

TRANSFER TIMELINE

Assistance with any and all of these steps is available in Advising Career & Transfer Services of Garrett College
Room 688 • 301-387-3046 • career@garrettcollege.edu • www.garrettcollege.edu/career

NOTE: Steps might need to be completed earlier if you are in a one year program at Garrett College that prepares you to transfer to another institution (e.g., Allied Health transfer programs to Allegany College)

First Semester (0-16 credits)

Students who are part-time, transferring to Garrett College, or for other reasons taking more or less than 4 semesters should use the number of credits as the timeline guide.

- Work closely with your Academic and/or Faculty Advisor to plan coursework that meets your career and transfer goals. Use the recommended sequencing for your major (if available) as listed in the catalog to set up a solid two-year curriculum.
- If you are unsure of your major and/or career goals, make an appointment with the Office of Advising, Career & Transfer Services to do some self-assessment using DISCOVER, Kuder, and other resources.
- As part of your self-assessment, identify your priorities and your parameters -- things that are important for you in realizing your goals and things that by necessity limit your choices.
- Investigate program-related clubs and activities that will allow you to gain experience and build your resume. Consider getting involved!
- Explore 4-year colleges that meet your transfer goals; identify at least 5-8 that might be good matches for you considering your priorities and parameters.

Second Semester (17-32 credits)

- Stay on track by meeting with your Academic and/or Faculty Advisor on a regular basis.
- Narrow your list of target 4-year colleges to 3-5, and prioritize this list with the help of your advisor.
- Request admissions guidelines, a catalog, financial aid information, deadlines for housing, etc. from your targeted institutions. Also, request information from the department where your major lies. Departmental information on programs and scholarships can be more specific than general information from the college.
- Understand what courses you will need to graduate and to meet the admission requirements of the institutions to which you want to transfer and the departments that offer your major.
- Contact the transfer coordinators at these targeted institutions and compile a Contact Log where you can record names, phone numbers, email addresses, dates of conversations, what you learned, and next steps. Know which of your Garrett College classes -- ones you have taken and those you plan to take -- will transfer and where in your program requirements they will transfer.
- Determine if there are tests such as the SAT/ACT, Praxis, or TOEFL (for international students) that you have to take as part of your admissions to these colleges.
- Attend Transfer Fairs, Transfer Workshops, and/or Transfer Information Sessions that may be scheduled at Garrett College.
- Visit your targeted college and university campuses. Contact the Admissions Office to schedule a tour of campus and schedule an on-campus Transfer Information Session if available. Also set-up a meeting with the Chair of your targeted department.

Third Semester (33-48 credits)

- Stay on track by meeting with your Academic and/or Faculty Advisor on a regular basis.
- Have your courses evaluated by your Academic Advisor or Advising, Career & Transfer Services in accordance with articulation agreements and your transfer plans.
- Before the start of your third semester, make your final decision on where you will apply.

	<p>Understand each institution's admissions deadlines. (NOTE: international students and those seeking certain scholarships may have an admissions deadline that is earlier than the general deadline.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get written recommendations from faculty, staff, and employers that know you well and can give a strong, positive assessment of your career related skills and abilities. Give at least several weeks notice to these persons. <input type="checkbox"/> If your targeted institutions require a personal statement, start writing it early in this semester to have enough time to produce an effective, well-developed essay. Have the Garrett College Writing Lab review your draft. <input type="checkbox"/> Arrange for your transcripts to be sent. An official transcript is most often required and can be obtained from the Office of Records & Registration with a written request and a \$2 fee. <input type="checkbox"/> Apply for graduation from Garrett College according to the deadlines announced by the Office of Records & Registration. <input type="checkbox"/> Research financial aid and scholarship opportunities, especially scholarships that are available to transfer students and to students in your targeted department. Apply for these scholarships, some of which have deadlines in the fall before you transfer.
<p>Fourth Semester (49-64+ credits)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stay on track to graduate by meeting with your Academic and/or Faculty Advisor on a regular basis. <input type="checkbox"/> Mail any remaining admissions applications and materials, as well as scholarship applications. <input type="checkbox"/> Remember that financial aid is awarded on an academic year basis. Complete the FAFSA between January and March for the next academic year. Do not wait to be accepted by your targeted transfer institution(s). <input type="checkbox"/> Follow-up with any college/university to which you applied but have not heard back from by contacting the Admissions Office and/or the Transfer Coordinator at that institution. <input type="checkbox"/> Once you have heard from your targeted transfer institution(s), accept or reject their offers by the stated date (usually around May 1 for fall admittance). Confirm your intention to enroll and submit any required deposit or additional paperwork (e.g., medical forms, housing applications and deposits, etc.). <input type="checkbox"/> Once grades at Garrett College have been posted, have your final official transcript sent to your transfer institution.