

Successful

CHECKLIST FOR ^ STUDENT TRANSFER

Although the process of transferring between institutions can often be a lengthy and complex one, there are simple things you can do to easily and efficiently complete this process – and do so in an efficient manner!

Remember to talk with advisors, faculty, and counselors whenever you have questions or concerns. Not only are they likely to have accurate information, they are there to assist you. Always ask for additional direction and clarification when needed, but remember that you possess the sole responsibility for your success.

The following is a **general** timeline to assist you while planning your transfer:

3 . . . semesters before transferring

- Investigate possible transfer institutions offering your intended program(s), who also have your desired features (i.e., location, size, services, distance learning options)
- Utilize advising, faculty, counseling, and career center personnel/resources to assist you with choosing your major – especially those at Transfer Centers
- Learn more about general education requirements and lower-division components
- Attempt to finalize your transfer institution of interest as soon as possible
- Solidify your choice of academic major or area of study

2 . . . semesters before transferring

- Use transfer guides, CEGs, and planning aids to assist you with course selection
- Familiarize yourself with potential institutions' academic calendars and deadlines
- **Submit your application(s) for admission and all of your official transcripts**
- Begin looking for scholarships, discounts, and other ways to meet costs
- Talk with advisors and academic professionals at your transfer institution

1 . . . semester before transferring

- Complete scholarship, financial aid, and housing applications (as appropriate)
- Continue selecting courses that transfer appropriately within your program of study
- Attend new student orientation sessions (if possible) or use on-line orientation tools. Be sure to request maps, directories, tour information, and other essentials.
- Send official transcripts (again) at the end of your last semester before transferring

The earlier you can identify your academic goals and interests ... the better!!! When gathering information, always make use of a variety of sources - including print resources, web sites, college representatives, and other students. Be sure to keep a log of persons contacted and processes completed. Accurate record keeping can minimize possible confusion for both you and those professionals assisting you.

Good Luck!

Maricopa Community Colleges – Center for Curriculum & Transfer Articulation
Visit our web site & click on *Student Resources*: www.maricopa.edu/academic/ccta/