Do you want to transfer to a university? If so, you must start preparing now. Use this Transfer Checklist as a guide, and schedule an appointment with a counselor to discuss your transfer goal. Counselors can guide you in developing an education plan to reach your goal. The transfer process can be complex to navigate, but you can count on a team of supportive academic counselors to help you through it.

Book an appointment with a Counselor in the Student Services Building by visiting: http://www.hartnell.edu/online-counseling-appointments, or B-129 (Main Campus) ph: 831-755-6820

Appointments with a Counselor are also available in these locations:
- Transfer and Career Center, ph: 831-759-6007, or visit: C-132 (Main Campus)
- Alisal Campus, ph: 831-755-6960, or visit the Alisal reception office
- King City Center, ph: 831-386-7100, or visit the KCC reception office

First Semester

☐ Review a current copy of the general education pattern for transfer you wish to follow
  - CSU GE (for CSU only)
  - IGETC (for CSU, UC, and some Private & Out-of-State Universities)

☐ Review www.assist.org for major preparation courses to meet specific university admission requirements based on your chosen major.

Not sure what to major in? You may benefit from attending a career development workshop, and/or taking career/personality exploration assessments. Contact the transfer and career center for more information.

☐ Meet with a counselor and discuss your intent to transfer
  - Develop an education plan that includes your general education requirements for transfer.
  - Request that all high school and previous college transcripts be sent to this college (if applicable).
  - Attend on-campus Transfer Day (usually first Wednesday in November).

Second Semester

☐ Meet with your counselor to discuss academic progress and major requirements
  - Update educational plan to include major preparation courses (check www.assist.org)
  - Review major preparation and other requirements at potential university
  - Review your Golden Four requirements. Are you on track to complete them by your fourth semester?

<table>
<thead>
<tr>
<th>Oral Communication</th>
<th>Written Communication</th>
<th>Critical Thinking</th>
<th>Mathematical Concepts</th>
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<tbody>
<tr>
<td>UC</td>
<td>CSU</td>
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<tr>
<td>COM 1, 3, or 20*</td>
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<td>ENG 2</td>
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</tr>
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</tr>
</tbody>
</table>

*Although this is optional for UC, it is highly recommended.

☐ Review eligibility for Associates Degree
☐ Schedule visits to one or more university campuses
☐ Consider additional campus involvements including clubs, student government (visit the Student Life Office)

Third semester

☐ Meet with counselor for a graduation evaluation; submit graduation petition to Admissions and Records.
  - Verify completion of 60 transferable units, general education, and major preparation

☐ Apply for college admissions. Filing period: October 1-November 30 for CSUs | November 1-30 for UCs
  - Please note that UC application includes a personal statement requirement

☐ Apply for Transfer Admission Guarantee (TAG) September 1 – September 30 (UC only)
Fourth Semester

- Review all correspondence from universities: follow instructions and deadlines
- Forward official transcripts showing work completed and courses in progress by requested deadlines
- At the end of the semester, send final transcripts and GE certification to the university that you plan to attend. Keep copies of your records.
- Apply for financial aid; submit FAFSA or DREAM Act by March 2

Note: This guideline is based upon a student who will complete his or her program of study in two years by attending as a full time student. Please make allowances for variations in schedule or the need to take precollegiate courses (generally numbered in the 200s and 100s).

Resources and Websites

ASSIST is an online student-transfer information system that shows how course credits earned at on public California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information about student transfer in California: www.assist.org

CSU Mentor is a website designed to help students and their families learn about the California State University (CSU) system. CSUMentor assists students in planning for college, in selecting the appropriate CSU campus to attend, in planning how to finance their education, and in applying for admission: www.csumentor.edu

University of California Website: Find out more about the University of California (UC) system, and campuses and admissions criteria at this helpful website. This website is also where students can access the UC online application. www.universityofcalifornia.edu/admissions

UC Transfer Admission Planner: This online tool is designed to help prospective UC students transferring from California community colleges track and plan their course work, including those students who are seeking a Transfer Admission Guarantee (TAG) with one of the six participating UC campuses. https://uctap.universityofcalifornia.edu/students/

### California State University (CSU)

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</tr>
<tr>
<td>SPRING semester or quarter₁</td>
<td>August 1 through August 31 the previous year.</td>
</tr>
<tr>
<td>WINTER quarter₁</td>
<td>June 1 through June 30 the previous year.</td>
</tr>
<tr>
<td>SUMMER quarter₂</td>
<td>February 1 through February 28 of the same year.</td>
</tr>
</tbody>
</table>

**Students are strongly encouraged to plan for a FALL transfer!**

1. Some campuses may require mid-year applicants (spring & winter) to meet higher admissions standards. Some campuses do not accept mid-year applicants.
2. Most campuses will not accept applicants for the summer session. Check campus for more information!

### University of California (UC)

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<tr>
<td>SPRING semester at UC Merced</td>
<td></td>
</tr>
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**Students are strongly encouraged to plan for a FALL transfer!**

1. Mid-year applicants (winter & spring) may be required to meet higher admissions standards. Some campuses do not accept mid-year applicants. You can check with the Career and Transfer Center for details.
2. Most campuses will not accept applicants for the spring session. Check prospective campus website for more information!