

2011-
2012

Transfer Guide



Advising/Counseling

South Seattle Community College

Revised July 2011

Introduction to College Transfer

As a student at a community college, when you complete your **Associate of Arts, Associate of Science, or Associate of Applied Sciences-Transfer degree**, you have the option to transfer to a four-year university. At a four-year university you will pursue a Bachelor's degree in your field of study. This guide is designed to help prepare you for that transfer process.

While you are earning your Associate's degree at South Seattle Community College, you need to ensure that you are taking the classes needed to complete your degree at South AND your intended major at the four-year university. With the help of this guide and your advisors, you will experience a smoother transition to a four-year college or university.

In addition to taking the correct courses, you will also need to research schools, apply for financial aid and scholarships, and write personal statements. This guide will outline the steps you need to take for a success transfer. Remember, the transfer process is your responsibility. By taking advantage of the resources available, you can make this experience an enjoyable one!

Steps to Transfer

1. **Pick a major or program or study.** If undecided, set up a meeting with an advisor or counselor. See "Choosing a College Major" on page 6 of this document.
2. **Work with Advising/Counseling** to develop an educational plan to ensure you are completing the classes needed for graduation from South and for your intended major. A good time to do this is in the middle of any quarter.
3. **Research universities, financial aid and scholarships** by visiting with representatives when they visit our campus and on their websites (see list below).
4. **Complete the application process** including writing a personal statement (see page 4), filling out applications, requesting transcripts, and obtaining letters of recommendation from faculty or community members.

Major-Ready

A trend among four-year universities is the preference, or requirement, for students to be "major-ready". This means that, in addition to completing the degree requirements for your transfer degree, you also need to be ready to apply or join your major when you transfer. Many majors have prerequisite classes you must take prior to being admitted to that particular major or program. Schools will list these requirements on their website. *It is your responsibility to ensure you are prepared for transferring to the university AND your intended major/program.*

Example Listing of Prerequisite courses:

- UW Academic Planning Worksheets: <http://admit.washington.edu/Requirements/Transfer/Plan/Worksheets>
- WWU Major Planning Guides: http://www.wvu.edu/advising/major_guides.shtml

The Transfer Process

Define your program of study or intended major.

Prepare for major program
AND
university requirement.

Apply for Financial Aid for each college/university.

Research scholarships and apply.

Apply to your selected universities.

Apply to your major at each university.

Types of Degrees

(Adapted from the South Seattle Community College website)

Associate of Arts: The Associate of Arts (A.A.) Degree (Direct Transfer Agreement or DTA) is a 90-credit transfer degree that fulfills the general education requirements for most four-year degrees in arts and sciences. SSCC offers several tailored degrees in the following areas: Business, Asian Pacific Islander Studies, and Elementary Education.

Associate of Science: The Associate of Science (A.S.) is also intended to be a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing. SSCC offers several tailored degrees in the following areas: Engineering/Computer Science or Biological Sciences/Chemistry.

Associate of Applied Science-Transfer: The A.A.S.-T allows students to complete a vocational/technical program and then apply his/her technical credits toward a baccalaureate degree at certain four-year schools, as long as specific Related Instruction courses have been successfully completed. Not all colleges/universities offer this; please see advisors or check with the university/college of your choice. See sample list below.

Those Related Instruction courses include (but are not restricted to) the following:

- ENGL& 101 (instead of ENG 105)
- PSYC& 100 (instead of PSYC 240)
- MATH 102 or MATH& 141 (instead of MATH 110/BUS 110)
- Additional college level electives
- For some programs, ENGL 102 and/or a college level lab science may also be required

AAS-T Articulation Agreements: South Seattle Community College has A.A.S.-T articulation agreements with the four-year schools listed below. Students should work closely with an advisor or counselor to ensure that all possible degree requirements are met prior to transfer.

