

Knowledge Set III

As you start the final half of your degree at College of DuPage we are pleased to provide you the final tier of academic advising information. Two sets of advising information have been previously provided to you-- first, as you began your coursework toward your degree, and again after you completed 18 credits of coursework.

These information sets will help you:

- identify and use College of DuPage resources and staff,
- understand institutional policies and procedures,
- take those steps needed to earn a certificate or degree,
- assist you in planning to transfer to a baccalaureate degree granting institution
- help you complete graduation requirements as you get closer to finishing your program/degree.

As always, if you have any special questions not covered in this material please contact the Counseling and Advising Office, SRC 2044, (630) 942-2259 or online at http://www.cod.edu/Service1/CTA/CTA_Home.htm.

What is a degree audit and how do I request one?

A degree audit reports your progress toward the completion of the degree or certificate that you intend to earn at the College of DuPage. The audit lists the categories completed and in progress, the requirements not met, and the courses from which you may select to complete your degree or certificate.

- You may run your own degree audit online at www.cod.edu.
- You will need your Social Security (or assigned identification) number and your PIN to initiate the on line audit.
- Click on "Records" and then on "Run Your Degree Audit Online".
- On the next page sign in by entering your ID and PIN and then click "Submit". This will take you to the degree audit page where you need to select your degree program from a pull down menu and then select "submit a new audit".
- The next page will show your audits in queue and you are to click on the "Refresh list" button and scroll down to the bottom of the page and click on the "Details" button to retrieve the audit. You may run any degree or certificate; however, your audits will be run only under the current catalog requirements.
- If you are following the requirements from a previous catalog, you may request a degree audit from the Records office. Forms to request an office run audit are available in the Records office, SRC 2015, or online at www.cod.edu. (click on "Records" and then click on "Degree Audit"). You may fax your request form to (630) 858-9390 or mail/bring in your form to the Records office, College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137.

What are the degree requirements for an Associate Degree?

Listed below are the general requirements for ALL Associate degrees at College of DuPage:

1. Complete at least 96 quarter hours of credit in courses numbered 100 or above (or their equivalent) as specified for each degree.
2. Possess a minimum 2.0 © average in the combined grade point (GPA) of all College of DuPage courses numbered 100 and above and all courses accepted for transfer from other institutions.
3. Complete a minimum of 30 quarter hours of applicable degree credit at College of DuPage with the final 15 hours of credit at the college.
4. Meet the "Constitution" requirement by presenting credit in Political Science 101 or History 256 earned at College of DuPage or earn a satisfactory score on a test on the Constitution of the United States and the Constitution of the State of Illinois, or present a transcript from an Illinois high school specifically stating that the Constitution requirement has been met. Note: Credit earned in History 256 or Political Science 101 through Credit by Demonstrated Competence program does not satisfy the "Constitution" requirement.
5. File a Petition for a Degree at least two quarters before the anticipated completion date.
6. Satisfy all financial and other specific requirements.
7. Be in good standing at the time final credits for the degree are earned.

As part of the minimum total of 96 quarter credits hours, each student working toward an associate's degree must take a minimum number of credits in the General Education Core Curriculum depending on the type of degree the student is seeking.

Listed below are each of the degrees offered at College of DuPage and the credits required:

Associate in Arts (AA)

Credits in General Education Core Curriculum	59
Credits in additional coursework	37
Minimum total credits	96

This degree is designed for students who plan to transfer to a baccalaureate-granting school to pursue a bachelor's degree in a liberal arts area or business.

Associate in Science (AS)

Credits in General Education Core Curriculum	59
Additional Math/Science credits	15
Credits in additional coursework	22
Minimum total credits	96

This degree is designed for students who plan to transfer to a baccalaureate-granting school to pursue a bachelor's degree in science or a science related field.

Associate in Engineering Science (AES)

Credits in General Education	71
Credits in additional coursework	31
Minimum total credits	102

This degree is designed for those students who wish to transfer to an engineering program at a baccalaureate-granting school. For requirements of this degree check with an engineering faculty adviser, or check the website at www.cod.edu/people/faculty/olsond/aes.htm

Associate in Fine Arts (AFA)

	Art	Music
Credits in General Education	49	44
Credits in additional coursework	51	60
Minimum total credits	100	104

The Associate in Fine Arts degree offers an option each in Art and Music, and is intended for students who wish to prepare for transfer to a baccalaureate-granting school with a Bachelor of Fine Arts or Music program. For the requirements of this degree check with an art or music faculty adviser.

Associate in Applied Science (AAS)

Credits in General Education Core Curriculum	33*
Credits in additional coursework	63
Minimum Total Credits	96*

This degree represents completion of an occupational/technical program of study. Students earning this degree generally seek employment following graduation. Some programs transfer to baccalaureate institutions in Capstone or 2+2 arrangements and/or as part of a non-traditional bachelor's degree program. Please see a faculty adviser for details.

*Some AAS degrees have specific general education requirements; a few require more than 96 credits.

Associate in General Studies (AGS)

Credits in General Education Core Curriculum	46
Credits in additional coursework	50
Minimum total credits	96

This degree is designed to arrange a program of courses to meet a student's personal interests. This degree may transfer to some baccalaureate-granting institutions as part of a non-traditional bachelor's degree program. Please see an adviser for details.

What is a Petition for Graduation and when should I request one?

A petition for graduation will initiate a graduation audit by the graduation department of the Records office. Forms are available in the Records office, Counseling and Advising Services, and the Admissions and Information office. The audit will check if the requirements of students degree or certificate program are being fulfilled and are likely to be completed by the graduation date. Students must file a Petition to Graduate for a degree or certificate at least two quarters before the expected completion of the requirements and late filing may delay graduation. All questions regarding the audit should be referred to the Records office, (630) 942-2261.

