

Transfer Students

Planning Your Successful College Transfer

What is a Transfer?

Simply put, a transfer is a change of schools. A student who begins college at one school and then switches to another is defined as a “transfer student.” Transfers come in many forms and can take place at various times during a student’s academic career.

The Most Important Part of the Process: You!

While the transfer process is different for each student, the single most important factor is the same for everyone: You must take responsibility for every step of the process. There are no hard and fast rules because the circumstances for each transfer student are different, and every college and university has its own policies concerning transfer admissions.

Therefore, it is up to you to:

- Research the requirements that will apply to your transfer.
- Make a game plan to implement the transfer.
- Follow through with the required action to make your transfer a successful experience.
- Never forget that YOU are in charge of the process!



Why Transfer?

Students decide to switch schools for many different reasons, including:

- to attend a college or university that better suits their educational, career or personal needs.
- to change to a college with features they now prefer (for example, moving from a large college to a small one, or from a rural college to an urban college).
- to move from a two-year college to a four-year college.
- to attend a college or university that is closer to home.
- to accommodate changing financial needs.
- to change degree programs.

There are several steps involved in the transfer process including researching schools, applying and enrolling in a new school, and transferring your transcripts and records.

Kinds of Transfers

The most typical transfers are from:

- Two-year to four-year schools
- Four-year to four-year schools
- Four-year to two-year schools

The majority of students who transfer begin their college career at a junior or community college and then transfer to a senior-level college or university. Some two-year degrees are designed to transfer to a four-year institution. Ideally, these transferable programs allow students to transfer to a four-year school as a junior.

Transferring Credits

Because transferring is such an individual process, your best bet is to meet with an admissions officer at the school you want to attend to make certain you know how your credits will transfer to that particular school.

Surprisingly, your grade point average (GPA) does not transfer with you; individual schools calculate grade point averages differently. You should also be aware that pre-major programs are intended as a guide, but may not adequately prepare you for the degree program of your choice. In addition, different colleges may categorize courses differently when they calculate credits. And many independent or private colleges may require more than the UNC minimum course requirements, so you should check with an advisor to avoid any last minute surprises.

For in-depth information about the transferring of credits between community colleges and the University of North Carolina institutions, please refer to The Comprehensive Articulation Agreement for Transfer Students (CAA) on pages 6-7.

The CAA is also available on the Internet at www.ga.unc.edu/student_info/caa. In addition to UNC System schools, there are now 21 private colleges and universities that endorse the CAA.

Admissions to UNC Institutions

If you plan to transfer to a UNC institution, completion of the UNC minimum course requirements (MCR) is necessary before you can be admitted unless you graduated from high school prior to 1990 or are at least 24 years old. If you did not complete the MCR during high school, you have three options. First, you can graduate from a community college with an Associate in Arts, Associate in Science, or Associate in Fine Arts. A second option is to complete the 44 semester hour General Education Core as described in the Comprehensive Articulation Agreement (see page 6). The third option is to complete 6 semester hours each of English, math, science, social science, and foreign language with a grade of “C” or better in each course. If you have



Creating a Game Plan for Your Transfer

- Organize your materials.
- Consider your field of study.
- Research colleges and universities.
- Visit schools that interest you.
- Obtain applications.
- Know deadlines and meet them!
- Submit admission applications.
- Apply for financial aid.
- Communicate with your current college and your new one.
- Evaluate your credits.

any questions about your admissibility, make sure you contact the admission office of the UNC institution(s) you are considering.

When To Start Planning Your Transfer

Now is the time to start planning! Talk to a transfer/transition counselor at the school you are currently attending and make contact with the admissions office of the school you would like to attend. Research all requirements thoroughly and carefully. Although it is a time consuming process, it will save you countless hours or even months or years. If you don't plan ahead, it is quite realistic that much of the work you have done at your current college will not transfer to your new college. However, if you do your research and plan ahead, you should be able to transfer without losing the college credits you have already earned.

