

Seattle Central College Transfer Handbook

Information, Resources, and
Planning Worksheets
to Guide You Through the
University Transfer Process

Created by the College Transfer Center

BE 1102 F, 206-934-5469

transfercenter.central@seattlecolleges.edu

Find this handbook at:

www.seattlecentral.edu/transfercenter/index.php

Table of Contents

Introduction:	Transfer Process Overview	3
	Higher Education Terms and Definitions	6
	Transfer Timeline	9
STEP 1:	Exploring Majors and Careers	10
	Worksheet 1 – Choosing a Major	12
STEP 2:	Choosing a University	14
	Worksheet 2 – Choosing a Transfer University	17
STEP 3:	Be Major Ready: Educational Planning for a Successful Transfer	19
	Worksheet 3 – Your Educational Plan	21
STEP 4:	Apply!!	
	The Application Process	23
	Financial Aid and Scholarships	24
	Crafting your Essay or Personal Statement	25
	Worksheet 4 – Applications	26
STEP 5:	What next?	
	Accepted! Congratulations! And now ...	27
	Finish up at Seattle Central	27
	What if I wasn't accepted?	28
Appendix 1: Special Information for International Students		29
Helpful Links		30

Transfer Student: *Most baccalaureate institutions will consider you a transfer student if you have enrolled at or attended any post-secondary educational institution but you have not yet completed a bachelor's degree. At Seattle Central College, you are a transfer student if you are pursuing an associate transfer degree with the intention of transferring to a university to complete your bachelor's degree.*

College Transfer Process Overview

Welcome to Seattle Central College's Transfer Handbook! This guide is designed to help you organize your thoughts and ideas and stay on schedule as you plan your university transfer. At each step, you will find general information, links to resources and more information, and worksheets to help you keep track of where you are in the process. You may move through the guide step by step, or skip to the parts that are most relevant to you. You can print it out if that is helpful, or use it as an on-line reference.

We hope that you will find this guide useful, but if you run into questions or hurdles, don't forget to utilize on-campus resources such as the College Transfer Center (BE 1102 F), the Career Center (BE 1102 E), or the advisors in the Advising Office (BE 1102 D) or in International Education Programs (BE 1113). We are here to help you!

Transfer Degrees Offered at Seattle Central:

The major you want to pursue when you transfer can help you determine which transfer degree you should complete. It is best to meet with an advisor early in your program to help you choose which degree path is the best choice for you.

[Associate of Arts \(AA-DTA\) Transfer Degree](#) (best choice for students majoring in Communications, English, Political Science, Psychology, or other humanities, social sciences, or even science fields)

[Associate of Business \(AB-DTA\) Transfer Degree](#) (best choice for business majors)

[Associate of Science \(AS-DTA\) Transfer Degree](#) (best choice for certain science majors)

[Associate of Science \(AS-T\) Transfer Degree - Option #1](#) (often best choice for biology, environmental science, and chemistry)

[Associate of Science \(AS-T\) Transfer Degree - Option #2](#) (often best choice for engineering or physics majors)

College Credit/Year Equivalencies (These may vary slightly depending on the institution.)

Year	Quarter Credits	Semester Credits	Institution
First Year/Freshman	0-45	0-30	Community College or Baccalaureate Institution
Second Year/Sophomore	45-90	30-60	Community College or Baccalaureate Institution
Third Year/Junior	90-120	60-90	Baccalaureate Institution
Fourth Year/Senior	120-180	90-120	Baccalaureate Institution

Transferring Without a Degree:

While completing the associate degree will usually increase your chances of being admitted to a university as a transfer student, there are a few situations in which it makes more sense to transfer early, before completing 90 credits. For example, students planning to study art or architecture may be better served by transferring before completing 90 credits, since Seattle Central may not offer many of the courses required for their bachelor's degree. There are also some prestigious universities that prefer sophomore-level transfers. Consult an advisor if you are wondering if you should plan to transfer before completing the associate degree.

Transferring With an Associate of Applied Science (AAS-T) Degree:

In general, the technical degree programs at Seattle Central are not designed for transfer to other colleges and universities. However, some baccalaureate institutions have specific bachelor's degree programs that accept the Associate in Applied Science-T (AAS-T) degree in certain fields. You can find out more about these programs [here](#).

Students seeking to transfer to degree programs other than those specifically designed for the AAS-T are urged to consider the DTA or AS-T in preparation for transfer. Institutions and majors outside the specifically designed degrees listed on the website likely will accept very few of the credits in the AAS-T degree (English composition, college-level math and other general education courses will transfer).

Transferring with a GED

If you earned a GED and plan to transfer to a university, you should not run into any problems at most universities. Some institutions, however, require preparation in specific areas of study as an admission requirement. For example, if you want to transfer to UW-Seattle, or if you plan to transfer to UW-Bothell or UW-Tacoma before completing 45 credits, you will be required to complete the college academic distribution requirements, also known as [CADRs](#). The CADRs require a certain number of “credits” in specific subject areas (English, math, laboratory science, foreign language, etc.) Most college track students met these requirements in high school; students who did not finish high school still may have met many of the CADRs. If you did not meet them in high school, it is easy to complete them while at Seattle Central with some advance planning. Talk to an advisor if you want to fulfill the CADRs as part of your associate degree to make sure you are taking the appropriate classes.

