

**CCAC
GENERAL
GUIDE TO A
SUCCESSFUL
TRANSFER**

CONGRATULATIONS!

Since a successful transfer requires an informed plan and a lot of work on the student's part, you have already taken the first step in achieving this goal by reading this *General Guide to Successful Transfer*. A successful transfer means that you are not only accepted by your target institution, but that you are also able to use most or all of your CCAC credits and enter as a junior. Attaining this goal requires the following steps:

- Decide early, in your first or second semester, if your goal is to transfer.
- Identify your target school, the major intended for transfer, and then visit the intended campus before you finalize your decision.
- Get to know and use the resources available for transfer students both at CCAC and the transfer institution.
- Know and fulfill the transfer requirements of the target institution including the minimum Grade Point Average (GPA) required for admission and particular course requirements.
- Understand that the acceptance of credits at a transfer institution is the decision of the transfer college, not of CCAC, and depends on your fulfillment of the college's transfer requirements.
- Understand that some courses may transfer but are not required within the major at the four-year college.
- Discuss with your academic advisor your transfer plans but be sure to consult with a counselor to select specific courses to pursue. Your advisor is the generalist while the counselor is the specialist in the transfer process.

WHY BEGIN AT A COMMUNITY COLLEGE?

Earn a Quality Education:

In wisely choosing CCAC to begin your journey to a transfer institution, you will receive a quality education equal or superior to what you would have in your transfer school, but at a much lower cost.

Over 50% of CCAC students have a goal of transferring. Information received from transfer colleges indicates that CCAC students do as well as and often better than the students who started their education at four-year institutions. Students save an average of \$19,000 over public and \$61,000 over private colleges and universities by spending their first two years at CCAC.

Seamless Transfer Opportunities:

CCAC has program-to-program articulation agreements with the 14 universities in the Pennsylvania State System of Higher Education and has specific articulation agreements with additional colleges and universities that allow CCAC graduates to seamlessly transfer as juniors into more than 170 program

Smaller Class Size:

Many students report being overwhelmed by the huge lecture classes that are part of the general education requirements at most colleges and universities. At CCAC, smaller class sizes throughout your educational experience can help you feel more comfortable as you transition to becoming a college student. A more personalized classroom setting can ease the anxiety of beginning your college journey.

School-Life Balance:

A community college education affords you the opportunity to continue your everyday lifestyle in your own community without having to disrupt job or family obligations by having to relocate to a university campus. Many find the extended time to attend a community college in close proximity to their routine an added bonus, especially with the variety of online classes available.

Improve Basic Skills:

The community college educational platform provides an opportunity to improve and/or strengthen basic skills in the areas of math, reading, and english to insure a solid foundation for upper level courses at the university level. Students have reported transferring with greater confidence in their academic performance level when they transfer.

PLANNING FOR TRANSFER: THE PROCESS

This guide explains the steps you will need to take whether you transfer with or without an associate's degree. If you plan to transfer, you need to understand the transfer process.

Make a Decision Early—It's the Key to Success

When you begin your studies at CCAC, you need to decide **early** that transferring to a four-year institution to complete your bachelor's degree is your goal. Preferably, during your first or second semester, you should decide **where** to transfer and the **major** you intend to pursue. Early

decision-making will make the transfer process more productive and efficient. It is important to make an appointment with your campus counselor. The counselor will assist you in selecting the appropriate courses based upon the requirements of the transfer school.

If you wait until you are in your second year at CCAC to begin to work on the transfer process, you might find that you have not taken the appropriate courses required by your desired institution. In order to maximize the number of credits that will transfer, you need to register for the correct courses.

Work with CCAC Staff and Faculty

Transfer is a complex process and requires that you work with a number of people both at CCAC and the transfer institution. The CCAC professional staff members who will partner with you to develop and execute a transfer plan will be the academic advisors and counselors. **It is important to understand the difference between an academic advisor and a counselor.**

An **advisor** is the person who can help you develop your academic plan and coursework while you is at CCAC and are located in the campus Advising Center. Although they may offer general information regarding the transfer process, they cannot specifically confirm the courses you should take beyond the developmental course sequence. They are generalists in the transfer process and will typically refer you to the counselor for more detailed instruction. Throughout your stay at CCAC, the advisor will continue to discuss your program choice, schedule your classes based on the recommendation of the counselor and monitor your academic progress. The advisor will work in collaboration with the counselor to help you achieve your goals.

