

**A Student Guide to the
Associate of Arts in General Studies Degree
Ivy Tech Community College, East Central
School of Liberal Arts and Sciences
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Is the Associate of Arts in General Studies the Best Degree for Me?

In your IVYT class, you will participate in a Discover career exploration to determine careers which align with your aptitudes and interests. As you think about potential careers, you should also consider the income, employment security, expected demand, location, and life style associated with those careers. Keep in mind that sometimes salary ranges given on the Internet may depend on location, years of experience, and so forth. If you have the opportunity, speaking with or job-shadowing workers is a great way of investigating careers.

After identifying a career, even if your decision is tentative, you need to determine the best preparation for obtaining a job in that area. Typically, the educational and skill requirements were described during your IVYT career investigations. If you have selected an area such as education, construction, nursing, or business, the general studies degree is not usually the best choice. You should speak with an advisor from your area of interest, even if your career choice is tentative, to determine the best way to prepare for your desired career. The advisor in your area of interest can also give you more information about the realities of the jobs you are considering. To review the programs offered throughout Indiana by Ivy Tech, go to <http://www.ivytech.edu/schools/>. Not all programs are offered in the East Central Region or on each campus. For more details, click on the program of interest.

The Associate of Arts in General Studies is usually selected by students who wish to transfer to another institution to pursue a bachelor degree in a traditional arts and sciences discipline or in a discipline that is not offered by Ivy Tech. For example, a student who is interested in completing a bachelor degree in exercise science, sports administration, biology, fashion merchandising, or so forth would be able use the general studies curriculum to meet some of the requirements of the four-year institution. Information about transferring to other institutions is discussed later in this document.

Whether you have determined a career goal or are still unsure, it is extremely important for you to commit to your educational experience. Dedicate adequate time and effort to be successful in all your classes. For some students this means only going part-time, especially if you are trying to balance work, school, and family. Fulfill your potential. Use your time at Ivy Tech to grow in your soft skills, thinking skills, content skills, and academic skills. The stronger your skills and educational credentials, the better chance you stand of getting the job that you want.

How Do I Determine My Currently Assigned Advisor, Degree, and Major?

Log in to Campus Connect. Under “Student Links”, select the tab entitled “Student Information”. Select the current term such as “**Fall 2011**”. A screen with basic academic and curriculum information, including your current degree, program, and primary advisor, should appear.

If the listed program is incorrect, and you are sure of what your program should be, you may complete a *Change of Information, Program, Specialty, And/Or Degree Form* at the Student Affairs Office to change your program. A new advisor should be assigned automatically within a few days.

If the listed program is correct, but you do not have an advisor listed, then you should complete an *Academic Advisor Assignment Form*. Submit the completed form to the email address listed on the form. Request the form from the email address advisor-eastcentral@lists.ivytech.edu.

Once you have identified your advisor, you may find contact information by using the Ivy Tech White Pages. To access the White Pages, log in to Campus Connect. Under Quick Links on the left-hand side of the page, select “IVY TECH WHITEPAGES”. On the next page, enter the first and last names of your advisor and submit. Your advisor’s email, phone, and location should appear in the results of your search.

Academic Skills Advancement

Courses with course numbers that begin with a zero such as MATH 015, ENGL 083, and ENGL 093 are designated as Academic Skills Advancement (ASA) courses. These courses do not count toward degree requirements, but ***they are required prerequisites for almost all college-level courses***. Successful completion of ASA courses is achieved by

1. A waiver from the Registrar for sufficient scores on recent SAT/ACT/PSAT or sufficient coursework completed at other colleges. These waivers generally appear as an 8888 under test scores in your advisor’s Student Information menu.
2. Sufficient scores on the Compass or Asset placement assessments. Generally, students may reassess once a semester to attempt to place at a higher-level.
3. A grade of a "SC" or better in the particular ASA course. ASA grades are preceded by the letter “S”, so a “SC” grade really means a “C”, a “SB” indicates a “B”, and so forth. Students who desire to attempt a course for a third time must seek permission from the Vice Chancellor of Academic Affairs.

