California State University, Los Angeles

Student Step by Step Instructions for IAP

The instructions below are a step by step guide for completing an Individualized Advisement Plan (IAP). The IAP is not mandatory, but highly recommended. Firstly, once it is approved by an advisor, it serves as a roadmap to facilitate graduation requirements under your major, and if applicable, minor program(s). Secondly, it provides the opportunity to inform the university of courses you plan to enroll in and when. This information will allow the university to improve course offerings based upon demand.

Before you can complete an IAP, you must consult with your major department about which requirements you will follow: the current quarter system catalog requirements or the new semester system catalog requirements. The procedures for determining which requirements will be more efficient for you will vary by major. In addition, it is possible to have different catalog requirements for University requirements (including GE) and major requirements. Once you have determined which set of University and major requirements you will be following, you will know what classes you need to put into your IAP.

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.

**STEP 8:** Click “Course Catalog.”
• 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.

STEP 9: Add courses to Planner.

• Click the course subject (e.g., “NURS”).

• Check the box to the left of the specific course you would like to select (e.g., 210 “Introduction to Professional Nursing Process and Skills I”).
Click “Add to Planner” at the top or bottom of the screen. A yellow box will appear stating your course has been added (e.g., “NURS 210 has been added to your Planner”).

Repeat until you’ve added all remaining courses in your planner you must take to complete your degree(s).

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, “Spring Quarter 2015” or “Fall Semester 2016.”

![Unassigned Courses](image1)

• Click the “Move” button. You will see the course now listed under the selected term.

• 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](http://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.

![Move selected courses to Term](image2)
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.

- The “Comment” section can also be used to add general comments by you and/or your advisor. Unlike course notes, these comments cannot be changed or deleted.

STEP 13: Submit your IAP.

- When you have assigned ALL the courses you plan to take to a specific quarter or semester term *up until the time you graduate*, you are ready to submit your IAP. Click “SAVE PLANNER”.

- Click “VIEW AS PDF” to view all the courses you’ve selected in PDF form.

- Click “SUBMIT IAP” to submit an IAP to an advisor for approval. A pop up will confirm your submission, and you will also receive an email confirmation.
STEP 14: An advisor will approve or return your IAP.

- If approved, you will be notified via email and a pop up message will appear when you log into GET. The IAP will be dated and stamped on the PDF you viewed before, and “Individual Advisement Plan” will be removed from your “To Do List.” Congratulations, you’re done! From here, you will continue to enroll and complete the courses necessary to graduate as planned. Note: the IAP does not automatically enroll you in courses. Please follow usual procedures for class enrollment.

- If returned, you will be notified via email and a pop up message will appear when you log into GET. Return to your IAP and review the comments provided by your advisor. Then make the necessary changes. Finally, resubmit for an advisor to again review. Once you receive approval via email or pop up message in GET, the IAP will be dated and stamped on the PDF you viewed before, and “Individual Advisement Plan” will be removed from your “To Do List”. Congratulations, you’re done! From here, you will continue to enroll and complete the courses necessary to graduate as planned. Note: the IAP does not automatically enroll you in courses. Please follow usual procedures for class enrollment.

- 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). Make sure to check your Degree Progress Report (CAAR) in GET to verify that your requirements have officially changed to semester system requirements.

*** If you’re in need of assistance, please contact an advisor. You may locate an advisor by contacting your major department, visiting www.calstatela.edu/semester/students/advisement.php, or calling the Office of Semester Conversion at (323) 343-5054.