

THE TRANSFER PROCESS

MANAGING THE DETAILS

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Are you reading this and wondering how you transfer credits to YCCC?
Admissions can help you: <http://www.yccc.edu/admissions-aid/process/transfer/>

Would you prefer to attend a workshop covering these topics?

> Check out the MyYCCC calendar for the next offering of “Understanding the Transfer Process”

1. WHEN to START

Start the research and planning AT LEAST a year before you wish to begin at the next institution. The sooner, the better. Why? Just a few important reasons:

- Choosing your YCCC program and open electives
- Deciding when to transfer
- Deciding which colleges to apply to
- Maximizing chance of financial aid and scholarships
- Deadlines

Typically (as in, not always), for a fall start at your next institution, you can expect deadlines to range from late-December through mid-February. For a spring start, the application deadline can range from September to November. Admission deadlines and processes for transfer students can be different from high school admissions – read carefully! Pay extra attention to the admission requirements of the school and the major as some programs will not allow students to be admitted in the spring.

2. DO YOUR RESEARCH

Yes, you need to research!

We have many great colleges and universities in the area (and thousands across the country). You won't know which one is the best fit for you until you do some digging. You may find out where you thought you might go is actually the last place you want to be.

How do you decide?

There are many factors to consider. Here are a few:

- What are the ideal qualities in a college for you? Which are deal-breakers and which can you compromise?
- Look past the name of the major. History at one college could be very different from history at another. Read the course descriptions and learn what the faculty in the department have for research interests.
- Does the school have any out-of-classroom organizations or opportunities you'd be able to utilize (give me a "RESUME BUILDER!" and a "NETWORKING!")
- Does the school have services to support transfer students?
- How many of my credits will transfer to one school versus another (this = time and money)?
- What are the scholarship possibilities?
- What are the admission requirements?
- Internships? Study Abroad? Undergraduate Research?
- Do you need to be close to home?
- Big, small, medium? Urban or rural?
- What kinds of financial aid do they offer?

THIS BRINGS US TO A VERY IMPORTANT POINT: It is important to look at the tuition (and fees, don't forget about those) posted for a school like the sticker price for a car. You might pay the sticker price, you might pay a lot less depending on the financial aid package they can offer you. Often private colleges are able to offer much more in the way of scholarships and grants.

How do I find out all of this information?

- College search websites (find a partial listing on MyYCCC: https://my.yccc.edu/ICS/Campus_Services/Career_and_Transfer_Services/Transfer_Services/College_Search.jnz)
- Individual college websites
- Communicate with the colleges. Contact the admissions staff and faculty in the departments you are considering. More and more often, colleges have specific transfer admissions staff. NOTE: this step is listed after a few others – please do some research on your own to find out the basic information first. You'll make the most of your time this way (and theirs) and make a good first impression.
- Attend information sessions or open houses at the schools (if possible)
- Attend the [YCCC TRANSFER FAIR](#)
- Participate in the [1on1 Transfer Advising when colleges visit YCCC](#)
- Read the Career & Transfer **Weekly Dose** (weekly email that goes to your YCCC email account)
- Talk to people you know – where did they go?
- Have those people help connect you to people they know

3. HOW an ASSOCIATE'S DEGREE FITS INTO a BACHELOR'S DEGREE

Associate's Degree: Major courses plus program electives and general education/core courses. A minimum of 60 credits is required (YCCC degrees range from 60-67). The credit amount equates to two years of full-time study (this is why community colleges are often referred to "two-year schools"). Your actual time to completion will depend on how many credit hours you are able to take each semester. YCCC offers Associate in Science, Associate in Applied Science, and Associate in Art degrees. Course numbers range from 100-299. (Developmental coursework begins with a "0".)

Bachelor's Degree: Major courses plus program electives and general education/core courses. Often

referred to as a Bachelor of Science (BS) or Bachelor of Arts (BA) degree. Approximately 120-132 credits required which equates to four to five years of full-time study (this is why schools are often referred to as “four-year colleges”). Your actual time to completion will depend on how many credit hours you are can take each semester as well as how many credits will transfer from YCCC and how (and any other colleges you have attended). It is important to begin the process of learning about and speaking with the schools you are interested in transferring to as the transferability of courses varies from school to school.

