

Step-by-Step University Transfer Process

Pierce College www.pierce.ctc.edu

Pierce College's University Transfer News and Resources <http://www.pierce.ctc.edu/blog/transferrnews/>

Step 1 - Research careers and majors

- Learn about career resources
- Take a career assessment
- Take a class on choosing a major or with a career development focus

Step 1 Tips

~Consult with Job Connections staff regarding computerized career assessments and other career materials available. Look through the books on colleges and majors located in the bookcases Located at Pierce College Fort Steilacoom, Cascade Building, the Welcome Center.

~Use W.O.I.S. (www.wois.org) for online career assessments and extensive information on hundreds of jobs. You will need a valid site key which you can obtain if you are a Pierce College student by calling our Workforce Office at 964-6798 or the Welcome Center at 253-964-6705.

~Take the C.O.P.S. Career Assessment (Career Occupational Preference System) for an in-depth look at how you interests and abilities connect with careers. Inquire at the Welcome Center, Ft. Steilacoom Campus.

~Visit our campus library and request assistance from the Reference Librarian for computerized searches on books and other career search materials available.

~ Consider taking a class for credit with a focus on choosing majors or career development, such as: HUMDV 125 Life Skills: Choosing a Major; MNGT 186 Professional Development; COLLG 110 – Student Success.

Step 2 - Choose a major

- Your major will determine what degree you seek at Pierce College
- Your major will narrow your transfer school search and course selection
- Choosing your intended major for the 4-year university early will allow you to be “major ready” by taking any needed pre-requisite courses at Pierce College.

Step 2 Tips

~Match a major to the career interests you found by doing “Step One.” Look through the Pierce College catalog for the kinds of majors for which you can prepare, and the degree that matches that particular major. Catalog is also available online at <http://www.pierce.ctc.edu/pubs/catalog/>.

~Check out different majors offered at Washington State colleges. This page contains links to most Washington State Colleges and Universities websites:
<http://www.pierce.ctc.edu/dist/degree/#ut> .

~ Use this cool tool from Walla Walla Community College that answers the question “What can I do with this major?”
<http://www.wbcc.edu/CMS/fileadmin/PDF/Majors/default.html>

~ Pierce College, like most other community colleges, offers not only Transfer degrees, but also Professional Technical degrees (Pro/Tech). Pro/Tech degrees may contain a large amount or a small amount of coursework that transfers. Their primary purpose is to prepare you for a job in a particular field. If it fits your goals to work towards a Pro-Tech degree and you want to transfer to a 4-year college, work carefully with your Faculty Advisor to make sure you are aware of what extra coursework will be required. We offer some articulations with Evergreen State College where certain Pro/Tech degrees will transfer.

~On the web, see transfer degree paths at Pierce College at <http://www.pierce.ctc.edu/programs/univtransfer.php3> . Read the catalog carefully to see what particular degree is associated with that major or program of study. The most commonly pursued transfer degrees are typically the Associate of Arts - Direct Transfer Agreement (AA-DTA), Associate of Science Track #1, and Associate of Science Track #2.

Step 3 - Choose an appropriate Pierce College degree

- Associate in Arts - DTA
- Associate in Science Track 1
- Associate in Science Track 2
- Associate in Business - DTA
- Associate in Pre-Nursing
- See the college Catalog for a complete list of Transfer Degrees

Step 3 Tips

~On Pierce's website: see descriptions of transfer degree paths at:

<http://www.pierce.ctc.edu/programs/univtransfer.php3>

~Meet with your faculty advisor to discuss how to choose classes that best fit your career goals and that meet the requirements for your chosen degree.

~Make an Educational Plan with your faculty advisor. Include any coursework needed for 1) university requirements for your major and 2) requirements for general admission for transfer students to your choice of university.

~An AA-DTA degree at Pierce College includes a broad range of general education that most universities want you to complete for your freshman and sophomore year of a four-year degree.

~AS Track #1 and AS Track #2 include some general education, but mostly contains courses that prepare you for specific science majors.

Step 4 - Research colleges or universities that offer your major

- For direct links to most Washington State Colleges, go to <http://www.pierce.ctc.edu/dist/degree/transfer> .
- Use www.collegesource.org to search for colleges nationwide. This is a subscription site and may only be accessed through our library's database access portal if on computers outside the college.
- Two other great nationwide college search sites are College Navigator: <http://nces.ed.gov/collegenavigator/> and Peterson's <http://www.petersons.com/> .
- Go to each individual school's website and check for:
 - (1) Transfer Admission Requirements
 - (2) Major or Departmental Requirements
 - (3) Baccalaureate Institution Graduation Requirements
- Visit schools you are interested in attending
- Meet with transfer institution representatives to make sure you are aware of requirements listed above and any other necessary admission requirements.
- Attend a TRANSFER FAIR at Pierce College – offered quarterly.

