Transfer Student Information Guide:
Information for students planning to transfer to another institution

Eastern Iowa Community College District
Clinton, Muscatine, & Scott Community College
This guide is meant to assist you in understanding the transfer process from Eastern Iowa Community College District (EICCD) 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 EICCD 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 EICCD? If so, sign up!
- Send for transfer information and catalogs from four-year colleges and universities that interest you.
- Discuss your transfer plans with an advisor and read view books and catalogs from four-year colleges and universities.
- 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 EICCD.
- Obtain an application form from your transfer institution(s).
- Complete and send the application(s) for admission with the application fee(s) — check for due dates.
- 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!
- Take the ACT test if it is required and have copies sent to your transfer institutions.
- Have official EICCD 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 A.A. degree is intended to focus your study toward liberal arts while the 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 Associate in Arts (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 Eastern Iowa Community College District 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 Associate in Science (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 Eastern Iowa Community College District 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.

Once you decide on a degree, be sure to use the appropriate Graduation Requirement Worksheet to follow your degree requirements and to keep track of your program. It is a good idea to check with the transfer institution of your choice when choosing courses to fulfill your graduation requirements. Every four-year institution has slightly different requirements making some choices for course work better than others. You can keep track of your progress on a Graduation Requirements Worksheet form that is available from your Academic Advisor and on Campus Cruiser in the Advising Tools Office.

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

ADMISSIONS PARTNERSHIPS/JOINT ENROLLMENT PROGRAMS

EICCD 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.
- 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 Associate in Arts (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 EICCD is consistent with the requirements of the intended transfer major and institution.

SPECIAL REQUIREMENTS FOR ENTRANCE & GRADUATION

- Check entrance requirements and grade point average (GPA) required 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 EICCD.
- Check to see if there is a foreign language requirement.
- Catalogs and other transfer materials are available on your EICCD campus for your use and through the Advising Tools Office on Campus Cruiser. 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 web site 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 EICCD and at your transfer institution.
- If you are undecided about your major, visit with career planning advisors at EICCD before you transfer to help you in make a decision.
- Check with your Advisor or Student Services at EICCD 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.
   - Take a campus tour.
   - Meet with an academic advisor.
   - Obtain information concerning financial aid.
   - Obtain information on housing.
   - Find out about application deadlines for admissions, financial aid, and housing.

3. The semester BEFORE the term you plan to complete your associates 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.
   - A completed graduation application is required to receive your degree, regardless of your attendance at graduation.
TRANSFER ORIENTATION

The college to which your transfer will offer a transfer orientation to help make the transition to a new institution as smooth as possible. The purpose of transfer orientation is to help students become familiar with the campus, student services available, and the student life on campus. While you may be tempted to skip it, keep in mind that students often will register for classes at this time. In order to have the greatest possible choice of classes, attendance at the first possible orientation session is highly recommended.

- Apply for admission early—as soon as you know where you want to transfer.
- Try to participate in the earliest possible Orientation program. Students generally register in late November for the spring semester and in late 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.
- Plan to spend a whole day participating in Orientation and registering for classes.
- Bring all correspondence you have received from the transfer college. You should keep a file of all correspondence from any college you attend.
- 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.
- It is not unusual to feel overwhelmed with all the information you’ll receive at Orientation, but come prepared to be an active participant.

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.

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.

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 EICCD in December and transfer to another institution in the spring, be sure to check the dates for the admissions application. Your time table could begin as early as January of the year before you transfer. For example when you complete the FASFA forms for the fall semester at EICCD, you may need to have the information sent to your transfer institution as well as EICCD. 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 in the Advising Tools Office of Campus Cruiser as well as under the Current Student tab on Campus Cruiser.

COLLEGE TERMS YOU NEED TO KNOW

ACADEMIC ADVISOR: A faculty/staff member assigned to assist students in selection of courses and related curriculum choices.

ACADEMIC LOAD: Students planning to graduate with an associate’s degree within two years will average 16 transferable credit hours per semester for four semesters. Students may not carry more than 18 hours of credit in any semester without approval of their Academic Advisor and the Dean of Instruction.

ACADEMIC PROBATION: A warning to a student that his or her academic progress is unsatisfactory. In some colleges, there are several degrees of academic probation for students.

ACCREDITATION: The certification, by a competent agency, of a school, college, or the like as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.

ARTICULATION: An agreement between two institutions of higher education to facilitate transfer of comparable courses.

ASSOCIATE IN ARTS: The A.A. degree is designed to provide the first two years of a typical college or university’s Bachelor’s Degree in liberal arts, sciences, general studies or preprofessional studies. Completion of the A.A. degree will satisfy most of the general education core requirements of most colleges and universities.