A **counselor** is the person who can recommend courses that will transfer based on your selection of school and major. They can also assist you with clarifying your career goals, help you learn more about yourself and various occupations and introduce you to career and transfer research strategies. Counselors can also help you if you encounter difficulties in your personal life which may interfere with your academic behavior and/or success. Counselors are the specialists in the transfer process and can provide you with contacts at the four year institutions. They are located in the campus Counseling Center.

Your **instructors** are great resources who can discuss your interests in subject areas and may recommend college and universities that excel in those subject areas. In addition, your instructors can provide you with letters of recommendation as required by many colleges as part of the application process.

It is important that you are aware of the following when transferring:

- The grade point average you must achieve to be admitted to a particular college and major;

- The program and courses you should take at CCAC;
- Deadline dates;
- The general education requirements of the transfer school;
- Other requirements specific to an institution

Contacting the admissions office at the transfer school to make arrangements to visit the institution early on is strongly advised. You should inquire about financial aid and scholarships that you may be eligible to receive. These are all important factors in finalizing your decision to attend a transfer school. Any information you receive from the transfer school should be shared with your counselor who may need to modify your future CCAC coursework.

CHOOSING AN APPROPRIATE PROGRAM AND COURSES

Learn General Education Requirements of Transfer Schools

If you were beginning your education at a four-year school, you might not declare a major or take most of your coursework in that major until your junior year. During your freshman and sophomore years, you would take what colleges describe as core skills, general education or distribution courses. Colleges prescribe the number of credits required across various discipline areas like natural sciences, mathematics, humanities, social sciences and fine arts. Within these requirements, some colleges require subjects such as foreign languages and laboratory science courses. Although most CCAC college level courses will transfer, it is important to understand whether or not they will fit the general education requirements of the institution of your choice.

Selecting a Major at CCAC

It is more important that you match the distribution requirements of your targeted transfer school than you declare a major in the subject areas while enrolled at CCAC. Meeting the distribution requirements is essential if you want most of your credits to transfer. Some institutions will not accept credits in a major beyond introductory courses due to their program accreditation. For example, you may want to declare a General Studies or Liberal Arts and Sciences major at CCAC if you want to pursue an Engineering degree at a four-year institution. The General Studies and/or Liberal Arts and Science major at CCAC allows the flexibility to:

1. select courses toward attaining an Associate degree at CCAC ; and,
2. meet the course distribution requirements for the four-year school

The following programs are designed for transferring to a four-year institution and are general in nature. One of the following programs may be best suited for you while enrolled at CCAC, but you must consult with a counselor prior to making the final decision.

Liberal Arts and Sciences, AS (006.2)

https://catalog.ccac.edu/preview_program.php?catoid=7&poid=1672&returnto=1150

Mathematics and Sciences, AS (003.2)

https://catalog.ccac.edu/preview_program.php?catoid=7&poid=1612&returnto=1150

Business, AS (004.2)

https://catalog.ccac.edu/preview_program.php?catoid=7&poid=1511&returnto=1150

General Studies, AS (089.2)

https://catalog.ccac.edu/preview_program.php?catoid=7&poid=1671&returnto=1150

The General Studies degree permit greater flexibility in course selection and are appropriate for students who are transferring to schools where the general education requirements are very specific.

You will also find a number of programs for specific major in the CCAC catalog. These majors may or may not be appropriate for your transfer school as they may focus more on courses in a major rather than the distribution requirements of the transfer school. If so, many of the program credits may not be accepted by the transfer school.

The CCAC catalog found at <https://catalog.ccac.edu/> also lists many career majors that are intended to prepare students for the workforce rather than for transfer. In some cases, certain schools may accept several credits from CCAC's career programs, such as business, social work, computer information technology or nursing. If you are planning to major in a career-oriented program and decide to transfer to a four-year college, you should explore your options with a counselor.

Earning a Good Grade Point Average (GPA)

Applying for admission to another school places you in a competitive pool with other students. Although schools require a minimum grade point average (GPA) to be eligible for admission, they often admit students with the best grade point average. In other words, having the minimum grade point average does not guarantee admission. Know the GPA required for admission to the school of your choice. In addition, some programs within the school may require a higher gpa.

