Academic Advising Part 2
Instructions for Finding Information for Private and Out-of-State Universities

1. If you are interested in USC, go to https://camel2.usc.edu/TPG/ and follow the instructions to print out the courses required for your major.

2. If your school is not USC, check in the 3rd drawer of the tan filing cabinet in the Transfer Center to see if there is an agreement for the school you have identified. If there is an agreement then take a copy and your work is done.

3. If there is no information for the university you have selected in the tan filing cabinet do the following:
   a. Go to the university’s online catalog using www.collegesource.org
   b. Type in the name of the university and then press the “Search” button
   c. Look at the location of the university to verify that it is the one you want
   d. Go to the catalog by clicking on this image
   e. Select the most recent year (2009-10)
   f. After the catalog downloads, locate the “Index” link on the left hand side of the page and click on it
   g. Scroll through the index until you locate your major or the department the major is in
   h. Click on the major
   i. Print out the pages that contain the following information: Description of the Major and Required Courses for the Major

4. If the catalog is not available on Collegesource or you can not find the required courses in the catalog, you can do the following:
   a. Google the university
   b. Go to the university’s website
   c. If there is a “Search” function on the website, type in the name of your major or the department your major is in
   d. Go to the page for your major or for the department. Remember you are looking for “undergraduate” information.
   e. Look for a list of undergraduate majors and look for a link to program or major requirements
   f. Print out the page/s with the requirements

5. If there is not a search engine:
   a. Look for the “Prospective Students” link. Click on it.
   b. Look for “Transfer Students” or “Transfer Admission” link. Click on it.
   c. Print out the page/s that has the transfer admission requirements listed.