

# Transfer Planning Worksheet

**Identify Your Career Interest(s):**

What academic majors of study will meet your career goals?

Visit the Career Center's website for resources to assist you with your career research: Go to the *MCC Homepage, A-Z INDEX, Career Center, Transfer Services.*

- Research Transfer Colleges:** Choose colleges that best suit YOU (public, private, geographical location, size, majors offered, cost, sports programs, religious affiliation, setting: urban, suburban, rural, etc.). Visit [www.petersons.com](http://www.petersons.com) or [www.collegeview.com](http://www.collegeview.com) to research schools.
- Explore College Selections** and take notes on information important to you such as major, location, GPA requirements, cost, application deadline, contact person, athletics, guaranteed housing, and scholarship info.
- Sign Up For "Advisor-In-Residence" Visit at MCC.** This is your opportunity to meet one-on-one with an admissions advisor from many area four year colleges and universities. Students are required to schedule an appointment at the Career Center front desk. Updated schedules are available at <http://www.monroecc.edu/depts/careercenter/StuServ/transferadvisorinresidence.htm> or go to the *MCC Homepage, A-Z INDEX, Career Center, Transfer Services*, scroll down and click on *Transfer Advisor-in-Residence Program.*
- Visit Campuses:** Open House and visitation information is most often found on the college's Admissions Web Page. Open House events are typically weekend events while individual visitations occur during weekdays. For SUNY institutions visit [www.suny.edu/student](http://www.suny.edu/student) and select "SUNY Campuses."
- Schedule an Interview for Your Visit:** Once you have moved a college or university into your serious consideration list, you should plan to meet with an admissions counselor, schedule a department visit and a tour of the college. During this time you may also inquire about potential scholarships, housing, financial aid, and other important concerns.

**Register with "Transfer" in Mind:** What classes should you take?

- Concentrate on the pre-requisites required to be admitted into your chosen major.
- Fulfill general education core requirements. The majority of four-year schools, (state and private), have general education requirements (*for example, humanities, foreign language, etc.*). MCC 2+2 Dual Admission audit sheets should be used as a guide when selecting courses. Go to the *MCC homepage*, select *A-Z index*, then look up *Two plus Two*.
- SUNY General Education Requirements (SUNY Gen Eds) must be completed to earn the Bachelors Degree (4-year degree) at State University of New York Colleges and Universities. Many of these requirements may be met at MCC (SUNY Gen Ed Courses available at MCC may be found by going to the *MCC homepage*, select *A-Z INDEX*, then look up *SUNY General Education*).
- Visit the Career Center website for course equivalencies for several popular transfer colleges by going to the *MCC homepage, A-Z INDEX, Career Center, Transfer Services*, scroll down and click on *Transfer Course Equivalencies* ([www.monroecc.edu/depts/careercenter/StuServ/transferequiv.htm](http://www.monroecc.edu/depts/careercenter/StuServ/transferequiv.htm)).

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## □ **Begin the Application Process**

- Most colleges prefer you apply online.
- The SUNY application is available at [www.suny.edu/student](http://www.suny.edu/student).
- The Common Application is available at [www.commonapp.org](http://www.commonapp.org).
- Applications are often found on the college's Admissions webpage in a link such as 'Apply Now.'
- MCC's Career Center offers workshops throughout the year to assist you in completing your transfer application. Go to the *MCC Homepage, A-Z INDEX, Career Center, Calendar* for a list of upcoming workshops.
- Check application deadlines:
  - Some academic programs (e.g. nursing, teacher education, social work) require a separate application in addition to the general application.
  - What are the deadlines to ensure on-campus housing?

- ## □ **Send Your Official Transcripts** from all colleges attended, high school (if required), and request any AP scores be forwarded to the transfer college. YOU must request these – the transfer college cannot and will not request these for you. Keep track of who you submitted the request to, when the request was made, and the address you requested your transcripts to be sent.

## □ **Request MCC Transcripts (choose one):**

- Online: <http://www.monroecc.edu/depts/recreg/transcri.htm> or go to the *MCC Homepage, A-Z INDEX*, then select *Transcript*.
- Submit "Request for Official Transcript" form to Records and Registration at the Brighton Campus - Building 6, Room 203 or Registration & Financial Services at the Damon Campus - 5th Floor - Suite 5252

- ## □ **Apply for Financial Aid (WWW.FAFSA.ED.GOV)** – Include all colleges you are considering on your FAFSA. Colleges can be added to your FAFSA at a later date. Contact or visit each college's financial aid page to ensure you have completed all paperwork required for financial aid.

- **Call or go online** to check the status of your application if you have not heard from a college in 4 – 6 weeks after submission of the application.
- **Keep in contact with the Admissions Staff** at the colleges you are applying to throughout the process. Ensure your telephone number, email address, and mailing address are current.

## **Transfer Tips . . .**

Typically, a grade of 'C' or higher is required to earn transfer credit, some schools will accept all passing courses if you have earned your associates degree.

As a graduate of MCC you can apply to four State University of New York (SUNY) College Bachelor Degree Programs and have the application fee waived for each school.

Most colleges have a maximum amount of credits they accept from a two-year college. This varies by institution.

Keep a copy of a catalog for each year at any college you attended. This will assist with the transfer process should any class names, descriptions, or numbers change since you attended the institution.

Many schools waive the application fee if you apply online. Check with the four-year transfer admissions office for details.

Some schools won't provide a transfer credit evaluation until a student has been accepted.

Only your credits will transfer; not your GPA. AP credit will need to be evaluated by the transfer institution. There is no guarantee you will be awarded credit of AP courses even if you were awarded credit at MCC.

**Visit the Monroe Community College Career Center or our website for additional transfer services**

<http://www.monroecc.edu/go/careercenter> or

go to the MCC homepage, A-Z index, Career Center and select Transfer Services

If you have questions or concerns that have not been answered by the transfer colleges, please visit us in the Career Center.