Do your very best at CCAC to make sure that you are accepted by your first choice transfer institution. Remember that most transfer institutions accept only the courses with **C or better** grades and require that you are in "good academic standing" at CCAC which means a minimum 2.0 GPA.

Using CCAC Resources

If you find yourself in academic difficulty in any course at CCAC, get help immediately.

1. Ask your instructor for an appointment to review your work.
2. Make an appointment for tutoring. <https://www.ccac.edu/Tutoring/>
3. Utilize the Math Café. <https://www.ccac.edu/tutoring/math-cafe.php>
4. Utilize the Learning Commons. <https://www.ccac.edu/tutoring/learning-commons.php>
5. Sign up for Smartthinking online tutoring. <https://www.ccac.edu/tutoring/index.php>
6. Work with an advisor to develop an academic plan.
<https://www.ccac.edu/advising/index.php>
7. Make an appointment with a counselor to review your career and life plan.
<https://www.ccac.edu/student-services/counseling.php>
8. Act now:

**NOT ACTING COULD HAVE LONG-RANGE CONSEQUENCES
THAT MAY IMPACT YOUR TRANSFER PLANS.**

TRANSFERRING WITH OR WITHOUT AN ASSOCIATE’S DEGREE

Students can transfer with or without an associate’s degree. Whether you plan to take a few courses and transfer or earn an associate’s degree and transfer, **it is critical that you follow what has been discussed in this guide:**

- Identify your major and target school early.
- Work with a CCAC counselor.
- Choose a CCAC [program that allows you to fulfill the course requirements of the transfer school.
- Visit your target school’s website to review transfer and academic major requirements.

There are several types of transfer opportunities:

1. Transfer with an Associate’s Degree

One of the advantages of transferring with an associate’s degree is that you will most likely have fulfilled the distribution requirements of the four-year college at a cost far less than you would have paid in two years in that institution. In addition,

you will have had the advantage of small classes, accessible faculty and staff, qualified instructors and a broad range of student services. If your grades in high school and/or your SAT/ACT scores were below an acceptable level for other colleges or universities, earning an associate's degree will be to your advantage to gain transfer admission. Grades of C or better are generally transferrable but some schools and major require a higher level of performance for admission into the school or certain majors. Careful consideration must be given to this.

Articulation agreements generally require you to complete the associate's degree in order to benefit from the agreement. The contract between the two institutions ensures that CCAC students with an articulation agreement have fulfilled the general requirements and will be given full credit. Some of these agreements are for general transfer while a significant number are special program-program agreements.

2. Transfer without an Associate's Degree

Earning an associate's degree may or may not be to the advantage of transfer students and will depend upon the transfer school and the major the student pursues. Some schools and majors require early exposure to university level courses in the field of study in order to graduate with a bachelor's degree in a timely fashion. As a student, you need to determine how important finishing the associate's degree is to you. If it extends your educational pursuits beyond your timeline it may be more beneficial to move on before the associate's degree.

3. Cross Registration

On occasion, four-year colleges require courses in their distribution requirements that CCAC may not offer. One way to address this need is through **cross registration**. Cross registration is a regional agreement that permits, under certain conditions, students from one institution to register for courses at another and pay the cost per credit of their home institution. For example, if you need to have a foreign language that CCAC does not have, you may cross register to attend the University of Pittsburgh for the course and pay the CCAC tuition rate. Transfer students have the opportunity to experience a four-year college class at the CCAC price. Your academic advisor can detail the terms of the cross-registration process. A list of the schools participating in this agreement are: Carlow, Carnegie Mellon, Community College of Allegheny County, Chatham, Duquesne, La Roche, Point Park, Robert Morris, University of Pittsburgh (main campus) and Pittsburgh Theological Seminary, and ROTC.

CONCLUSION

Achieving your goal of transferring to the college of your choice with all or most of your credits accepted demands hard work and planning on your part from the moment you begin at CCAC toward the bachelor's degree requirements. This guide provides the basics. The process of transfer requires an active partnership between you, counselors, and academic advisors. Your CCAC partners have confidence that you will follow the key steps outlined in this booklet to attain your goal.

