



Create an Individualized Advisement Plan (IAP) to indicate all the remaining classes that will be completed in the coming quarters/semesters.

STEP 1: Go to www.calstatela.edu/.

STEP 2: Click on “MyCSULA” at the top of the landing page.

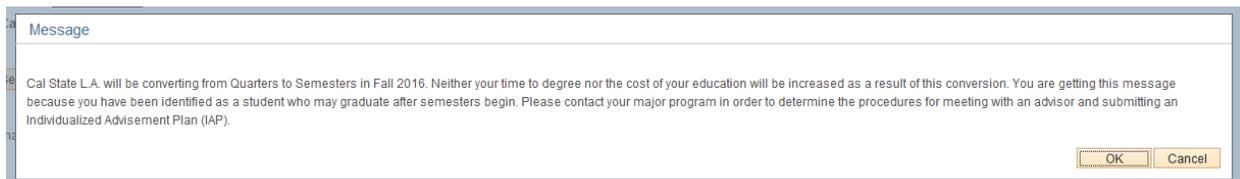
STEP 3: Enter your User Name and Password in the “MyCSULA” Portal.

STEP 4: Click the Golden Eagle Territory (“GET”) icon on the left.

STEP 5: Click “Self Service.”

STEP 6: Click “Student Center.”

If you have been identified as a student who may graduate after semesters begin (Fall 2016), you will see a pop up message alerting you of the university’s conversion to semesters and instructing you to complete an IAP. This pop-up message will be activated for students at different times depending upon how many units they have completed, so if you do not see it yet, you will need to wait to complete your IAP.



Read and click “OK.”

Note: The Individualized Advisement Plan will be listed under your “To Do List” on the right side of the screen.

STEP 7: Click “Individualized Advisement Plan” under the Academics section.

Academics

Search
[Individualized Advisement Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >>

[Schedule Planner](#)
[Order Textbooks Online](#)

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)
[Enroll In Direct Deposit](#)
[View 1098-T](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)
[Financial Aid Request Form](#)

other financial... >>

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds
No Holds.

To Do List
[Individualized Advisement Plan](#)
more ▶

Enrollment Dates
[Open Enrollment Dates](#)

Enrollment Dates
[Enrollment Appointments](#)

You are not enrolled in classes.

[enrollment shopping cart ▶](#)

You have no outstanding charges at this time.

[*Important Student Fee Information](#) [make a payment ▶](#)

MAKE A PAYMENT

STEP 8: Click “Course Catalog.” (Courses can be added to the planner by checking off the list of courses by clicking on the “COURSE CATALOG”. They can also be added individually through “MY REQUIREMENTS” or “What-if Report”).

Add courses to Planner using:

[Goto What-if Report](#)

COURSE CATALOG

MY REQUIREMENTS

i Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

[My Advisees](#) [Student Center](#) [Transfer Credit](#)

Cancel

Here, you may select the remaining courses you plan to take up until the time you graduate. This is similar to the process you use for enrolling in courses each quarter. Both quarter system classes and semester system classes will be available for you to select. Use information provided by your major department to make sure you have selected the courses you will need to meet all graduation requirements.

Individualized Advisement Plan

Browse Course Catalog

A	B	<input checked="" type="checkbox"/>	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9																

<input type="button" value="COLLAPSE ALL"/>	<input type="button" value="EXPAND ALL"/>	<input type="button" value="ADD TO PLANNER"/>
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Select subject code to display or hide course information.

STEP 9: Add courses to Planner.
Click the course subject (e.g., “CS”).

COMD - Communication Disorders

COMM - Communication

COMS - Communication Studies

COUN - Counseling

CRIM - Criminal Justice

CS - Computer Science

Check the box to the left of the specific course you would like to select (e.g., CS 312. CS 320)