Plan Ahead for a Successful Transfer

Since each college and university has its own policies concerning transfer admissions, never assume that the requirements of one school apply to those of another school. It's up to you to research schools, majors, admissions and financial aid applications and deadlines.

Start a “To Do” list to keep track of everything you'll need to do in the transfer process. A good starting point is to determine which semester you plan to transfer. Prioritize the steps you need to take, then set a timetable for future tasks. As you complete each task, check off the item and include the date it was completed. It may seem obvious, but it's important to keep all of your transfer information organized and in one place.

Researching Schools

The best way to start researching schools is by reviewing college catalogs and visiting online sites. CFNC.org has information on more than 100 North Carolina colleges in its College Fair section, plus summary descriptions of basic information such as size, cost, and majors offered. School catalogs and websites offer general information about a college or university's programs, costs, requirements, services, history, and more. You may also call us toll-free at 866-866-CFNC to request information regarding North Carolina colleges and universities.

The absolute best way to evaluate a college is to visit the school itself. Nothing can replace a campus visit. Most schools have regularly scheduled tours and may have a special "Open House" for transfer students. It is extremely important to talk with an admissions counselor about your transfer plans in order to establish a point of contact with the institution you would like to attend. Remember, the college you choose is one of the most important decisions you will make in the transfer process. Carefully consider all your options and then look for the college that matches your most important needs and goals.

Finding The Right School For You

It is important to select a college that best suits your interests and meets your needs. The more research you do, the better your chances of finding the best match. Again, the work you do up front will pay off enormously in the years to come.

Factors you need to consider include:

- degree programs and majors
- admission requirements
- total costs (tuition, fees, books and supplies, housing, food, transportation)
- financial aid
- transfer of credits
- location
- size of campus and setting
- size of student population
- housing options
- application deadlines
- student life
- extracurricular activities

Now It's Time To Apply

As a transfer student, it's up to you to initiate and direct each step of the admission process. You will need to:

- Check if the college has a special application for transfer students.
- Fill out an application. You can apply online by going to the Online Applications section of CFNC.org. If using a paper application, be sure to type your application or write neatly and clearly.
- Include any application fees that may be required.
- Submit your application on time!
- Send transcripts from the schools you have attended. Ask your admissions counselor or registrar's office to send your official transcript to colleges to which you are applying.
- You will need to send your high school transcript.
- Send official admissions test scores, if required (SAT I, SAT II, or ACT).
- Send letters of recommendation if required. Professors, teachers, counselors, employers, clergy, advisors or mentors who know you well are great people to write letters of support.
- Write the essay, if required. For tips on writing the best essay possible, please see CFNC publication, *Writing Your Admissions Essay*.

Remember to proofread your entire application carefully to avoid careless errors or mistakes. If possible, check your information for accuracy and completeness with faculty, advisors, or a transfer counselor at your former college or new institution.

What Makes a Transcript Official?

There are two important points to remember when requesting an official transcript:

- 1) When requesting a paper transcript from an institution, be sure to specify that you need an official transcript and not a student copy.
- 2) The official transcript must arrive at the college in an unopened envelope. If you open the envelope to view the transcript, you have made it unofficial.

Explore Financial Aid Options

Explore Financial Aid Options

Although the cost of college may sometimes seem overwhelming, there is plenty of help available to make college possible. Some basic thoughts on financial aid:

- Always assume that you may be eligible for financial aid.
- Consider all colleges, regardless of cost; financial aid may be available.
- It is FREE to apply for federal financial aid, so go ahead and try.

How to Begin

- There may be different deadlines or documentation required for financial assistance. Once you have decided where you'd like to apply, check with the financial aid office of that school as soon as possible for specific information.
- The first step to apply for most forms of financial aid is to fill out a Free Application for Federal Student Aid (FAFSA). This can be done online in the Online Applications section of CFNC.org, or copies can be obtained at any high school, college or public library.
- If you are entering in the fall semester, complete and submit the FAFSA as soon after January 1 as possible (that's the first day it will be accepted). Most schools recommend that you submit the FAFSA between January 1 and mid-February. **(Hint: It is much easier to complete the FAFSA if you have also completed your tax return for the previous year).**
- A Student Aid Report (SAR) will be generated when you submit your FAFSA. Your SAR will determine your eligibility for federal aid, as well as most other forms of financial assistance.
- If you submitted a FAFSA for the college you currently attend, you can send the information to the college you plan to attend. Check with the financial aid office of your current school for more details.

