

Transfer Planning Guide



What is transfer planning?

If you've ever taken a bus or plane and had to switch (transfer) to another bus or plane to reach your destination, then you know what transferring means. Many students transfer from MCC to four year colleges and universities to continue their education. Transfer planning involves developing an awareness of academic majors, career interests, four year colleges/universities, transfer admissions criteria, scholarships, etc.

When do I begin?

Begin planning for transfer the semester you start your degree at MCC. Careful planning for a smooth transfer involves counseling and advisement, career counseling, and financial planning.

Does MCC offer transfer planning assistance?

Yes! The Career Center has designed a variety of transfer college services, programs and resources to fit the needs of individual students at Monroe Community College. Career Counselors are available in the Career Center to assist students with the transfer planning process including transfer course selection, 2+2 Dual Admission advising, understanding general education requirements, four year college exploration, matching a major to your career interest, filling out applications, etc. In addition, numerous transfer resources are available to students in our Career Library and our trained student peer advisors are available to help you access information. Visit the Career Center and meet with a Career Counselor who will assist you with the transfer planning process.

FACTORS IN SELECTING A TRANSFER COLLEGE

Program Type/Major/Field of Study
Minimum GPA for Transfer Admissions
General Education/Liberal Arts Requirements
GPA Requirements for Intended Major
Degrees Offered/Curriculum
Additional Admissions Criteria
Location: NY/Region of the U.S.
Enrollment Size
Security & Campus Safety
College or University
Cost: Tuition/Room & Board
Financial Aid/Transfer Student Scholarships
Special Academic Services
Accreditation: Institution/Program
Religious/Nondenominational
Academic Competitiveness/College Rank
Setting (Urban, Suburban, Small Town, Rural)
Housing (on-campus vs. off-campus)
Internships/Co-ops/Service Learning

Career Development Services
Academic Advising & Counseling Services
Greek Life & Social Options
Extracurricular Activities
Graduation Statistics
Athletic and Recreational Programs
Study Abroad/International Study Programs
Student Body
Public/Private

start here



THE TRANSFER PROCESS

Basic guidelines to follow when creating a plan for transfer include the following:

Meet with a Career Counselor

Discuss transferring with a counselor from the Career Center. Talk about your interests, academic goals, course selection and the transfer admission process. This is an excellent opportunity to have your transcript reviewed and to plan your MCC courses for optimal transfer. You can meet with a counselor during a scheduled appointment or during walk-in hours. Stop by the Career Center for further information and begin your transfer plan today!

Identify a Career Path

Assessing your interests, skills, abilities, and values may help you in your career decision-making and the academic major selection process. Career Center professionals are available to assist you in determining which majors are associated with specific career areas. You may want to consider enrolling in CDL 100, a one credit Career Development and Life Planning course and/or take career assessments (MBTI, StrengthsQuest, Strong Interest Inventory) to help you along in this process.

Research Transfer Colleges

The more you know about your college choices and the sooner you determine this, the smoother your transfer will be. Most transfer colleges/universities will accept between 60-68 credits from two-year colleges in transfer. When researching, pay specific attention to the general education/liberal arts requirements, prerequisites for your intended major, and any other course/degree and certification requirements. You can access these resources and more in the Career Center's Library to assist you in your transfer college research:

- US & NY Public and Independent college/university catalogs/view books
- Chronicle 4 Year College Databook: Directory of US colleges/universities by academic major
- Thomson/Peterson 4 Year College Book: Information on more than 2,100 4 year institutions
- Fiske Guide to Colleges: Reliably describes the academic/extracurricular climate at 300+ schools
- Insiders Guide to Colleges: 300+ profiles written & researched by college students for students
- Peterson's Education Portal: www.petersons.com (college search engine)
- Hobson's College View: www.collegeview.com (college search engine)

Research Scholarships, Grants and Financial Aid Information

Pick up the Transfer Scholarships Guide for local and NY state colleges/universities in the Career Center and explore grant and money resource books in the Career Library. Some resources include:

- Scholarships, Grants & Prizes: Latest information on award amounts and eligibility requirements
- College Money Handbook: State scholarship and grant program info./college financial aid profiles
- Scholarships for African-American Students: Guide to more than 17,000 scholarship awards
- National Directory of Scholarships for Latino Students: Regional/national scholarship information
- Scholarships & Loans for Adult Students: Guide to college financing for students age 25+
- The Smart Guide to Financial Aid: www.finaid.org

Attend College Transfer Fairs

Take full advantage of transfer college fairs at MCC. This is a perfect opportunity to get information from four-year colleges/universities and begin dialoguing with 4-year admissions representatives. The Transfer College Fair is an annual Fall semester event bringing together 50+ regional colleges/universities that present information relevant to students interested in transferring (college catalogs, applications, information on majors and scholarships, etc.). In addition, many colleges routinely schedule visits to campus throughout the year.

Request Information

When contacting your intended transfer college, be sure to get the following information:

- A college catalog and application for admissions
- Scholarship and financial aid information
- Residential life and housing information (if living on-campus)
- Information specific to your intended major (is there a separate application for the major)
- Whom to contact for campus tours, transfer credit evaluations and advising



Visit Transfer Colleges

The most valuable information is the information you gather yourself. Call and make an appointment with the admissions office at the colleges you are interested in transferring to. Attend an "Open House" specifically for transfer students to get a more in-depth view of the transfer school. In addition, make an appointment to meet with the department in which you plan to major. Discuss your transfer plan. Questions you may want to ask admissions and transfer college representatives:

- Who is the contact person for transfer students?
- When should I apply for admission?
- Does my major have specific admission requirements?
- What are the general education requirements?
- What are the GPA requirements; will C and D grades transfer?
- When should I apply for financial aid/scholarships?
- Can you evaluate my transcripts for transfer?
- Can I transfer into the specific school or major?
- How are transfer students assigned housing?
- How are transfer students advised for registration?
- How many of my credits will transfer toward my bachelor's degree?
- How many more credits will I need to complete my degree?
- Can I complete my requirements within 2 years of normal full-time study?
- Do you have placement information on graduates of your academic programs?
- Are there specific scholarships and other forms of financial aid for transfer students?



