

Department of
Technology

<http://www.calstatela.edu/academic/ecst/tech/>

Aviation Administration Program

Undergraduate Student Handbook

Student's Name: _____

Student's CIN#: _____

Note: Although every attempt has been made to keep this handbook up to date and accurate, it is an advising tool and not an official University policy statement. Therefore, in cases where there are contradictions, the official university rules take precedence over statements in this handbook. Check our website for any updates. This handbook is also posted on the website. Carry this handbook with you for every major advisement visit.

Undergraduate Student Handbook

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I. INTRODUCTION

Congratulations on becoming a member of the Department of Technology's Aviation Administration Program! You are going to participate in a life changing experience while you are here.

In total the **Department of Technology** offers programs of study for a graduate (MS) degree (MA Industrial and Technical Studies) and three undergraduate (BS) degrees (Aviation Administration, Fire Protection, and Industrial Technology). The programs are designed with a practical application in mind so that upon graduation you will be ready to enter the workforce or embark on a higher degree. The BS in Industrial Technology is a member of the Association of Technology, Management, and Applied Engineering (ATMAE), and the BS Aviation Administration is a member of the University Aviation Association..

The Department of Technology embraces the motto of the College of Engineering, Computer Science, and Technology '*Transforming Dreams into Reality*'. We interpret the dream as beginning your journey towards a meaningful and exciting career at CSULA, a reality that will transform your life and those of your loved ones.

Once you have completed your degree in Aviation Administration, you will be qualified for high-paying jobs in the LA area. Los Angeles has the largest number of commercial airports of any urban area in the nation, and is the world center of the air transportation industry.

Our curriculum is taught by faculty with extensive industry expertise. To facilitate individual attention, our classes are limited to 30 students or less. From theory to experimentation to practice, you'll learn how to apply theoretical knowledge to real-world situations. Our quality-learning environment will further enhance your educational experience.

As part of the Department of Technology – we can show you the shape of the future today! At Cal State L.A.'s College of Engineering, Computer Science, and Technology, we have the faculty, programs, and facilities to help you transform *your* dreams into reality.

(a) Department Undergraduate Advisement

Student advising in the department is facilitated in a number of ways:

- Advisor/staff office visitation: The advisors and the Department chair's office hours are posted in the Department office every quarter. Students meet with the faculty advisor to evaluate class work to date, to discuss issues (if any) impacting their present load, to resolve any GPA issues, and to plan subsequent classes. The advisor and student go over the student's degree progress using GET and CSNS.

- Email advisor: Students can seek to get clarifications from the advisor or staff concerning any particular queries. Email is often used by students who need immediate clarification.
- The College advisement center provides an array of services to incoming freshman, and second year students in all majors. These services include: academic advisement through professional staff and peer advisors, the engagement of freshman in learning communities and academic excellence workshops, and assistance with scholarship and internship opportunities.
- Every student is required to take Tech 150 or Tech 301 (Introduction to Higher Education) within the first two quarters for a comprehensive overview of higher education. Topics covered include : University rules and regulations; General Education requirements; Major requirements; Evaluate transfer units; Sample Road Maps; Individualized quarterly planners; Graduation checks; Each student is required to present an individualized quarterly planner and to get feedback from the instructor. At the end of the course, students complete a self-evaluation and formulate a quarterly planner to complete all the remaining requirements.

(b) College Undergraduate Advisement

- The College Academic and Recruitment Center (ARC) provides an array of services to incoming freshman, and second year students in all majors. These services include: academic advisement through professional staff and peer advisors, the engagement of freshman in learning communities and academic excellence workshops, and assistance with scholarship and internship opportunities.
- Students must make an appointment in advance to guarantee advisement time with a Staff Advisor or Peer Advisor. Visit the ARC located at E&T Building, A-125 or call the ARC front desk at 323-343-4574 or send an email to ecstarc@calstatela.edu.

(c) University Undergraduate Advisement

- The University Academic Advisement Center, located in the Palmer Wing of the library, provides advisement assistance to students regarding general education and university required classes. They help students choose general education classes, provide transfer credit advisement for general education classes, and specific assistance for undeclared majors and students who are on probation or disqualified. They are located in Room 1040A of the Palmer Wing and the front desk can be reached at (323) 343-3150.