Higher Education Terms and Definitions

Being a successful transfer student means mastering a new set of skills and vocabulary. Here are some terms that may be helpful to you in your college career.

4-year college/university: A broad term for colleges and universities that offers bachelor's degrees, which are often designed as a four-year course of study. In practice, it is common for students to take longer than four years to earn a bachelor's degree. These schools may also offer graduate degrees and other educational opportunities.

Advisor: Advisors are professionally trained staff members who help students develop long-range educational plans. Advisors interpret degree requirements for transfer degrees, interpret test results for COMPASS and ASSET, conduct unofficial transcript evaluations, discuss requirements for university transfer, offer college resources, help research majors, and assist in schedule planning.

Applied associate degree: Applied associate degrees are intended to teach practical, hands-on skills to prepare students for direct entry into the workforce. Applied associate degrees have limited transferability to baccalaureate institutions. Students planning to transfer to earn a bachelor's degree should generally pursue a transfer associate degree.

Applied bachelor's degree: Applied bachelor's degrees focus on hands-on coursework and applied skills, in comparison to the more theoretical approach of many traditional baccalaureate programs. Unlike most bachelor degree programs, applied bachelor's degrees often accept applied associate degrees as preparation for upper division coursework.

Associate degree: An undergraduate degree usually awarded by a community or technical college for completing a course of study lasting about two years. Depending on the type of degree earned, a student may enter the workforce or transfer to a university to finish a bachelor's degree.

Baccalaureate institution: A higher education institution that offers bachelor's degrees.

Bachelor's degree: An undergraduate degree awarded by a college or university after a student completes general education requirements as well as requirements for an academic major. Earning a bachelor's degree usually takes at least four years, and is a common requirement for many jobs and for most professional graduate degree programs, such as law school or medical school. The most common bachelor's degrees are the Bachelor of Arts (BA) and the Bachelor of Science (BS).

College: A broad term for institutions of higher education that may grant only associate degrees, only bachelor's degrees, both bachelor's and associate degrees, or even graduate degrees. "College" can also refer to groupings of academic departments by subject matter within a university, such as the "College of Arts and Sciences" or the "College of Engineering" at the University of Washington.

Concentration/emphasis: Some universities offer concentrations or emphases within a broader major in fields that may be independent majors at other universities. For example, at some universities accounting is a major; at others, it is a concentration within business administration.

Counselor: Counselors are professionally trained faculty who provide career and personal counseling. Students may seek counseling for help with major life transitions, stress reduction, crisis intervention, identifying skills, abilities and interests, disabilities, academic goals, and job search skills.

Double/dual degree: When allowed by the university and academic departments involved, students can earn a double degree if they complete the requirements for two separate majors that lead to two separate degrees. For instance, a student might earn a BA in economics and a BS in engineering at the same time.

Double/dual major: When allowed by the university and the academic departments involved, students can earn a double/dual major if they complete the requirements for two separate majors that lead to the same degree (BA, BS, BFA, etc.). For instance, a student could earn a BS in environmental science and biology, a BA in economics and international business, or a BA in Spanish and political science.

Extracurricular activities: Activities a student might participate in that are unrelated to the classes that student is taking. These activities can include clubs, sports, music or art, volunteer positions, or community service.

General education/distribution requirements: Courses in a variety of academic subjects, usually including English, math, natural science, social science, and the humanities, that are required as part of a bachelor's degree, no matter what major the student chooses.

Graduate school: Academic programs that a student enrolls in after obtaining a bachelor's degree. Students may earn master's degrees (usually 1-3 years), doctoral degrees/Ph.D.'s (usually 4-6 years), law or medical degrees, or other graduate degrees.

Higher education: Post-secondary education, or education that happens after high school. Higher education includes associate degrees, bachelor's degrees, master's degree, and doctoral degrees, as well as certificate programs.

International student: A student who is studying in the U.S. on an F-1 or other student visa.

Long Range Plan: A quarter-by-quarter educational plan a student makes with an advisor upon completing 45 credits that lays out the remaining courses a student must complete to meet degree requirements.

Lower division: Introductory or lower-level courses taken while earning an associate degree or during the first two years of a bachelor's degree. These courses will often be numbered 100 and 200-level.

Major: The primary academic concentration of a student earning a bachelor's degree. Most universities will require students to declare a major, sometime at the time of application, and sometimes after being admitted. Some universities will require a separate application to be completed for the major.

Major ready: A term that indicates that a student has taken the appropriate courses to be well-prepared to enter a major at the time of transfer to a university.

Minor: A lesser academic concentration of a student earning a bachelor's degree. Most universities do not require students to choose a minor.

Personal Statement: An essay that a student submits as part of a university application to explain the student's academic history, transfer goals, choice of major, and personal background.

Prerequisite: A course required for entry to a more advanced course; also, classes required to prepare to enter a major at a transfer university.

