

# Transfer Student Information Guide:

Information for students planning  
to transfer to another institution



This guide is meant to assist you in understanding the transfer process from Eastern Iowa Community Colleges (EICC) to the four-year institution of your choice. The information is general in nature and is not meant to apply to all institutions or in all instances. There may be other requirements specific to your chosen major that are not covered in this guide. In all cases, consult with your specific transfer institution for the most current information as specific information provided on an institution may change at any time.

### **TRANSFER CHECKLIST FOR COMMUNITY COLLEGE STUDENTS**

- \_\_\_ Visit your EICC advisor to ask any questions you might have and to begin gathering information on possible transfer options.
- \_\_\_ Does your transfer college have an admissions partnership or joint enrollment agreement with EICC? If so, sign up!
- \_\_\_ Send for transfer information and catalogs from four-year colleges and universities that interest you. Consider scheduling a transfer visit day on those campuses as well.
- \_\_\_ Find out about transfer requirements and deadlines for your chosen transfer institution and major.
- \_\_\_ Make an appointment with a department advisor or admissions person at your chosen transfer institution to talk about your major and to plan your course of study at EICC.
- \_\_\_ Complete and send the application(s) for admission with the application fee(s) —check for due dates. Many applications can be completed online.
- \_\_\_ Complete and send the required financial aid and scholarship applications along with any additional required documents. NOTE: If an essay is required, it is very important that you make a concerted effort to communicate your thoughts thoroughly. Very often, the essay is the determining factor!
- \_\_\_ Determine if there are any additional placement tests that the transfer institution will require you to take for admission or placement in courses.
- \_\_\_ Have official EICC transcripts (and official high school transcripts, if necessary) sent to the transfer institution.
- \_\_\_ Check on immunization requirements for the institution and complete verification forms if needed.
- \_\_\_ After you are accepted by the transfer institution, request that your transfer credits be certified by the transfer institution.
- \_\_\_ Select classes with the help of an advisor at the transfer institution and register (or pre-register) for classes for the upcoming term.
- \_\_\_ Pay fees by deadlines.
- \_\_\_ Participate in orientation programs and buy books and supplies.

## **DIFFERENCES BETWEEN THE A.A. & A.S. DEGREE**

In general, the Associate in Arts (A.A.) degree is intended to focus your study toward liberal arts while the Associate in Science (A.S.) degree is intended to focus your study toward math and science. Knowing what your planned four-year major will be, and where you plan to transfer, can affect the choice of which degree you choose and the courses you choose to complete that degree. This means knowing where you plan to transfer is an important decision that is best made early in the process. However, since there are courses that can satisfy General Education requirements at most universities, this decision can be delayed. The delay in making this decision might mean you will take additional semesters to complete your four-year degree.

The A.A. degree is awarded in support of the first half of a bachelor's degree (four-year degree) in liberal arts, general studies, or pre-professional studies with courses in a wide range of areas. The A.A. degree from EICC is fully articulated with the Iowa Regents institutions, conforms to the state-wide articulation agreement and grants junior status in the respective colleges of Arts and Sciences. It is also fully articulated with many private colleges and universities.

The A.S. degree is awarded in support of the first half of a bachelor's degree (four-year degree), usually in mathematics, natural sciences, or a pre-professional degree that emphasizes math and science courses, such as Engineering or Pharmacy. The A.S. degree from EICC conforms to the state-wide articulation agreement and in most cases the A.S. degree transfers to a four year university or college on a course-by-course basis. As you select courses to complete an A.S. degree it is very important to use available course equivalency guides and to seek advising assistance at both your community college and the four year school to which you plan to transfer.

## **CHOOSING ELECTIVE COURSES FOR YOUR ASSOCIATES DEGREE**

- The number of elective credits available to you depends on the degree and courses selected to satisfy general education requirements.
- Electives may include up to 16 semester hours of vocational/technical courses.
- Consider your personal interests and/or your transfer institutions requirements when selecting elective courses.