II. OBJECTIVES AND LEARNING OUTCOMES

Each of the undergraduate programs in the Technology Department has its own set of outcomes that we expect students to demonstrate by the time they graduate. To see the full list of outcomes for each program, visit your advisor or the Chair of the Technology Department. The program specific outcomes are subsets of the following generic objectives:

Educational Objective regarding Knowledge: Graduates will demonstrate a balance of technical and managerial knowledge.

Educational Objective regarding Skills: Graduates will demonstrate the skills needed to apply business practices, information technology and other technical skills necessary to collaborate with, organize, and lead interdisciplinary teams.

Educational Objective regarding Attitude: Graduates will demonstrate a cooperative and inquisitive spirit that supports the desire to pursue lifelong learning, enables them to adapt to contemporary issues in the workplace, and helps advance the goals of their organization.

III. USEFUL WEB LINKS

Web address	Description
http://www.calstatela.edu/	University home page
http://www.calstatela.edu/academic/ecst/tech/index.php	Department of Technology home page
http://get.calstatela.edu	Golden Eagle Territory (GET) provides basic online student services.
http://csns.calstatela.edu	Computer Science Network Services is used as a Learning Management System.
http://www.calstatela.edu/student/	Important student information
http://catalog.calstatela.edu	University online catalog
http://www.calstatela.edu/library	University Library
http://www.aaaecsula.org/	Student Chapter of the American Association of Airport Executives

IV EPT, ELM AND EXIT EXAMS

The California State University requires each entering undergraduate, except those who qualify for an exemption, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. They are designed to identify entering students who may need additional support in acquiring basic English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Cal State L.A. Testing Center, Library, Palmer Wing 2098, (323) 343-3160.

All nonexempt undergraduates must complete the EPT and ELM after admission and **before first enrollment in courses at Cal State L.A.**

English Placement Test (EPT)

The English Placement Test (EPT) is designed to assess the level of reading and writing skills of students entering the California State University. The CSU EPT must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 147 or above on the EPT will be placed in college-level composition classes.

Exemptions from the EPT are granted only to those who present proof of one of the following:

- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better

- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11

Verification of successful completion of the appropriate course may be required either before registration or by the document deadline date specified at the time of admission. Students who do not submit the required documentation by the time specified are subject to having their admission rescinded and, if enrolled, being dropped from all courses.

The results of the EPT will not affect admission eligibility, but will be used to identify students who need special help in reading and writing to complete college-level work. Information bulletins for the EPT may be obtained at the Cal State L.A. Testing Center, Library, Palmer Wing 2098, (323) 343-3160.

Entry Level Mathematics (ELM) Placement Examination

The Entry Level Mathematics (ELM) Examination is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (Algebra I and II, and Geometry) of students entering the California State University (CSU). The CSU ELM must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 50 or above on the ELM will be placed in college-level mathematics classes.

Exemptions from the ELM are granted only to those who present proof of one of the following:

- A score of 550 or above on the mathematics section of the College Board SAT Reasoning Test
- A score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2)
- A score of 23 or above on the American College Testing (ACT) Mathematics Test
- A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam
- A score of 3 or above on the College Board Advanced Placement Statistics examination

- Completion and transfer to CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better
- A score of “Exempt” or “Ready for college-level Mathematics courses” on the CSU Early Assessment Program (EAP), taken in grade 11 in conjunction with the CST in Summative High School Mathematics or Algebra II
- A score of “Conditionally ready for college-level Mathematics courses” or “Conditional” on the CSU Early Assessment Program (EAP) taken in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that require Algebra II as a prerequisite

Verification of successful completion of the appropriate course may be required either before registration or by the document deadline date specified at the time of admission. Students who do not submit the required documentation by the time specified are subject to having their admission rescinded and, if enrolled, being dropped from all courses.

Students who are required to take this examination should do so as soon as possible after admission and before they enroll in courses. The results of this examination do not affect admission, but will be used to identify students who need special help in mathematics to do college-level work.

Students who cannot demonstrate basic competence on the examination are required to take steps to overcome deficiencies the first term of their enrollment. Any course work undertaken primarily to acquire the required competence shall not be applicable to the baccalaureate.

MATHEMATICS EXIT EXAMS

Students may choose to attempt a set of questions designed to promote the student to the next course in mathematics other than what the ELM has placed them at. You can request for exit exams from MATH80 onwards up to MATH 102. More information may be obtained from the Cal State L.A. Testing Center.

