

Transfer Tips

A Guide to Assist You in Transferring Smoothly to a Four-Year Institution

It is never too soon to plan for your transfer to a four-year school. The following are some tips that can help you initiate the process.

Decide Your Major

Once you have decided on a major it will dictate the specific courses that you need to complete in order to have an efficient transfer. Be sure to speak with your advisors about the correlations between careers and majors in order to find out what program is best for you.

Plan Ahead

This may seem obvious, but many students are caught unaware when they find out that certain classes don't transfer, that they took the wrong classes in preparation for their program, or that they have missed a deadline. Be sure to contact your prospective college or university and even make a visit or two. Immerse yourself in as much information about the school as possible. Seek advising from the institution that you are planning to transfer to. Never play anything by ear.

Make Sure the University is Right for YOU

Be certain that your chosen institution has the program and major that you are seeking. Not all schools have uniform curriculum, nor may they cover your major as well as you would like. Also, avoid choosing a school based on peer/parent pressure. While it is good to listen to the advice of other students who are attending your prospective school, you should make educated decisions that are right for you. Campus visits/tours are a good way for you to find out whether or not you wish to attend an institution.

Be Sure the Price is Right

Before you can attend school, you obviously must pay for it. Aside from tuition costs, know how much books will cost, room rates, and other living expenses that you will need to cover before you make a commitment. Though a particular university may have cheaper tuition than another, the cost of living may be much higher. How will you go about paying for it? Be sure to holistically analyze such factors. Also, it is important to check out each school's financial aid packages. Don't forget to ask about scholarships!

Know What Questions to Ask and Who to Ask

Knowing what you need to know is half the battle. It would be a wise idea to formulate a list of important **questions** that you need to address. This way you can be sure that you cover all of your bases during your advising sessions.

Formulate a Battle Plan

If you write out what you need to accomplish, and then carry out these tasks in order, you will find that the transfer process will be far less stressful for you. Knowing what it is that you have to do and what order to do it in will decrease anxiety. Ask your advisor to help you draw out such a battle plan.

Be Motivated

None of this stuff will get done unless you make it happen. You have to have the motivation in order to pull all of this off, for the execution of almost everything is dependent upon you.

TRANSFER CHECKLIST

PREPARING YOUR WWCC EDUCATION:

Name: _____ Term: _____ Major or Program Selected? _____

Subject: _____

Potential Transfer Schools: Name Location

What Degree are you getting at WWCC?

- | | | |
|--|--|---|
| <input type="checkbox"/> Associate in Arts-DTA | <input type="checkbox"/> Associate in Science-Option I | <input type="checkbox"/> Associate in Science-Option II |
| <input type="checkbox"/> Biology-DTA | <input type="checkbox"/> Business-DTA | <input type="checkbox"/> Math Education-DTA |
| <input type="checkbox"/> AAS-T _____ | <input type="checkbox"/> AAS _____ | <input type="checkbox"/> Nursing-DTA |

Have credits earned outside of WWCC?

- Advanced Placement (AP) / International Baccalaureate (IB) Other _____

Schools Previously Attended:

Name Dates Attended

Transcript Evaluation Done? Yes No

Education Plan Completed? Yes No **Advisor:** _____

Notes:

TRANSFER TIMELINE

This is general guide for planning purposes and does not include specific dates for specific schools; that information must be obtained from your prospective colleges and universities.

By the end of the first 45 college credits....

- ✓ Select a major or area of study
- ✓ Narrow your potential transfer schools to 3-5 schools
- ✓ Make a list of transfer requirements for your school(s) and major
- ✓ Know which degree you are pursuing at WWCC
- ✓ With your advisor, draw up an education plan to plot out the courses for degree completion and major readiness

Other things to do:

- Talk with college representatives that visit WWCC
- Contact an advisor at the transfer institution you are interested in, make sure your education plan will work for the major
- Visit the campus (if applicable) of your potential transfer school
- Fill out interest cards to receive information from schools
- Apply for TRiO and/or the Honors program if eligible

TO DO CALENDAR:

FALL	WINTER	SPRING	SUMMER

One year before planned transfer...

