



Demystifying Bridge and Cap Courses

Dr. Francelina “Lina” Neto

Cal Poly Pomona

Director of Semester Conversion and Undergraduate Programs

May 30th / June 1st , 2017

Topics for this session

- What are bridge and cap courses?
- Why do we need bridge and cap courses?
- How will we code bridge and cap courses in the system?
- When can these courses be offered?
- How can these courses be scheduled? Examples
- What's next?

**What are
Bridge and Cap
courses?**



Let's talk "Transition Students"

- Semester Conversion "Transition Students" will experience the transition from quarters to semesters by taking some of their courses under the quarter system and the remainder under the semester system.
- As we assist our transition students, *effective planning to ensure timely completion of university and degree program requirements is essential.*
- Ideally, these students should:
 - Finishing quarter course sequences before Fall 2018; or
 - Starting semester course sequences in Fall 2018.
- What if they don't?

There are 2 possible cases: they take only 1 or 2 quarter courses.

Let's talk "Course Sequences"

- A "course sequence" is a series of related classes students must take sequentially, *in a specific order*.
- An example of a course sequence is Bicycling BIC 101, 102, and 103.
- In the quarter system, these courses could be taken as:

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		

Comparing the course sequence

- In semesters, the same course sequence would be BIC 1100, 1200

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		

Semester 1	Semester 2
BIC 1100	BIC 1200
15 weeks	15 weeks
Total of 30 weeks	

Comparing the differences in weeks

Quarter 1		Quarter 2		Quarter 3	
BIC 101		BIC 102		BIC 103	
10 weeks		10 weeks		10 weeks	
		Total of 30 weeks			

Semester 1		Semester 2	
BIC 1100		BIC 1200	
15 weeks		15 weeks	
		Total of 30 weeks	

Comparing the differences in weeks

Quarter 1		Quarter 2		Quarter 3	
BIC 101		BIC 102		BIC 103	
10 weeks		10 weeks		10 weeks	
		Total of 30 weeks			

Semester 1		Semester 2	
<u>10 Weeks</u>	<u>5 Weeks</u>	<u>5 Weeks</u>	<u>10 Weeks</u>
BIC 1100		BIC 1200	
15 weeks		15 weeks	
		Total of 30 weeks	

IF the student only takes the first quarter...

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		

<u>10 Weeks</u> Semester 1	<u>5 Weeks Bridge</u>	Semester 2
BIC 1100		BIC 1200
15 weeks		15 weeks
Total of 30 weeks		

IF the student only takes the first quarter...

- The student needs to take a bridge course before enrolling in the second semester BIC 1200
- BIC 101 + Bridge = BIC 1100
- BIC 101 + Bridge + BIC 1200 =
= BIC 1100 + BIC 1200
- Bridge is pre-req to BIC 1200

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		
Semester 1	Semester 2	
BIC 1100	Bridge	BIC 1200
15 weeks	5 weeks	15 weeks
Total of 30 weeks		

IF the student takes only two quarters ...

Quarter 1		Quarter 2		Quarter 3	
BIC 101		BIC 102		BIC 103	
10 weeks		10 weeks		10 weeks	
			Total of 30 weeks		
Semester 1			Semester 2		
BIC 1100		<u>5 Weeks</u>		<u>10 Weeks</u>	
15 weeks				15 weeks	<u>Cap</u>
			Total of 30 weeks		

IF the student takes two quarters of the ...

- The student has already taken the first 5 weeks of the second semester
- Missing 10 weeks of instruction in semesters
- Two quarters + Cap = Full Year
- BIC 101 + Bridge = BIC 1100
- BIC 101+ BIC 102 + Cap =
= BIC 1100 + BIC 1200

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		
Semester 1	Semester 2	
BIC 1100	<u>5 Weeks</u>	<u>10 Weeks</u>
15 weeks	15 weeks	<u>Cap</u>
Total of 30 weeks		

Summary

- A “bridge” course links a student to the next required course in a sequence.
- A “cap” course completes a sequence for a student.

**Why do we need
Bridge and Cap
courses?**



Pledge to the students

- **The University's Commitments**

There should be no loss of credits applied to students' degree requirements earned before the semester conversion.

