



KEY STEPS FOR A SUCCESSFUL TRANSFER



CLARIFY CAREER & ACADEMIC PATHWAYS

Meet with an advisor to clarify what your career goal is and determine which academic pathway will best prepare you.



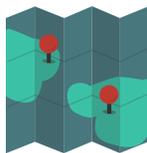
DO YOUR RESEARCH

Research transfer school options early on so you can plan ahead! Visit the school if possible, and narrow down your options.



IDENTIFY KEY DATES

Plan at least a year in advance! Figure out important dates such as priority admission, scholarship deadlines, new student orientation, etc.



MAP OUT COURSEWORK

It is very important to map out what classes to take pre-transfer to ensure your credits will be applied towards your future major requirements.



CREATE A FINANCIAL PLAN

Know how long you will be in school, estimate costs pre and post transfer, and know your available financial resources (FAFSA, ORSAA, OSAC, Scholarships, and more).



APPLY & BE CONSISTENT

Work with your resources at both your current and future schools every step of the way.

WHY IS THIS IMPORTANT?

Every college/university is unique. Each one has different course requirements for their majors. With limited student financial aid, it is important to plan ahead to maximize your time and financial resources

TRANSFER CHECKLIST

TRANSFERRING CAN BE A CHALLENGE BECAUSE ALL OF OUR SCHOOLS DO THINGS DIFFERENTLY. PLANNING IS SO IMPORTANT BECAUSE OF REASONS SUCH AS:

- There is a financial aid limit of what you can receive including limitation on Pell Grants and subsidized loans
 - Overall costs of education increase greatly the longer you are in school
 - Degree requirements are different at every school
 - Financial resources, admission dates, deadlines and requirements are different at every school
- Visit (insert hecc transfer website when live that guides to more information as to transfer challenges) for more information

1.) CLARIFY YOUR CAREER AND ACADEMIC PATHWAYS

- Visit with a Career Counselor for career exploration
- Decide upon a major and program pathway that best suites your career goal.
- Do informational interviews with workers in your desired field
- Work with an advisor to take classes that introduce you to your possible profession

2.) DO YOUR RESEARCH

- Reflect on what you want in a transfer school (think content of courses, location, size, ways to get involved, culture, and more.)
- Work with an advisor or narrow down possible schools
- Do research on the website on the school: does it have your major?
- Visit the school(s) of your choice, participate in a campus tour, and meet with your desired major's academic department
- Check with your transfer school's Admission Office to make sure it has accreditation.

3.) IDENTIFY KEY DATES AND MAP OUT COURSEWORK

- Track admission requirements, priority deadlines, financial aid and scholarship process and deadlines
- Review the application and assemble all necessary materials needed to complete the application
- Determine on and off-campus housing options if relocating
- Make sure you know the entry level requirements for your specific major:
 - -Use the transfer school's most up to date course catalog to know what classes are required for your major
 - -Use your resources to determine what those credits are called at your current school since every school is different
 - -Work to take courses that will not only transfer, but what will count towards your major specific requirements at your next institution
 - -Continue to meet with your Academic Advisors to be sure you are on track

4.) CREATE A FINANCIAL PLAN

- If applying for financial aid, submit your FAFSA and/or ORSAA in October every year for maximum consideration of need-based funds
- Most universities offer a greater amount of scholarships and financial aid to students applying for a fall term and have priority deadlines November-March
- Visit school's website and find what scholarships they offer
- Check with your transfer school's major department to learn about other scholarship opportunities.

5.) APPLY & BE CONSISTENT

- Submit admission and scholarship application(s) prior to deadlines
- Send a final copy of your official transcript(s) to you transfer school
- Formally accept your offer of admission

CLARIFY CAREER AND ACADEMIC PATHWAYS

First, clarify your end career goal or professional field because each career will have a unique academic pathway. Then, determine which educational pathway is best suited for the end goal. Some careers require an associates and others a bachelor's. this is important information to know early on to maximize your time and financial resources

DO YOUR RESEARCH

- Connect with career services to explore different career paths
- Utilize different internet resources
 - [glassdoor.com/index.htm](https://www.glassdoor.com/index.htm)
 - [onetonline.org](https://www.onetonline.org)
 - [bls.gov/ooh](https://www.bls.gov/ooh)
 - isu.edu/career/majors/default.html
 - and many more (career services can be a great FREE resource!)

