

10 STEPS ON THE PATH TO A BACHELOR'S DEGREE

Students ask, "**When should I transfer?**" or "**How do I transfer?**" or "**Can I transfer in the middle of the academic year?**". Students ask many people these same questions trying to get a clear idea of exactly what they are supposed to do. In high school, the guidance counselor did it all for them. At college, as an adult, the responsibility is now theirs.

Despite the fact that it sounds confusing, for a transfer student it need not be. Here are some steps to follow to take some of the stress out of the process:

- _____ **1.** Decide in what academic subject you wish to major. Unlike freshman who can apply to college "undeclared", transfer students are entering with advanced standing and must declare what they plan to major in.
- _____ **2.** Choose several colleges that offer your preferred major AND RESEARCH THEM. Colleges all have their catalogues on-line as well as other information about their various majors. Make it a point to visit the colleges to get a sense of the atmosphere so you can make comparisons. Choose colleges which match "your style" of learning. **It's very important to be happy** with your choice, because if you are happy, you have given yourself your best opportunity to produce your finest work. In the end, it is your "**finest work**" which will propel you toward success!
- _____ **3.** If you are unsure about your plans, you should make an appointment to speak with a transfer advisor or a counselor. International Students may want to meet with the International Student counselor in the Department of Counseling. There is I.N.S. paperwork related to transfer and maintaining legal visa status.
- _____ **4.** Most colleges prefer that a student apply directly on-line. Some few colleges have applications available to be downloaded and then sent in by regular mail. Other institutions are using the Common Application. No matter which application method is used be sure to follow all instruction carefully. When applying to out-of-state colleges, contact the colleges directly to ask about any special information regarding non-state resident students.
- _____ **5.** Letters of Reference may be helpful. You may want to ask 2 or 3 of your professors to write a letter of recommendation for you. The Career & Transfer Services Office (loc. WH) offers a Credentials Service. Through this service, your letters of reference are kept on file for 5 years and upon your request, copies will be sent to colleges or future employers. This is a free service. You may obtain a Credentials Packet from the office or down load it from the Transfer Services web site.
- _____ **6.** Once you've begun to fill out your applications, do so carefully. If you have questions or problems, come to the Career & Transfer Services (WH) or the Department of Counseling (ED100) and you'll find help. If the application requires a written statement, do a draft first and have it checked by another person before writing it on the application.
- _____ **7.** When you think your application is complete, check it again for correctness and completeness. Consider asking a parent, friend, counselor, or a favorite faculty member to review it. When you are sure the application is complete, you will send it to that school's Admissions Office.
- _____ **8.** Use Campus Cruiser to contact the MCC Office of the Registrar's to have an official copy of your college transcript sent to each college you are applying to. If you have attended any other college, those transcripts must be requested from the original institution and sent as well. Some colleges will require your high school transcript. If that is the case, contact your high school and have it sent directly to that institution.
- _____ **9.** If you established a Credentials File with Career & Transfer Services and wish to have your letters of reference sent to the colleges, now is the time to make this request. Contact Transfer Services to arrange for this – remember, this is a free service.
- _____ **10. Now, for the hardest part** - if you have followed all of the steps and you're sure that nothing was missed that was requested on your applications, - then **JUST BE PATIENT AND WAIT**. Decisions take from 3 to 6 weeks and you will be notified of their decision by each college directly

Good Luck !