How does an Associate’s degree fit into a Bachelor’s degree?

The box shows the components for most Bachelor degrees. The lower row is what makes up most Associate degrees. Much, if not all, of your Associate’s will fit into your Bachelor’s. The number of credits that will transfer varies from school to school which makes it important to start exploring your transfer options now.

The nature of MAJOR/PROGRAM requirements:

- Number of credits that are required can vary greatly
- Very often, courses are sequenced and could require prerequisites or co-requisites
- Some courses may require you to have certain standing (sophomore, junior, etc.) to enroll
- Some courses may only be offered at certain times during the academic year
- Courses are designed by the faculty in the department in which the major is housed
- Some of your program requirements might be in another department

UPPER DIVISION GENERAL EDUCATION/ CORE COURSES	UPPER DIVISION PROGRAM COURSES	ELECTIVES, MINOR, DOUBLE MAJOR
LOWER DIVISION GENERAL EDUCATION/ CORE COURSES	LOWER DIVISION PROGRAM COURSES	PROGRAM and OPEN ELECTIVES

The nature of the CORE CURRICULUM (often called general education) requirements:

- All majors will be required to complete (the # of credits will vary by degree)
- The purpose is to graduate students who are informed, humanistic, and discerning citizens (and employees!)
- Consist of mostly liberal arts subjects (math, English, science, philosophy, art, history, social sciences, languages, etc.)
- Usually allows students some degree of choice in selecting courses for the specific categories. Sometimes a major will be strict about options. (This is another reason why it’s important to investigate – this **can affect what courses you have to choose from in the YCCC core!**)
- There may be competition for seats in popular courses. Another reason to be organized and register early

The nature of GENERAL/FREE/OPEN ELECTIVES:

- Must be college level credits (100-level or above)
- The number of credits you have will vary depending on the major
- Often can be from any subject area. Students can utilize these if they have a large amount of transfer credits, if they’d like to explore other subjects, declare a minor, or to supplement their major coursework
- If you have more transfer credits that fall into this category than can actually be applied towards your degree, they be listed on the transcript of the receiving school but those that overflow will not count towards graduation

Do you need to refresh yourself with what your degree requirements are and what options you have for program and open electives at YCCC? Look up the [College Catalog](#) by your “catalog year” (this is the academic year you enrolled in your degree program).

4. TRANSFERABILITY of CREDITS

There are MANY considerations that go into the transfer of credits from one school to another. THIS IS WHY IT IS SO IMPORTANT TO START THE TRANSFER PROCESS EARLY! It is important to know that YCCC is [NEASC](#) accredited so our credits are more transferrable than schools that do not have this accreditation (make sure the schools you're considering have an accreditation).

Ways credits can transfer:

1. Direct transfer equivalent (Note: course could be called something different with a different course code)
2. Major/program elective
3. Core requirement or elective (can also be called general education)*
4. Open elective
5. Not at all (this usually occurs when they do not have a major that is anything close to the course topic)

*It's possible that a direct equivalent, major elective, or open elective with also meet a core requirement.

What are the factors?

1. The college you are transferring to is in control of the process. The decision could be at the faculty member level, the department level, or a college-wide policy.
2. Review the degree requirements and core requirements of the transfer college as they may differ from YCCC's requirements. This can affect what you need to take at the next school (and if you're planning ahead, it will help you make course choices here at YCCC!).
3. Unless there is an active articulation agreement in place (they have time limits), there is no guarantee that credits will be accepted. Some articulation agreements will also specify how credits will transfer. Learn more about articulation agreements here: https://my.yccc.edu/ICS/Campus_Services/Career_and_Transfer_Services/Transfer_Services/Transfer_Articulation_Agreements.inz
4. If the receiving institution has different credit values for their courses, you may have credits to make up for. Example: YCCC has mostly 3-credit courses. If the equivalent at the receiving institution is 4-credits, you will have to make up that 1 credit.
5. If the closest similar course is a 300- or 400- level course at the receiving institution, they may not be willing to accept a 100- or 200-level course from a community college as the equivalent.
6. There may be minimum grade requirements for transfer courses set by the institution and/or by the department in which your chosen major is housed. Usually this is a C.
7. The receiving institution may require course details to determine whether or not a course could be equivalent to one of theirs. SAVE ALL OF YOUR COURSE SYLLABI. A course syllabus will often give them the information they need to evaluate.