You can research scholarships, grants and loans by visiting the Paying For College section of CFNC.org. To apply online for loans, visit the CFNC.org Online Applications section. Or you may call our toll free number, 866-866-CFNC, to speak directly with a financial aid specialist.

Types of Financial Aid

Grants and scholarships, also called “gift aid:”

Money that does not have to be repaid and is awarded on the basis of financial need or a student's merit, special talent, or other qualifications.

Loans: Money which is borrowed for educational purposes and must be repaid with interest.

Work-Study/Student Employment: Money which is earned by the student in programs such as Federal College Work-Study.

Now You're a Transfer Student

Congratulations! Your hard work has paid off and you are enrolled at the college of your choice. You should now:

- **Attend a transfer student orientation.** Learning about your new environment will help you feel at home more quickly. Orientation sessions are the best way to learn where things are and how things work at your new school. Orientations can include information on everything from library and computer resources, meal plans, campus ID cards, transportation and parking options, and campus organizations and clubs, to the location of the cashier's office for tuition and fee payments.
- **Meet with your academic advisor.** Your advisor will help you determine how your credits have transferred, as well as what courses you need to take to fulfill general education requirements and specific requirements to complete your major. Your advisor is also a good person to discuss your future career goals with you.



A Definition of Terms

Articulation Agreement: Agreement between two schools that allows credit at one school to automatically transfer to the other school.

Comprehensive Articulation Agreement for Transfer Students (CAA): Articulation agreement between the NC Community College System and the University of North Carolina (which includes the sixteen public universities that are part of this system), and 21 independent colleges and universities.

Transcript: Official record of a student's educational history.

General Education: Basic courses that cover a broad range of study (liberal arts), and which prepare students for further study in a major area.

Major: Subject area in which students take many courses; an area of emphasis in which students earn a degree.

Electives: Courses that are optional in a degree program as opposed to required courses. These courses can be used to satisfy the hour requirements for graduation.

Two-year and Four-year Degree Options

Bachelor's Degree: Degree granted by colleges/universities after students have completed a prescribed four year program of study (undergraduate curriculum).

Students receive either a Bachelor of Science (BS), a Bachelor of Arts (BA) or a Bachelor of Fine Arts (BFA) degree, depending on their course of study. Also known as a baccalaureate degree.

Associate's Degree: A two-year degree normally granted by a community or two-year college. There are five types of Associate's Degrees:

- 1) *Associate of Arts (AA):* A two-year degree that is designed for transfer to a senior institution. This degree is for students intending to pursue a liberal arts major.
- 2) *Associate of Fine Arts (AFA):* A two-year degree that is designed for transfer to a senior institution. The AFA degree is designed for students who would like to pursue careers in music, drama or art. (At present, not part of the Comprehensive Articulation Agreement.)
- 3) *Associate of Science (AS):* A two-year degree that is designed for transfer to a senior institution. This degree is for students interested in a baccalaureate degree in the areas of science, computer science, mathematics, engineering, and pre-med.
- 4) *Associate of Applied Science (AAS):* A two-year degree that is not intended for transfer to a senior (four-year) institution, but many do transfer through articulation agreements to certain institutions or

specific majors. The key is to know your transfer possibilities before you enroll in a program. Students interested in gaining specific skills necessary for the work force should pursue this degree option.

- 5) *Associate in General Education (AGE):* A two-year degree that is not intended for transfer to a senior (four-year) institution. Students interested in gaining specific skills necessary for the work force should pursue this degree option.

