

Transfer Timeline

FIRST SEMESTER OR 0-15 CREDITS

- **Start transfer planning now!** Your transfer process starts when you begin your first semester –this doesn't mean you have to fill out forms now, it means you should start to learn about the various steps involved. Give yourself enough time to begin researching careers, majors, and the four-year school(s) that best fit your interests.
- **Start thinking about careers.** This is the most important part of the transfer process. Anyone can fill out forms and have transcripts sent, but the hard part is being clear on why you are going to college and how to connect academic programs with your talents and career interests. Not sure about this? Make an appointment with the Office of Career & Transfer Services (gbottrel@harcum.edu, 610-526-6047 or visit the Academic Center, Room 219).
- **Start learning about majors.** As you learn about careers, think about college majors that lead to these careers. Talk with counselors, faculty members and representatives of four-year colleges about what is available.
- **Attend transfer fairs** and talk with representatives of four-year colleges to learn more. Also, look for individual campus visits by four-year college admission representatives throughout the semester.

SECOND SEMESTER OR 15-30 CREDITS

- **Keep thinking about careers.** Discuss your transfer plans with your advisor and instructors in the classes that you are taking this semester. It's also helpful to speak with instructors who teach courses in the field that you're interested in. Remember: they studied in that field and so know first-hand what is involved.
- **Keep thinking about majors.** Get on mailing lists and visit colleges. At college fairs and other college visits to campus, sign up for college and university catalogs. Pay particular attention to the catalog sections about transferring your credits and the majors offered. Once you're on a mailing list, you will receive invitations to open houses, information about scholarships and brochures that address the major you are interested in studying.
- **Take advantage of campus visits** to Harcum College by four-year colleges and university representatives.
- **Visit the Harcum's Office of Career & Transfer Services.** You can do research on colleges by going to the Transfer Services website.
- **Start looking for money.** You should never have to pay for scholarship information. Start by checking out the Financing College link at the Transfer Office website. You should plan to apply for financial aid, even if you don't think you're eligible. Remember that the next school is going to be more costly than Harcum, so you may be MORE eligible for aid.
- **Visit college websites and take notes.** E-mail admissions offices and department faculty of the colleges in which you're interested for information about degree requirements and deadlines.

• **Figure out what's important to you.** Identify the college characteristics you care about most. Use this list to start:

- Public or private
- Rural, urban or suburban
- Geographic location and distance from home
- School size
- Undergraduate and graduate programs
- Full-time or part-time status requirements
- Costs
- Financial aid available
- Transfer student scholarship opportunities
- Housing
- Degree requirements
- Faculty-student ratio within major
- Clubs and organizations
- Recreational activities and intercollegiate sports
- Internship and co-op opportunities

• **Attend transfer fairs** and talk with representatives of four-year colleges to learn about their academic programs. Also meet with any four-year college reps who visit your campus.

THIRD SEMESTER OR 30- 45 CREDITS

• **Keep your program director in the loop.** They may be able to help you confirm that you've "covered all the bases." They may also have questions or thoughts about your transfer plan that you haven't considered.

• **Learn about application deadlines.** Several colleges consider transfer applications on a rolling-admissions basis throughout the year, so apply as early as possible. Planning to transfer for January/spring enrollment? Apply no later than September or early October. Planning to transfer for fall enrollment? Apply by mid-March or April at the latest.

• **Create an application checklist.** This will help you to organize the different pieces of information required in the transfer application process. Follow all application procedures, and make sure you're aware of all application deadlines. This is particularly important for high-demand programs. Be sure to get recommendations from professors who know you well.

• **Make an appointment with a four-year school transfer admissions representative** to accomplish two goals: 1) to express your interest in a particular school and give admissions officers a sense of who you are, and 2) to get an unofficial transfer credit evaluation of your Harcum transcript.

• **Meet with the Harcum transfer counselor.** Set up an appointment to review everything!

• **Request your college transcript.** Official copies of your transcript must be forwarded to the admissions office of the four-year schools to which you're applying. At Harcum, students must request transcripts in writing. Please call 610-526-6010 for more information. There is a fee for each transcript you have sent. If you have attended other colleges, contact them to request that they send official transcripts as well. Depending on the school to which you are transferring, high school transcripts may or may not be required. Check with the individual school.

FOURTH SEMESTER OR 45 OR MORE CREDITS

- **Apply for admission.** Follow all application procedures, and make sure you're aware of all application deadlines. This is particularly important for high-demand programs.
- **Apply for need-based financial aid.** Fill out and submit the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov as soon after Jan. 1 as possible. This form is necessary to apply for federal and college-specific aid.
- **Visit the colleges to which you've been accepted** before you enroll. Schedule an appointment with an admissions officer three to four weeks in advance. Ask about opportunities to stay overnight in a dorm and sit in on classes. If you're interested in a college sport, meet with the team's coach. Also meet with a financial aid counselor if you have questions.
- **Make sure to send your deposit(s) by the deadline dates.**
- **Re-read your acceptance letter.** Make sure you understand what you're getting into. If you applied to a special program or major, make sure the letter indicates that you have been accepted into that particular program. Also check to make sure you have been accepted for the appropriate semester!
- **Review your transfer credit evaluation.** If you have not received an evaluation letter, contact the admissions office. The evaluation should state what courses will be accepted in transfer, how they fit into your program, and how many credits you will have remaining before you earn your bachelor's degree. If you do not understand the document, review it with your advisor or transfer counselor.
- **Read all your mail!** Take advantage of the special orientation and advising programs offered. Participation in these programs will help you understand the college's environment, give you the chance to meet other transfer students and acquaint yourself with the opportunities available.
- **Review your financial aid.** Understand what each item in your package means and whether or not the package will be renewed each year. Understand your loans and what is involved in borrowing and paying loans back.