V. GENERAL EDUCATION REQUIREMENTS

(a): Lower Division General Education Requirements

Aviation Administration is classified as a Social Science – with regard to the General Education program students must follow. Because of this designation, Aviation Administration students must take 8 units in Block D, not 12. Total GE requirements are 16 units in Block A, 8 units in American Institutions, 12 units in Block B, 12 units in Block C, 8 units in Block D, and 4 units in Block E, a total of 60 units.

IMPORTANT NOTICE: The Summer 2002 Schedule of Classes is incorrect. Please refer to the gray shaded areas in Block C (C2 and C3) below, for revised information on diversity courses.

General Education Lower Division Courses



Effective: Fall Quarter, 1998

A Basic Subjects UNITS: 16	American Institutions 8	B Natural Sciences 8 or 12	C Humanities 8 or 12	D Social Sciences 8 or 12	E Lifelong Understanding and Self-Development 4
<p>§ A1 WRITTEN COMM ENGL 101</p> <p>§ A2 ORAL COMM COMM 150</p> <p>§ A3 CRITICAL THINKING PHIL 160, 250 POLS 155 COMM 176</p> <p>A4 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING MATH 100, 102 ECON/MATH 109</p> <p>§ <i>minimum C grade in these classes is required. A 'C-' grade is not acceptable.</i></p>	<p>U.S. HISTORY HIST 202A or 202B</p> <p>U.S. CONSTITUTION +POLS 150</p> <p>STATE/LOCAL GOV'T +POLS 150 or 200 +POLS 150 meets both areas</p>	<p>B1 BIOLOGICAL <i>(with lab)</i> BIOL 155, 156 MICR 151</p> <p>B2 PHYSICAL <i>(with lab)</i> ASTR 151 with 152 CHEM 158 with 159 GEOG 170 with 171 GEOL 150, 155 PHYS 156</p> <p>B3 APPLIED NATURAL ANTH 260 ASTR 160 BIOL 151 BIOL 158 BIOL 165 CE 220 GEOG 160 GEOL 158 PSCI 185</p> <p>INTEGRATED NATURAL BIOL/PHYS 157</p>	<p>C1 LITERATURE AND DRAMA ANTH/ENGL 245 ENGL 207, 250, 258, (d)260, (d)270, 280 SPAN 242 TA 152</p> <p>C2 ARTS ART 101ABC, 150, 152, 155, 156, 157, 159, 209 BCST/DANC/TA 210 BCST/ENGL 225</p> <p>(d) CHS 112 (d) CHS/PAS 260 DANC 157 (d) LBS 234 MUS 150, 151, 152, 156, 157, 160</p> <p>C3 PHILOSOPHY AND RELIGIOUS STUDIES PHIL 151, 152 (d) PHIL/RELS 200 (d) PHIL 220</p> <p>C4 LANGUAGES OTHER THAN ENGLISH COMD 150 CHIN 100ABC, 101ABC, 200ABC, 201ABC FREN 100ABC, 130, 200AB GERM 100ABC, 200ABC ITAL 100ABC, 200ABC JAPN 100ABC, 130, 200ABC, 230 KOR 100ABC LATN 100ABC, 222 PAS 120 PORT 100ABC RUSS 101AB</p>	<p>(d)AAPS 200 (d)ANTH 250 (d)BCST 250 (d)BUS 250 CHDV 140 (d)CHS 111 or (d)CHS/LAS 255 (d)CRIM 210 ECON 150 ANTH/ENGL 230 (d)GEOG 155 HIST 110ABC (d)HIST 150 or (d)SOC 263 (d)LAS/PAS 102 PAS 250AB POLS 250 PSY 150 SOC 201 (d)SOC 180 URBA 180 (d)WOMN 203</p> <p>INTEGRATED SOCIAL SCIENCES LAS 150 SOCS 230 (d)Approved diversity courses</p> <p>SPAN 100ABC, 105, 130, 200ABC, 205AB, 230</p> <p>C-5 INTEGRATED HUMANITIES BCST/ENGL/TA 240 ENGL/PHIL 210 (d)Approved diversity courses</p>	<p>ANTH 265 (d)ART 240 BUS 200 (d)CHDV/SOC 120 HS 150 KIN 150 (d)PHIL 230 POLS 120 PSY 160 COMM 230 (d)SOC 202 TECH 250</p> <p>(d) Approved diversity course number preceded by the designation (d) indicate those approved to meet the 2-course Block G - Diversity requirement.</p> <p>(See previous page for definitions of G.E. "Blocks.")</p>
<p>NOTES:</p> <ul style="list-style-type: none"> A minimum C grade average in general education is required of all students following the 1987-1989 or any later catalog. Other courses may be substituted in some categories in conjunction with a student's major. Consult a department or division adviser for a list of double-counted courses. Students must complete two diversity courses which may be selected from blocks C, D, E or from GE upper division themes. ENGL 102 is required of all students who entered Cal State L.A. Summer 1993 or later, and who are subject to the requirements of the 1993-95 or later GE catalog. A minimum C grade is required. A 'C-' grade is not acceptable. Engineering majors' GE program differs. See an academic adviser in your major department. 					