## **KEEP YOUR SYLLABUS FROM EACH COURSE YOU COMPLETE!**

When a course equivalency has not been established between your community college and the school to which you plan to transfer the course, the Registrar at the transfer school will review the course. A frequently used source of course information is our college catalog which provides a brief course description. This may not be enough information for the Registrar to accept the course, and your ability to provide the syllabus of the course you took can make a big difference in the Registrar's decision. Remember that you can always ask a Registrar to reconsider their decision to not accept and transfer a course. If you need more course information to provide to your transfer college, contact your community college Registrar for assistance.

## **IMPORTANT RECORDS TO KEEP**

During your college career, you should begin a filing system for all important college related materials. **Why do I need this file? What's in it for me?** These documents and forms are proof of information you have received and appropriate actions taken by you. For example if you receive an "F" in a class you withdrew from and can prove it with your copy of your signed withdrawal form, the "F" will be changed

to a “W”. If you did not have your copy, the “F” could remain until the course is repeated for a higher grade.

Keep copies of the following (if applicable):

- College catalog.
- Graduation Requirements Worksheet.  
NOTE: Update it every semester and bring it to each advising appointment.
- Each semester’s registration form.
- Every schedule change (add/drop) form.
- All paid tuition bills.
- Every completed withdrawal form.
- All grade reports.
- Letters of recommendation from faculty.
- Assessment test results.
- All transcript requests.
- Every veteran’s benefits form.
- Probation letters.
- Each financial aid form.
- Dean’s/President’s List letters.
- All book store receipts.
- Health and insurance information.
- Student handbook.
- Other pertinent papers.

### **ADMISSIONS PARTNERSHIPS/JOINT ENROLLMENT PROGRAMS**

EICC has an admissions partnership or joint enrollment program with many of the colleges popular with our students, including the three state universities (Iowa State, Northern Iowa and University of Iowa). Through these programs you will have access to an advisor at that four year college/university, you will develop an associate’s degree transfer plan of courses and you will receive a report at the end of each semester regarding your progress toward completing the transfer plan. The student is required to maintain a 2.0 GPA to participate. These programs typically offer additional benefits such as access to university events at student pricing. More information can be found at your community college advising office. To participate, you will need to complete an additional application form.

### **GENERAL INFORMATION ABOUT FOUR-YEAR INSTITUTIONS**

- Transfer information for college requirements vary and change regularly. **CONTACT YOUR TRANSFER INSTITUTION FOR THE MOST CURRENT INFORMATION!**
- Most transfer colleges require a 2.00 college grade point average (GPA) minimum upon completion of a two-year degree for acceptance. A few selective or out-of-state colleges may have higher college entrance requirements. Students should consult the transfer college for more information.
- Admission to a college or university does not guarantee admission to some majors or programs. Some majors have a minimum GPA (such as 2.50) for admission, while others select the best applicants each year, meaning that the entrance GPA could vary from year to year.
- Students who transfer without completing a degree may need higher than a 2.00 grade point average, particularly if they were not admissible based on their high school records.
- Generally, transfer institutions will exclude non-transfer (developmental) courses when calculating the student’s transfer grade point average. Developmental courses are prerequisite coursework for 100 level courses.
- Policies may vary in the transfer of “D” grades. Most public institutions will accept a “D” if the overall GPA is 2.00 or higher and/or the “D” course is not a part of the major. Some private colleges may not accept a “D” grade.
- Many colleges accept the A.A. degree as satisfying the majority of their general education requirements. If students do not plan to receive an A.A. degree, they are required to take the specific courses needed to satisfy the general education requirements of the transfer college. Special care should be taken to assure that the lower division course work completed at EICC is consistent with the requirements of the intended transfer major and institution.

