

Office of Semester Conversion Cal Poly Pomona

Bridge and Cap Courses – General Information 05/30/17

“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*. These students should:

- speak with an academic advisor to develop a degree completion plan through the IAP process;
- avoid straddling course sequences across quarters and semesters by:
 - Finishing quarter course sequences before Fall 2018; or
 - Starting semester course sequences in Fall 2018.

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. The following illustrates the proportion of material covered in various terms and the effects on transition students:

| | QUARTERS (10 WEEKS) | | | SEMESTERS (15 WEEKS) | |
|------------------|---------------------|-------------------------|-------------------------|-----------------------|------------------------|
| | BIC 101 | BIC 102 | BIC 103 | BIC 1100 | BIC 1200 |
| Student 1 | completed | not completed | not completed | needs last 5 weeks | needs all 15 weeks |
| Student 2 | completed | completed | not completed | | needs last 10 weeks |

Definition of bridge and cap courses

If a transition student’s “course sequence” straddles across quarters and semesters, departments can create and schedule “bridge” and “cap” courses when necessary that will facilitate a student’s movement through course sequences in biology, chemistry, mathematics, physics, etc.

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

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.
- require understanding of the numbering system and suffixes.

All “bridge” and “cap” courses are to be offered between Spring 2018 and Summer 2019, and students need to be informed and advised to take these during this period.

Bridge and Cap Courses examples

The “bridge” and “cap” courses will facilitate the movement of transition students through course sequences such as in biology, chemistry, mathematics, physics, etc..

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*.

A “cap” course

- Completes a sequence for a student;
- It will be offered in 2018-19; and
- It will carry the same course number of the semester pre-requisite and the suffix *c*.

Example of a Bicycling (BIC) course sequence and its possible bridge and cap courses.

| | | | | |
|--------------------------------|-------------------------|--------------------------|---|---------------------------|
| 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 |

These “bridge” and “cap” courses can be scheduled through Summer 2019. The units and scheduling processes are variable.

Explanation to students and advising

How to use the Bridge and Cap Course Curriculum and Schedule

Step 1: From Column 1, identify the row in which appears the course sequence that you didn't finish in quarters **and** the number of quarters of that sequence you have already passed.

Step 2: Read across that row to Column 2 and identify the bridge or cap course, or the regular quarter course, that you need to take to either "bridge" to the next required course in the sequence or to fill the remaining "cap" in the sequence.

Step 3: If you register for that "bridge" or "cap" course in Spring or Summer 2018, the appropriate course has three (3) digits and a "b" or a "c" suffix. If you register for that "bridge" or "cap" course in Fall 2018, Spring 2019, or Summer 2019, then the four (4) digit course plus the "b" or an "c" suffix.

Step 4: Still reading across the same row to Column 3 you will find listed the semester courses whose content you will have then fulfilled.

Step 5: Continuing across the same row to Column 4 you will find listed the quarter or semester term that the bridge and cap courses will be offered.

Step 6: Register for the appropriate course(s).

NOTE: These "bridge" and "cap" courses will only be scheduled through Summer 2019.

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 | | | | | |
|-------------------------|---|-------------------|---|--------------------|---------------------|------|----------------|-----|------|------|
| | | | | | Quarter terms | | Semester terms | | | |
| Quarter Course(s) taken | + | Bridge/Cap Course | = | Semester Course(s) | Bridge/Cap Schedule | 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 | | | | | |
|-------------------------|---|-------------------|---|--------------------|---------------------|------|----------------|-----|------|------|
| | | | | | 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 |

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 | | |
|-------------------------|---|-------------------|---|--------------------|----------------------------|---------------|------|----------------|------|------|
| | | | | | | Sp18 | Su18 | F18 | Sp19 | Su19 |
| Quarter Course(s) taken | + | Bridge/Cap Course | = | Semester Course(s) | Q/S Units & Weeks | | | | | |
| 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 s (e.g. BICYCLING DEPARTMENT)

| Taken by the student | | Cap or Bridge | | Correspondence | Offering | Quarter terms | | Semester terms | | |
|-------------------------|---|-------------------|---|--------------------|---------------------|---------------|------|----------------|------|------|
| | | | | | | Sp18 | Su18 | F18 | Sp19 | Su19 |
| Quarter Course(s) taken | + | Bridge/Cap Course | = | Semester Course(s) | Bridge/Cap Schedule | | | | | |
| 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 |