ASSOCIATE IN SCIENCE: The A.S. degree is designed for transfer, like the A.A. degree, but with emphasis in math and science areas of study. The A.S. degree from EICCD includes all the A.A. requirements, so it also meets articulation agreement guidelines.

AUDIT: Students who would like to attend a class without receiving credit or a grade may choose to
audit a course. Students must complete a Petition for Course Audit form before classes begin. Standard tuition and fees apply to all audit courses and are due and payable at registration or as the billing invoice indicates.

BACHELOR'S DEGREE: The degree conferred by institutions of higher education for the completion of a four-year curriculum of study. The degree will usually be designated with B.A. or B.S.

CONCENTRATION AREA: A specialized field of study that a student chooses to pursue through his or her EICCD college career (see Major).

CREDIT: What a student receives when completing a college course. Credits are based on the amount of hours spent in class work. Course credit at EICCD is recorded as semester hours (s.h.) of credit. A transferable credit is a credit that will be accepted by four-year institutions for credit. Some courses taken at EICCD are nontransferable, meaning these credits will not transfer. Examples of nontransferable credits would be remedial course work and some vocational/technical courses.

CURRICULUM: A group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma, or associate degree.

DEAN'S LIST: Students who earn a 3.50 or higher grade point average and are enrolled in six credit hours in any term are honored by being named to the Dean’s List.

DISABILITY SERVICES: Services for persons with physical, psychological or learning disabilities.

ELECTIVE: A subject or course which you may choose to study, as opposed to a “required” course which you must take to fulfill the graduation requirements.

FASFA: Free Application for Federal Student Aid is the application needed to determine eligibility for Federal Student Aid. It may be used by colleges and universities to determine financial need for work study programs, grants, loans, and some institution scholarships.

GENERAL EDUCATION REQUIREMENTS: Basic core courses required by most institutions to assure students receive a well rounded education. Students are required to either take certain courses to fulfill the requirements or choose courses from a menu of courses to meet specific requirements. Usually GE’s are taken within the first two years of college work.

GRADE POINT AVERAGE (GPA): A cumulative GPA represents the level of achievement attained for all semesters of your coursework at an educational institution. The GPA is computed by multiplying the number of semester hours taken for all courses by the numeric values of grades earned in the courses, then dividing by the total number of graded hours of credit.

GRADUATION REQUIREMENTS WORKSHEET: A form designed to assist students in following A.A. or A.S. degree requirements and in updating their progress.

MAJOR: A principal subject of study in one department or field of learning in which a student is required or elects to take a specified number of courses and credit hours as a part of the requirement for obtaining a degree.

MID-TERM EXAMS: Tests given halfway through a semester to determine how students are progressing.

MINOR: Similar to a MAJOR, but requires fewer courses and credit hours; implies less intensive
concentration than in the major field of study.

**ORIENTATION:** A program or system of activities designed to assist all students who are new to a college in adjusting to the new college surroundings.

**PLACEMENT SERVICES:** Assists students with employment upon completion of a degree. Students must register with the Placement Office and provide a resume to receive services.

**PLAGIARISM:** A serious offense; the act of stealing another person’s words or ideas and using them as one's own. If caught plagiarizing, the offender will be disciplined.

**PREREQUISITE:** A course required before a more advanced course may be taken. Prerequisites are designated on class schedules and are designated in the catalog descriptions of courses.

**PRESIDENT’S LIST:** Students who earn a 4.00 grade point average and are enrolled in six credit hours in any term are honored by being named to the President’s List.

**REGENTS’ INSTITUTIONS:** Those state public higher education institutions which are governed by the state Board of Regents, as established by state law. In Iowa, the Regents universities are Iowa State University, University of Iowa, and University of Northern Iowa.

**REGISTRAR:** The person who evaluates and regulates students’ transcripts, records, grades, classes, etc.

**SEMESTER:** The school year is composed of two semesters. Semesters at EICCD are 16 weeks in length for fall and spring and vary through the summer sessions.

**STUDENT SENATE/GOVERNMENT:** An organization composed of students for students. The student government is the voice for the student body.

**SUSPENSION:** If a probationary student’s academic progress remains unsatisfactory, the student may be suspended for not less than one term.

**SYLLABUS:** An outline of the course. Usually distributed by instructors during the first week of class, it tells the student when readings, papers, tests and other work is due during the term.

**TRANSCRIPT:** An official compilation of a student’s grades, credits, honors, etc. received during one’s college career. An official transcript is sent from the registrar’s office and contains an official seal. An unofficial transcript is handed to the student or printed by the student and does not contain the official seal.

**WORK STUDY PROGRAM:** On-campus employment offered to students who qualify through their financial aid applications.