While the above methods of successful completion allow a student to enroll in a subsequent course, if the scores are older than a few semesters or if a prerequisite class was completed a few semesters ago, it is best to retake the Compass to determine if your current skill level is sufficient to be successful.

Ivy Tech Life Skills Courses

All new degree-seeking students who require one or two ASA course(s) must enroll in either IVYT 101 (one credit hour) or IVYT 120 (three credit hours) during their first semester of enrollment. All new, degree-seeking students who require three or more ASA courses must enroll in IVYT 120 (three credit hours) during their first semester of enrollment. Even if a student does not require any ASA courses, a one credit hour IVYT course is still required for the degree.

Computer and Keyboarding Courses

Students who have not had the opportunity to develop computer or keyboarding skills, or who just need their skills refreshed, are encouraged to take courses such as OFAD 019 Keyboarding (three credit hours), OFAD 061 Computer Concepts and the Internet (one credit hour), or OFAD 063 Introduction to Word Processing (one credit hour) during their first semester. Computer skills are essential for academic success and are expected of

college students and by most employers. In addition, many day to day activities now require interaction with a computer. Utilize your time at Ivy Tech to become skillful in the use of computers.

If you complete any of the introductory computer courses, you should enroll in CINS 101 Introduction to Microcomputers the following semester. If you are already competent in basic keyboarding and in basic computer skills, then you are encouraged to enroll in CINS 101 either your first or second semester.

If your proficiency with computers and the Microsoft Office Suite is strong, then you may attempt to test out of CINS 101. To try to test out, contact Professor Bonnie Willy at bwilly@ivytech.edu. She will send the test to your local Academic Support Center. If you score above 85% in each section, then you may pay the test fee of around \$100 for CINS 101 credit. If you do not score above 85% in each section, then you do not have the option of receiving course credit, and there is no charge.

ENGL and MATH Sequences

There are two sequences which need to be satisfied by students pursuing the Associate of Arts in General Studies. These are the English (ENGL) sequence and the mathematics (MATH) sequence.

During new student orientation or after you took the Compass assessment, you met with a Student Success Assistant who helped you register for classes. The Student Success Assistant selected the appropriate classes for you to begin the ENGL and MATH course sequences based on your Compass scores or some other measure such as SAT scores. Given these starting courses, the diagrams shown on the next page will help you to determine what courses you need to complete the sequence.

Once a student starts the English or mathematics sequence, the student should complete each subsequent course without any intervening semesters since skill levels tend to reduce quickly when not exercised. It is essential that you obtain competence at each level in order to be successful at the next level of the sequence.

For example, if you start in ENGL 083 *Reading Strategies for College* and ENGL 093 *Introduction to College Writing*, then you should enroll in ENGL 111 the next semester. You could then finish the sequence with ENGL 112 the semester after completing ENGL 111.