Helpful Websites

www.CFNC.org – College Foundation of North Carolina. Provides tools and resources to help you plan, apply, and pay for college in North Carolina, including online applications for college admission and financial aid.

www.ncccs.cc.nc.us – The North Carolina Community College System

www.ncicu.org – North Carolina Independent Colleges and Universities

www.northcarolina.edu – The University of North Carolina, a 16-campus university

www.ga.unc.edu/student_info/caa – The Comprehensive Articulation Agreement (CAA) between the NC Community College System and the University of North Carolina, including the pre-major agreements, general education and elective course lists, and basic transfer policies.

Adult Students/Nontraditional Students

Adult students are frequently referred to as “nontraditional students” due to their unique circumstances. Often adults have work or family responsibilities, or are required to commute some distance to attend classes.

In recognition of this, many colleges have special programs for adult students. These programs range from special admission requirements to classes designed for the adult learner at a time and location that is convenient for the students. In addition, a number of institutions provide Internet options, which allow students to take classes by distance learning technology, as well as off-campus options which include face-to-face, interactive television and video-taped classes at sites throughout the state.

Adult students should contact an admissions officer at the school of their choice to discuss their own situation. In most cases, you will find that colleges and universities are very receptive to the adult learner. Visit the Adult Learner section of CFNC.org for links to adult student programs across the state.

Comprehensive Articulation Agreement for Transfer Students (CAA)

Between the University of North Carolina (UNC) and the North Carolina Community College System (NCCCS)

The Comprehensive Articulation Agreement (CAA) addresses the transfer of credits between schools in the North Carolina Community College System (NCCCS) and the University of North Carolina, a 16-campus institution (UNC). Developed in 1996, the CAA is a statewide agreement approved by the Board of Governors of the University of North Carolina and the North Carolina State Board of Community Colleges.

In addition to the UNC System schools, 21 independent colleges and universities endorse the CAA.

College Transfer Programs

A college transfer program is a set of courses that is designed to transfer to most four-year colleges or universities. It includes a 44-semester hour general education core, as well as 20 additional semester hours of transfer credit.

The CAA includes two college transfer programs:

The Associate in Arts (AA) degree, designed for students who want to pursue a bachelor's degree in one of the liberal arts or at a professional school that requires a strong liberal arts background;

The Associate in Science (AS) degree, designed for students who want to pursue a bachelor's degree in such studies as mathematics, engineering, computer science, the sciences, or professional programs that require strong math and science backgrounds.

At present, the CAA does **not** articulate the following degrees: associate in applied science (AAS); associate in general education (AGE); associate in fine arts (AFA). The transfer of credit earned in these degree programs is determined by individual schools. Consult an academic advisor/counselor for information on transferring these degree programs.

From Associate's to Bachelor's Degree

Typically, a student attends a community college for two years, earning an associate's degree, then transfers those credits to a four-year school where he or she completes

a bachelor's degree. Since it is not necessary to complete an associate's degree before transferring to a university for a four-year program, contacting a counselor at the four-year school is advisable.

There are three parts to a bachelor's degree:

- 1) General Education:** These courses are usually taken in the first two (freshman and sophomore) years and are designed to give a student a broad academic foundation.
- 2) A Major:** These courses are usually taken in the 3rd and 4th (junior and senior) years, and are intended to make a student knowledgeable in a particular field of study.
- 3) Electives:** These courses may be taken at any time and are designed to help students explore areas of interest and broaden their academic horizons.

The General Education Core

The General Education Core is a set of 44 semester hours (SH) which, when completed, will meet the freshman and sophomore general education requirements at all UNC institutions. Within this core, the community colleges must include opportunities for their students to become competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Associate in Arts General Education Core

6 SH	English Composition
12 SH	Humanities & Fine Arts
12 SH	Social & Behavioral Sciences
6 SH	Mathematics
8 SH	Natural Sciences
44 SH	Total

Associate in Science General Education Core

6 SH	English
9-12 SH	Humanities and Fine Arts
9-12 SH	Social and Behavioral Sciences
14-20 SH	Natural Sciences and Mathematics
44 SH	Total

The General Education Transfer Core is similar to each senior-level college or university's general education requirement, although specific courses may vary. The underlying concept is that knowledge developed by general education programs as a whole is more important than each individual course.