Priority deadline: Instead of a firm deadline, some universities will have a priority deadline for admission. This means that applications submitted on or before the priority deadline will receive first consideration for admission. Most universities with priority deadlines will continue to accept applications after the date has passed.

Rolling deadline: Universities with rolling deadlines accept applications on a continual basis and evaluate applications as they receive them. Students should still plan to apply well before the start of the intended transfer quarter.

Transcript: A record of the classes a student has taken, grades earned, and degrees conferred.

Undergraduate: Academic programs leading to an associate or a bachelor's degree. Also a term for students pursuing those degrees.

University: An institution of higher learning that confers bachelor's degrees and usually offers graduate degrees.

Upper division: Advanced courses taken as part of a bachelor's degree. These courses will often be numbered 300 and 400-level.

Two-Year Transfer Planning Timeline

*For students planning a fall transfer
(If you plan to transfer for winter or spring, adjust schedule accordingly.)*

Month	Year 1 (0-45 credits) Transfer Handbook Steps 1 & 2	Year 2 (45-90 credits) Transfer Handbook Steps 3, 4, & 5
September	Explore careers and decide on a major, if you haven't already.	<ul style="list-style-type: none"> • Work with an advisor to create a Long Range Plan. • If you haven't already done so, research universities that offer your major.
October	Research universities that offer your major and meet your needs. Visit the College Transfer Center for more ideas.	<ul style="list-style-type: none"> • Start drafting your personal statement. • Use the Writing Center and the College Transfer Center to help you edit your personal statement. • If you are doing high school completion, you may need to apply as a freshman. Freshman deadlines are often in December or early January, much earlier than transfer deadlines, so get in touch with universities early!
November	Include prerequisite courses for your major in your winter and spring schedule.	<ul style="list-style-type: none"> • Submit applications with early due dates (for instance, transfer applications to public universities in California are due November 30). • Request official transcripts from high school.
December	Transferring with less than 40 credits? You may need to take the SAT or ACT!	<ul style="list-style-type: none"> • Talk to instructors about writing letters of recommendation, if you need them. • If you are an international student, take the TOEFL or IELTS (if you need it – UW, Seattle U, and many other schools require it).
January	Gather more information on transfer options: <ul style="list-style-type: none"> • Talk to university representatives at Transfer Fairs. • Attend workshops on the transfer process offered by the College Transfer Center. 	<ul style="list-style-type: none"> • Many applications for fall transfer are due in winter or early spring. Keep track of due dates! • Do the FAFSA! Many schools require it in February. • Finalize your personal statement! • Request official college transcripts that include Fall Quarter grades. Remember to get transcripts from ALL colleges you've attended, even if it was a long time ago or you just took a few classes.
February	<ul style="list-style-type: none"> • Attend information sessions offered by university representatives on the Seattle Central campus. • Visit university campuses to see if you like the atmosphere and feel comfortable there. Contact admissions to see if you can sit in on a class, talk to an advisor for your major, or even stay overnight. 	<ul style="list-style-type: none"> • Finish applications – check carefully to make sure you have submitted all the necessary information. Does your major require a separate application? Make sure to do that, too! • Relax! The hard part is over!
March		<ul style="list-style-type: none"> • If you're accepted, celebrate! Confirm with the university you plan to attend, and keep in touch so you know what to do next (register for classes, sign-up for housing, send final transcripts, attend orientation, etc.). • If you didn't get in, contact the admissions office to find out how to create a stronger application next time, or visit the Transfer Center to discuss other options.
April		
May		
June		
July		
Aug./Sept.		Start classes at your new university!

STEP 1: Exploring Majors and Careers

Have you already chosen a major?

_____ Yes Excellent! If you are confident in your major choice, you are ready to go to Step 2.

_____ No Don't worry! Many students start college uncertain of a major, or change their major several times before finally settling on one. Use the information in this section to help you narrow your choices.

What is a "major"?

A major is a specific field of study that you will concentrate on during your time in college. It will appear on your diploma as the focus of your degree, and, once you finish your broader general education requirements, most of your coursework will be in your major. At Seattle Central, you should focus on meeting general education requirements (English, math, natural science, etc.) and the prerequisites or lower level courses in your chosen major. If you haven't chosen a major yet, you can focus on general education requirements at first. It is best to not wait too long to choose a major. Depending on what you choose, you may need to take quite a few classes to be ready to enter that major as a junior when you transfer. If you decide later, or change your mind, it may take you extra time to complete your bachelor's degree.

Many students choose a major based on the career they plan to pursue after graduation. If you have a career in mind, that certainly can and should guide your choice of major. In some cases, a specific major may be required to enter your chosen career. In many cases, however, multiple paths can lead to the same career, and students studying the same major may end up following vastly different career paths.

Examine Your Strengths:

- Reflecting on your skills and interests can help you pinpoint an area you wish to study. What have you enjoyed studying in the past? What classes are you usually good at? There may be some majors that are new or unfamiliar to you. Read the list of majors available at universities you are interested in attending to get an idea of what is possible. You can also use your **general education requirements** to explore new academic areas you might be interested in, such as anthropology, economics, or environmental science.

