

TRANSFER PLANNING GUIDELINES

Steps to Take

1. DECIDE WHAT COLLEGES TO CONSIDER

A. Set your priorities:

What features are most important for you in choosing a college?

- Location?
- Size of school?
- Entrance requirements?
- Clubs/Fraternities, etc.?
- Costs? (consider tuition, housing, financial aid, scholarships)
- Programs available?
- Atmosphere?
- Friends attending there?

B. Gather information on colleges:

Use all available information sources to identify which colleges best fit you:

Consult with experts:

- Transfer representatives: throughout the school year, college/university representatives will visit Centralia College to provide information and assist you in planning. Look for posters and announcements for information about representatives' visits.
- Your faculty advisor
- Counselors at the Counseling/Career Center
- Student Support Services staff
- Friends and family
- Libraries

Use Resources in the Counseling/Career Center:

- Higher Education Book - provides a 2-page description of each college in Washington State; schools-by-major.
- College Catalogs - all 2 year and 4 year colleges in Washington, and most 2 and 4 year colleges in Oregon. (Library web-page has catalogs for all U.S. colleges.)
- Transfer Guides - available for most of the 4 year colleges in Washington: transfer guidelines, course requirements, etc.
- WOIS (Washington Occupational Information System) information on computer:
 - General information-programs offered, enrollment, etc.
 - Services available
 - Admission requirements
 - Who to contact for visits, etc.
 - Housing information
 - Costs and Financial Aid info
- Internet- use the Internet to access specific college's Web site (with links to departments, financial aid, etc.), and to research scholarship information. You might also use the college-search feature available at specific Web sites.

2. VISIT THE COLLEGES

Plan to visit the colleges you're most interested in. (If you cannot visit, at least make phone calls, write to them, or communicate via email.)

- A. List the offices you need to visit while on campus. You should probably include:
 - Admissions counselor (ask about deadlines, admission requirements, etc.)
 - Major Department chair or faculty (ask about what the department requires to be admitted to the major, and what is required by the department to graduate)
 - Tour, including sitting in on a class
 - Financial Aid Office?
 - Scholarship Office?
 - Housing Office?
- B. Develop a list of questions to ask each office during your visit.
- C. Schedule appointments to meet with someone at each of these offices during your visit.
- D. The visit:
 - Take a friend or family member (have some fun!)
 - Pick up a catalog, admissions application, financial aid application, scholarship applications, housing apps, etc.

3. TAKE ACTION STEPS FOR EACH COLLEGE ON YOUR LIST

...and write down the date you take each step

- ___ Request college catalog
- ___ Check entrance requirements for transfer students
- ___ Submit Admission Application and fee by deadline (see below)
- ___ Request Financial Aid information (what forms do they require? deadline dates?)
- ___ Apply for scholarships
- ___ Contact major department about admission requirements for your major/program (Business, Engineering, etc.)
- ___ Inquire about college housing/dorms/apartments
- ___ Send official Centralia academic transcripts now and at the end of your last quarter (see below)
- ___ Apply for graduation from Centralia (Registration Office)

4. DO THE PAPERWORK

A. Admissions Applications

* Apply to at least three colleges. Admissions Applications to Washington state universities and colleges are available at the Counseling/Career Center. The same application form is used for all the public schools, and by most of the private colleges and universities.

* Application fees: each college charges a fee to apply; contact Admissions for the cost. (Application fee waivers may be available at some colleges. To find out if waivers are available and if you are eligible, inquire at the Admissions Office at each college you're considering.)

* Pay attention to deadlines - they are set by each college, or by the office or department. For information regarding deadlines:

- Ask at the Counseling/Career Center (see the "Four-Year College Data Sheets" or transfer guides)
- Contact the Admissions office at 4-year schools

B. Financial Aid Applications

* Contact the Financial Aid Office at each school to find out about which application forms to use, deadlines, etc.

C. Transcripts

In addition to your application, you must send an official copy of your Centralia College transcript.

To have your Centralia College transcript mailed, fill out an Academic Transcript Request form and turn it in at the Admissions/Records Office.

To mail transcripts from other colleges you have attended, contact the Registrar at each college.

5. FOLLOW THROUGH

A. Read carefully all the information sent to you from the colleges. Ask questions if any information is not clear to you.

B. Return promptly all documents requested.

C. Be sure you are taking the proper courses here at Centralia College; you should:

- Review your "Degree Audit" that you receive each quarter with your Registration appointment notice, also available via the Student Web Kiosk > Student Web Access Menu at <https://www.ctc.edu/~cent/student/webaccess/>.

- Get an official credit evaluation by Centralia College's Records Office early on -- apply to graduate at least two quarters before your expected graduation date.

- Consult your advisor for help.
- Check the Transfer Guide and Catalog from the schools you are considering.

- If still uncertain about what courses to take, confirm your choices with the Advising Office at the 4-year school. (And for courses in your major, consult with the major department.)

6. COMMON PITFALLS (How to NOT transfer successfully)

- Don't explore a major; just "go for a general AA."
- Don't pay attention to deadlines.
- Wait until your last quarter to take that "difficult" class.
- Don't submit an "Application for Graduation" at least two quarters prior to graduation.
- Don't research what courses are required by the college, or by the department/major you are hoping to enter.
- Apply to only one college.
- Don't take care of a possible outstanding Centralia College debt so that your transcripts can be mailed.
- Don't take the time to set up a plan, scheduling in your calendar the steps outlined above. (For example, if faculty are going to write letters of recommendation for you, they need some lead time.)

7. SUMMARY

- explore
- use resources
- ask questions
- plan
- follow through
...and have a successful transfer experience!