CONTACT INFORMATION

Counselors:

Email: counselingservices@ccac.edu

Virtual Counseling Chat: <https://www.ccac.edu/student-services/counseling.php>

Allegheny Campus	412.237.2565
Boyce Campus	724.325.6657
North Campus	412.369.3614
South Campus	412.469.6216

Academic Advisors:

Email: advising@ccac.edu

Virtual Advising Chat: <https://www.ccac.edu/advising/index.php>

Allegheny Campus	412.237.2700
Homewood-Brushton Center	412.371.1600
Boyce Campus	724.325.6674
North Campus	412.369.3662
West Hills Center	412.788.7500
South Campus	412.469.6238
Bethel Park Center	412.469.6238
Braddock Hills Center	412.271.0301
Washington County Center	724.223.1012

TRANSFER CHECKLIST

Listed are key actions that you need to take to ensure successful transfer. Remember that transfer requires detailed planning, good information and hard work on your part. Review this list periodically with your counselor and academic advisor.

Identify your goal of transferring to your counselor in your first or, at the latest, the beginning of your second semester at CCAC. **Continue to meet with your counselor to review your progress toward the following goals.**

- ___ Identify the college(s) or university that you plan to attend.
- ___ Identify the major you wish to pursue at the four-year schools.
- ___ Identify the **transfer** admission requirements including the minimum grade point average (gpa) for acceptance into the school and the major. Many majors require a higher gpa than general acceptance.
- ___ Identify the general distribution requirements (generally referred to as core courses or gen eds)
- ___ Identify the core major course requirements.
- ___ Contact the Admissions office of the transfer school early in your CCAC studies to arrange a visit.
- ___ Explore financial aid and scholarship opportunities you may be eligible to receive.
- ___ Discuss with your counselor the most appropriate CCAC program that will allow you to fulfill the distribution requirements of the transfer school.
- ___ Maintain a good gpa at CCAC. D and F grades as well as too many withdrawals may hinder your acceptance.
- ___ Explore the advantages of earning an associate's degree before transferring to a school with or without an articulation agreement.

ROLE OF A COUNSELOR IN THE TRANSFER PROCESS

The counselor will help you select courses that will be applicable to the four-year college in one of the following areas:

- General education
- Major requirements
- General elective credits

Several resources are used to assist the counselor in making these decisions:

- The four-year college catalog
- Academic check sheets specific to a particular major
- Course equivalency information

In addition, counselors communicate with the regional four-year college representatives regularly to ensure the accuracy of transfer information. A few colleges and universities maintain information on their respective homepage relative to the transferability of coursework. In addition, a four-year college may provide a published course equivalency guide for student use. When using these guides, however, you are advised to check with a counselor before registering for classes. It is important that you are aware of the following when transferring:

- The grade point average you must achieve to be admitted to a particular college and major
- The program and courses you should take at CCAC
- Deadline dates
- The minimum and maximum number of credits required by a four-year college
- Other requirements specific to an institution
- Most colleges and universities prefer that you apply for admission online through their admission website.

If you have attended a college or university previously, please provide the counselor with a transcript. This may prevent you from registering for a class you have already completed. Remember to consult with a counselor for updates and curriculum changes at the four-year institution.

The counselor will also discuss the terms of an articulation agreement with you. Articulation agreements are contracts that CCAC has with several colleges and universities. Students who enter an articulation agreement and complete the associate degree are assured their CCAC credits will transfer. If you want to transfer to a college with an articulation agreement, your counselor will guide you through the process and help you to organize your courses at CCAC.

Many students transfer to four-year colleges or universities throughout the United States. Students should meet with a counselor as soon as they have identified the college they plan to attend after CCAC and the major they intend to pursue. Counselors help students select courses that are transferable to the four-year college or university of their choice. Because many CCAC students transfer to schools within the southwestern Pennsylvania, CCAC has articulation

agreements with many institutions in the region to ensure the transferability of CCAC courses. For more information, please visit <https://www.ccac.edu/transfer/index.php>.

SCHEDULE AN APPOINTMENT FOR COUNSELING SERVICES:

Email: counselingservices@ccac.edu

Virtual Counseling Chat: <https://www.ccac.edu/student-services/counseling.php>

CAMPUS LOCATIONS:

Allegheny Campus: 412.237.2565

808 Ridge Avenue

Pittsburgh, PA 15212

Boyce Campus: 724.325.6657

595 Beatty Road

Monroeville, PA 15146

North Campus: 412.369.3614

8701 Perry Highway

Pittsburgh, PA 15237

South Campus: 412.469.6216

1750 Clairton Road

West Mifflin, PA 15122