**Worksheet Instructions**

***Background***

The ECE department has developed worksheets to help transitional students enroll in ECE courses so as to satisfy degree requirements. Below are instructions for how to use these worksheets.

*Transitional* CPP students are students that will apply both quarter and semester courses towards their degrees, and may choose to graduate using semester or quarter curriculum requirements. In order to graduate a student must:

1. Complete required course sequences and courses
2. Complete the required number of units

If you are a transitional student, and are planning to graduate using quarter curriculum requirements, you must complete the required quarter courses, and additionally complete the required number of *quarter* units. When you take courses on the semester system you can convert the semester units to quarter units as follows: $\# of quarter units=\left(\#of semester units\right)×\left(\frac{3}{2}\right)$.

If you are a transitional student, and are planning to graduate using semester curriculum requirements, you must complete the required semester courses, and additionally complete the required number of *semester* units. When you take courses on the semester system you can convert the quarter units to semester units as follows: $\# of semester units=\left(\#of quarter units\right)×\left(\frac{2}{3}\right)$.

When you convert your *required* ECE units from one system to another, you may find that you have too many or two few units. If you have too many units, then you can apply unit overages towards your electives. If you have too few, you should take additional elective units to make up the deficiency. (It is acceptable if you are within one unit.)

The developed worksheets illustrate course and course sequences that you are required to complete for your degree. Additionally they perform calculations to determine how many elective course units you need to take to satisfy degree requirements. Below are instructions for using the worksheets. If you find errors, please report them to Prof. Olson (bolson@cpp.edu)

# Below is a portion of a worksheet developed for students graduating using quarter requirements. On it, courses are displayed to illustrate required course sequences. There a variety of ways that you can satisfy a course sequence. In the case of the electric circuit analysis sequence, you could take: (ECE 109, 207 and 209) or (ECE 1101 and 2101).

# One the worksheet enter a “1” in the yellow field box corresponding to the particular course sequence that you have taken or plan to take. There should only be one “1” in a given row.



***Equivalent course sequences***

# In some instances quarter and semester courses converted directly, albeit with a unit discrepancy. Below is such an example

# One the worksheet enter a “1” in the yellow field box indicating the course that have taken or plan to take. Again, there should only be one “1” in a given row.

# At the bottom of the worksheet, if applicable, enter the electives that you have taken on the quarter and semester system, as shown below.

# At the bottom of the spreadsheet, find a summary of the remaining units that you need to graduate