The ENGL Sequence

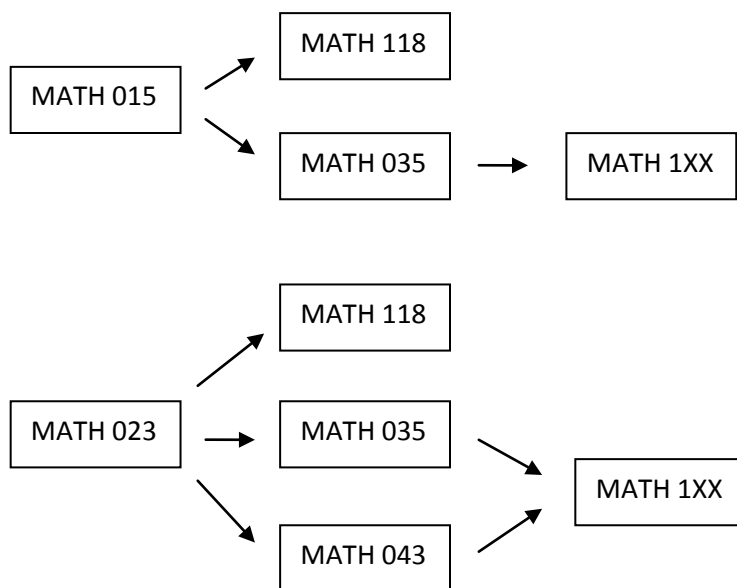


Course	Hr	Prerequisites: ASA courses require a "SC" or better for successful completion.
ENGL 083 Reading Strategies for College	3	Compass Assessment Score: CQ2 49-79 READ
ENGL 093 Introduction to College Writing	3	Compass Assessment Score: CQ1 32-69 READ
ENGL 111 English Composition	3	CQ1 70+ WRIT and CQ2 80+ READ; or, a SC or better in ENGL 083 and ENGL 093
ENGL 112 Exposition and Persuasion	3	A "C" or better in ENGL 111

When a student has established successful completion of ENGL 083 and ENGL 093, the student is said to be “program-ready” in reading and writing. **Most 100-level or higher classes require students to be program-ready in reading and writing as a minimum.**

The MATH Sequences

The mathematics sequence is a bit more challenging since it requires you to know what mathematics course you need to complete your educational objectives. For example, a student transferring to Ball State University to pursue music, telecommunications, or sociology would generally take MATH 118 as the final course of the MATH sequence. On the other hand, if the student desires to study chemistry or economics at Ball State, or to possibly apply to the Ivy Tech Associate of Science in Nursing program, then the student would need a different final mathematics course in the MATH sequence. It is important to work closely with your advisor and the institution to which you intend to transfer to determine the MATH course which would end your sequence.



Course	Hr	Prerequisites: ASA courses require a “SC” or better for successful completion.
MATH 015 Fundamentals of Algebra I	5	CMPSR 25-54 PALG
MATH 023 Essentials of Algebra I	3	CMPSR 24-34 ALGE, or 15-23 ALGE and 55+ PALG
MATH 035 Fundamentals of Algebra II	5	CMPSR 35-51 ALGE, or a SC or better in MATH 015 or 023
MATH 043 Essentials of Algebra II	3	CMPSR 52-65 ALGE, or a SC or better in MATH 023
MATH 118 Concepts in Mathematics	3	CMPSR 35-51 ALGE, or a SC or better in MATH 015, 023, or higher
MATH 135 Finite Mathematics	3	CMPSR 66+ ALGE or 0-45 CALG; or a SC or better in MATH 035 or 043
MATH 136 College Algebra	3	CMPSR 66+ ALGE or 0-45 CALG; or a SC or better in MATH 035 or 043
MATH 137 Trigonometry w/Analytic Geometry	3	CMPSR 66+ ALGE or 0-45 CALG; or a SC or better in MATH 035 or 043

In general, if you have not taken a mathematics course for a while, it is a very good idea to reassess with the Compass to determine your current skill level, rather than be overwhelmed by the next MATH course in the sequence. There is some flexibility in the MATH sequences which is not shown in the diagrams above. For example, you may have done well in the first part of MATH 015, but when you started the algebra portion of the course, your work declined. Rather than repeat all of MATH 015, you could retake the Compass, and try to place into MATH 023.

Associate of Arts in General Studies

The successful completion of a minimum of 62 credit hours of college-level course work and a minimum GPA (Grade Point Average) of 2.0 are necessary to meet the requirements of this degree. While the College only requires a minimum GPA of 2.0 for this degree, students with this low of GPA are much less likely to be successful at transfer institutions. A more realistic GPA for students to substantially increase the likelihood of transfer success is a 2.7 at the minimum.

Students who desire to complete a bachelor degree at a four-year institution need to carefully plan elective courses to efficiently meet the admission, transfer, and course requirements at the new college or university. Depending on the desired bachelor major, an associate degree in an area other than general studies may be more appropriate.

