

WHEN THERE ARE NO ARTICULATION AGREEMENTS: A Guide for Counselors and Students (Public or Private In-State & Out-of-State Transfer)

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Students who begin their bachelor's degree at Laney Community College transfer to 4-yr institutions located all over the state and country. The following are the essential elements that you and your counselor will take into account when exploring baccalaureate programs.

The Transfer Credit Challenge

Perhaps the most intimidating aspect of in-state and out-of-state transfer is the absence of the articulation agreements between California's community colleges and 4-yr institutions. Aside from actually applying, the only way to know is to ask for an informal evaluation from targeted university or college.

Step 1: Gather information about the school

It is important that you gather some basic information about transfer requirements for your targeted 4-yr institution before you begin inquiring about specific course transfer credit. You will need to consult the school's website (or current catalog) to find out:

- Minimum number of units you need to apply as a transfer student
- Any other transfer selection criteria, e.g. GPA minimum, Personnel Statement (or essay), Recommendation Letters
- Lower-division General Education requirements
- Lower-division major preparation courses
- Application procedures and deadlines

Some tips for using catalogs or websites:

- 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 or college, and they may be called by other terms: such as Core; Essential Skills; or Foundations.
- Lower-division major preparations courses are located on pages that describe each major.
- For both GE and major preparation, you may need to look up the institution's course numbering system, in order to separate lower division from upper division courses.

Notes:

1. Many California Private/Independent Universities/Colleges accept CSU-GE Breadth Requirements and/or IGETC, click here for more information CaliforniaColleges.edu.
2. A computer lab and many catalogs are available in the Transfer Center (Laney Tower, T-201). Staff can help you locate online information. Print copies from catalog and/or website research and bring to appointment (not a drop-in session) with your Laney counselor. If you have college/university transcripts from outside of PCCD, bring copies to your appointment. **For counseling appointments, contact Laney Counseling Department located in the Tower (T-301) or call 510-464-3152.**
3. Laney Transfer Center holds an annual Transfer Day in October, for more information contact our Transfer Center (T-201) or discuss with your counselor.

Step 2: Write a proposed Student Educational Plan (SEP)

Your Laney counselor will compare the information you have gathered to the courses offered at Laney and make a best guess about which Laney courses will meet the requirements for transfer. 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 targeted university or college. Catalogs and websites will contain admissions office phone numbers; online information usually includes email addresses for contact information. 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, e.g. junior standing. You will offer to mail or fax your SEP to them and ask the advisor to mail or fax their approval or suggestions for changes – make sure you receive written feedback to share with your Laney counselor. You may also have to make separate contact with an advisor in the department of your major to find out about lower-division major preparation – again make sure you receive written feedback. The university or college advisor may want to review your course syllabi and outlines. If at all possible, please retain all course syllabi from your classes. If needed, Laney's course outlines are available in the Office of Instruction located on the 7th floor, Laney Tower.

Step 4: Confirm and carry out your plan

After you receive the university or college advisor's evaluation of your educational 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. **Reminders: (1)** follow all application instructions and meet deadlines set by the 4-yr institution; and **(2)** save all syllabi for courses for the major to share with university admissions and evaluation personnel.