How can I TRANSFER MY COLLEGE CREDITS earned at COD to a baccalaureate granting institution? Are there any special concerns about transferring to an out of state college?

Transferring schools midstream, or returning to school after a hiatus, requires you to navigate the sometimes tricky system of transferring academic credits you've earned elsewhere to your new school.

Plan ahead. There are many detours along the way to transfer credit, so start your investigation at least two terms ahead. The process for in state and out of state transfer is similar, however, it is important to keep in touch with the admissions staff at your out of state institution to make sure all your submitted materials are received on time.

Contact the Admissions Office of your new school for answers to questions such as the maximum number of credits the school grants transferring students, application deadline dates, the minimum number of classes you must take at the new school (residency requirement), the minimum grade accepted for a transfer course, how "W" and "I" grades are treated, and whether you will qualify to transfer as a sophomore, junior or senior.

Check if your transfer time, for example fall or spring, will affect your financial aid, housing, and program admission. For some programs (i.e. nursing) students may only be accepted for a fall start. Contact your college within the university to make sure you complete any departmental application if necessary. Many programs have specific school/program criteria that exceed admission requirements to the university. Be sure to check out university and college requirements with an admission adviser or academic adviser.

Apply for admission to your new school. Send official academic transcripts from all colleges you previously attended to your new school. It is strongly recommended that you keep syllabus copies of courses you have completed in the event that your new school would need to review the course content for transfer purposes.

Many universities require that you provide letters of recommendation. Generally, a professor who can address your academic work, an employer who can speak to your work ethic, and a community leader who can attest to your community/volunteer activities are excellent sources for letters of recommendation.

Finally, make copies of all documents you submit to your transfer school and the date you submitted them. Also check with your new school regarding the status of your application to make sure that they have received all of your materials and if they need anything else.

Who can assist me with PERSONAL AND CAREER DECISIONS as I get close to graduation?

College of DuPage counseling faculty provides a variety of professional counseling services. Among the many services available are:

Program Specific Faculty/Major Specific Advising and Planning

All college faculty members are advisers in their respective teaching fields and can help students with information about courses, programs, careers and graduation requirements.

Career Counseling

- Increase your understanding of personal qualities that influence your career choice, such as your values, interests, abilities and skills.
- Learn how to research information about the world of work.
- Learn how you can make more effective decisions.
- Interest and personality inventories are available. For more information, see the "Career Interest Inventories" section.

Career Interest Inventories

It is possible for college-level students or community members to take interest and/or personality inventories if it is

appropriate to their specific career decision-making process. Career interest inventories are administered and interpreted primarily in groups at the Glen Ellyn location, and individually at other locations. There is a nominal fee for this service. Please make an appointment with a counselor to discuss this option. Individual counseling is available to prospective and enrolled students for personal problems and/or life transition concerns related to educational goals.

Interest and Personality Inventories

These inventories assist people in determining their interests and personality style. An appointment with a counselor is required in order to determine which tests are, if any, appropriate for an individual's needs and for the interpretation of the results. Counselors will interpret your test results, either in the small group format, a week later OR individually, usually two to three weeks later. There are two different small groups for assessment -- one for areas of interest, usually using the Strong Interest Inventory and the California Occupational Preference Survey and one for personality attributes, using the Myers-Briggs Type Indicator. A moderate fee is charged for career interest and personality assessments. For more information, call the Counseling Office, Berg Instructional Center (IC), Room 2010, at (630) 942-2259. These inventories are also available at an off-campus counseling location using an individual interpretation format after the inventories are scored. Students can make an appointment by calling or stopping by an off-campus counseling location.

Personal Development Counseling

- Learn how to manage personal problems that interfere with your educational or career goals.
- Develop problem-solving, decision-making and assertiveness skills.
- If your concern requires in-depth counseling, you will be referred to a community or private agency.

Life Transition Counseling

- Develop time management strategies.
- Learn how to balance your many roles, responsibilities and obligations.

Counseling Approaches

Counseling services may be offered through a variety of means which include:

- Individual counseling on a one-to-one basis between counselor and client, usually by appointment. This is the single most important component of the counseling program.
- Group counseling with a counselor and a small group of individuals who share similar issues or concerns. (Counseling offers a series of workshops under the title "Food for Thought.")
- Teaching credit or non-credit courses on topics which are integral to the counseling program, such as EDUC 105, *Career Development*, or EDUC 110, *Interpersonal Skills for Life and Work*.
- Consultation and/or training about counseling-related skills or student issues or concerns, done in collaboration with other college staff.

I'm ready to enter the job market and need some help in gathering CAREER INFORMATION AND CONDUCTING A JOB SEARCH, who can help me?

The COD Career Services Center offers various career development resources that will assist you in assessing, investigating and marketing your career.

Career Specialists can assist you in understanding your interests and abilities and they can guide you through the intricate process of finding the right job. Among the many services offered are:

- Learn to assess your interests, skills and values
- Investigate your educational and employment opportunities
- Learn job-search techniques and strategy training
- Develop and critique a resume
- Market yourself with confidence to employers
- Learn interview techniques through videotaped interviews and computer interviewing software
- Gain business and industry contacts
- Gain salary negotiation skills
- Develop strategies on successfully transitioning into new employment

In addition, the Career Services Center offers an ON-LINE JOB MATCHING SYSTEM, PC Center, Video and Audio Career Resource Center, and information about on-campus Career Fairs.