- Argosy University
- Boise State University
- City University
- DeVry University
- Eastern Washington University
- The Evergreen State College
- Seattle Pacific University
- University of Phoenix
- University of Washington-Tacoma

Washington State Direct Transfer Agreement: The Direct Transfer Agreement (DTA) ensures that a student who completes an appropriate Associate degree at SSCC will have satisfied the lower division education requirements and will be granted junior standing at the following schools (See Pg. 11 of the 2010-2012 SCCD Catalog for more information):

Bastyr University
Central Washington University
City University
Cornish College of the Arts
Eastern Washington University
The Evergreen State College
Gonzaga University
Heritage University
Northwest University
Pacific Lutheran University
Saint Martin's University

Seattle Pacific University
Seattle University
Trinity Lutheran University
University of Washington-Bothell
University of Washington-Tacoma
Washington State University
Washington State University-Tri-Cities
Washington State University – Vancouver
Western Washington University
Whitworth College

The DTA does not guarantee admission to the university or to the specific program/major.

Writing the Personal Statement

What is it?

The personal statement is a way for you to tell a college or university more about yourself.

What are they used for?

Admissions Counselors and scholarship committees read personal statements as part of your application. This essay helps them understand more about you as a person. The other pieces of your application may include transcripts, test scores, letters of recommendation, and a resume.

What should be in it?

This is the story of you and your educational journey. Make sure to include any obstacles you and/or your family have overcome and important details that will help explain your transcript to them. This is a chance for you to show them how awesome you are! Make sure you tell them all about your background, goals/dreams, and what you are doing to reach those goals/dreams.

Challenges when writing the personal statement?

- *Don't be afraid to talk about your talents and hard work!* Many students have trouble talking about themselves. It is very important that you are able to explain why they should pick **you** over all the other applicants.
- *Support your statements!* Back up your claims with examples, stories, and details so that the reader feels that your essay is authentic. Make your statements interesting to read.
- *Editing, editing, editing!* Don't let the reader be distracted by spelling errors and grammar mistakes. They want to read a clean copy without any errors. Make sure you proof read your essay and ask others to proof read it.
- *Stay organized!* Sometimes, students have a tendency to add details that are not needed to their essay. Make sure that every detail in your essay is needed to make your main point and that you tell your story in an order that makes sense.
- *Give yourself enough time!* Often, students will try to write their personal essay the night before it is due. You should start your essay several weeks in advance, to give yourself time to think about it, edit, and ask for suggestions from someone else.
- *Follow directions!* Student sometimes forget to read all of the directions or read them carefully. Please make sure you are answering the correct question, using the right amount of words, and following any other guidelines.

What are some common types of questions that are often asked?

- Describe a challenge in your life and how you have overcome that challenge.
- Tell us about your hero. How has this person shaped who you are today?
- How would you define diversity? And, how would you bring diversity to our college campus?
- Topic of your choice: you can write on anything you want to! (Hint: remember to focus on yourself. They want to know about YOU not someone else!)

Additional Resources for the Personal Statement:

- * Writing Center or WALL
- * Advisor and Counselors – appointments available by calling (206) 934-5387
- * English Faculty Members
- * Workshops: See Calendar of Events on the Transfer Center Website

Transfer Checklist

- Determine your program of study at South.
- Research majors with the help of advising and counseling (See “Choosing a Major” on page 6).
- Research four-year universities online, at a transfer fair and visits, or by visiting the campuses individually.
- Meet with an advisor and/or counselor to create an educational plan.
- Check in with your advisor/counselor each quarter to ensure you are taking the appropriate classes for both your degree and any prerequisites for your intended major at the university.
- Begin writing your personal statement (See “Writing a Personal Statement” on page 3).
- Apply for Financial Aid (FAFSA.gov) and fill out the appropriate paperwork at each university.
- Request letters of recommendation at least four weeks in advance.
- Inquire about and apply for transfer scholarships at each university.
- Complete applications for each university.
- Order official transcripts to be sent to each university as part of your application.
- Submit applications and wait for decisions.
- Make decision based on some or all of the following factors: financial aid vs. cost, major or program of study, location, student services, and the campus culture.
- Apply for graduation at South Seattle Community College! *You need to meet with an advisor/counselor to do this.*
- Order an official transcript to be sent to the university you will attend after the conclusion of your last classes at South.
- Attend orientation at your new school and register for classes. *Hint: pick an early orientation date to get the best selection of classes.*

Choosing a Major

How do I find my major?

