

# **Successful TIPS for a Successful TRANSFER Student Experience**

*What can I do to ensure a successful transfer process?* It's never too early to begin planning. Your decisions and commitment to a specific degree program and university directly impact the success of transferring credits. The longer you wait to make decisions, the more you risk degree completion. We recommend the following:

- ★ Meet with a Phoenix College Academic Advisor to learn more about your transfer degree options.
- ★ Declare your major and university by the time you have earned 24 credits.

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

## **4 SEMESTERS BEFORE TRANSFERRING:**

- Find out which universities offer majors that interest you: check the Arizona Transfer Major Guides: or [www.aztransfer.com](http://www.aztransfer.com)
- Investigate possible transfer institutions that offer your intended program(s) by desired features (such as cost, location, size, services, or distance/online learning)
- Consult with advisors, faculty, counseling, and career center personnel/resources to assist you with choosing your major.
- Learn more about general education requirements and lower-division requirements.
- Begin looking for scholarships, discounts and other ways to meet costs. Some employers offer tuition benefits!
- Pay attention to required course sequencing and GPA requirements for your program.

## **3 SEMESTERS BEFORE TRANSFERRING:**

- Narrow your choices and decide on a transfer institution.
- Learn about admission requirements, and investigate program-specific selection criteria such as auditions or portfolios. This information is found on university websites. Other criteria include GPA, selection statistics, priority deadlines, volunteer-service hours, and any changes in program requirements to name a few.
- Solidify your choice of academic major or area of study.
- Use major guides, the course equivalency guide, and personalized transfer planning guides to assist with course selection available at [www.aztransfer.com](http://www.aztransfer.com)
- Visit or make an appointment with the university representative or attend your community college's university *transfer fairs*.
- Visit the university prior to applying. This is helpful especially if you are considering out-of-state colleges.

## **2 SEMESTERS BEFORE TRANSFERRING:**

- Continue selecting courses that transfer appropriately within your program of study (with your Advisor)
- Apply to your university of choice! Submit your applications for admissions along with all your official transcripts, AP and CLEP test scores if this applies. *\*High school transcripts and ACT or SAT may also be required.*
- Determine the best time to file the Free Application for Federal Student Aid (FAFSA), depending upon the priority dates of the universities you are considering and complete specific scholarship applications.
- Apply for university housing, if interested in dorms.
- Talk with university advisors/or academic professionals at your transfer institution. Call ahead for an appointment. Find out about orientations and campus tours.
- Meet with your community college advisor to check your eligibility to graduate with an associate's degree.

## **1 SEMESTER BEFORE TRANSFERRING:**

- Complete final courses and apply for your Associate Degree and Graduation. Deadlines occur in October/March. Request the AGECE certification on your transcripts. Send an official transcript at the end of your last semester once grades post, along with your AGECE & Associate Degree posted.
- Before transferring, verify that you do not possess any financial fees/debts or administrative holds.

# Transfer Checklist

Are you prepared?

The earlier you identify your academic goals, the better! When gathering information, consult a variety of sources- including printed resources, websites, 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!**

**Before you transfer to a university, check into the following:**

	Yes	No
Arizona General Education Curriculum (AGEC) and associate degree:		
<ul style="list-style-type: none"><li>The major you select is embedded into an AGEC/degree. Do you know the requirements for your AGEC curriculum?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you met with your advisor to determine your eligibility to graduate?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you submitted an application for graduation from PC?</li></ul>	___	___
Major and university requirements	Yes	No
<ul style="list-style-type: none"><li>Does your major have a second language proficiency requirement?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you completed all the pre-requisites for your academic program?</li></ul>	___	___
<ul style="list-style-type: none"><li>Is there a minimum cumulative GPA for the academic major?</li></ul>	___	___
<ul style="list-style-type: none"><li>Are there other requirements for your academic program; such as portfolio, audition, ACT/SAT, service hours?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you researched the tuition and fees at the university? (Note: some programs may require program/application fees in addition to tuition fees)</li></ul>	___	___
University application process and transcripts		
<ul style="list-style-type: none"><li>Have you researched university admission priority dates and deadlines to apply?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you submitted your application for admission along with <u>all</u> of your official college transcripts, or AP and CLEP test scores?</li></ul>	___	___
<ul style="list-style-type: none"><li>Are high school transcripts and test scores (ACT/SAT) required for admissions?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you sent another <u>final</u> official transcript after the semester is completed?</li></ul>	___	___
<ul style="list-style-type: none"><li>Is there a requirement of health immunizations?</li></ul>	___	___
Financial Aid and Scholarships		
<ul style="list-style-type: none"><li>Have you submitted your application for federal aid: Free Application for Federal Student Aid (FAFSA)- by the priority date of your transfer institution?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you researched scholarship and work-study opportunities?</li></ul>	___	___
<ul style="list-style-type: none"><li>Have you decided whether you will live on or off campus? There is a housing application and is awarded on a first-come basis.</li></ul>	___	___