- no unit loss in the transition
- no repeat of curriculum material

- <http://www.cpp.edu/~semester/students/pledge.shtml>

Advantages of Bridge and Cap courses

- The “bridge” and “cap” curriculum is specific to each sequence.
- These are conceptually similar to XX299 or XX499 with a modified numbering system for easy identification.
- Bridge and cap courses:
 - are easy to identify each sequence to each matching “bridge” and “cap” course;
 - are easy to keep track and match between demand, units and scheduling;
 - are easy to accommodate large numbers of students
 - are easy to setup as pre-requisites; and
 - will not require course substitutions for each student.

**How will we code
Bridge and Cap
courses in the system?**



Coding Bridge courses

- A “bridge” course

- links a student to the next required course in a sequence;
- It will be offered in quarters or semesters, defined by 3 or 4 digits; and
- It will carry the same course number of the semester pre-requisite and the suffix *b*

- Bridge offered in (quarters) Spring 2018 or Summer 2018 = BIC102b (5 weeks)
- Bridge offered in semesters is BIC1100b
- BIC102b or BIC1100b serve as pre-requisites to BIC 1200 as necessary

Quarter 1	Quarter 2	Quarter 3
BIC 101	BIC 102	BIC 103
10 weeks	10 weeks	10 weeks
Total of 30 weeks		
Semester 1		
10 Weeks		
BIC 1100	5 Weeks	
15 weeks	BIC 1100b	
Total of 30 weeks		
Semester 2		
BIC 1200		
15 weeks		

Coding Cap courses

- A “cap” course
 - Completes a sequence for a student;
 - It will be offered in semesters, defined by 4 digits; and
 - It will carry the same course number of the semester pre-requisite and the suffix *c*

- Cap offered in (quarters) is the normal 10 week quarter course
- Cap offered in semesters is BIC1200c

Quarter 1		Quarter 2		Quarter 3	
BIC 101		BIC 102		BIC 103	
10 weeks		10 weeks		10 weeks	
Total of 30 weeks					
Semester 1			Semester 2		
BIC 1100			BIC 1200		
15 weeks			15 weeks		
Total of 30 weeks					

The table illustrates the structure of cap courses. In the quarter system, three 10-week courses (BIC 101, BIC 102, BIC 103) total 30 weeks. In the semester system, two 15-week courses (BIC 1100, BIC 1200) total 30 weeks. A red vertical line separates the two systems. A red box highlights the text "5 Weeks" and "10 Weeks" in Semester 2, with a red underline under "10 Weeks". A green box highlights the text "BIC 1200c" in Semester 2.

Summary

Sequence is			
BIC 101 + 102 + BIC 103		=	BIC 1100+1200
Quarter Course(s) taken	+	Bridge/Cap Course	= Semester Course(s)
BIC 101+102	+	BIC 1200c (10 wk cap)	= BIC 1100+1200
BIC 101	+	BIC 102b (5 wk bridge)	= BIC 1100
BIC 101	+	BIC 1100b (5 wk bridge)	= BIC 1100

Summary:

the many ways to complete a sequence

5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks
BIC 101		BIC 102		BIC 103	
BIC 101		BIC 102b	BIC 1200		
BIC 101		BIC 1100b	BIC 1200		
BIC 101		BIC 102		BIC 1200c	
BIC 1100			BIC 1200		
5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks

3 digit courses are offered in quarters.

4 digit courses are offered in semesters.

**When can
Bridge and Cap
courses be offered?**



When can we offer Bridge and Cap courses?

- 5 week Bridge courses
 - Quarters: Spring 2018 and Summer 2018 as BIC 102b (e.g.)
 - Semesters: Fall 2018 and Spring 2019 as BIC 1100b (e.g.)
- 10 week Cap courses
 - Quarters: normal last quarter course in the sequence, thus no special code
 - Semesters: Fall 2018 and Spring 2019 as BIC 1200c (e.g.)

**How can bridge and
cap courses be
scheduled?**



Scheduling is about contact hours!

- For a 4 quarter-unit course
 - $4 \text{ units} * 10 \text{ weeks} = 40 \text{ contact hours}$
- For a 3-unit quarter course
 - $3 \text{ units} * 10 \text{ weeks} = 30 \text{ contact hours}$
- In general, $\text{contact hours} = \# \text{ quarter units} * 10 \text{ weeks}$

Scheduling a 4 quarter-unit bridge course in quarters!

- BIC 102b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)
- Can be scheduled in 10 weeks, 2 hours per week.
- 2 sections can be scheduled back to back (1st and 2nd 5 week), with the same faculty, 4 hours per week

Scheduling a 4 quarter-unit bridge course in quarters!