1. Meet with a Counselor at South Seattle Community College for Career Counseling and/or Major Exploration.
2. Make a list of subjects that interest you and start researching related majors. Discover what prerequisite classes are needed for that major.
3. Do an internship to try out an industry or job.
4. Complete informational interviews with people who have earned your major or have a job you would like to have in the future.
5. Take a class!
6. Evaluate your academic strengths and weaknesses: what subjects come naturally to you and what subjects are challenging?
7. Meet with advisors/admissions representatives when they come on campus to transfer fairs and visits. Go to information sessions held on our campus or at the universities.
8. Explore resources on the web:

Washington Occupational Information System (WOIS)
<http://www.wois.org/>

Occupational Outlook Handbook
<http://www.bls.gov/oco/> (Nationally recognized source of career information)

Please Understand Me II
<http://keirse.com/> (Personality temperament/style and connection to work/career)

Students Helping Students
<http://www.studentshelpingstudents.com/>

What Can I Do With a Major in....?
<http://www.myplan.com/majors/what-to-do-with-a-major.php>

What Can I Do With This Major?
<http://career.utk.edu/students/majors.asp>

World of Work Map
<http://www.act.org/wwm/index.html>

Common Misperceptions about Picking a Major:
<http://www.psu.edu/dus/md/mdmisper.htm>

UW Advice on Selecting a Major:
<http://www.washington.edu/uaa/gateway/advising/majors/intro.php>

Transfer Planning

Helpful Websites

South Advising and Transfer Center:

<http://www.southseattle.edu/resources/advisors.htm>

<http://www.southseattle.edu/resources/transctr.htm>

Choosing your Major:

<http://www.southseattle.edu/resources/workshops.htm>

South College Transfer Center: Your gateway to transfer resources and links

<http://www.southseattle.edu/resources/transctr.htm>

Searching for your major at universities/colleges:

www.collegeboard.com

www.collegetoolkit.com

www.petersons.com

www.nces.ed.gov/collegenavigator/

www.campustours.com

Organizing your application/scholarship process:

www.collegenet.com

Tips on writing your personal statement:

www.collegeboard.com

www.essayedge.com

www.petersons.com

www.princetonreview.com

On-Campus Resources

Advising and Counseling

Robert Smith Building

206-934-5387 for appointments

advisorsouth@sccd.ctc.edu for quick questions

Transfer Center

Robert Smith Building

206-934-6478

<http://www.southseattle.edu/resources/transctr.htm>

The Tutoring Center and MAST

Robert Smith Building, Room 18

206-934-5137

The Writing Center

Library, Room 205 (Second Floor)

206-934-6412

<http://sites.google.com/a/southseattle.edu/writing-center/>

Student Success Services

Robert Smith Building, Room

206-934-5326

<http://trio.southseattle.edu/>

Quarterly Transfer Fairs and Visits

Check the calendar on the transfer center website or email Elaine at

elaine.gottschalk@seattlecolleges.edu for information.

Glossary for Transfer Students

Associate of Arts Degree (AA): A 90-credit community college transfer degree. It provides a broad education and allows you to fulfill some or all of the general education requirements and prerequisite coursework for many four-year degrees in arts and sciences.

Associate of Science Degree (AS): A 90-credit community college transfer degree intended for students who plan to transfer and receive a bachelor's degree from a four-year college or university with a transfer major in a science related area.

Associate of Applied Science Degree (AAS): Associate of Applied Science (A.A.S.) degree prepares students for employment through development of technical and related skills and instruction in academic subjects appropriate to the occupational field.

