

Steps for the VA Ed Plan

1. Select one goal. It's fine if the students gets an AA/AS in the process of transfer, but only one goal should be listed.
2. In the "Initial Unit Evaluation" section, it is in the student's best interest for the total GE and major units to be as low as possible. Determine the total units they have completed that apply specifically to GE and Major preparation for the one goal that is listed. List the unit totals in this section. We do not list their total units completed; only those that apply to GE and major prep for the one goal that is listed.
3. Once the Initial Unit Evaluation totals are in place, we will never need to go back and re-evaluate those totals, we will simply be adding additional classes to the next section "Remaining Classes to be Completed".
4. In the "Remaining Classes to be Completed" section, list those in progress and/or planned classes (if known) in the appropriate area. The student may need to come back each semester to make sure that their GE and major prep classes taken are listed on the ed plan. Some things to keep in mind regarding what to list:

* VA students need to be in at least 12 units of full semester length classes each semester of classes that are required for either GE or major preparation. The student can take all the units they want over and above these 12 but it will not change how much they receive.

* List only those classes that are required for either GE or major preparation. The goal is to list required courses and to keep the units listed as low as possible.