Oh my goodness, how do I get help figuring this out?

This is why you want to START EARLY, DO YOUR RESEARCH, and CONNECT WITH TRANSFER COLLEGES. Many colleges will do a degree audit for you with a copy of your unofficial transcript (you can print one or save a PDF version from the MyYCCC portal).

The University of Maine System also has an online tool that is **not** 100% up-to-date, but does provide a way to start the process. <http://www.maine.edu/transfer-students/transfer-course-equivalencies/>

Many other colleges provide transfer guides/dictionaries on their websites.

WHEN should I transfer?

This is an individual decision. Some things to consider:

1. Maximizing credit transferability
2. Cost and financial aid
3. Admission requirements (see next section)
4. Benefits of obtaining an Associate's degree first
5. Personal factors

What is "reverse transfer"?

This term has different definitions but in the Maine Community College System and University of Maine System it means that if you transfer to your bachelor degree program before you complete your associate's degree, you may have the opportunity to "transfer back" credits you earn in your bachelor degree program to obtain your YCCC degree. Guidelines:

- You must meet the YCCC residency requirement (earned at least 15 credits at YCCC)
- The credits you are transferring back must fit into the remaining associate degree requirements (you can review this by referring to your [catalog year](#))
- File an [Intent to Graduate Form](#) to initiate an official degree/graduation audit
- If it has been more than a year since you were enrolled at YCCC, you will need to reapply (fee waived) through [Admissions](#)

5. ADMISSION REQUIREMENTS

Requirements can vary from school to school.

However, most often require the following:

- Application form (usually online)
- Application fee (many colleges offer fee waivers if you qualify, make sure to ask)
- Essay(s)
- SAT scores
- High school transcript
- Official transcripts from ALL colleges you've attended (see section 9)
- Minimum transfer grade point average (GPA). Note: this means your overall GPA of all college credits earned. How credits transfer, that is a separate process called a "degree audit."
- Verification of student's good standing and student disciplinary actions at prior college(s)
- Faculty recommendations
- Resume (sometimes)

Don't forget to tell them if you are a **Phi Theta Kappa (PTK)** member! (It is now listed on your official YCCC transcript.)

6. GET ORGANIZED

As you can already see, there's a lot to keep track of.

Whether you do it with a binder and papers or online, devise a system that works for you.

I also recommend using some kind of a grid or chart as a summary or checklist. Here's a quick example:

College	Application Due	Application Fee	HS Transcript	Other College Transcripts	SAT Scores / Transfer GPA	Recommendations	Essays	YCCC transcript	FAFSA

7. METHODS of APPLICATION

Some colleges offer only one way to apply, others offer a choice.

Here are some typical methods:

College's own online application

You'll find it on the college website. You may need to create an account with a username and password using an email address. NOTE: If you haven't already created a professional email address, now is the time.

The Common Application

A web service that many colleges subscribe to. You apply through the [Common Application website](#). Make sure to check if the college you're applying to requires any additional forms.

Paper Application

You can download a copy on the college website if they offer this method. Be careful not to miss any questions or signatures. Keep a photocopy of the completed form for your records. Make sure you are sending it to the correct address (it may be different from the admissions physical address).

8. FINANCIAL AID

Financial Aid does not transfer with you from YCCC. Your new institution will recalculate your eligibility from scratch based on the information in your FAFSA* and any school-specific financial aid forms they may have. Your next college might award you the same types of financial aid as YCCC, but the amounts may differ due to the college's financial aid policies, available funds, and cost of attendance. Transfer students, especially mid-year transfers, often qualify for less financial aid than first-time and continuing students.