Students should utilize various transfer resources including college catalogs, bulletins, websites, and advisors from the institution of intended transfer to determine appropriate elective courses which apply to the desired major(s) and/or minor(s). If a course is transferable, a grade of a "C" or higher is generally required to ensure transferability. Students who desire to repeat a course beyond one time (the third attempt) must seek permission from the Vice Chancellor of Academic Affairs.

The State of Indiana has developed list of college courses which transfer among Indiana institutions of higher learning. It is by no means an exhaustive list, but it does list many common courses. The list is called the CTL (Core Transfer Library). The website is known as TransferIN.net, hence the use of the term TransferIN in describing the Ivy Tech courses which are listed as part of the CTL. Some CTL TransferIN courses may be part of a two-course sequence, the completion of which may be necessary to ensure transferability. See <http://www.transferin.net> for up-to-date information on CTL TransferIN courses.

The Associate of Arts in General Studies Curriculum * denotes CTL course

Courses	Credits	Prerequisites
<u>Select All the courses shown directly below.</u>		
*CINS 101 Introduction to Microcomputers	3	ENGL 031 or 083
*ENGL 111 English Composition	3	ENGL 032 or 083, ENGL 025 or 093
*ENGL 112 Exposition and Persuasion	3	A C or better in ENGL 111
*COMM 101 Fundamentals of Public Speaking	3	ENGL 032 or 083, ENGL 025 or 093
GENS 279 General Studies Capstone Course	1	Completion of 40 program hrs & advisor approval

Select One IVYT course from those below.

IVYT 120 New Student Seminar	3	None
IVYT 101 First Year Seminar	1	None

Select at least One TransferIN Mathematics course from those below.

*MATH 118 Concepts in Mathematics	3	MATH 015 or 023
*MATH 135 Finite Mathematics	3	MATH 035 or 043
*MATH 136 College Algebra	3	MATH 035 or 043
*MATH 137 Trigonometry w/Analytic Geometry	3	MATH 035 or 043
*MATH 201 Brief Calculus I	3	MATH 136
*MATH 211 Calculus I	4	MATH 136 and MATH 137
*MATH 212 Calculus 2	4	MATH 211

Select at least Two TransferIN Science courses from those below.

*ASTR 100 Solar System Astronomy	3	ENGL 025 or 093, ENGL 032 or 083; MATH 015
*BIOL 100 Human Biology	3	ENGL 025 or 093, ENGL 032 or 083; MATH 015
*BIOL 101 Introductory Biology	3	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023
*BIOL 105 Biology 1	5	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023
*BIOL 107 Biology 2	5	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023
*BIOL 211 Microbiology 1	3	BIOL 101 or APHY 101, MATH 015 or 023
*CHEM 101 Introductory Chemistry I	3	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023
*CHEM 105 General Chemistry I	5	ENGL 083 & 093; MATH 035 or 043; MATH 136 co/prereq
*CHEM 106 General Chemistry 2	5	CHEM 105 and MATH 136
*CHEM 113 Intro to Organic & Biochemistry	3	CHEM 101 or CHEM 111
*PHYS 101 Physics 1	4	MATH 121, MATH 131, MATH 134, or MATH 137
*PHYS 102 Physics 2	4	PHYS 101
*SCIN 100 Earth Science	4	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023
*SCIN 111 Physical Science	3	ENGL 025 or 093, ENGL 032 or 083; MATH 015 or 023

Select at least Two TransferIN Humanities courses from those below.