(b): Upper Division General Education Requirements (12 units)

Students are required to complete a 12-unit upper division theme as part of the General Education program. A theme consists of three interrelated courses on the same topic, designed to help students acquire knowledge of topics that are current, enduring, and of significant importance for humanity. Topics are designed to promote: an understanding of oneself and one's fellow human beings, the social and physical environment, and a wide range of cultural achievements; an understanding

of the shared concerns of all people as well as diverse cultural heritages; and an awareness of ethical and social concerns and a cultivation of moral responsibility.

Courses in each theme are distributed among three areas: Natural Sciences and Mathematics, Social Sciences, and Humanities. Students are thereby provided with the perspectives of at least three different disciplines on the theme's topic.

Completion of the lower division basic subjects requirement is a prerequisite to all upper division theme courses, as well as completion of any additional lower division general education course that may be required as a prerequisite.

Students must [select any one of the themes listed \(A thru I\)](#) (see University Catalog) and **must select one course from each area for the theme selected.**

(c): Diversity Requirements

Students are required to take two diversity classes as part of their general education requirement. Courses designated as diversity courses in either lower division or upper division are shown as *(d)* next to the course title.

(d) University Requirements (6units)

ENGL 102	Composition II: Analytical and Persuasive Writing (4)
Tech 150	Introduction to Higher Education for Technology Dept. Freshmen (2)
Tech 301	Introduction to Higher Education for Technology Dept. Transfers (2)

Note:

1. Total requirements [Lower Division General Education (60 units) + Upper Division General Education University (12 units)+ University (6 units) + Major (102 units)] for the B.S degrees in Aviation Administration, Fire Protection, and Industrial Technology is 180 units.
2. A minimum C grade is required in all Basic Subjects (Block A) and ENGL102.
3. A minimum C grade average (2.0 GPA) is required Overall at CSULA and in all General Education Requirements
4. Students must take and pass the *Writing Proficiency Examination (WPE)* prior to completing 135-quarter units. ENG 102 is a prerequisite to the WPE.
5. Technology Dept. freshmen students must complete the Introduction to Higher Education requirement, Tech 150, within their first two quarters at CSULA.
6. Technology Dept. transfer students must complete the Introduction to Higher Education requirement, Tech 301, within their first two quarters at CSULA

VI. MAJOR CURRICULAR REQUIREMENTS

The three Technology Department undergraduate programs, Aviation, Fire and Industrial Technology, provide students with basic knowledge, training, discipline, and skills, as defined by their Program Student Learning Outcomes. Each of the programs are primarily 2+2 programs Through its upper division required courses, the curriculum builds upon the fundamental principles taught at community colleges. Through its upper division technical electives, students gain additional breadth and/or depth in computer science by an appropriate selection of courses.

(a) Aviation Administration Lower Division Major classes

The following majors are acceptable for meeting the 32 quarter units lower division major requirements:

Accounting, Aviation Administration, Aviation Maintenance Technician, Business, Civil Engineering, Commercial Flight, Communication Studies, Computer Information Systems, Computer Science, Criminal Justice, Economics, English, Finance, Fire Protection, Flight Attendant, Geography, Industrial Technology, Management, Marketing, Mathematics, Mechanical Engineering, Political Science.

(b) Aviation Administration Upper Division Required Courses

TECH 341 General Aviation Oper & Admin (4)			4.0
TECH 342 Airline Administration (4)			4.0
TECH 343 Airport Administration (4)			4.0
TECH 344 Aviation Law (4)			4.0
TECH 345 Air Cargo (4)			4.0
TECH 400 Written Comm Skills Indust Tech (4)			4.0
TECH 440 Safety Factors in Aviation (4)			4.0
TECH 447 Sem: Aviation Problems (4)			4.0
CIS 100 Business Computer Systems (4)			4.0
ACCT 211 Managerial Accounting (4)	(Prerequisite - ACCT 210 or 202)	Substitute for Acct 300	4.0
MKT 304 Principles of Marketing (4)			4.0
FIN 303 Business Finance (4)	(Prerequisite - ACCT 211)		4.0
ECON 310 Managerial Economics (4)	(Prerequisite - ECON 201, Principles of Micro-economics)		4.0
GEOG 457 Transportation Geography (4)			4.0

* An average GPA of 2.0 or better is required for a student to remain in good standing.

