



Transferring to a Four Year College

This information can help in your planning and save you time, money, and problems. Work with a Century College counselor/advisor to effectively develop an educational plan.

STEPS IN TRANSFERRING TO A COLLEGE OR UNIVERSITY TO FURTHER YOUR EDUCATION

1. **Explore Your Options:**

- ☐ Consult with transfer specialists and Century College counselors/advisors as early as possible to see how you can best prepare for your major and when you should transfer-they can give you assistance in areas you may overlook. The earlier, the better - poor timing could cost you seriously in time and money.
- ☐ Utilize the resources in the Counseling and Career Center on West Campus or on-line:
 - ~ Transfer and program guide sheets
 - ~ College catalogs and reference books.
 - ~ Computer and on-line resources
- ☐ Talk with the college representatives who visit Century College.
- ☐ Talk with Century College faculty members who teach in areas of interest to you.
- ☐ Talk to friends who are attending various transfer colleges.
- ☐ Consider Admissions Requirements
 - ~ What grade point average is required?
 - ~ Are other criteria considered for admission? (i.e. portfolio, recommendation letters, essays, etc.)
 - ~ Are there special preparatory courses that must be completed before admission? If yes, which ones?
 - ~ Are the admissions requirements different for groups such as out-of-state, transfer or international students?
 - ~ Are there a minimum number of credits you need to complete before transferring?
 - ~ Do they admit students every semester or just once a year? What are the deadlines?

2. **Participate In Campus Visits Early:** It's important to visit the colleges and universities you are considering as early as you can to get a feel for the campuses and programs. Before visiting the schools, make appointments with people in the Office of Admission, your proposed major and other areas important to you. Appointments can usually be arranged through a Transfer Admission Counselor. If you will be living on campus, try to stay overnight in one of the residence halls to get a "feel" for the place. Visit the campuses of several schools. Arrange to visit some classes and speak with faculty in your area of study. Talk with students attending the college.

3. **Applying For Transfer Admission:**

- ☐ Check for application deadlines and appropriate times of entry for each school and major. It is generally a good idea to check well in advance and request application materials about a year before you plan to transfer.
- ☐ If you are planning to attend a college or university in Wisconsin, North Dakota, South Dakota or Northwest Iowa Technical Institute or Iowa Lakes Community College, request the tuition reciprocity form by phone (651-773-1700 from Century College). Tuition Reciprocity allows Minnesota residents to attend a state-supported school in a neighboring state and pay lower tuition. Check with the Office of Admission at the schools you are applying to regarding deadlines for completed reciprocity information, lead time required for processing, and consequences for you if your information arrives late. You may have to pay out-of-state rates if you are late.

4. **Apply for Financial Aid and Scholarships:**

- ☐ Fill out the Federal Application for Student Aid (FAFSA) form – this can also be done on-line at www.fafsa.ed.gov. Information can be sent to a number of schools simultaneously, based on the information you provide this standard form. Since financial aid deadlines are typically much earlier than application deadlines, it is a good idea to apply for the next academic year as soon after January 1st as you can. Contact each school to see what additional forms or information it may require.
- ☐ Check out scholarship opportunities at the colleges and universities you are considering, as well as book and on-line resources

5. **Apply for Housing if Needed:** Most four-year schools offer assistance with both on-campus and off-campus housing. Housing at some schools fill very early, especially on-campus housing.

QUESTIONS TO GET ANSWERED IN PLANNING FOR TRANSFER TO EACH SCHOOL AND MAJOR YOU ARE CONSIDERING:

- ◆ Entrance requirements?
- ◆ Requirements for completion of programs or degrees? Which courses will satisfy general education requirements?
- ◆ What types of jobs are obtained by graduates? Salaries? Percent placed?
- ◆ Learning environment? Class size? Teaching methods? Types of students? Facilities? Student-faculty ratio? Theoretical emphasis? Practical application emphasis?
- ◆ Total student costs? Financial aid you can expect? Amount? Grants? Loans? Work-Study? Deadlines?
- ◆ Housing available? Types? On-campus? Off-campus? Deadlines?

- ◆ What kinds of services are available? Health Care? Job placement? Counseling? etc.
- ◆ Can you purchase medical insurance through the school? This is important to check if you are not already covered.
- ◆ Accreditation of school? By whom? Schools in this area should be fully accredited by North Central Association of Colleges and Secondary Schools. Accreditation of major? Programs such as business, engineering, social work, etc. have their own accreditation. Graduating from a school that has an accredited program can be an advantage in job seeking and going on to graduate school.
- ◆ Size of school? Location of school? What is the surrounding community like?
- ◆ Sources of transportation? Need a car? Public transportation available?
- ◆ If you have a disability, do they provide easy access to accommodations? Are all of the buildings accessible?
- ◆ Which courses should you take to meet major, and in some cases minor, requirements?
- ◆ Are any special preparatory courses required? Internships?
- ◆ Does the Century AA degree qualify you for any special advantages? If yes, what are they?
- ◆ Which courses are acceptable as electives? What is the maximum number of elective credits allowed?
- ◆ Are there a maximum number of freshman-sophomore (lower-division) level credits you can use toward a degree?
- ◆ Can you use credits that you have received for work or life experience?
- ◆ Are there a maximum total number of credits you can use toward a degree?
- ◆ Are there a minimum number of credits you need to complete before transferring?

ASSOCIATE IN ARTS (AA) DEGREE AND MINNESOTA TRANSFER CURRICULUM (MnTC) TRANSFER ISSUES

Some colleges and universities offer advantages if you complete a two-year degree, usually the Associate in Arts. For example, Minnesota State Universities and the University of Minnesota campuses accept the AA degree and the MnTC as fulfilling the lower-division general education distribution requirements. However, do not assume that all credits that apply to the AA degree, also apply towards a Baccalaureate degree (i.e. BA or BS). Many students develop a false sense of confidence if they are pursuing the AA degree. They mistakenly assume that all credits automatically apply toward a four-year degree if they can be applied toward the AA degree. Check with a counselor/advisor; read the transfer guide sheets and the "Guide to Transfer" brochure published by the Minnesota State Colleges and Universities, check how courses will transfer at www.transferology.com and check with each college and university you are considering for more details. Century College allows you to transfer up to 10 semester credits back (possibly more by petition) from another school, thus allowing you to get a Century College degree after you have left. Check with a Century College counselor/advisor to see if this option would be appropriate for your situation.

SHOULD I COMPLETE A CENTURY DEGREE BEFORE I TRANSFER?

Possible Benefits: Some four-year schools offer advantages if you transfer with a two-year degree, usually the Associate in Arts (AA). It may be to your advantage (job or employer recognition, sense of accomplishment, etc.) to have an Associate degree while working toward a Baccalaureate degree.

Possible Draw-backs: Century College may not offer enough of the required courses for your planned program for you to stay here for the time it would take for you to complete an Associate degree. You may need to start sequential coursework in your major that is not available at Century College before completing an Associate degree.

UNDECIDED ABOUT SCHOOLS/MAJORS?

This is a typical situation. Counselors/advisors can assist you in making a plan while you continue to explore your options.

- ◆ If you know the major you want, but are undecided about a school, take courses that are required in the major and consider following the Minnesota General Education Transfer Curriculum (MnTC) of the Associate in Arts degree until you are decided.
- ◆ If you know the school, but are undecided about majors, follow the general education requirements of the school and try required courses for majors you are considering.
- ◆ In either case, get help with your educational and career planning from a counselor/advisor as early as possible. Counselors/advisors can help you clarify goals and show you how to explore various colleges or majors without closing off alternatives.