- The **Career Center** (BE 1102 E) offers a variety of interest surveys, personality tests, and career guidance. Contact the Career Center for an appointment (206-934-4383), or use their [online resources](#) to help you decide on a major or career.

Do Your Research:

- There are many resources on-line that can help you explore possible majors and possible career paths. Here are a few options to get you started:
 - [What Can I Do With a Major In ...?](#)
 - www.washington.edu/uaa/gateway/advising/majors/intro.php
 - <http://www.bls.gov/oco/>
 - www.collegeboard.com/csearch/majors_careers/profiles/
 - Interested in health careers? You'll need to get started on prerequisites early on. Here are a couple of informative sites:
 - www.washington.edu/uaa/gateway/advising/prehealth/
 - www.explorehealthcareers.org
- **Informational interviews** are opportunities to talk to a professional in the field to find out what the work is like and the best path to enter that profession. Don't be afraid to contact someone who is doing work you are considering for a possible career. They will often be happy to answer your questions over the phone or email, and may even be willing to meet with you.

Use Seattle Central Resources:

- Meet with **Career Center** staff (BE 1102 E), or use their [on-line resources](#) to explore majors and possible careers.
- The College Transfer Center offers "**Choose Your Major**" **workshops** on a regular basis. Check the College Transfer Center page for [upcoming workshops](#).
- Talk with Seattle Central **faculty members** who teach classes in subjects that interest you. Your English or biology professor can give you a good sense of what upper-division classes you would take if you major in that subject area and what your potential career options would be.
- Talk with your [college counselor](#) about choosing a major or career.
- Consider doing an **internship or some community service work** (BE 1103). This can be an invaluable way to find out if you want to pursue a certain career. Some majors, like nursing, require volunteer hours for admittance to the major at many universities.

Worksheet 1: What major is best for you?

Personal Reflection

1. What are your favorite academic subjects? What classes are you particularly good at? Are there any areas of study you **don't** enjoy?

2. Think about your interests, hobbies, and past work experience. What do you enjoy doing? Where do you feel engaged and challenged? What types of activities do you **not** enjoy doing?

3. What do you see yourself doing for work in the future? Majors do not necessarily lead to certain jobs, but some jobs do require a specific academic background. Students often choose a major based on the career they hope to pursue.

Majors You are Considering – Pros/Cons

List the majors you are considering. What do you like about each one? What are some reasons you might not want to choose it? You might want to consider the difficulty of the major, what jobs are associated with it, and how much you think you would enjoy studying it.

Major	Pros	Cons

Other Practical Considerations

1. Do many universities (including ones where I may transfer) offer this major?
2. Is it competitive to enter? Is there a minimum GPA required?
3. What are the prerequisite courses for this major?

Major	Universities offering this major	Minimum GPA	Prerequisites

Next Steps

What will you do next to help you make (or confirm) your decision? Take some general education classes in a major you want to explore? Do more research? Take an interest assessment test at Career Services? Do an informational interview with someone in a field you are considering? List your next steps here:

- 1.
- 2.
- 3.
- 4.

Have you made a decision?

Top Choice Major: _____

Back-up Major/s (in case you are not accepted into your top choice):

STEP 2: Choosing a University

(or, better yet, several)

Have you already chosen the universities you plan to apply to, including at least one “back-up” or “safety” school?

_____ Yes Great! If you feel confident that you have explored your options thoroughly and found some excellent options, you are ready to go to Step 3.

_____ No Choosing which universities to apply to to finish your bachelor’s degree is a big step. Use the following information to help you decide which colleges are the best choices for you.

Strategy

The largest number of Seattle Central students transfer to the [University of Washington](#), Seattle campus, and to [Seattle University](#). Both are excellent schools that offer a wide range of majors and meet many students’ needs.

There are many other options available to transferring students, however, both in the Seattle area and further afield. When selecting a transfer university, you will be weighing many considerations, including academic opportunities, campus life, geographic location, costs, and mission. It is wise to consider how selective a university is when applying, and how your GPA compares to those of students who have been accepted recently. For UW, this information is available by major on each [academic planning worksheet](#). For other universities, you may need to contact Admissions.

Try to include at least one “safety” school on your list, where you are fairly certain to be admitted. You may also want to include one or more “reach” schools - universities you would like to attend but that may be harder for you to get into because they are more selective. For more information on universities or the transfer process, visit the College Transfer Center (BE 1102 F, 206-934-5469 x3, transfercenter.central@seattlecolleges.edu).

Where Can I Transfer?

You can apply to any university that accepts transfer students. In recent years, Seattle Central students have transferred to universities as far away as Columbia University in New York and Smith College in Massachusetts, as well as to many other universities closer to home. There are some universities that have special agreements with Seattle Central that can provide an advantage to students who complete the associate degree before they transfer.

Most baccalaureate institutions in Washington State have signed the **Direct Transfer Agreement (DTA)**, which facilitates transfer from the Washington State community and technical colleges and the baccalaureate institutions. You can find a list of the DTA Colleges and Universities and an explanation of the DTA on the [College Transfer Center webpage](#). There is also a list of the universities that have **articulation agreements** with Seattle Central. These are mostly out-of-state universities that have agreed to honor the Seattle Central degree. Details of the articulation agreements can be found in the College Transfer Center.

