

# Guide for In-State & Out-of-State Transfer

Students who begin their bachelor's degree at Laney transfer to universities located all over the country. The following are the essential elements that you and your counselor will take into account when exploring baccalaureate programs in other states in the U.S.

## **The Transfer Credit Challenge**

Perhaps the most intimidating aspect of out-of-state transfer is the absence of the articulation agreements between California's community colleges and universities provide transfer credit that will be granted for the classes you are taking at Laney. Aside from actually applying, the only way to know is to ask for an informal evaluation from the target university.

## **Step 1: Gather information about the school**

It is important that you gather some basic information about the transfer requirements for your target out-of-state school before you begin inquiring about specific course transfer credit. You will need to consult the school's printed catalog or go online to their Web site to find out:

- The minimum number of units you need to apply as a transfer student
- Any other transfer selection criteria, such as GPA minimums
- Lower-division General Education requirements
- Lower-division prerequisites necessary to enter your major
- Application procedures and deadlines

### **Some tips:**

- Unit and GPA requirements are usually a part of information for transfer students in an "Admissions" section.
- General Education requirements are among the graduation requirements for a degree from the university; and they may be called by other terms, such as Core, Essential Skills, or Foundations.
- Lower-division major prerequisites will be on the pages that describe each major.
- For both GE and major preparation, you might need to look up the institution's course numbering, in order to separate lower division from upper division.

Many catalogs are available in the Transfer Center (Laney Tower, T-301) and the staff there can help you locate online information. Print out or make copies of everything and take it to an appointment (not a drop-in session) with your Laney counselor.

### **Step 2: Write a proposed educational plan**

Your Laney counselor will compare the information that you have gathered to the courses offered at Laney and make an educated guess about which Laney courses will meet the requirements for transfer to your target school. Based on that guess, you and your counselor will write a tentative educational plan. It may take more than one appointment session to accomplish this step.

### **Step 3: Ask for a review of your plan**

At this point, it is necessary to identify an admissions advisor at your target university. Catalogs and web sites will contain admissions office phone numbers; online information usually includes email addresses through which to make contact. Your goal is to locate an advisor who will review your plan and provide feedback on whether it will meet the requirements to be admitted at the level you are seeking. You will offer to mail or fax the plan to them and ask the advisor to mail or fax their approval or suggestions for changes. You may also have to make separate contact with an advisor in the department of your major to find out about major preparation. The university advisor may want to review your course syllabi and outlines. If at all possible, please retain all course syllabi from your classes. Laney's course outlines are available in the Office of Instruction located in the 7<sup>th</sup> floor, Laney Tower.

### **Step 4: Confirm and carry out your plan**

After you receive the university advisor's evaluation of your plan, meet again with your Laney counselor to review the feedback and make any necessary adjustments. Continue to meet regularly with your counselor, especially at any point that you want to take different courses or make any other changes that are not in the approved plan. Of course, follow all application instructions and meet deadlines set by the university. For counseling appointments, contact Laney's Counseling Department located in the Laney Tower, T-350 or by calling (510) 464-3152 or 464-3153.