

The Transfer Planning Checklist

Bucks County Community College

IF you are planning to transfer and pursue a Bachelor’s degree, it is important for you to know:

- You can create your successful transfer using the steps outlined below.
- Student Planning Counselors may assist with your decision-making and planning process.

During the planning process, it is advisable to meet with a Student Planning Counselor. You will be asked to complete the following checklist:

- Select a major.** Need help selecting a major for your Associate or Bachelor’s degree?
- Use career web resources and self assessments to begin your exploration.
www.bucks.edu/careerservices
 - Use printed resources from Career Services, at all three campuses.
 - If you are unsure of a major, you may also **use your beginning courses to explore** possible areas of interest. You may need to delay choosing a major until your second semester.

- Explore colleges** that offer the major of your choice.
- Use some of the career inventories which also offer information about college majors.
 - Visit Bucks Transfer Fairs and talk with representatives of colleges. See Transfer Fair Schedule for all three campuses on www.bucks.edu/transfer.
 - See <http://www.bucks.edu/student/transfer/planning/> for other web resources for choosing colleges.
 - Use printed reference materials in Transfer Services, all three campuses.
 - See Four Year Colleges published by Thomson/Peterson’s, found in Transfer Services.
 - Use web resources, such as www.Petersons.com, www.collegeview.com, www.collegeboard.com/, www.collegenet.com, or www.colleges.com .

- Select three colleges that offer the major of your choice.** For each school, consider the following criteria:

College Name	Cost	Location	Setting	Agreement w/Bucks
1.				
2.				
3.				

- Check for transfer agreements and/or course equivalencies** between Bucks and other colleges in the area. For info on our transfer agreements, see www.bucks.edu/transfer or *Transfer Articulation Agreements* handout.

- Talk with an Advisor about Bachelor’s degree options.**
- Make an appointment with a Student Planning Counselor. (215-968-8031 at Newtown, 215-258-7700 at UBC or 267-685-4800 at LBC)
 - Outline how Bucks courses can become part of a bachelor’s degree.

- Visit each college.**
 - First visit the college’s website.
 - Then take a tour of the campus, meet with an Admissions representative and/or department representative, and request permission to sit in on several classes.
 - Talk with students after class and in the cafeteria; ask: “How do you like it here?”

- Prioritize colleges.**
 - First choice _____
 - Second choice _____
 - Third choice _____

- If an articulation agreement does not exist for your chosen major at your chosen college, list the courses that you would have taken, as a freshman (first year) and as a sophomore (second year) at that college. Do this so that you can match the courses.**

- Find equivalencies for the courses in your list.** Use www.bucks.edu/transfer.

- Match list of equivalencies from item above with Bucks Degree Requirements** in Bucks Catalog or on-line at <http://www.bucks.edu/academics/courses/majors/>.

- Apply to your chosen colleges.**
 - Request an application from the college or apply on-line at the college’s website. Do this early in *the semester before* you plan to enroll at the transfer school. Complete all steps on the application.
 - One of the steps will be to have an official transcript sent from Bucks to “xyz” university. To do this, you will print out the Transcript Request Form at <http://www.bucks.edu/admissions/records/forms/> or go to the Admissions/Registration Office, Pemberton Hall and request your transcript sent.
 - **NOTE:** As a general rule, if you would have been accepted to your first choice college on the basis of your high school grades and SATs, then, you can apply to your chosen college at any point. If you would not have been accepted, then you will usually need to build a record of “C+”(2.5) or better grades on 60 credits.

- Receive acceptance notification** by mail.

- Request from your new college that they provide you with a thorough evaluation of transfer credit. Ask for the following:**
 - How many credits will transfer into your program of study (major)?
 - For what specific courses have you been given credit?
 - What specific courses do you still need to earn the bachelor’s degree?
 - Can any of the remaining courses needed for degree completion be taken at Bucks and transferred to “xyz” university? If so, which ones?

Many people want to complete as many credits as possible at Bucks because its location is convenient, and its costs are significantly less than the costs of “xyz” university.

All best wishes to you in your educational endeavors!

For a Transfer counseling appointment, contact Transfer Services
 Newtown: 215-968-8031; UBC: 215-258-7700, or LBC: 267-685-4800.