Associate of Applied Science-Transfer Degree (AAS-T): The A.A.S.-T allows students to complete a vocational/technical program and then apply his/her technical credits toward a baccalaureate degree at certain four-year schools, as long as specific Related Instruction courses have been successfully completed.

Associate in Business Degree (AB): A 90-credit community college transfer degree designed for students intending to transfer to a four-year college or university and major in business.

Bachelor's Degree: The academic title (Bachelor of Arts or Bachelor of Science) granted by four-year colleges and universities upon the successful completion of approximately 180 quarter credits or four years of prescribed study (including the

credits completed at a community college). This degree is sometimes called a "baccalaureate" degree.

Credit/Credit Hour: The words "credit" and "hour" are often used synonymously. For the majority of courses, the number of credits offered equals the number of hours in a class per week for that course. (A five-credit course requires five hours in class each week.) NOTE: Your tuition is based on the total number of credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

Direct Transfer Agreement (DTA): The Direct Transfer Agreement is an agreement between community colleges and participating four-year public and private Washington state colleges and universities that assures the transfer of credit with an AA, AS or AB degree into these colleges and universities, but not automatic admission, since each institution has separate admission criteria such as G.P.A., residency, core requirements or major preparation.

Educational Plan: An educational plan is a road map toward a college degree and an outline of the coursework required to complete an educational goal/program of study. Working with an advisor, students develop an educational plan using degree planning sheets. This plan takes into consideration factors such as course sequences, personal timelines and four-year admission and transfer major deadlines and requirements.

Equivalency Guide: A guide found on websites of most Washington state four-year colleges and universities that allows you to find out how a course at your college transfers into that institution.

Grade Point Average (GPA): Each grade you earn in a course is assigned a number of points. Your GPA is based on the total number of points earned and the total number of quarter hours attempted.

General Education: Broad base of liberal arts core courses in English, Math and the Areas of Knowledge such as Visual, Literary and Performing Arts (Humanities), Individuals Cultures and Societies (Social Science), and Natural World (Natural Science).

Major: A program of study at a college or university that a student chooses to study in-depth in order to earn a four-year bachelor's degree.

Prerequisite: The requirement(s) that must be met before a student may enroll in a particular course or program. A prerequisite might be completion of a given class before enrollment in a more advanced class, or a satisfactory score on a placement test.

Quarter: A term of classes which is approximately 11 weeks (8 weeks in summer quarter), depending on the college. A college using the quarter system, such as the Seattle Community Colleges, has three equal quarters (fall, winter, spring) and a shorter summer quarter.

Semester: A term of classes which is approximately 15 weeks. Colleges on the semester system have two semesters per academic year and a summer session.

Note: 1 semester credit equals 1.5 quarter credits.

Transcript: A copy of your academic record showing courses completed and grades and credits earned. To be "official" it must be mailed by your former college directly to your college or delivered by you unopened in an envelope that has been officially sealed by your former school.

Transcript Evaluation: If you are transferring credits from another college or university your official transcripts are evaluated by the Credentials Office to determine how many courses previously taken might be applied to your associate degree graduation requirements. Academic advisors may do an unofficial evaluation to initially place you into classes.

Transferability: Classes that transfer to four-year colleges and universities are generally those numbered 100 and above in the college catalog and include general education courses listed in the Areas of Knowledge (Visual, Literary and Performing Arts, Individuals, Cultures and Societies, and Natural World) as well as transferable electives listed on the AA worksheet; however there are exceptions. If you complete an AA transfer degree, you can include a maximum of 15 credits of "normally non-transferable courses" numbered 100 and above in your degree. There are also certain professional-technical programs and courses that may transfer to specific colleges or universities. If you are uncertain whether a course is transferable, check with an advisor or consult your transfer institution's course equivalency guide.

Transfer Major Prerequisites: Courses to be completed in order to be eligible for admission into a certain transfer major.

Upside Down Degree: A bachelor's degree that allows you to transfer your AAS or AAS-T degree to a four-year university as 90 credits, preparing you to continue with your last two years of coursework at the university.