The General Education Core transfer component, if completed successfully by a student with a grade of “C” or better in each course, is transferable as a block across the NC Community College System, and from that system to UNC institutions, whether or not the transferring student has earned the associate degree.

General Information About the CAA

- The CAA enables North Carolina Community College graduates of two-year AA and AS programs who are admitted to the University of North Carolina to transfer with junior status.
- To be eligible for inclusion in this policy, a student must have an overall GPA of at least a 2.0 on a 4.0 scale, and a grade of “C” or better in all CAA courses.
- The CAA does not guarantee admission to a UNC institution, nor does admission to that university guarantee admission to a specific major, program or professional school. Admission requirements vary among UNC campuses.
- The minimum high school course requirements (MCR) that UNC schools require will have been met by students who complete an associate’s degree under the guidelines of the CAA. Learn more about the MCR by visiting www.ga.unc.edu/student_info/caa, or by requesting CFNC publication, *University of North Carolina Minimum Course Requirements*.

- Generally, students graduating under the guidelines of the CAA will have 64 semester hours of credit transferred to UNC schools if they are admitted to an institution. Students should consult an academic advisor/counselor at their school of interest since special program articulations may exist that would permit the transfer of additional hours.
- Universities cannot place requirements on students transferring under the CAA which are not required of their current students.
- Only coursework with a grade of “C” or better will transfer. Grades of “D” or “F” will not transfer.
- Students should be aware that some receiving universities have foreign language, health or PE graduation requirements that the CAA does not cover.
- The CAA does not cover students who have earned credit from colleges or universities outside of the NC Community College System.

When to Apply for a Transfer

Since admissions deadlines vary from school to school, students should check the admissions office, catalog or website of schools where they are interested in applying. In general, the earlier the better. Students should begin the application process at least two semesters before they intend to transfer. Students applying for financial aid and/or scholarships should apply as soon as applications are available.

The 16 Campuses of the University of North Carolina

Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
North Carolina Agricultural and Technical State University
North Carolina Central University
North Carolina School of the Arts
North Carolina State University
University of North Carolina at Asheville
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Carolina at Greensboro
University of North Carolina at Pembroke
University of North Carolina at Wilmington
Western Carolina University
Winston-Salem State University

The 21 Private Colleges and Universities Which Endorse the CAA

Barton College
Belmont Abbey College
Bennett College
Brevard College
Campbell University
Catawba College
Chowan College
Gardner-Webb University
Johnston C. Smith University
Livingstone College
Louisburg College
Mars Hill College
Mount Olive College
North Carolina Wesleyan College
Pfeiffer University
Queens University of Charlotte
St. Andrews Presbyterian College
St. Augustine’s College
Shaw University
Warren Wilson College
Wingate University

Consult an Academic Advisor/Counselor

Talk to a transfer/transition counselor at the school you are currently attending and make contact with the admissions office of the school you would like to attend. If you research all requirements thoroughly and carefully, you can ensure a successful transition from a North Carolina community college to a four-year college or university.

Transfer Checklist

	date due	date completed
Contact an academic adviser at your new school.		
Submit completed application and pay fees.		
Send an essay, if required.		
Complete and submit the FAFSA, if applicable.		
Have your financial aid record sent to your new school, if applicable.		
Have your transcripts and records transferred to your new college from your current college.		
Have your high school transcript sent to your new college.		
Have admissions test scores (ACT/SAT) sent to your new college.		
Send letters of recommendation.		
Complete any outstanding forms.		
Pay any remaining required fees (housing, activities, food, transportation or parking, etc).		
Register for classes.		

We would like to express appreciation to the transfer counselors, school counselors, and admissions professionals from North Carolina's college and secondary educational communities who contributed their time and expertise to this publication.

www.CFNC.org • 866-866-CFNC (Toll-free)

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