International students are eligible to receive up to two [Transfer Admission Guarantee \(TAG\) Agreement and/or Pathway Agreement](#) letters. TAG letters grant conditional admittance provided students meet certain criteria, usually maintaining a certain GPA and earning a specific number of credits. Pathway Agreements do not guarantee admission but provide clear guidelines to help students have a more competitive application. Forms to request letters are available in the International Education Programs office.

Please note that Seattle Central does not need to have an agreement with a university for you to successfully transfer to that institution.

Think About What Type of University You Want to Attend

Here are some questions you can ask yourself as you consider where you would like to transfer:

- Where do you want to live? Seattle, or further away? In a big city or a small town? Near mountains or ocean? On the East or West Coast, or somewhere in-between? What type of climate do you prefer?
- Do you want a big university or a smaller one? Public or private? Religious or secular?
- Does the university offer the major you are interested in? Can you pursue the academic focus that interests you most (for instance, international business within a bachelor of business administration major, or journalism within a communications major)? What class size are you comfortable with? Do you want opportunities to do undergraduate research?
- Is cost important to you? Private universities tend to be more expensive, but sometimes offer good scholarships. Staying in-state at a public university can keep your costs lower, if you are a Washington State resident.
- What type of support is available to students with disabilities? To ethnically diverse students? International students? First-generation college students? LGBT students? Transfer students?
- What is the reputation or ranking of the university or of your intended major program? Is this important to you?

- Is there an office on campus that can help you find internship opportunities or jobs after graduation? Does the university maintain strong connections with area businesses and the surrounding community?
- What is campus life like? Is it a residential campus, or mostly a commuter campus? Is housing available? Are you interested in specific clubs, Greek life (fraternities and sororities), or sports? What does the student body look like (male/female ratio, ethnic breakdown)?
- How selective is the university? What percent of transfer applicants are admitted? What percentage of students graduate in 6 years or less (this can indicate how good a job the college does of retaining and supporting students)?

Do Your Research

- There are many sites available on the **internet** that you can use to search for universities using a variety of criteria, including location, majors, size, etc.
 - [College Navigator](#)
 - [College Board](#)
 - [Petersons](#)
 - [College Tool Kit](#)

Once you have a few possibilities, visit those universities' websites for more information on their academic programs, student life, and transfer application process.

- **Attend transfer fairs** organized by Seattle Central. The College Transfer Center organizes transfer fairs in Fall and Spring Quarters; transfer fairs aimed at international students are held Fall and Winter Quarters. Watch the [Workshops and Events](#) page on the College Transfer Center other campus advertising for dates.
- **Talk with transfer admissions representatives.** Representatives from a variety of universities will table in the Seattle Central hallway during the year. They are there to answer your questions, so don't be afraid to approach them with any questions about the university they represent.
- **Visit** the campuses you are thinking of attending, if at all possible. Most campuses offer regular tours, let you attend a sample class, and may even be happy to host you overnight. Visiting a campus is one of the best ways to find out if it is a place you can imagine yourself as a student.

Worksheet 2:

What universities are best for you?

1. What are you looking for in a university (big/small, public/private, ranking, location, student services, extracurricular activities)? Write down the traits that are most important to you in choosing where you will transfer.

2. Using the websites in the handbook or the College Transfer Center resources, list at least 5 universities that meet the criteria you listed in question 1:

1.

2.

3.

4.

5.

3. Review each university’s admissions criteria to determine how likely it will be for you to be accepted. Using this information, determine whether your selections are “safety” (a university you are almost certain to be admitted to), “match” (a university where you are well within the range of students usually admitted), or “reach” (a university that is highly selective or where you do not quite meet the admissions criteria) schools and list them below.

Safety	Match	Reach
1.	1.	1.
2.	2.	2.
3.	3.	3.

Do you have at least one safety and one match school?

4. Are you comfortable with the schools you listed above? If not, continue to do research until you find several universities that meet your criteria where you feel comfortable applying.

5. List the universities you plan to apply to (we recommend applying to at least three, but you can apply to as many as you like):

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

STEP 3: Educational Planning for a Successful Transfer

Have you already completed a Long Range Plan that includes the classes you need to graduate from Seattle Central as well as the prerequisites you need to be ready to begin your major?

_____ Yes Fabulous – you are almost there! Go on to Step 4.

_____ No If you already have 45 credits, now is the time to make a Long Range Plan with an advisor.

Making An Educational Plan

Now that you have a major and transfer university in mind, you should meet with an advisor to make a plan for the next few quarters that will include:

- Requirements to complete your associate degree
- Transfer major prerequisites
- Baccalaureate institution admission requirements

With this planning, you should be able to arrive at your transfer university “major ready,” or finished with prerequisites and ready to begin the upper-division courses for your major. If you have 45 credits, now is a good time to make an official Long Range Plan with an academic advisor. The information in this section can help you arrive at the Long Range Plan meeting better prepared to create your educational plan.