ASSESS YOUR INTERESTS AND STRENGTHS

- Try to be realistic (consider different aspects of the jobs you will be doing, job schedule, physical demands, salary, lifestyle commitment, values, etc.)
- Join a student or community organization that is relevant to possible career paths
- Look for a job or internship relevant to careers you are interested in
- Conduct informational interviews with individuals who are doing jobs you are interested in
- Attend any relevant career fairs and/or career focused workshops
- Work with an advisor to take classes that introduce you to your possible profession
- Enroll in a career exploration course towards the beginning of your college career
- Determine the length of study your career requires (an Associate, Bachelor, Master and/or Doctorate)
- What can you do with your career? Match the career to an occupation or job.

Important Note: Do your research thoroughly! Start early! The more research you do, the more prepared you will be in making informed decisions about appropriate course work to be major ready and maximize your financial resources!

DO YOUR RESEARCH

DETERMINE IF YOUR SCHOOL HAS REGIONAL ACCREDITATION

- Determine the appropriate accreditation for your school(s) of choice. For schools in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington, the regional accreditation comes from the Northwest Association of Accredited schools.
- Ask your advisor for support in determining the appropriate accrediting body.

VISIT THE COLLEGES AND UNIVERSITY WEBSITES AND DO YOUR RESEARCH

- Make sure the school offers your major of interest
- Consider the size of the institution and average class size
- Consider the location of the institution
- Determine the tuition cost and other fees
- What is the job placement rate for the program of your interest?

IMPORTANT RESOURCES ARE AVAILABLE TO YOU

- Academic resources are available to support your academic success
 - Tutoring services
 - Writing Center
- Career services are available
- Social, cultural, and/or recreational activities

VISIT CAMPUS (if possible)

- Contact admissions at each school you are considering and schedule a campus visit
- Ideally also connect with the department for your intended major
- Attend new student orientation
- Is there housing inclusive to transfer students? Family housing?

OTHER IMPORTANT CONSIDERATIONS

- Work with an advisor at your current school to get assistance in narrowing down schools
- Every school is unique! It is important to select a school that matches your desired experience both inside and outside of the classroom. Visiting the school physically is a must!

IDENTIFY KEY DATES

Staying on top of important transfer dates allows you to plan ahead and make sure you are following an academic plan that will work for your needs. It also allows you to not be caught off guard by deadlines and helps you to ensure you are being considered for the maximum amount of financial aid and/or scholarships.

Start conversing with your potential transfer institutions sooner rather than later.

PROGRAM OF INTEREST

- Ask how competitive is the program of interest
- Does your program have limit capacity? If so, then consider other alternative programs and what coursework is required.
- See how to determine right coursework for additional tips
- Determine when will be the best time to transfer for the major of your choice

INTENDED MAJOR

- Does your intended major have prerequisites?
- Does your intended major have sequential courses that are only available during specified terms?
- Does your intended major have an application process? If so, what does it look like? When do you apply? Add a little bit of body text

Make sure to ask admissions if they have a priority deadline and/or scholarship deadline/FAFSA deadline/ORSA (this may be well head of what you think. Often times it is during winter term, if not beforehand.)

TRANSCRIPTS

- Don't forget to send official transcripts from all higher education institutions attended. (This is true even if you failed all your courses and/or withdrew from all your courses, even just for one term.)
- Is there a process for transcript evaluations? If so, what is it?

OTHER IMPORTANT QUESTIONS TO ASK

- Are there any institution specific programs, internships, job opportunities etc. that you can apply for prior to starting your coursework at your transfer institutions?
 - Do you need to attend an orientation?
 - If so, when do I sign up and when are the orientations?

MAP OUT COURSEWORK

IDENTIFY IF THE UNIVERSITY OR COLLEGE HAS A TRANSFER ADVISOR

-If so, schedule a time to meet in person or over the phone to get assistance in determining the most appropriate courses to compete for your specific program

DETERMINE IF YOUR MAJOR OF INTEREST HAS REQUIRED PREREQUISITE COURSES TO BE ELIGIBLE FOR A PROGRAM SPECIFIC COURSEWORK

-You need to contact the college or university to direct you to the best point of contact
-Make sure to visit the college or universities website. Some colleges have equivalency charts to determine the most appropriate courses.

INTENDED MAJORS

-Does your intended major have prerequisites?
-Does your intended major have sequential courses that are only available during specified terms?
Or, do you need to complete the sequential courses at one institution or the other?
-Does your intended major have an application process?
-What does it look like?
-When do you apply?

FINANCIAL DEADLINES

-Ask admissions if they have a priority deadline and/or scholarship deadline/FAFSA deadline/ORSA, it is best to complete the FAFSA and/or ORSA in October when they become available!
-This may be well ahead of what you may think. Often times it is during the winter term, if not beforehand.