- BIC 102b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)

Quarter – 10 weeks	
5 weeks	5 weeks
BIC 102b (2 hrs/week)	
BIO 102b - 01 (4 hrs/week)	BIO 102b - 02 (4 hrs/week)

Scheduling a 4 quarter-unit bridge course in semesters!

- BIC 1100b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)
- Can be scheduled in 10 weeks, 2 hours per week.
- Can be scheduled in 5 weeks, 4 hours per week.
- 3 sections can be scheduled back to back (1st, 2nd and 3rd - 5 week- of the semester), with the same faculty, 4 hours per week

Scheduling a 4 quarter-unit bridge course in semesters!

- BIC 1100b (4 quarter units, 5 weeks)
- 4 quarter units * 5 weeks = 20 contact hours (per section)

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1100b – 01 (2 hrs/week)		BIC 1100b – 02 (4 hrs/wk)
BIC 1100b – 01 (4 hrs/wk)	BIC 1100b – 02 (2 hrs/week)	
BIC 1100b – 01 (4 hrs/wk)	BIC 1100b – 02 (4 hrs/wk)	BIC 1100b – 03 (4 hrs/wk)

Scheduling a 3 quarter-unit bridge course in quarters!

- BIC 102b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours
- Can be scheduled in 5 weeks, 3 hours per week.
- 2 sections can be scheduled back to back (1st and 2nd 5 week), with the same faculty, 3 hours per week

Scheduling a 3 quarter-unit bridge course in quarters!

- BIC 102b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours

Quarter – 10 weeks	
5 weeks	5 weeks
BIO 102b - 01 (3 hrs/week)	BIO 102b - 02 (3 hrs/week)

Scheduling a 3 quarter-unit bridge course in semesters!

- BIC 1100b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours
- Can be scheduled in 5 weeks, 3 hours per week.
- Can be scheduled in 15 weeks, 1 hour per week.
- 3 sections can be scheduled back to back (1st, 2nd and 3rd - 5 week- of the semester), with the same faculty, 3 hours per week

Scheduling a 3 quarter-unit bridge course in semesters!

- BIC 1100b (3 quarter units, 5 weeks)
- 3 quarter units * 5 weeks = 15 contact hours

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1100b – 01 (1 hr/week)		
BIC 1100b – 01 (3 hrs/wk)	BIC 1100b – 02 (3 hrs/wk)	BIC 1100b – 03 (3 hrs/wk)

Scheduling a 4 quarter-unit cap course in semesters!

- BIC 1200c (4 quarter units, 10 weeks)
- 4 quarter units * 10 weeks = 40 contact hours

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1200c – 01 (4 hrs/week)		
	BIC 1200c – 02 (4 hrs/week)	

Scheduling 4 quarter-unit bridge and cap courses in semesters!

- BIC 1200c (4 quarter units, 10 weeks)
- 4 quarter units * 10 weeks = 40 contact hours

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1200c – 01 (4 hrs/week)		BIC 1100b-02 (4 hrs/week)
BIC 1100b-01 (4 hrs/week)	BIC 1200c – 02 (4 hrs/week)	

Scheduling a 3 quarter-unit cap course in semesters!

- BIC 1200c (3 quarter units, 10 weeks)
- 3 quarter units * 10 weeks = 30 contact hours

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1200c – 01 (2 hr/week)		
BIC 1200c – 02 (3 hrs/week)		
	BIC 1200c – 03 (3 hrs/week)	

Scheduling 3 quarter-unit bridge and cap courses in semesters!

- BIC 1200c (3 quarter units, 10 weeks)
- 3 quarter units * 10 weeks = 30 contact hours

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1200c – 01 (3 hrs/week)		BIC 1100b-02 (3 hrs/week)
BIC 1100b-01 (3 hrs/week)	BIC 1200c – 02 (3 hrs/week)	

Examples of schedules using the same room



Important

- Quarter and semester schedules for bridge and cap courses follow the same standard modules as all the other courses

Scheduling bridge and cap courses in the same room (or same instructor)

Semester (15 weeks)		
5 weeks	5 weeks	5 weeks
BIC 1200c – 01 (3 hrs/wk)		BIC 1100b-02 (3 hrs/wk)
BIC 1100b-01 (3 hrs/wk)	BIC 1200c – 02 (3 hrs/wk)	
BIC 1200c – 01 (4 hrs/wk)		BIC 1100b-02 (4 hrs/wk)
BIC 1100b-01 (4 hrs/wk)	BIC 1200c – 02 (4 hrs/wk)	