Complete Requirements for Your Associate Degree

You have been accumulating credits toward your associate degree since your first college-level class at Seattle Central (or maybe even before, if you took classes at another college), but it is important to make sure you are on target to complete all the necessary classes and graduate with 90 credits. Each type of degree (AA-DTA, AS-DTA, AS-Option 1, etc.) has a [degree worksheet](#) that you can use to keep track of what you have taken and what you still need to take.

Include Transfer Major Requirements in Your Schedule

Most universities will expect transfer students to have completed prerequisites or certain 100- and 200-level classes in their intended major before they transfer. You can find out what classes each

college or university requires by looking at the requirements for the major(s) you are considering, usually found under “Academics.” Some colleges and universities will specify what classes they expect transfer students to have taken before they transfer. [UW’s Academic Planning Worksheets](#) list these, and you can find Seattle U’s expected pre-transfer courses listed under each academic major. The University of California system also has a helpful guide to [UC prerequisites](#) that you can view by major and by campus.

For some universities, you will need to create your own list using the major requirements listed or contact the admissions office or academic department directly. While some majors have relatively minimal pre-transfer requirements, other majors, such as nursing, business, or engineering, may have quite a few requirements. Check the requirements as early as possible to give you the most time to complete them, especially if they require science or math sequences. Some universities will also require that you complete certain prerequisites before you **apply** - always read admission materials carefully and plan accordingly!

One caveat – equivalent classes often have different names and numbers at different institutions. For example, Math& 151 at Seattle Central is equivalent to Math 124 at UW. Many Washington state public and private universities publish [equivalency guides](#) that list courses offered at Seattle Central and what the equivalent courses are at their institution. This information is invaluable to your long-term planning.

Meet Baccalaureate Institution Admission Requirements

Although many universities will consider admission requirements met if you have completed your associate degree, this is not true everywhere. UW, for example, requires all incoming students – freshmen and transfers - to meet the [CADRs](#). You may have already met these requirements in high school; if not, you will need to make sure your community college coursework covers them. Other universities may require specific college classes beyond English composition and math for transfer admission, such as public speaking, multiple quarters of foreign language, or even logic. Check the admission requirements of all universities where you are thinking of applying to make sure you have met their requirements.

Take Advantage of Advising Services on Campus

Advisors are available on campus to help ensure that you make an educational plan that will let you finish your degree and be ready to transfer. If you are a domestic college transfer student, contact Advising at 206-934-4068 or stop by BE 1102 D to make an appointment. If you are an international student, contact your advisor in the International Education Programs office at 206-934-3893 or in BE 1113. If your questions are primarily about the courses needed to transfer, you can also get advising in the College Transfer Center, located in Room 1102 F. You can contact the College Transfer Center at 206-934-5469 x3 or transfercenter.central@seattlecolleges.edu.

Worksheet 3: Your Educational Plan

Below list the remaining required classes for your associate degree:

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

My intended transfer major: _____

- A. My first choice university: _____

List below any prerequisites or introductory classes required for admission to your intended major at your first choice school:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

- B. My second choice university: _____

List below any prerequisites or introductory classes required for admission to your intended major at your second choice school:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Repeat the same process for your other top transfer universities.

Do any of the universities you are considering require any additional coursework for admission (like UW's CADRs)? List any required courses below:

Your Educational Plan

Now for the fun part! Create a schedule for your remaining quarters at Seattle Central that includes the courses you need to complete your associate degree, your prerequisite or introductory major classes, and any additional admission requirements for the school of your choice. Luckily, some classes may serve double duty. For example, a class may fulfill both a requirement for your associate degree and a pre-major requirement. This plan is a good starting point for creating a Long Range Plan with an advisor when you reach 45 credits.

Quarter _____	Quarter _____	Quarter _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Quarter _____	Quarter _____	Quarter _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STEP 4: Apply!!

The Application Process

1. **READ APPLICATION INSTRUCTIONS CAREFULLY!** Use Worksheet #4 to keep track of deadlines and application materials for each university you plan to apply to. Remember to check to see if you need to submit a separate application for the major – it may have a different, even earlier, deadline.
2. If **letters of recommendation** are required, make sure to ask your recommenders several weeks before the letters are due. You want to give them time to write the best letter they can for you, and it takes time to review your record and write a thoughtful and specific letter. The best choices for recommenders are instructors in your major or a related field who know you fairly well. Instructors you have studied with for multiple quarters or worked with outside of class may be especially good choices.
3. **Request transcripts** with plenty of time, especially if you have to include high school transcripts or transcripts from schools in other countries that may need to be translated. The transcripts usually must be official, which means original versions in a sealed envelope. Ask all colleges and high schools to send them directly to the universities where you are applying, unless the university has different requirements. If they come to you for mailing, don't open the envelopes!
4. Universities may waive the **application fee** in some circumstances. If paying the fees is a difficulty for you, request a fee waiver.
5. Make sure that your online application and all of your application materials are submitted before the **deadline**, unless the university states otherwise. (There are a few universities that require the on-line application to be submitted by the deadline, but request the supporting documents later.) Many universities will not process incomplete applications.