Fall

- ✓ Apply for admissions to your transfer school(s) of choice, (including providing copies of official transcripts from all schools you have attended)
- ✓ Contact an advisor at your prospective transfer school
- ✓ Research scholarship eligibility requirements and deadlines, prepare for applying

Winter

- ✓ Complete the FAFSA and additional financial aid material required by your transfer school
- ✓ Complete scholarship applications
- ✓ Start considering housing options at your transfer school
- ✓ Apply for your degree at WWCC

Spring

- ✓ Complete graduation requirements for WWCC
- ✓ Accept/reject university offers
- ✓ Apply for housing (If needed)
- ✓ Request final transcript from WWCC after grades and degrees are posted
- ✓ Attend a Transfer Orientation /Registration session at transfer institution

TO DO CALENDAR:

FALL	WINTER	SPRING	SUMMER

RESEARCHING THE NEXT STEP IN YOUR EDUCATION

RESEARCHING YOUR POTENTIAL SCHOOL

School: _____ Location: _____

Campus Visit? Yes When? _____ No Housing Options?

Major or Program at Next School: _____

Admission Requirements:

Foreign Language Requirements?

Minimum GPA? _____ Credits Required to Qualify as Transfer: _____ Accepts Transfer Degree? Yes No

DEADLINES

Admissions Application: _____ Financial Aid: _____ Scholarships: _____

Housing Application: _____ Date Classes Begin: _____

PROGRAM ADVISING CONTACT

Name: _____ Title: _____

Phone: _____ Email: _____

Prerequisites for Major/Admission to Program:

Specific Graduation Requirements to Complete at WWCC?

Other Notes:



Questions to Ask University Admissions Representatives...

Admissions

- What are the admission requirements? Do I need a minimum GPA or credit to apply?
- What is the priority deadline for applying? Is there a separate application and deadline for my major?
- Once I submit my application, when will I hear back from your school?

Majors

- What is the GPA required for my major?
- If I am undecided on a major, how will this affect my admission? Once enrolled, when do I have to declare a major?
- Do you have advising services/resources for undecided students?

College Costs

- What are the costs of tuition, fees, housing, parking, etc? When do I pay those fees?
- Do I have to send in a deposit to confirm my intention to enroll? How much? When?

Financial Aid and Scholarships

- What types of financial aid and scholarships are available? Is there a separate application required for scholarships?
- What is your priority deadline for financial aid and scholarships?

Classroom and Resources

- How big is your school? What is a typical class size?
- What clubs and organizations exist on your campus? Do you have a recreation center?
- Do you have a tutoring center, TRiO program, career center, etc?

Contact

- Who is the contact person for transfer students at your college?
- How can I arrange a campus tour or visit?

TRANSFER TERMINOLOGY

Term	Definition
Academic Year	The period of time each year when the school is open and people are studying. Typically, this refers to period when classes are offered from September to June.
DTA	In Washington, the Direct Transfer Agreement is the associate's degree that best prepares students for non-science majors. It is generally accepted at baccalaureate institutions to have met lower division requirements.
MRP	Major Related Pathways are specific course sets that have been created to provide a smooth path into majors that require greater specificity in lower division coursework.
GenEd	Also known as General Education, it is a broad array of coursework that colleges require of students to take in order to receive a well-rounded education. Some colleges have very general list of coursework, while others have very specific courses that must be taken. (Also known as: GER, CORE, GUR)
Public vs. Private	Colleges are financed differently. Public colleges (also called state colleges) receive direct funding from the state. Private colleges (also called independent colleges) may receive some resources from the state, but it generally comes in the form of student aid. Because the state doesn't directly fund them, then have more control over how the college is run. Private colleges may be run as a non-profit, or as a for-profit company. Members of the Independent Colleges of Washington are non-profit colleges.
accreditation	Certification that a school or an instruction program meets standards set by an outside reviewing organization.
admission	Approval for a student to attend an educational institution. The admission process usually involves an application form and may require transcripts or other supporting documents.
advisor	A member of the college faculty or staff who assists students with planning class schedules as well as overall program of studies. Advisors may also help with career planning.
application	The first step in requesting admission to an institution of higher education. Usually there is a form to fill out by a certain deadline; sometimes there is an application fee to pay.
articulation	A formal agreement between institutions, designed to make it easy for students to move from one educational level to the next without any gaps or repetition in coursework. An articulation agreement means the institutions have agreed that courses will count for certain requirements.
associate's degree	A diploma earned after successfully completing a required program of study in a community or technical college. It typically requires 90 or more credits and takes two years of full-time enrollment. Some associate's degrees enable students to transfer to baccalaureate colleges and universities, others prepare students to enter directly into the workforce in a professional/technical field.
audit	A student who audits a course formally registers and pays for it and attends class sessions but earns no credit and has no obligation to complete homework projects or take tests.
baccalaureate	An institution is one that provides the coursework to get a bachelor of arts degree or a bachelor of science degree. It provides the junior and senior coursework.
bachelor's degree	A college degree which can often be earned by following a four-year instructional program. Granted by baccalaureate institutions, includes junior (300) and senior (400) level courses.

