the advising sheets that were submitted. A separate report summarizes articulation that was reported to be missing from ASSIST.

## **Number of Responses**

Thirty-four colleges responded with some type of Major Advising document. Twenty-four campuses sent copies of all of the Major Advising Sheets that their college distributes. Four colleges sent representative samples. Six colleges replied with references to online resources. One of those resources was a university campus web site.

## **Review and Evaluation**

ACS staff reviewed the documents received, comparing representative samples to information in ASSIST. Comparisons were made to evaluate accuracy, completeness, usability, and duplication of information in ASSIST. During this review ACS staff discussed representative samples with CCC, CSU and UC articulation officers. Issues discussed included the accuracy and completeness of the Advising Sheets, the process of their preparation, their usefulness to students, and their acceptance by the receiving university campus.

## **Formats**

The Major Advising Sheets fell into two general formats -

### Matrix For A Particular Major With Multiple Universities

These matrices are tables, generally listing the college courses down the left column, the university campus across the top row, and the articulated university courses in the appropriate cells of the table. Some aspects of these sheets are:

- They generally do not include complete university course requirements, only those courses that articulated at the college
- They generally do not include other university requirements or any additional detail

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- They are generally not reviewed or approved by the university Articulation Officer or faculty
- They often include articulation with private universities
- They sometimes include majors not in ASSIST, developed based on course-to-course (departmental) articulation in ASSIST and the university's general catalog
- They were sometimes not consistent with information in ASSIST

### Articulated courses for a particular major at one university

These Advising Sheets summarize the courses at the college that fulfill lower division major preparation at a specific university. These advising sheets either duplicate major articulation already in ASSIST (in which case they are usually different from ASSIST) or they are created using existing course-to-course articulation (in which case they may not be fully honored by the university). Both of these cases pose a problem for students and the universities. Some aspects of these sheets are:

- They may or may not include complete university course requirements
- They generally include more detail than the matrices
- They may include other information concerning transfer
- They are generally not reviewed or approved by the university Articulation Officer or faculty
- They may include some majors not in ASSIST, developed based on course-to-course (departmental) articulation in ASSIST and the university's general catalog
- They may duplicate (or nearly duplicate) information in ASSIST
- May not be consistent with information in ASSIST

### Online Major Advising Sheets

Some colleges sent sheets referring to campus articulation web pages. The online information reflected both of the types described above.

## **Summary**

Many California Community Colleges create Major Advising Sheets for their students for popular majors and for popular university transfer partners. Advising Sheets are available online, on paper, or both. There is little consistency as to format, level of detail, or breadth of coverage. Some colleges provide Major Advising Sheets that duplicate information in ASSIST, others reformat information currently in ASSIST to suit the college's preference. Universities are not bound by these Major Advising Sheets, although students do not generally understand this.