Transfer Planning Worksheet

☐ **Identify Your Career Interests:** Visit Career Services for resources and assistance.

☐ **Explore Colleges You Can Transfer to:** What best suits YOU? Consider: public vs. private, location, size, majors, cost, setting (urban, suburban, rural), sports programs, religious affiliation, etc. Useful websites: College Navigator, SUNY Program Search and College Board.

☐ **Research College Websites:** Look for transfer admission requirements, GPA needed, curriculum outlines, application deadlines, names of contact people, housing information, scholarships, etc.

☐ **Sign Up for an “Advisor-In-Residence” Visit:** Meet one-on-one with an admissions advisor from area four-year colleges at the MCC Brighton or Downtown campus. Appointments are required.

☐ **Visit Campuses:** Get a feel for the personality of the campus. Go to an open house, group or individual visit. Meet with an admissions counselor and the academic department.

☐ **Register with Transfer in Mind:** What classes should you take at MCC?

   - Concentrate on the **pre-requisite courses required** to be admitted into your major.
   - Complete **general education or core courses required by the four-year college** (for example, history, humanities, foreign language.) It is strongly advised to complete these courses while you are at MCC. Talk to a 4-year college or MCC transfer advisor to find out more.
   - Look for transfer agreements and course equivalencies on the college’s website or the MCC Transfer Services webpage.

**Keep in Mind:**

* Only your credits will transfer; not your GPA.
* Most colleges have a maximum amount of credits they accept from a two-year college. This varies by institution. AP/IB/CLEP credit will need to be evaluated by the transfer institution. There is no guarantee you will be awarded credit even if you were awarded college credit by MCC.
* SUNY General Education courses taken at MCC will fulfill SUNY General Education requirements at all SUNY institutions.
* Keep a copy of descriptions/course information sheets for each course, especially if you transfer out of state. This will help with credit evaluations and if any course titles, descriptions, or numbers changed since you attended MCC.
* Some schools will not provide a transfer credit evaluation until a student has been accepted or made a deposit. Often a grade of ‘C’ or higher is required to earn transfer credit. Some colleges will accept all passing courses if you have earned an Associate’s degree.
The Application Process

□ Fill Out Applications:

SUNY Colleges:
It is advised to use the SUNY application. It is short, easy, and the application fee can be waived for up to seven schools if you are graduating from MCC. Supplemental applications might be required.

Private and Out-of-State Colleges: Use the college’s application on their website or the Common Application if you are applying to several schools.

Check application requirements and deadlines:
· Some programs (ex. nursing, education, social work) may require an additional application.
· Check deadlines for admission, on-campus housing and financial aid.

□ Request Official Transcripts:

MCC Transcripts:
Log into myMCC, click on My Account, Registration and Records, Request an Official Transcript. Or, go to the MCC Homepage, A-Z INDEX, and select T - Transcripts. MCC transcript requests are free!

Additional Transcripts:
Request that your official transcripts from all colleges attended, high school, SAT/ACT scores (if needed), and any AP/IB /CLEP scores be sent to the transfer colleges. YOU must request these.

□ Apply for Financial Aid:
Don’t wait to be accepted to the college. Apply early! Include all colleges you are considering on your FAFSA. Some private institutions require additional forms such as the CSS Profile (College Scholarship Service) which is found on the College Board website. Make sure to check!

Note: Check the status of your application on-line. Keep in contact with the Admissions staff. Ensure your telephone number, email address, and mailing address are current.

Transferring without a Degree? You can still graduate from MCC through a “Reverse Transfer.” Contact Graduation Services at MCC for more information.

For questions and assistance: visit Transfer Services in Advisement and Transfer Services at the Brighton Campus or the Student Engagement Center at the Downtown Campus.

Note: While every effort is made to ensure that the information in this guide is accurate, students are advised to contact transfer institutions for specific requirements and the most up-to-date information. Updated May 2019