*ARTH 110 Art Appreciation	3	ENGL 025 or 093, ENGL 032 or 083
*ENGL 202 Creative Writing	3	ENGL 111
*ENGL 220 World Literature I	3	ENGL 111
*ENGL 222 American Literature I	3	ENGL 111
*ENGL 223 American Literature II	3	ENGL 111
*FREN 101 French Level I	4	ENGL 025 or 093, ENGL 032 or 083
*FREN 102 French Level II	4	FREN 101
*HIST 101 Survey of American History 1	3	ENGL 025 or 093, ENGL 032 or 083
*HIST 102 Survey of American History 2	3	ENGL 025 or 093, ENGL 032 or 083
*HUMA 100 Theatre Appreciation	3	ENGL 025 or 093, ENGL 032 or 083
*HUMA 118 Music Appreciation	3	ENGL 025 or 093, ENGL 032 or 083
*PHIL 101 Introduction to Philosophy	3	ENGL 025 or 093, ENGL 032 or 083
*PHIL 102 Introduction to Ethics	3	ENGL 025 or 093, ENGL 032 or 083
*PHIL 220 Philosophy of Religion	3	ENGL 111
*SPAN 101 Spanish Level I	4	ENGL 025 or 093, ENGL 032 or 083
*SPAN 102 Spanish Level II	4	SPAN 101

Select at least Three TransferIN Social and Behavioral Sciences courses from those below.

*ECON 101 Economics Fundamentals	3	ENGL 025 or 093, ENGL 032 or 083, MATH 023
*ECON 201 Macroeconomics	3	ENGL 111, MATH 015 or 023
*ECON 202 Microeconomics	3	ENGL 111, MATH 015 or 023
*POLS 101 Intro to American Gov & Politics	3	ENGL 025 or 093, ENGL 032 or 083
*POLS 201 Introduction to Political Science	3	ENGL 025 or 093, ENGL 032 or 083
*POLS 211 Introduction to World Politics	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015
*PSYC 101 Introduction to Psychology	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015
*PSYC 201 Lifespan Development	3	ENGL 111, PSYC 101
*PSYC 205 Abnormal Psychology	3	ENGL 111, PSYC 101
*PSYC 240 Human Sexuality	3	PSYC 101
*PSYC 253 Intro to Social Psychology	3	PSYC 101 & SOCI 111
*SOCI 111 Principles of Sociology	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015
*SOCI 252 Social Problems	3	SOCI 111

Select at least 24 credit hours of 100-level or higher electives with no more than 15 credit hours maximum in any single course prefix courses.

Generally any Ivy Tech course of a 100-level or higher may be used as an elective for the Associate of Arts in General Studies as long as 15 credit hours from a specific course prefix are not exceeded. Students may find additional courses by using the Campus Connect Course Search or the Ivy Tech College Catalog (<http://www.ivytech.edu/schools/course-catalog.html>).

Some additional Liberal Arts and Sciences courses are listed below, though students are free to choose their 100-level or higher electives from any areas. Rather than take random courses, students should work closely with their advisors to determine appropriate electives.

ANTH 154 Cultural Anthropology	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015
APHY 101 Anatomy & Physiology 1	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015 or 023
APHY 102 Anatomy & Physiology 2	3	APHY 101
APHY 201 Advanced Human Physiology	4	APHY 101 and APHY 102
CHEM 111 Chemistry 1	4	ENGL 025 or 093, ENGL 032 or 083, MATH 035 or 043
*COMM 102 Interpersonal Communications	3	ENGL 025 or 093, ENGL 032 or 083
*ENGL 211 Technical Writing	3	ENGL 111
ENGL 224 Survey of English Literature 1	3	ENGL 111
ENGL 225 Survey of English Literature 2	3	ENGL 111
FITN 100 Lifetime Fitness and Wellness	2	None
GEOG 207 World Geography	3	ENGL 025 or 093, ENGL 032 or 083, MATH 015
HIST 111 World Civilization 1	3	ENGL 025 or 093, ENGL 032 or 083
HIST 112 World Civilization 2	3	ENGL 025 or 093, ENGL 032 or 083
MATH 121 Geometry-Trigonometry	3	MATH 035 or 043
MATH 200 Statistics	3	MATH 135 or MATH 136
SCIN 101 Alternative and Traditional Energy	4	ENGL 025 or 093, ENGL 032 or 083; MATH 118, 035, or 043

Transfer to Other Institutions

If a student desires to transfer to another institution, it is the student's responsibility to determine and verify which courses transfer to meet the student's program needs at the other institution. In addition, the student needs to be aware of the admissions requirements of the college or university to which the student intends to transfer. Advisors can help provide guidance in these matters.

