

USING CAS CROSS-REFERENCED PLANNING GUIDES ON THE INTERNET

CAS (the Course Applicability System) is a free, web-based service available to everyone at the following internet address: <http://www.transfer.org>

CAS Planning Guides are extremely helpful tools to use in planning for transfer to another institution. There are two types of Planning Guides:

- A **Regular Planning Guide** provides information about the courses required to complete a specific degree program at the school of your choice.
- A **Cross-Referenced Planning Guide** provides the same information as the Regular Planning Guide, but in addition shows you how courses at another school (LCCC, for instance) can be *applied* toward that degree program. This is especially important to know, because not all courses that transfer to another school will apply to the specific degree program(s) you are interested in.

You may create as many Cross-Referenced Planning Guides as you wish: for example, you may want to look at how LCCC courses apply toward a Bachelor's degree in Psychology at Cleveland State University and compare that to how they apply toward the same degree at Kent State University and/or the University of Toledo, and/or any number of other schools and programs that interest you. If you register as a member of CAS, each Planning Guide you request will be stored, so that you may refer back to it as many times as you wish. You may print out several of the ones that most interest you and take them with you when you meet to talk about transfer with your LCCC Counselor or with an Advisor from the school you want to transfer to.

STEP BY STEP DIRECTIONS TO CREATE A CROSS-REFERENCED PLANNING GUIDE:

1. Sign in to CAS – if you are not already a member, become one now by establishing a New Account.
2. Click on the Planning Guides button from the menu on the left side of the main page.
3. Request a Planning Guide.
4. Select the state and school that you are interested in transferring to.
5. Select the college or department within that school that you are interested in (if available).
6. Select the specific program (if available).
7. Choose the Current Catalog.
8. Click on the Select Cross-Referenced Institution button.
9. Select Lorain County Community College (Semesters) as the institution, and the most current year and term available.
10. Click on the Select button.
11. Most students should answer the next two questions as “No” (neither Transfer Module nor Associate Degree completed).
12. Review, and then click on the Submit button.

In a few minutes, you will be able to View the Planning Guide you have created: it will list course requirements at the transfer school, and where applicable, in green type, any LCCC courses that can be applied toward those requirements.

Members may also create **Personalized** Planning Guides, by first entering courses already taken and those currently in progress in the Your Courses area of CAS, and then requesting either a Regular or a Cross-Referenced Planning Guide.

For more information on using CAS, click on the CAS Manual button on the CAS home page.