

How to Complete Your SEP (Student Educational Plan)

Preliminary Planning

What you will need before you can complete your educational plan:

Know your major.

Know your assessment scores, especially where you placed in English, Math and Reading. If you took English, Math and Reading courses at another college, please be sure you have your official transcript sent to BC, and then request that it be evaluated. Meet with a counselor once your evaluation is complete. To get the Evaluation Request Form, go to BC's website at Admissions & Records.

If you are going to transfer, **know the campus where you wish to transfer.**

Current copy of the **BC Catalog**

Internet access and access to a printer, you will need a copy of your major requirements from www.assist.org

You will need a copy of **one of the following**:

- ◆ BC graduation requirements
- ◆ CSU general education requirements
- ◆ IGETC requirements
- ◆ Catalog of Private College or Out-of-State College

Directions to complete an Educational Plan

1. In order to complete your educational plan, you must first choose a major and decide what you are going to do with that major. Are you going to enroll in one course out of interest, obtain a certificate, earn an AA or AS degree, or transfer to a 4-year university?
2. Print out a list of the requirements for your major or certificate at www.assist.org or BC's website under "Programs>Certificates and Degrees".
3. If you are going to transfer, obtain a copy of the major requirements from www.assist.org . You can go to "How to use Assist" if you are unsure of how to obtain this information. If the University you will transfer to is not on Assist, you will need to review the catalog of that school at www.collegesource.org to see what their transfer and major requirements are.
4. Read the BC catalog description of the courses in your major.

5. Read the general education requirements and choose courses in each of the general education areas that you will take to fulfill each area.
6. Be sure to note how many units each course is worth as you will need to have earned at least 60 units to graduate and transfer. Be sure to check on the unit description if the course is transferable to a UC, CUS, or private college.
7. Fill in the blanks on your educational planning sheet for your assessment scores, major requirements, general education requirements and electives. List each course and the number of units it is worth; then total your degree applicable units. This should equal at least 60 units.
8. When complete, turn the draft of your Student Educational Plan into your Student Development instructor. 100 points
9. Make corrections and develop two copies of your final SEP. One copy will be for yourself after your instructor signs both copies. You must have two copies of your final SEP. 200 points
10. Use your Educational Plan to start a semester-by-semester plan. 25 points