Semester Conversion Information for Faculty AY 17-18

We are now entering the final Academic Year (AY) before the semester curriculum launches in Fall 2018 (August 20, 2018). Some points to consider when talking with students:

- Familiarize yourself with the new semester curriculum for your program. Changes may occur in core courses and concentrations (options) which means that prerequisites and co-requisites may also change.

- Review the Semester Conversion Course Conversion Guide for your program. This will help to inform you about changes to your program.

- Talk with your students in class about what the quarter course will be as a semester course, what the course prerequisite(s) will be for quarters and semesters. Consider adding this information to either your course syllabus or course Black Board site in the coming AY.

- Your Black Board course page provides a link to the Semester Conversion Student page so that students may find out more information.

- Other information:
  - Students who have earned 135 quarter units or more need to be encouraged to graduate by spring or summer 2018!
  - Students who are juniors and seniors who have earned 120 quarter units have received a notice to complete and Individualized Advisement Plan (IAP) on their to do list on MyCSUEB.
  - Students enrolled during conversion from quarters to semesters will not be negatively impacted by semester conversion if they follow their IAP to be developed with the student and faculty advisors. This is a campus Pledge to our Students.
  - When fully implemented, each student’s IAP will layout out the roadmap of coursework required for graduation that includes General Education (GE) and University requirements as well as major requirements for graduation.
  - Advisors and students create an IAP using all available advising tools (Degree Audit (most programs), Pioneer Data Warehouse, EAB-Bay Advisor) and their major forms to help students transition from the quarter system to the semester system.
  - IAP training is available and encouraged for all advisors. Information about IAP training sessions will be distributed via the Academic Advising listserv. If you are not a member of the listserv contact Maureen Scharberg (Maureen.Scharberg@csueastbay.edu)
  - Students should contact their college student success center or faculty advisor for academic advising in their majors.
  - For GE advising and students who are undeclared, they should contact Academic Advising and Career Education (AACE): http://www.csueastbay.edu/academic/academic-support/aace/

If you have any questions regarding semester conversion and academic advising, please contact Maureen Scharberg (Maureen.Scharberg@csueastbay.edu) or Larry Bliss (Lawrence.Bliss@csueastbay.edu), co-chairs of Semester Conversion Student Advising Committee.

Visit the Semester Conversion website at www.csueastbay.edu/semester