(b) List of elective courses

Students select 4 additional upper division Aviation Administration courses from a list of courses described below.

TECH 340 Airline Operations (4)		4.0
TECH 346 National Airspace Sys & Control (4)		4.0
TECH 441 Aviation Sales (4)		4.0
TECH 442 Airport Planning (4)		4.0
TECH 443 Air Transportation (4)		4.0
TECH 444 Airline Equipment & Personnel (4)		4.0
TECH 445 Q. C. & Inspection in Aviation (4)		4.0
TECH 446 Airport Fiscal Administration (4)		4.0
TECH 454L Private Pilot Ground School		4.0
TECH 454L Case Studies in Airline Finance (4)		4.0

c) Option

Students must also choose an option (see below) and take 8 units from five alternate areas. This also includes the option of taking another 8 units of aviation administration classes from the list above.

<i>Aviation Elective (choose from above technical electives)</i>		
		4.0
		4.0
Administration Elective (FIN 305, 338, 339; MGMT 306, 307, 485; MKT 352, 452, 455)		
		4.0
		4.0
Computer Application Technology Elective (CIS 283, 301, 484; GEOG 268, 269; TECH 110)		
		4.0
		4.0
Criminal Justice Elective (CRIM 126, 303, 365, 405, 406, 409)		
		4.0
		4.0
Public Administration Elective (POLS 403, 460, 461, 463, 466, 472)		
		4.0
		4.0

VII. GRADUATION ROAD MAPS

Graduation Roadmaps are suggested academic plans designed to inform students about the sequence of courses needed to satisfy degree requirements. The roadmaps adhere strictly to the prerequisites and scheduling patterns of the courses.

(a) Plan #1: Roadmaps for Freshmen

This roadmap is described for students who enter Cal State LA directly from high school as freshmen. It assumes that the freshmen students do not need any remedial Mathematics or English courses.

This ideal roadmap provides a pathway for students to complete their undergraduate requirements in four years. It is assumed that students will not be taking summer quarter classes although they are free to do so if classes are available.

	Fall	Winter	Spring	Summer	Total
Year 1	ENGL 101 (GE A1) (4)	ENGL 102 (4)	GE A3 (4)		
	MATH 100 (GE A4) (4)	GEOG 170 (GE B2) (4)	LD Major (TECH Elective) (4)		
	TECH 150 (2)	COMM 150 (GE A2) (4)	POLS 150 (GE AA) (4)		
	Total (10)	Total (12)	HIST 202A (GE AA) (4) Total (16)		38
Year 2	GE A3 (4)	GE C (4)	Tech 250 (GE E) (4)		
	GE B1 (4)	GE C (4)	ECON 201 (4)		
	GR B3 (4)	GE D (4)	CIS 100 (4)		
	GE C (4)	GE D (4)	UNIV 400 (WPE) (0)		
Total (16)	Total (16)	Total (12)		44	
Year 3	Tech 342 (4)	Tech 345 (4)	TECH 400 (4)		
	Tech 343 (4)	TECH 344 (4)	ACCT 211 (4)		
	FIN 205 (4)	ACCT 210 (4)	GE UD (4)		
	GE UD (4)	Tech 341 (4)	LD Major (Tech Elective) (4)		
Total (16)	Total (16)	Total (16)		48	
Year 4	GE UD (4)	TECH Elective (4)	TECH 447 (4)		
	Tech Elective (4)	MKT 304 (4)	TECH 440 (4)		
	GE UD (4)	Option (4)	GEOG 457 (4)		
	ECON 310 (4)	FIN 303 (4)	Option (4)		
Total (16)	Total (16)	Free Elective (2) Total (18)		50	

(b) Plan #2: Roadmaps for Transfer Students

This roadmap is described for students who transfer to Cal State LA directly from another institute of higher education. The plan assumes that the students have entered Cal State LA with completion of all lower division GE requirements and all lower division major requirements.

This ideal roadmap provides a pathway for students to complete their remaining undergraduate requirements in two years with 90 (180 total) quarter units.

