**How to Create a Transfer Degree**

There are three big steps for Transfer Degrees

1. Courses – they need to be up to date and match the C-ID descriptor if available
2. Degree – courses within degree need to match the TMC Template
3. Paperwork – State narrative and TMC Template form

Here is the step by step for each

1. Courses – they need to be up to date and match the C-ID descriptor if available
	1. Update your courses
		1. Review your course offerings in CurricUNET to make sure they are current
		2. To update your courses, follow the directions on the Curriculum Committee website – Making Changes to Outline:
		3. http://www.laney.edu/wp/curriculum-committee/making-changes-to-outlines/
	2. Match C-ID
		1. If your course has a C-ID descriptor, our course has to match that descriptor of us to use it in the Transfer Degree
		2. Go to [www.C-ID.net](http://www.C-ID.net)
			1. Click on Descriptors Tab; then click on View Final Descriptors
			2. Choose your area from the pull down, then choose the course that matches your outline
			3. Compare the descriptor to your outline and make sure they match. They don’t have to be exact, some areas of the descriptor are the minimum needed, but they should be close. Including the textbooks
			4. Download the C-ID descriptor and attach the document to your outline in CurricUNET (Attach Files on checklist)
2. Degree – courses within degree need to match the TMC Template
	1. Build the Program in CurricUNET with directions on our website
3. Paperwork – State narrative and TMC Template form
	1. You will need to fill out the state form with the narrative
		1. Here is the link to the forms need via our website
			1. <http://www.laney.edu/wp/curriculum-committee/getting-started/>
			2. You can also look at example narrative in CurricUNET if you Search the existing Transfer Degrees (see our website for the list)
	2. And the TMC Template from the state
		1. <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>
		2. Fill in the boxes with your course information