Financial Aid and Scholarships

Financial Aid

You must apply each year to be eligible for financial aid, even if you have been approved in the past. U.S. citizens and permanent residents should fill out the FAFSA as early as possible; it is available January 1. Once you have been admitted, the universities that have accepted you should send you a financial aid offer, which will include any scholarships, grants, and loans that they are offering you. You can use these offer letters to help you decide which college it will be best for you to attend.

International students are not eligible for federal financial aid. Contact the universities where you are considering transferring to find out what scholarships or other financial assistance may be available and how to apply.

Scholarships

Talk to the Career Center about available scholarships, and ask the universities where you are applying for information about scholarships specific to their campus. For more options, look at these resources:

- [Seattle Central Scholarship website](#)
- [The Washboard](#)
- [Fast web](#)
- [College Board scholarship search](#)

Writing a Personal Statement

Most universities will require a personal statement or essay for admission. This is often your best, and perhaps only, opportunity to let the admissions committee get to know you, to show what sets you apart from other applicants, and to explain any personal challenges you have experienced or other unusual circumstances that affect your education. It is important to take the time necessary to write a strong personal statement or essay; it may determine whether or not you are accepted by the university you choose. That said, ***if the application does not require a personal statement, don't include one.*** You don't want to clutter your application with information that the university did not request and will most likely not read.

Tips for Writing a Great Personal Statement

1. Read the prompts and directions carefully. Pay attention to what specific information the university is looking for, and also details such as the word limit.
2. Attend a workshop on writing a personal statement to help you get started. Check the Transfer Center listing of Workshops and Events for dates of upcoming workshops.
3. Try to avoid vague statements, generalizations, or clichés. You want your voice to shine through as much as possible. Specific details or anecdotes can also help to make your essay more memorable.
4. If your academic record is erratic or less than stellar, take this opportunity to explain why you have an uneven record and how you plan to perform differently in the future. You can also explain any gaps in your educational history and what you learned (through jobs, volunteer work, life experience) during the time you were not in school.
5. As a transfer student, your major and career path are probably fairly clear by now. Make sure to explain why you have chosen the major you have and what your future academic and career plans are.
6. Although you may use a similar essay or personal statement for each university you apply to, take the time to personalize it for each school before you submit it (the Common Application personal statement should be generic enough to be submitted to multiple universities). Explain what about the university you are applying to (mission, location, majors offered, extracurricular activities, and/or special programs) makes it a particularly good fit for you.
7. Start early, and revise, revise, revise! Allow at least several weeks to craft your essay, preferably longer. Ask friends, family, Writing Center tutors, or a College Transfer Coordinator in the College Transfer Center to read your essay and give you feedback. The College Transfer Center has specific [guidelines for submitting your personal statement for review](#). When you are done, proofread carefully. The essay should be as close to perfect as you can make it.

Worksheet 4: Applications

(print as many as you need for all the universities you intend to apply to,
or create your own spreadsheet)

University: _____

University Application Due Date: _____

Major Application Due Date (if applicable): _____

Task	Required?	Done	Notes
Application	Yes		
Application Fee	Yes/No		
High School Transcripts	Yes/No		
College Transcripts	Yes/No		
SAT or ACT	Yes/No		
TOEFL (int'l students only)	Yes/No		
Personal Statement	Yes/No		
Letters of Recommendation	Yes/No #:		
Other			

University: _____

University Application Due Date: _____

Major Application Due Date (if applicable): _____

Task	Required?	Done	Notes
Application	Yes		
Application Fee	Yes/No		
High School Transcripts	Yes/No		
College Transcripts	Yes/No		
SAT or ACT	Yes/No		
TOEFL (int'l students only)	Yes/No		
Personal Statement	Yes/No		
Letters of Recommendation	Yes/No #:		
Other			

STEP 5: What Next?

Accepted! Congratulations! And now ...

... there are still a few more steps to complete before you enroll. Check with your new university to see if they have a list of post-admission requirements posted on the website or if the welcome packet will include the recommended next steps. While the details vary from one university to another, here are some things you may need to do now that you've been accepted:

- Pay a deposit to confirm you will be attending.
- Submit final transcripts once your last quarter at Seattle Central is complete.
- Get an on-line account that will allow you to access email, registration, and other information on-line.
- Register for classes.
- Request on-campus housing, if it is available and you plan to live on campus.
- Sign-up for orientation.
- Submit an immunization form.
- Apply for financial aid or scholarships.
- In some cases, apply to your major.

Finish Up at Seattle Central

- Finish strong. You will need to submit final transcripts once the grades from your final quarter are posted, so don't relax too much now that you've been accepted to a baccalaureate institution.
- [Apply to graduate](#) from Seattle Central. You should apply for your degree one quarter *before* you plan to graduate. This gives the registrar enough time to make sure you will meet all requirements by the end of your final quarter and alert you to any possible problems. Receiving the associate degree is a requirement for participation in many transfer agreements, so it is important not to skip this step.
- International students must notify their primary advisor that they will be transferring and complete a transfer out form so that their SEVIS record can be transferred to the new university. There are important deadlines that must be followed when transferring! Please visit the International Education Programs website for more information on the immigration aspects of the [transfer process](#).