HELPFUL TIPS

-Find out if your current and future school has a dual enrollment or a degree. It is important to determine if it benefits your situation.
-Stay in touch with the advisors from your schools of interest and your current school
-Deciding on a major early will help you and your advisor in the planning of appropriate coursework. This for sure will save you time and money!

CREATE A FINANCIAL PLAN

WHY IS THIS IMPORTANT?

Every college/university is different with different degree requirements. There is limited financial aid available to you so it is important to make a plan and seek out other resources.

Apply for financial aid via FAFSA or ORSAA and if applicable, use VA benefits

(You must apply for these every year. Applications open in October and are on a first come first serve system.)

SCHOLARSHIPS

Institutional: Every school is different, however a common practice at the universities is to have more scholarship opportunities for students who are starting fall term. Deadlines for these scholarships usually take place in winter term, before the start of the term.

Also, check with admissions and individual academic departments to learn about scholarship opportunities. Plan ahead!

State: OSAC Scholarships make up over 450 scholarships for Oregon residents, including tuition equity students. They are available annually November 1-March 1.

Oregon Career Information System is a way to get connected to lots of resources, including scholarships.

Private: There are many resources available to you on the internet.

- National: Fastweb.com, Google, and more!
- Scholarships for Oregon Natives: oregonstudentaid.gov
- Undocumented students: kelawachischolarshipfoundation.com

Remember there are application fees, tuition deposits, and a cost associated with obtaining official transcripts

IMPORTANT QUESTIONS TO ASK

- What are tuition and fees? When is it due? How does billing work with financial aid?
- Can you apply for an application waiver? Do you know what that process looks like?
- If awarded work-study how does one apply for work-study positions on campus?
- What are my other financial resources?

THERE ARE COSTS OF LIVING TO CONSIDER SO BUDGET AND PLAN

- Find best housing plan for you (consider on-campus vs. off-campus)
 - Links to cost of living/budgeting calculator
 - Determine if part-time status is an option

SAVE SAVE SAVE!

GLOSSARY OF COLLEGE TERMS

AAOT Associate degree offered by Oregon community colleges. Graduates with this degree can transfer to an public university in Oregon with junior class standing for registration purposes.

ASOT Associate degrees in business and computer science offered by Oregon community colleges. Graduates with these degrees can transfer to any Oregon public university with junior class standing for registration purposes.

ACCREDITATION Approval showing that a school has met certain standards in its education programs, services, and facilities set by a regional or national organization. one accrediting organization for Oregon colleges and universities in the Northwest Association of Accredited Schools.

ARTICULATION The process by which one institution matches its courses or requirements to course work completed at another institution.

AWARD LETTER A document a school uses to notify students about the financial aid they are eligible to receive. The award letter usually gives information on the types and amounts of aid offered. It gives students the opportunity to accept or decline the aid.

BACHELOR'S DEGREE (BA OR BS) A degree received after satisfactory completion of four or five years of study at a college or university. Sometimes called baccalaureate degrees, they are more often called Bachelor of Arts (BA) or Bachelor of Science (BS) degrees. Policies concerning the awarding of BA and BS degrees vary from college to college.

CO-ADMISSION AGREEMENT An agreement between post secondary institutions in which they agree to align curriculum and requirements so that students can seamlessly transfer credit from one institution to another. The most common partnership allows community college students to transfer to a four-year college or university. These agreements also allow students access to classes and services offered at the partner institution.

DOCTORAL DEGREE Graduate degree awarded after successfully completing a program of three or more years beyond the bachelor's degree, and in most cases, beyond a master's or first professional degree. A PhD or Doctor of Philosophy degree usually requires three or more years. Law and medical degrees (JD or Doctor of Jurisprudence; MD or Medical Doctor) usually require at least three years beyond the baccalaureate.

LOWER DIVISION COURSES Courses generally taken during the first two years of school in which students complete general requirements to obtain a degree from a college or university. Community colleges generally offer no courses above lower division. Many students complete all of the required lower-division courses at a community college before transferring to a four-year university

MASTER'S DEGREE The first graduate (post-baccalaureate) degree in the liberal arts, sciences, and certain professional fields, usually requiring one to two years of full-time study.

MAJOR The field of academic study in which a student specializes. The subject that constitute the main body of a program of college study.

MINOR The subject that make up a secondary concentration of college study

ROLLING ADMISSION The college admissions policy of evaluating applicants on a first-come, first-serve basis. Applications are reviewed as soon as all application materials have been received. Schools may review applications on a weekly or monthly basis. Applicants receive a notice of the decision a short time after applying.