Examples of Offering Schedule



Example of Bridge and Cap Course Curriculum and Offering Schedule* - DRAFT 05/29/17

Lower Division Courses (e.g. BICYCLING DEPARTMENT)

Taken by the student	Cap or Bridge	Correspondence	Offering							
			Bridge/Cap Schedule	Quarter terms		Semester terms				
Quarter Course(s) taken	+	Bridge/Cap Course		=	Semester Course(s)	Sp18	Su18	F18	Sp19	Su19
BIC 111	+	BIC 112	=	BIC1200	BIC 112	✓	✓			
BIC 111	+	BIC 1200c	=	BIC1200	BIC 1200c			✓	✓	✓
BIC 101+102	+	BIC 103	=	BIC 1100+1200	BIC 103	✓	✓			
BIC 101+102	+	BIC 1200c	=	BIC 1100+1200	BIC 1200c			✓	✓	✓
BIC 101	+	BIC 102b	=	BIC 1100	BIC 102b		✓			
BIC 101	+	BIC 1100b	=	BIC 1100	BIC 1100b			✓	✓	✓

Upper Division Courses (e.g. BICYCLING DEPARTMENT)

Taken by the student	Cap or Bridge	Correspondence	Offering							
			Bridge/Cap Schedule	Quarter terms		Semester terms				
Quarter Course(s) taken	+	Bridge/Cap Course		=	Semester Course(s)	Sp18	Su18	F18	Sp19	Su19
BIC 318	+	BIC 418	=	BIC 3600	BIC 418	✓	✓			
BIC 318	+	BIC 3600c	=	BIC 3600	BIC 3600c			✓	✓	✓

***Definitions:**

A "cap" course completes a sequence.

XXXXc=semester cap

A "bridge" course links to the next required course.

XXXXb=semester bridge; XXXb=quarter bridge

Example of Bridge and Cap Course Curriculum and Contact Hours - DRAFT 05/29/17

Lower Division Courses (e.g. BICYCLING DEPARTMENT)

Taken by the student	Cap or Bridge	Correspondence	Offering					
			Quarter terms		Semester terms			
Quarter Course(s) taken	+ Bridge/Cap Course	= Semester Course(s)	Q/S Units & Weeks	Sp18	Su18	F18	Sp19	Su19
BIC 111 (Q4=40hr)	+ BIC 112 (Q4=40hr)	= BIC1200 (80hr)	BIC 112 (Q4=10wks)	✓	✓			
BIC 111 (Q4=40hr)	+ BIC 1200c (40hr)	= BIC1200 (80hr)	BIC 1200g (4hr/wk =10 wks)			✓	✓	✓
BIC 101+102	+ BIC 103	= BIC 1100+1200	BIC 103	✓	✓			
BIC 101+102	+ BIC 1200c	= BIC 1100+1200	BIC 1200c			✓	✓	✓
BIC 101	+ BIC 102b	= BIC 1100	BIC 102b		✓			
BIC 101	+ BIC 1100b	= BIC 1100	BIC 1100b			✓	✓	✓

Upper Division Courses (e.g. BICYCLING DEPARTMENT)

Taken by the student	Cap or Bridge	Correspondence	Offering					
			Quarter terms		Semester terms			
Quarter Course(s) taken	+ Bridge/Cap Course	= Semester Course(s)	Bridge/Cap Schedule	Sp18	Su18	F18	Sp19	Su19
BIC 318	+ BIC 418	= BIC 3600	BIC 418	✓	✓			
BIC 318	+ BIC 3600c	= BIC 3600	BIC 3600c			✓	✓	✓

***Definitions:**

A "cap" course completes a sequence.

XXXXc=semester cap

A "bridge" course links to the next required course.

XXXXb=semester bridge; XXXb=quarter bridge

What's next?



Department's work ahead

- Departments that offer sequence courses will need to evaluate and decide when to offer bridge and cap courses
- Other conversion campus offered a limited number of these courses, only to specific disciplines
 - Math, Physics, Chemistry, English and very few more

General Information Document

- Post on the web and distribute general information document
- Inform campus of all bridge and cap courses planned and offering schedule
- OR
- Advise students of alternatives...

Bridge and Cap courses

- . Which
- . When

Communication

- . Advisors
- . Students

Student Advising