## SPECIAL REQUIREMENTS FOR ENTRANCE & GRADUATION

- Check entrance and GPA requirements for your transfer institution.
- Check major requirements: Is a higher GPA required for your major?
- Check to see if prerequisites are required or if there are any recommended courses for your specific major that you should take at EICC.
- Check to see if there is a foreign language requirement.
- Catalogs and other transfer materials are available on your EICC campus through the Advising Office as well as on our website and EICConnect. Contact your advisor or someone in the Student Services Department for the location of the materials on your campus. In addition, most colleges have a website where information can be obtained.

## SUPPORT SERVICES

- Academic advising, disability services, career planning, academic assistance (tutoring), financial aid, employment and placement services, and other student assistance services are available for your use at EICC and at your transfer institution.
- If you are undecided about your major, visit with career planning advisors at EICC to help you in making a decision before you transfer.
- Check with your advisor or Student Services at EICC or your transfer institution to determine how to obtain support services which may benefit you.

## TIPS ON TRANSFERRING

1. Identify one or two colleges you are interested in and consider the following factors:
  - General location, size, cost and atmosphere.
  - Strengths of that college in your area of interest.
  - Successful placement of graduates.
2. Plan a visit to the college(s) that interest(s) you. It is recommended that you:
  - Speak with an admissions person and academic advisor.
  - Meet with an academic advisor.
  - Obtain information concerning financial aid.
  - Obtain information on housing.
  - Find out about application deadlines for admission, financial aid, and housing.
3. The semester **BEFORE** the term you plan to complete your associate's degree or you plan to transfer:
  - Make an appointment with your Academic Advisor to review your Graduation Requirements Worksheet and the credits you have earned. During this appointment, the advisor will review your last semester course schedule.
4. Apply for graduation when you register for your final semester.
  - Obtain a graduation application from the Registrar's office or through EICConnect.
  - A completed graduation application is required to receive your degree, regardless of your attendance at graduation.
5. Attend an orientation and registration event at the institution you are transferring to.
  - Try to participate in the earliest possible orientation program. Students generally register in late November for the spring semester and in April or early May for the fall and/or summer terms. The earlier you attend an orientation/registration program, the better your chances of getting the courses you need or want.
  - Bring a copy of your latest transcript to show your advisor. If you are currently registered in classes, bring a list of titles and course numbers.

## **RECOMMENDED TIME TABLE FOR FALL TRANSFER ADMISSION**

### **September-February**

- Submit an application for admission as soon as you know where you want to transfer.
- Submit a residence hall application/contract if you plan to live in a residence hall.

### **December-February**

- Have all official transcripts sent, including all semester courses and grades.
- Consult an advisor or counselor at your transfer institution and/or contact the Office of Admissions to discuss the courses you plan to take prior to fall enrollment.
- Contact the Office of Student Financial Aid for application materials. For best availability, apply for financial aid early in January. Check into scholarship opportunities as well.

### **April-May**

- Attend orientation/registration programs which are generally held for new transfer students and their families.

### **May-June**

- Have your final official transcript sent, including your spring courses and grades and any degrees conferred.

### **June-July**

- Unless previously completed, attend orientation/registration programs which are generally held for new transfer students and their families.

### **August/September**

- Late registration, if applicable.
- CLASSES BEGIN!

If you plan to graduate from EICC in December and transfer to another institution in the spring, be sure to check the dates for the admission application. Your time table could begin as early as January of the year before you transfer. For example when you complete the FAFSA forms for the fall semester at EICC, you may need to have the information sent to your transfer institution as well as EICC. This will allow you to apply for scholarships at the transfer institution for the spring session. Check for the dates of orientation and attend as soon as you can. Most institutions have a more elaborate orientation for fall admitted students than those starting in the spring. If you have questions that haven't been answered or you aren't sure about something ASK. If you aren't sure who to contact, check with an advisor in the Student Services Department to find out who you should contact.

## **ADDITIONAL TRANSFER INFORMATION AND GUIDES**

Transfer information and transfer assistance guides are available at the advising office of your community college. In addition, information can be found on the EICC website as well as on EICCConnect under Academic Information, Advising.