* If you are applying for spring semester and filled out a FAFSA for the previous fall semester at YCCC, you do not have to refile the FAFSA. However, the amount of federal student aid for which you are eligible will be reduced by the amount of federal student aid you received and "earned" at YCCC.	If you are applying for fall or have not had to file a FAFSA for YCCC, you will need to file a FAFSA for the following academic year. You can begin filing for FAFSA in January of each calendar year.
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Be sure to look and ask about transfer specific scholarships as well as Phi Theta Kappa scholarships if you are a member (PTK is now listed on your YCCC transcript).

REMEMBER: There are cost of attendance caps on the amount of federal student aid you can receive in your lifetime and per level of degree! Helpful chart: <http://studentaid.ed.gov/types/loans/subsidized-unsubsidized#how-much-can-i-borrow>

9. HOW to REQUEST an OFFICIAL YCCC TRANSCRIPT

This request is processed through **Enrollment Services**. You can find the form in the office or [online](#). This site also has information about the process and cost.

NOTE: Your transfer institution will not accept copies of documents. Thus, YCCC is unable to send copies of your high school transcript, other college transcripts, or test scores. These will need to be requested from their original sources for each application.

10. YCCC TRANSFER EVENTS and RESOURCES

The office of Career & Transfer Services provides many resources to students from MyYCCC information to individual appointments to college visits to YCCC. Below are a few of these resources:

Annual YCCC Transfer College Fairs:

FALL 2018: TBA (MyYCCC portal will always have the latest)

Held each fall and spring in the Mid-Café on campus. It is an EXCELLENT opportunity to gather information, ask questions, and meet face-to-face the people at the institutions that can help you with the admission process. Be sure to make a good first impression!

Individual college visits to YCCC – throughout the Fall and Spring semesters

Colleges coordinate to be here on campus to both offer 1 on1 advising appointments as well as informal time in the Lobby at lunchtime. Learn how your credits will transfer, get advising on what is best to take if you have options in your YCCC degree program, and learn more about their institution and programs. USM and Husson visit monthly, other colleges less frequently. Full details on the MyYCCC Career & Transfer calendar *Advanced sign-up is required.*

Weekly Dose:

Arrives weekly during the fall and spring to your YCCC email account. It's a quick summary of upcoming events, visits, and a tip of the week.

MyYCCC portal:



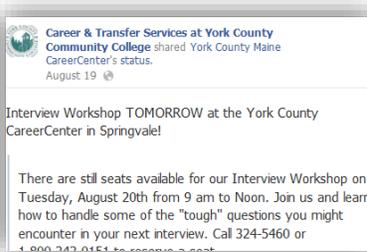
[MyYCCC Career & Transfer Calendar](#)

MyYCCC home > Campus Services > Career & Transfer Services

In addition, find Career & Transfer Services on:



<https://www.facebook.com/CareerTransferYCCC>



LinkedIn Group

<https://www.linkedin.com/groups/York-County-Community-College-Career-5187949/about>



@YCCCcareerTrans <https://twitter.com/YCCCcareerTrans>

Examples of what's posted on Twitter



CareerTransferYCCC @YCCCCareerTrans
RT @ama_marketing: JOB OPENING: #SocialMedia Coordinator
w/ @ICEWorldwide buff.ly/1dmhUUr #socMeJobs #NHjobs



CareerTransferYCCC @YCCCCareerTrans
I see these mistakes often! RT @careerbliss: #Resume Tip
Tuesday: 10 Filler Words to Delete bit.ly/19H5OpC



CareerTransferYCCC @YCCCCareerTrans
16 colleges already RSVPd for @YCCCMaine's 2013 Fall
Transfer Fair! Wahoo! #transferstudents #MCCSme



<http://pinterest.com/yccccareersvs>

So many links, resources, and fun infographics on topics from resumes to business etiquette to how to use LinkedIn!



YCCC.Career.Transfer

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