	Fall	Winter	Spring	Summer	Total
Year 1					
	Fall	Winter	Spring	Summer	Total
Year 2			GE Certification (39 s. units)		
			Lower Division Major (21 s. units)		60 s.
					90
	Fall	Winter	Spring	Summer	Total
Year 3	ENGL 102 (4)	Tech 345 (4)	TECH 400 (4)		
	Tech 342 (4)	UNIV 400 (WPE) (0)	ACCT 211 (4)		
	Tech 343 (4)	TECH 344 (4)	TECH 301 (2)		
	CIS 100 (4)	ACCT 210 (not Req.) (4)	GE UD (4)		
		Tech 341 (4)			42
	Total (16)	Total (16)	Total (14)		
	Fall	Winter	Spring	Summer	Total
Year 4	GE UD (4)	Tech Elective (4)	TECH 447 (4)		
	Tech Elective (4)	MKT 304 (4)	TECH 440 (4)		
	GE UD (4)	Option (4)	GEOG 457 (4)		
	ECON 310 (4)	FIN 303 (4)	Option (4)		
	Total (16)	Total (16)	Total (16)		48

(c) Plan #3: Individualized Roadmap

It is a fact that every student's situation is unique. Therefore, the roadmaps described above should be used as guides. Note the following two characteristics described in the above described roadmaps:

- (i) The roadmaps describe the suggested plan of study (by year and quarter term) for students assuming that a student plans for the regular Fall, Winter and Spring quarters. i.e., these roadmaps do not include courses during the Summer Quarter. This leaves the option for students to take classes during the Summer Quarter to finish earlier or to reduce the number of units per quarter.
- (ii) The roadmaps are designed for individuals who are devoting full-time to their studies and thus taking a full load of 16 units per quarter.

It is essential that every student should see a faculty member for academic advisement and design an individualized roadmap. This should be updated if any situation changes down the road.

Year #1	Summer	Fall	Winter	Spring

Year #2	Summer	Fall	Winter	Spring

Year #3	Summer	Fall	Winter	Spring

Year #4	Summer	Fall	Winter	Spring

Year #5	Summer	Fall	Winter	Spring

Year #6	Summer	Fall	Winter	Spring

VIII. APPLYING FOR GRADUATION

Certifying that a student has met all graduation requirements is a simple but functional process as described below:

1. Students initiate this process by filling out an Application for Graduation (degree check) on a form available at the Cal State L.A. Graduation Office website, and Enrollment Services in Administration 146. These forms are available five days prior to the application filing period. (Filing periods are published in the Graduation information section of the Schedule of Classes.). The application fee is \$30. (\$20 for the application and \$10 for the Diploma).
2. The application is to be filed two quarters prior to the end of the term of their graduation. Students are able to access their Academic Requirements Report at any time thorough their college career. The Academic Requirements Report (an audit report generated on GET) gives a visually clear picture of the requirements; completed requirements; transfer credits etc.. Students thus have a general idea of the graduating quarter and discuss the program requirements with the advisor.
3. Students submit their completed application to the Department for processing. The undergraduate faculty advisor discusses the Academic Progress Report with the student which indicates clearly all the requirements that have been completed and flags the remaining requirements. The student and advisor draw up a plan to meet the remaining requirements in the coming two quarters.
4. The Department staff then forwards the graduation application to the Graduation Office for an official audit.
5. The Graduation Office of the University Registrar's Office has the sole authority to audit and certify that a candidate for graduation has fulfilled her/his approved program requirements. Graduation check audit results are sent by surface mail to the students prior to their final anticipated quarter. Students who are enrolled in the quarter they expect to graduate but do not complete all degree requirements will have their graduation application automatically transferred to the following quarter.
6. Students who do not finish their requirements by the end of the second quarter must consult with the advisor and restart the graduation application procedure.
7. Degree dates are posted at the end of the quarter in which all requirements are met. On completion of the degree requirements, the transcripts on GET indicate the following:

Degree : Bachelor of Science
Confer Date : xxxx-xx-xx
Plan : Aviation Administration

IX. ACADEMIC STANDARDS

As a student, you are now joining an academic community. Along with the privileges of membership go certain obligations. Academic Integrity is very important. Cheating will not be tolerated. Cheating on any assignment or exam will be taken seriously. Failure to meet established standards may result in various penalties. In extreme cases this could result in expulsion from the University.

We hope that behavior standards never become an issue, but it is important that you prove worthy of the trust we place in you. Honesty is extremely important both for the operation of the University and for your personal development.