campus	The land and buildings that a college or university uses for instruction and student services.
catalog	A comprehensive resource listing college regulations, program and course descriptions, degree and graduation requirements, transfer requirements, and other essential information.
eSchedule	The online publication of course offerings for each quarter. Information includes section information (dates, times, room numbers, instructors, etc.)
college-level	Courses and instruction that assume the student has already mastered certain skills and abilities and has the level of commitment needed for postsecondary school work.
college vs. university	Both terms are used to indicate a baccalaureate university. A university offers graduate work in addition to undergraduate work, but sometimes the school has kept the name "college" and has graduate work.
commencement	The ceremony at the end of an academic year when students receive their degrees or diplomas.
competency	In competency based courses or programs, student demonstrate certain skills and abilities
Counselor	A member of the college faculty who has special training in guidance and who assists students in academic or personal matters.
Course	A planned sequence of instruction in a particular topic; may include class meetings, lectures, readings, demonstrations, exercises, assignments, examinations, etc.
Credit	A unit of measure for college work. Generally speaking, one credit hour represents one hour of classroom attendance each week for one quarter.
Curriculum	An established sequence of information to be learned, skills to be acquired, etc. in a specific course or in a complete instructional program. Collectively, all courses offered by a department, division or college. (Plural: curricula)
Degree	A rank conferred by a college or university and earned by a student who has successfully completed specified courses and requirements.
Department	An organizational unit within a college or university, offering courses dealing with a particular field of knowledge; for example, the English department.
Pre-College	Instruction that helps students improve their English and math abilities and prepare for college-level courses.
Diploma	An official document issued by a college or university indicating that a student has earned a certain degree or certificate.
Discipline	1.A subject relating to a specific field of academic study 2.Correction or punishment for disorderly behavior on campus, or violation of the code of conduct.
Distribution Requirements	Course requirements included in an instructional program to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or major.
Division	An organizational unit within a college or university consisting of two or more related departments.
Elective	A course that is not required for a particular instructional program. Many programs require a certain number of elective credits.
enrollment	The process of signing up and paying for courses.

Grade Point Average (GPA)	The GPA is computed by multiplying the number of value of the grade earned in each course (generally, A=4, B=3, C=2, D=1, F=0) times the number of credits for each course, then dividing the result by the total number of credits taken.
Graduation	The formal completion of an instructional program or course of study. Students graduate after successfully meeting all credit and course requirements and other criteria set by the college or university.
Learning Outcomes	What students are expected to know and to be able to do as a result of their experience at the college and, more specifically, as a result of completing their general education requirements.
Major	Specialization in one academic discipline or field of study.
Postsecondary	Refers to all educational programs for students past high-school age; it includes community and technical colleges and job training programs as well as baccalaureate colleges and universities.
Prerequisite	A course that must be completed (often with a certain minimum grade) or a skill that must be demonstrated before a student can enroll in a more advanced course (for example, first-year French is a prerequisite for second-year French).
Program	A very general term used in many ways in a college or university: the courses that an individual student plans to take; the courses required to complete a particular degree or certificate; -the courses that make up a department or the departments that make up a division within the college organization; and -organized activities with a specific function.
records	Refers to all the information the college might keep regarding a student: registration activity (enrollment, withdrawal, etc.), grades, payments, awards received, financial aid applications and award notices, and notes on disciplinary actions, as well as address, phone number, and student identification number.
register/registration	To sign up or enroll in a course or courses.
requirements	Minimum standards defined by the college mandatory for admission, program entry, or graduation.
section	A specific class with its own particular days, hours, location, and instructor. A number of sections of a certain course may be offered during a quarter, each with different days, times, locations, and instructors, but presenting the same curriculum.
syllabus	An outline plan for a particular class, including textbook requirements, class meeting dates, reading assignments, examination dates, and the instructor's grading standards, etc.
term	A unit of time that can refer to a quarter or semester, depending on which system the college or university follows.
Transcript	An official record of the courses and semester or quarter credits a student has taken at a college or university, the grades and degrees or certificates earned, and any awards and honors received.
transfer	To move from one college or university to another and have the second institution recognize and accept some or all of the courses taken and credits earned at the first.
undergraduate	A student who has not yet earned a bachelor's degree: also refers to the course and instructional programs such a student enrolls in.

lower division

The courses students are generally expected to complete during the freshman and sophomore years of a typical baccalaureate degree program.

upper division

The courses students are generally expected to complete during the junior and senior years of a typical baccalaureate degree program.