

# The Transfer Planning Checklist

## Bucks County Community College

When 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.
- Educational Planning Advisors can assist with your decision-making and planning process.

During the planning process, it is advisable to meet with an Educational Planning Advisor. You will be asked to complete the following checklist:

### STEP 1: Choosing a Career and a Major

**Select a career and major:**

- Use Career Services web resources and self assessments to begin your exploration if you are unsure of a major ([www.bucks.edu/careerservices](http://www.bucks.edu/careerservices)).
- Introductory courses are another way to explore possible areas of interest.

### STEP 2: Choosing Transfer Schools

**Explore colleges:**

- Visit Bucks Transfer Fairs and talk with representatives of colleges. See Transfer Fair Schedule for all three campuses on [www.bucks.edu/transfer](http://www.bucks.edu/transfer).
- See <http://www.bucks.edu/student/transfer/planning/> for other web resources for choosing colleges such as [www.pacollegetransfer.net](http://www.pacollegetransfer.net), [www.collegetransfer.net](http://www.collegetransfer.net), [www.Petersons.com](http://www.Petersons.com), [www.collegeview.com](http://www.collegeview.com), [www.collegenet.com](http://www.collegenet.com), or [www.colleges.com](http://www.colleges.com).
- Explore the school’s website to gather information on majors, cost, scholarships and financial aid.

**Check for transfer articulation agreements and/or course equivalencies** between Bucks and other colleges in the area. For information on our transfer agreements, see [www.bucks.edu/transfer](http://www.bucks.edu/transfer) webpage and search by institution or major. Agreements may also be a source of receiving scholarships. Remember, there does not need to a transfer agreement in order to transfer to a school, but these agreements offer certain benefits to smooth the process.

**If a transfer articulation agreement does not exist** for your chosen major at the chosen College, research the degree requirements at the transfer school. If provided, use an equivalency list to match up the courses ([www.bucks.edu/transfer](http://www.bucks.edu/transfer)). This could help decide the best Bucks major. An Educational Planning Advisor can help with this step.

**Select three colleges that offer the major and fit the other criteria you are looking for.** For each school, consider the following criteria:

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

**Talk with an Advisor about Bachelor's degree options.**

- Make an appointment with a Bucks Educational Planning Advisor (215-968-8031 at Newtown, 215-258-7700 at UBC or 267-685-4800 at LBC).
- Educational Planning Advisors can assist you in outlining how Bucks courses can become part of a bachelor's degree.
- Sign a letter of intent by the designated deadline if your choice of colleges has a dual admission agreement with Bucks.

**Visit each college as a way to explore and research schools.**

- 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 \_\_\_\_\_

### STEP 3: Apply to Schools

**Apply to your chosen colleges.**

- Apply on-line through 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. If you took advantage of Dual Admission, there might a slightly different process.
- One of the steps will be to have an official transcript sent from Bucks to "XYZ" University. To do this, go to <http://www.bucks.edu/admissions/records/transcripts> or go to the Admissions Office in the Links Pavilion and request your transcripts to be sent.

**Receive acceptance notification.**

**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 planning appointment, contact the Advising and Transfer Center  
Newtown: 215-968-8031; UBC: 215-258-7700, or LBC: 267-685-4800.