

# Are You Planning to Transfer?

We are glad you chose Anoka-Ramsey Community College as the first step in pursuing your education goals. The following steps can help ensure a smooth transition.

## Steps to a Successful Transfer

### 1. Choose an area of study/transfer major as soon as possible.

You should choose a transfer major as soon as possible as most 4-year college/university majors have prerequisites or requirements that should be completed during your first two years of college. To make the most of your time and to make it more likely you'll finish your Bachelor's Degree in 4 years it is essential to choose a field of study/major.

- Explore classes that sound interesting. Take classes in different areas to find out what specialties might interest you.
- Meet with a Counselor in the Counseling & Advising office to explore your skills and career interests.
- Once you have found an area of study, meet with an advisor in the Counseling & Advising office to create an education plan. An education plan helps you map out future coursework that you will need to fulfill your transfer degree requirements and help you meet major prerequisites and admissions requirements of your chosen college/university.

### 2. Decide where to apply

Start by researching institutions that have the majors that interest you. Decide what type of college/university you'd like to attend, taking into considering size of the student body, diversity, special student services, public vs. private, religious affiliation, cost and student-to-faculty ratio.

- Visit the Counseling & Advising office. We have a variety of information on university/colleges, transfer guides and information on majors/areas of study.
- Use the internet to explore transfer information.
- Take advantage of College/University Representatives who visit ARCC on a regular basis. ARCC hosts fall and spring Transfer Fairs where many representatives are available to answer admissions and program questions. Have at least three schools chosen that you would like to explore more in depth. For upcoming fairs and events, visit the college calendar on the ARCC website.
- Visit the colleges/universities that interest you. Take a tour, Go to a Scheduled Open House and/or Information Session.
- Contact admissions advisors and an advisor in your major (area of study) to gather information about GPA, Foreign Language Requirements, general education and specific coursework that are required for admission.

### 3. Application procedure

- Be aware of College/University application deadlines and plan accordingly. It is also important to pay attention to major or department deadlines. You may have to apply to the college/university before the department will accept you.
- Online and paper applications: Most college/universities allow you to apply online, which is a quicker method. Most applications require an application fee.
- Start gathering your official transcripts from high school and each college/university attended. Many schools have small fees and a processing time for printing official transcripts.

- Are letters of recommendation required? If so, begin asking your instructors, counselors, advisors or others right away for the recommendation. Usually people require 1 -2 weeks advanced notice so that they have the time to write a thoughtful and detailed letter.
  - A personal statement may or may not be required by every college/university you are applying to. A personal statement is a very important part of your application packet and one that deserves a lot of attention.
4. Application Hints:
- Make sure you have included all required documents in your application packet. Incomplete applications may delay the process or result in denial to the university due to missing the deadline date.
  - Keep a copy of all included materials for your records.
  - Turn in your application as early as possible. Check with each university to make sure that all materials have been received and to verify there is no missing documentation.
5. Financial aid and scholarships
- You must apply for financial aid every year. Financial aid can include grants, low interest rate or specially guaranteed student loans, and work study. To apply, complete a Free Application for Federal Student Aid form (FAFSA) after January 1<sup>st</sup>. Do not delay this process. Regardless of your institution's priority application deadline dates, apply for financial aid as soon as possible after January 1<sup>st</sup>. If you have any questions regarding FAFSA contact the Financial Aid office at ARCC, or contact the Financial Aid department at the school you are applying to.
  - Scholarships are money granted to individuals for their education that they do not have to repay. All scholarships have deadline dates so it "pays" to contact the Financial Aid department of your prospective college/university to find out more about scholarships.
6. Transfer of credit/Articulation Agreements
- Anoka-Ramsey offers a variety of programs that prepare you to enter an upper-division college as a junior. It usually requires three types of courses: general education courses, courses required as preparation for your intended major and electives
  - Each institution has its own process for the evaluation of transfer credit; an admissions staff member or advisor at your future college/university can help you understand this process.
  - Articulation Agreements state specific policies related to transferring and make it easier for you to transfer from one college to another. Some agreements are at the program level. For example, students with an associate's degree in business may be granted unconditional entry into a college/university business program.
  - Articulation Agreements change from time to time, so ask your advisor for the latest information. For detailed listings show what each community college course is equivalent to a four-year college within the MNSCU system, see the following link:  
[http://www.mntransfer.org/students/plan/s\\_agreements.php](http://www.mntransfer.org/students/plan/s_agreements.php)

Here are some resources to get you started as you research colleges/universities:

[www.mnscu.edu](http://www.mnscu.edu)

[www.mnprivatecolleges.org](http://www.mnprivatecolleges.org)

[www.mntransfer.org](http://www.mntransfer.org)

[www.uselectmn.org](http://www.uselectmn.org)