▼ CS - Computer Science

Select	Course Nbr	Course Title	Typically Offered
<input type="checkbox"/>	101	INTRO TO HIGHR ED-COMPUTR SCI MJ	
<input type="checkbox"/>	120	INTRO TO WEB SITE DEVELOPMENT	
<input type="checkbox"/>	122	USE RELATIONAL DATABASES & SQL	
<input type="checkbox"/>	160	INTRODUCTION TO COMPUTERS	
<input type="checkbox"/>	190	BASIC PROGRAMMING	
<input type="checkbox"/>	201	INTRO TO PROGRAMMING	
<input type="checkbox"/>	202	INTRO TO OBJECT ORIENTED PROGRAM	
<input type="checkbox"/>	203	PROGRAMMING WITH DATA STRUCTURES	
<input type="checkbox"/>	242	C PROGRAMMING	
<input type="checkbox"/>	245	INTRODUCTION TO COMPUTER ORGANIZATION, OPERATING SYSTEMS AND NETWORKS	
<input type="checkbox"/>	254	SPECIAL TOPICS IN CS	
<input type="checkbox"/>	290	INTR FORTRAN PROG	
<input type="checkbox"/>	301	COMPUTER ETHICS AND THE SOCIETAL IMPACT OF COMPUTING	
<input checked="" type="checkbox"/>	312	DATA STRUCTURES AND ALGORITHMS	
<input checked="" type="checkbox"/>	320	WEB AND INTERNET PROGRAMMING	
<input type="checkbox"/>	332C	OBJECT-ORIENTED PROGRAMMING WITH C++	

Click "Add to Planner" at the top or bottom of the screen.

A yellow box will appear stating your course has been added ("CS312, CS320 have been added to your Planner").

Note that the list of courses also shows the new semester courses that will be offered from Fall 2016. Students can also add those courses to the planner by selecting the courses. (e.g., CS4961, CS4962, CS4963 are added to the planner as shown below.)

<input type="checkbox"/>	(4661)	INTRODUCTION TO DATA SCIENCE ** available as of 08/01/2016	
<input type="checkbox"/>	(4780)	CRYPTOGRAPHY AND INFORMATION SECURITY ** available as of 08/01/2016	
<input checked="" type="checkbox"/>	(4961)	SOFTWARE DESIGN LABORATORY I ** available as of 08/01/2016	
<input checked="" type="checkbox"/>	(4962)	SOFTWARE DESIGN LABORATORY II ** available as of 08/01/2016	
<input checked="" type="checkbox"/>	(4963)	COMPUTER SCIENCE RECAPITULATION ** available as of 08/01/2016	
<input type="checkbox"/>	(4990)	UNDERGRADUATE DIRECTED STUDY ** available as of 08/01/2016	

Repeat until you've added all remaining courses (GE, Electives) in your planner you must take to complete your degree(s). **Ensure courses in Planner will meet all requirements for graduation (including overall unit degree requirement).**

Click back arrow button when finished.

STEP 10: Assign courses to terms (when you plan to take each course).

Click the checkbox to the left of a course. Select a term for that course using the dropdown menu under "Move Selected Courses to Term." For example, "Fall Semester 2016."

Click the "Move" button. You will see the course now listed under the selected term.

Unassigned Courses							
Select	Course	Description	Prereq	Units	Typically Offered	Notes	Delete
<input checked="" type="checkbox"/>	CS 312	DATA STRUCTURES AND ALGORITHMS	yes	4.00			
<input type="checkbox"/>	CS 320	WEB AND INTERNET PROGRAMMING	yes	3.00			

Move selected courses to Term

Fall Quarter 2015

move

Fall Quarter 2015
 Fall Semester 2016
 Spring Quarter 2015
 Spring Quarter 2016
 Summer Quarter 2015
 Summer Quarter 2016
 Winter Quarter 2016

Student / Advisor Comments	
Comment	ADD COMMENTS

Repeat for all of your courses.

Keep in mind that you should be taking one more course per term after semester conversion than you did in the quarter system to keep an equivalent course load. For example, **three** 4-unit classes in the quarter system require the same number of hours per week as **four** 3-unit classes in the semester system. See Semester Conversion Handbook for details. **And remember, for a bachelor's degree, whether under the quarter or semester system, you should complete a minimum of 15 units per (primary) term to graduate in 4 years. This is also known as "15 to Finish!"** For additional information go to www.calstatela.edu/semester.

STEP 11: Add notes (optional).

The "Notes" section to the right of each course may be used to add course specific comments. You and an advisor may add to, change, or delete these notes if desired.

STEP 12: Enter University and major requirements catalog years in comments.

Indicate in the "Comment" section at the bottom of the screen whether you will be following your current quarter system catalog requirements (pre-Fall 2016 catalog year) or changing to the new semester system requirements (Fall 2016 catalog year). Do this for both University requirements and major requirements.

Student / Advisor Comments

Comment SAVE COMMENTS

I will be following the new semester system requirements (Fall 2016 catalog year) for both University requirements and major requirements.

Comment History

If you have decided to change to the new semester system requirements (Fall 2016 catalog year) for University and/or major requirements, work with your advisor to change your catalog year(s) as indicated above in the comments section. Make sure to check your Degree Progress Report (CAAR) in GET to verify that your requirements have officially changed to semester system requirements.