Step 4 Tips

~When researching transfer schools, there are usually three areas to check to ensure proper admissions requirements. If realized early enough, incorporating those courses into your transfer degree at Pierce College can satisfy all three areas of coursework (transfer institution's admission requirements, lower division major requirements, and baccalaureate institution graduation requirements).

~Check specifically on whether there are any foreign language requirements for any of the above

~Transfer representatives from 4-year universities/colleges visit Pierce College regularly, either near the Cafeteria or near the Welcome Center (both in the Cascade Building).

~ Think and research carefully about what the costs will be for tuition, housing, books, etc. Most colleges have additional grants and scholarships that apply only to their school, and you may not know about them unless you ask.

Step 5 Apply to Transfer Schools

- Deadlines are posted on their websites
- Make arrangements for funding your tuition, books, housing, etc.
- When filling out your FAFSA for next school year, include all transfer schools to where you are applying on the FAFSA application
- Send official transcripts to all transfer schools from each college attended

Step 5 Tips

~All transfer institutions have portions on their website devoted to “Admissions” information. There usually is a section on the admissions page that deals with specific transfer student admissions information. Pay careful attention to transfer admissions criteria and deadlines.

~It is extremely important to list all the transfer schools on the FAFSA that are being considered. Otherwise, financial aid information will not immediately be available if a particular school is chosen to attend and it’s not listed on the FAFSA ahead of time. Pay close attention to Financial Aid deadlines at each institution. The deadlines all vary and some can be as early as a year in advance of your attendance.

~When sending transcripts to a transfer institution, it is necessary to send transcripts from all colleges attended by the listed application deadlines, no matter how insignificant the courses taken at previous colleges may have been.

~Check the Financial Aid page on each institutions website for possible scholarships. Pay close attention to scholarship deadlines.

~ A new website, www.thewashboard.org will provide one-stop shopping for scholarships in Washington State. Keep in mind to be eligible for many scholarships, you still must apply for federal financial aid (FAFSA).

Step 6 Write a Personal Statement

- Read the criteria for the essay within the transfer institution's admission information
- Get help to critique it before submitting it

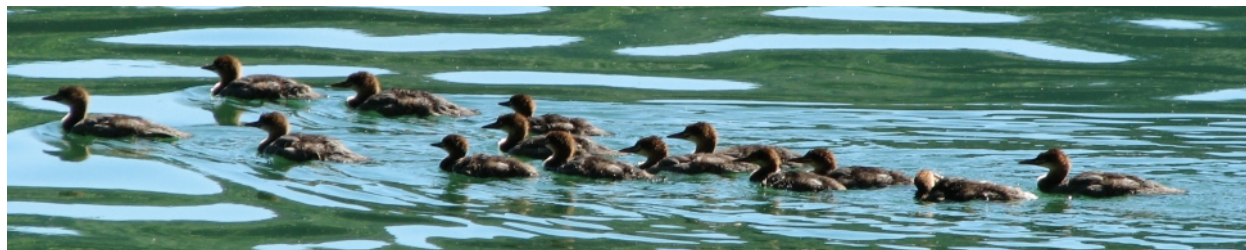
Step 6 Tips

~When writing an admissions essay or personal statement, transfer institutions desire to know why their school has been chosen, why a particular major is being pursued there, what accomplishments have been made within desired field, and what are the student's future career or educational goals upon graduation from that institution. **If specific essay topics are listed, be sure to read them carefully and address that topic.**

~Spelling, grammar, and punctuation errors will reflect poorly on your application if found in your personal statement or admissions essay. Be sure to have a few people to review your writing for these types of errors as well as content. You only have one chance to make this important first impression. The Pierce College Writing Center is a great place to have your writing reviewed.

~In addition to a personal statement, it is a good idea to inquire with admissions if a portfolio is allowed as supplemental material to submit with your application. A portfolio can provide supportive evidence that an individual has been preparing for work in their chosen field.

~During the application process to transfer institutions, it is best to check on available scholarships for transfer students. Check with each institution as well as the community college where you are currently attending.



All of your ducks in a row now?