TRANSFER RESOURCES

Career Advising Guides

These Guides are available in the Career Center and highlight prerequisite and recommended courses for transferring, criteria for acceptance into a program of study, information about the transfer application process, a listing of colleges/universities offering the degree programs, and a brief description of the career field. Career Advising Guides include: medicine, architecture, law, dietician, pharmacy, veterinarian, occupational therapy, dentistry, physical therapy, optometry, forensic science, and chiropractic.

Transfer Articulation Agreements

Numerous agreements have been signed between MCC and four-year colleges and universities that outline specific requirements for transferring to parallel programs at those institutions.

2+2 Dual Admission Degree Programs

Monroe Community College, in partnership with other colleges and universities, has developed comprehensive dual admission 2+2 programs. These agreements are designed to simplify our graduates' ability to transfer their credits into four-year institutions and work toward a bachelor's degree without loss of time or credits. Students admitted to these academic programs will, upon completion of a prescribed sequence of courses leading to an Associate's degree, be assured transfer with full junior-year status. For specific information stop by the Career Center, pick up the 2+2 Program Planning Guide and connect to: <http://www.monroecc.edu/depts/careercenter/StuServ/h-2+2Programs.htm>

Advisor In Residence Program

This program connects MCC students directly with transfer college representatives in the Career Center. It is designed for students who are serious and decisive about attending specific colleges. Students will be able to sign-up for appointments with participating transfer college representatives to discuss admission criteria, transfer credit, degree/major information, course advisement, etc. Past participants include: St. John Fisher College, Nazareth College, University of Rochester, SUNY Brockport, Roberts Wesleyan College, SUNY Buffalo State College, SUNY Cortland, SUNY Fredonia, SUNY University at Buffalo, Niagara University, RIT etc. Advisor in Residence meetings take place in the MCC Career Center by appointment only. To sign up, visit our office today.

General Education Requirements and Course Equivalencies

You can access the SUNY General Education Course plan and general education requirements to many local transfer colleges/universities in the Career Center. In addition, we provide links to Internet accessible course equivalency databases of how MCC courses transfer to specific colleges/universities.

TRANSFER LINKS

Below are numerous links to aid you in the transfer college planning process, as well as information addressing particular academic majors along with career options and resources.



- **CEEB Codes Locator:** apply.embark.com/ceeb.asp
- **College Board:** www.collegeboard.com
- **Colleges & Careers:** www.princetonreview.com/college
- **College Source:** www.collegesource.com
- **Free Application for Federal Student Aid:** www.fafsa.ed.gov
- **Financial Aid Information:** www.finaid.org
- **Graduate School Information:** www.gradschools.com
- **Hobson's College View/College Search:** www.collegeview.com
- **Mapping Your Future:** www.mappingyourfuture.org
- **New York's Private Colleges & Universities:** www.nycolleges.org
- **NY Mentor Career & College Planning:** www.nymentor.com
- **Occupational Outlook Handbook/Career Research:** www.bls.gov/oco
- **State University of New York (SUNY):** www.suny.edu/student
- **Virtual College Tours:** www.campustours.com

APPLICATION PROCEDURES

After you have selected potential transfer colleges, start the application process. (It's a good idea to apply to more than one school, always have a back up plan or plan "B" for transfer.) The Career Center has SUNY Viewbooks, applications to many local colleges/universities, and many others. Complete and send your applications for admission, personal statement/essay, letters of recommendation and other materials in a timely manner. Be aware of deadlines for applications, housing, financial aid, scholarships, etc.

- **SUNY Application Fee Waiver for Transfer Students:** SUNY waives the application fee for up to four college choices for students graduating from SUNY two-year colleges who apply directly to SUNY four-year colleges for baccalaureate programs.
- **SUNY Transfer Guarantee:** An opportunity to continue full-time study at a four year SUNY college is guaranteed to all NY residents who transfer directly from a SUNY two-year college with an AA or an AS degree. For eligibility and deadline information consult the SUNY application or the Career Center.

Send Transcripts

Complete and fill out an MCC Academic Transcript Application Form for each college/university that you are applying for. Transcripts should be sent at the end of the semester or "now" if you are applying for transfer next semester. Forms with payments are submitted to the Registration and Records Office. A final transcript will need to be sent after you have completed your courses at MCC. Forms can be accessed at the Career Center or Registration and Records Office and online at: www.monroecc.edu/depts/recreg/transcri.htm

Acceptances

It is important to read all acceptance information thoroughly. An official evaluation of your transfer credits should accompany this letter or be sent to you separately. This evaluation will list total credits accepted, and will designate how each course has been evaluated (ex: general education requirement, department elective, or free elective). It should also show you the course work you have left to complete your baccalaureate degree. Find out when deposits and notifications are due. You will also receive a financial aid award letter/package. Contact the four-year college to discuss orientation, registration and scholarship information. If you have additional questions please make an appointment to discuss them with a transfer counselor.

Financial Aid and Immunization Records

Every college has a different process and timeframe for financial aid. All students should file a FAFSA and contact the transfer school for information on deadlines, loans, work study, scholarships, etc. In addition, you will need to request in writing to have your immunization records sent from your physician's office or from the MCC Health Services Office to the transfer college/university you will be attending.