What if I wasn't accepted?

It can be very upsetting and disappointing to not be accepted to your first choice transfer university, or possibly not to any of the schools you applied to. But don't despair, there are certainly other options you can explore.

- If you are very determined to attend the university where you were not accepted, call and ask to talk to or meet with an admissions representative. You can find out what you can do to make your application stronger should you decide to apply again.
- Broaden your search to consider other universities. If you are willing to commute in the Seattle area, consider branch campuses of UW in [Bothell](#) or [Tacoma](#), or one of the nearby branch campuses of other Washington State universities, such as [Western](#), [Central](#), or [Eastern](#). There are also smaller colleges in or near Seattle that you may not have considered during your first round of applications. If moving is a possibility, you could choose among Washington State's public and private universities as well as universities in other states that may accept a larger percentage of applicants than the ones you first applied to. Visit the College Transfer Center for suggestions of additional universities where you might want to apply.
- Consider other ways to complete your degree. If you have exhausted your options in Seattle and moving is not a possibility, you may want to look into on-line degree completion programs.

Special Information for International Students

While most of your considerations as an international transfer student will be the same as those of all transfer students, there are a few things that international students need to keep in mind:

Language Requirements: If you were educated in a country where English is not the primary language of instruction, you may need to submit proof of your English abilities in the form of a TOEFL or IELTS exam taken within the last two years. Some universities will not require test scores if you have completed an associate degree (AA) or have received above a certain grade in college-level English composition courses. Other universities, such as UW-Seattle and Seattle University, require test scores regardless of your community college record. Testing dates fill quickly, so if you need to take an English proficiency test, sign up several months before the applications are due!

Official Name: While many international students adopt an “American” name or a shortened form of their legal name for convenience, make sure to always use your official, legal name – and the same version of it - on all application documents, including test scores. Not doing so may cause delays in completing the application process.

Application Dates: Some universities accept international students only during certain semesters or quarters, or have different deadlines for international students – make sure to ask!

Academic Transcripts: Some universities – including UW – will require copies of your high school transcripts, even if you already have an AA degree. UW accepts scanned copies of your high school transcripts, but many universities will require official copies. If you attended high school in another country, be sure to allow time for the transcripts to arrive and for a certified translation to be completed before the application deadline.

You are both an “International” and a “Transfer” student: Many universities will have categories for each under the “Admissions” section of the website. You should look at the requirements for both, since most colleges do not have an “International Transfer” section. When in doubt, you should use the “International” application.

Helpful Links

Seattle Central College Resources

- Transfer degrees offered at Seattle Central:
<http://www.seattlecentral.edu/transfer/transfer-degrees.php>
- College Transfer Center: <http://www.seattlecentral.edu/transfercenter/index.php>
- Career Services Center: <http://www.seattlecentral.edu/careercenter/index.php>
- Counselors: <http://www.seattlecentral.edu/counsel/index.php>
- Transfer agreements with universities in Washington State and other states:
<http://www.seattlecolleges.com/international/transfer.aspx#dtaWA>
- Transcripts: <http://seattlecentral.edu/student-records/official-transcripts.php>

Major Exploration

- [What Can I Do With a Major In ...?](#)
- How and when to declare a major at the University of Washington:
www.washington.edu/uaa/gateway/advising/majors/intro.php
- Information on job prospects in various fields from the Bureau of Labor Statistics:
<http://www.bls.gov/oco/>
- Explore how majors relate to careers:
www.collegeboard.com/csearch/majors_careers/profiles/
- Interested in health careers? You'll need to get started on prerequisites early on. Here are a couple of informative sites:
 - www.washington.edu/uaa/gateway/advising/prehealth/
 - www.explorehealthcareers.org

Searching for a University

- Search engine sponsored by the U.S. Department of Education that allows you to search by state, major, degree sought, tuition, and other factors: [College Navigator](#)
- Other search engines:
 - [College Board](#)
 - [Petersons](#)
 - [College Tool Kit](#)

Academic Planning

- University of Washington
 - Transfer admissions: <https://admit.washington.edu/Admission/Transfer>
 - General academic admission requirements:
<https://admit.washington.edu/Admission/Transfer/CADR>
Note: By “credit,” UW means one year of high school work or one quarter of college work.
 - Academic planning worksheets with information about major prerequisites:
<https://admit.washington.edu/Admission/Transfer/APW>
- Course equivalency guides for universities in Washington State:
<http://www.sbctc.ctc.edu/college/e-transfercourseequiv.aspx>
- University of California admission requirements and major prerequisites:
<http://admission.universityofcalifornia.edu/transfer/requirements/>

Scholarships

- See scholarship opportunities available through Seattle Central as well as links to other resources: [Seattle Central Scholarship website](#)
- Create a profile and find out what scholarships you are eligible for: [The Washboard](#)
- [Fast web](#)
- [College Board scholarship search](#)

Acknowledgements:

Some materials in this handbook were inspired by or adapted from information found in the following sources:

- College Transfer Pathways, A Transfer Guide for Students at North Seattle Community College
- University of Washington Admission Information for International Transfer Students, 2013