There are a number of tools to help students and advisors with the transfer process including college catalogs, bulletins, websites, and communication with admission personnel and advisors at the transfer institution.

Students should become well versed with the admissions requirements for transfer students at the transfer institution's website. A call to the admissions department would also be valuable if the student has any admissions questions.

Students should access the transfer institution's catalog or bulletin to read thoroughly about their desired major. For example, if a student is interested in pursuing a major in Music Technology, the student should access and read the complete catalog description of this program including the required and elective courses. In addition, the student should visit any departmental websites which explain more about the program of interest. Most institutions allow searches of their websites, so you should also search for any other institutional web pages related to your program of interest. Print out the courses and program requirements, so you may refer to them often when determining what Ivy Tech courses apply toward your goal.

Besides the courses and requirements of your desired major, most colleges and universities require courses which are often called the core curriculum or distribution requirements. Be sure to carefully review and print out any general degree or core curriculum requirements.

After obtaining a list of possible courses, determine which Ivy Tech courses transfer by viewing the list of CTL (Core Transfer Library) courses located at www.transferin.net. The CTL lists courses which transfer among most Indiana colleges and universities. Try to find the equivalent Ivy Tech courses for the courses you identified above. Record the course number and titles for any Ivy Tech courses that apply.

Since the CTL is not a comprehensive list of courses that transfer, a general web search may yield additional transfer information. For example, searching for "Indiana University Ivy Tech transfer" may lead to additional courses that transfer between these institutions. Be careful though; sometimes these pages are out of date.

Once you have gathered the above course information, develop a rough draft of your IAP (Individual Academic Plan), keeping in mind all necessary prerequisites and the Ivy Tech General Studies degree requirements.

Individual Academic Plan (IAP)

The required IVYT orientation course includes two primary assignments: the Discover career exploration and the IAP. The IAP is developed by the student and advisor to meet the student's educational objectives. It is a semester by semester schedule of when courses should be taken.

IMPORTANT NOTE: Be very careful not to overload yourself with course work. For example, it is unrealistic to try to take a full load of classes and work forty hours a week. As a general rule, plan to study two to three hours outside of class for every hour spent in class each week. For instance, if you plan to take 14 contact hours of class a week, then you should plan to spend between 28 and 42 hours studying outside of class. Clearly this schedule does not leave much time for other pursuits.

Developing the IAP for the General Studies Degree (Please refer to the IAP form as needed.)

You are strongly encouraged to use an electronic version of the IAP. An electronic document is easy to update and may be readily attached in email communications. If your IVYT instructor does not provide an electronic version of the IAP, please ask your advisor for one.

Enter the basic information at the top of the form. Refer to page three of this document for information about identifying your advisor and advisor contact information.

If you did not keep a copy of your assessment scores, your advisor can provide the scores. Refer to pages four through six of this document, as well as any transfer requirements you identified (see page ten), to determine the ENGL courses to be listed under the READING and WRITING blocks, as well as the courses to be listed under the MATH block.

Start with the upper left semester block (which contains IVYT already), and list the current semester and your current courses. In the semester block below, indicate the next semester you will be attending. List any ENGL or MATH courses which are next in these sequences. Continue to enter ENGL and/or MATH courses for each succeeding semester until the sequences are completed.

Based on the guidance given on page four regarding computer courses, enter any computer courses including CINS 101. CINS 101 has a prerequisite of ENGL 031 or 083.

Referring to the requirements of the General Studies degree, as identified on pages seven through nine, and any transfer courses you have determined, list all other courses you may need to complete your educational goals. Be sure to keep course prerequisites in mind.

Once you have completed the rough draft of your IAP, make an appointment with your advisor to review the IAP with you. Many advisors would prefer that you email them an electronic version of your IAP, so they may make changes as necessary during the review meeting.