

TRANSFER PLANNING WORKBOOK



**Find your local Transfer
Advocate at
www.ivytech.edu/transfer**



Transfer opportunities at Ivy Tech Community College



Save over
\$10,000
in tuition
and fees,
per year



TRANSFER AN ENTIRE ASSOCIATE DEGREE



Transfer as a Junior programs, also known as Transfer Single Articulation Pathways (or TSAPs), are available for more than 15 programs at Ivy Tech. Transfer to your four-year university with junior status.



More than 70 four-year institutions nationwide in 60+ programs allow you to take two years at Ivy Tech, then two years at that four-year institution.



The Associate Accelerated Program (ASAP) helps high school students earn a degree in just 11 months and prepares them to transfer to a four-year college.



Available at five Ivy Tech locations, IvyHonors is a selective program that gives students extra support and helps them transfer to four-year universities.

TRANSFER CERTIFICATES AND TECHNICAL CERTIFICATES



Certificates and Technical Certificates: Depending on the program, certificates and technical certificates can be completed in one year or less. They are a great way to build a resume while working on a degree.



Gen Ed Transfer: Students participating in the Gen Ed Transfer program earn a Statewide Transfer General Education Core certificate. This block of 30 credit hours transfers to any public four-year college or university in Indiana.

TRANSFER CREDITS

Courses and Partnerships: Many courses transfer to other colleges and universities. Ivy Tech also have several partnerships with in- and out-of-state schools.

LEARN MORE:

Visit IvyTech.edu/Transfer to find more information about Ivy Tech transfer opportunities. Be sure to speak with your advisor to create a transfer plan that's best for your goals.

A NOTE TO FUTURE TRANSFER STUDENTS....

Transferring your Ivy Tech degree and credits sounds easy, right? Fill out an application and send your transcript...what else is there to do? While these are some of the necessary steps to transferring, there are other things to consider when planning to transfer your degree.

This guide is designed to answer your questions regarding transfer. Even if this is your first semester, it is not too early to begin planning the transfer process. In fact, that is the best time to start! This guide will help you plan your semesters, answer some FAQ's, and provide some great resources to aide you in your transfer process.

We encourage you to use this workbook to organize your planning efforts; however, we also recommend having an ongoing conversation with your Academic Advisor and Transfer Advocate at Ivy Tech. In addition to making sure you are taking the appropriate course to achieve your degree goals here, they can ensure that you are also taking the appropriate courses to achieve your college-transfer goals as well.

We offer more than 100 transfer programs with in- and out-of-state schools. Which means transferring your Ivy Tech credits to another college or university has never been easier, and we're here to help! Last year more than 31,000 students transferred. We would love to help you become one of them.

Best of luck in all your educational pursuits!



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Know Your Team

Understanding who is in your network, or your team, is of great value to all students. Each student has a list of important contacts that can help guide them through their semesters at Ivy Tech Community College. This should include your Academic Advisor, Faculty Advisor, Transfer Advocate, Career Development, Student Success Coach, and many others! You can also monitor your team through Ivy Advising and schedule appointments with them. Utilize the space below to keep track of your team.

Academic Advisor:

Name _____

Phone _____

Email _____

Faculty Advisor:

Name _____

Phone _____

Email _____

Transfer Advocate:

Name _____

Phone _____

Email _____

Career Development:

Name _____

Phone _____

Email _____

Student Success Coach:

Name _____

Phone _____

Email _____

Other:

Name _____

Phone _____

Email _____

Transfer FAQ's

WHAT DOES IT MEAN TO TRANSFER?

A transfer student is any student who has college course work at one institution and then transfers that coursework to another institution. As a transfer student, you may complete an associate degree or individual classes at Ivy Tech and then transfer to a four-year institution where you could earn a bachelor degree.

WHAT IS A BACHELOR'S DEGREE?

A bachelor's degree is an academic degree earned for an undergraduate major that generally takes four years of full time study. You can complete a portion of your bachelor's degree by achieving an associate's or through individual classes Ivy Tech.

WHAT IS THE DIFFERENCE IN IVY TECH AND A FOUR-YEAR INSTITUTION?

Ivy Tech is a community college and offers a variety of programs ranging from a certificate to an associate degree. The highest degree you can earn at Ivy Tech is an associate degree; however, at a four-year institution, you can earn a bachelor's or advanced degree.

WILL IVY TECH CREDITS TRANSFER?

While the decision on whether credits will transfer or not is ultimately up to the college or university you are applying to, there are some steps students can take to ensure they are working toward a smooth transfer.

- 1) Ask your Academic Advisor if you are on track to transfer. While Ivy Tech offers various degree pathways and courses, it is always best to consult your Advisor to ensure you are on the right track.
- 2) Earn at least "C" grades and higher in your courses. Most colleges and universities require a "C" to transfer in a course.
- 3) Select a **Transfer as a Junior** degree or follow the **Statewide Transfer General Education Core (STGEC)** curriculum. These pathways have been designed specifically for students seeking to
- 4) Consult your Transfer Advocate to discuss transfer steps and seek out a representative from the college or university you wish to transfer to in order to receive more details about their transfer process and guidelines.

transfer their credits to any of the Ivy Tech partner institutions. See page 6.

Transfer as Junior



Transfer as a Junior programs, officially known as TSAP (Transfer Single Articulation Pathways) programs, are based upon a curriculum agreed upon across all of the public institutions in Indiana. These programs allow you to graduate from Ivy Tech Community College with an associate degree, then transfer directly to the four-year college or university directly as a junior.

Remember, completing the Transfer as a Junior program does not guarantee admission to your chosen university. We encourage you reach out to a representative of the institution you hope to attend to better understand admission requirements of that institution.

It is important you stay in contact with your Ivy Tech team (page 4) throughout your academic journey to meet your Transfer as a Junior program requirements. Changing your plan without speaking with an advisor could result in not completing the program within the two-year time frame required for this process.

For more information, see page 12.

Statewide Transfer General Education Core

The Transfer General Education Certificate, also known as the Statewide Transfer General Education Core (STGEC), consists of classes designed for students who plan to transfer their Ivy Tech credits to a four year college or university.

By completing the STGEC, you will receive a certificate to assist you in transferring many core courses to Ivy Tech partner institutions.

For more information, see page 11.



TRANSFER TIMELINE AND CHECKLIST

Semester 1 (0-15 credit hours)

- Think about your interests, values, strengths, and career goals.
- If you are undecided in a major or career path, make an appointment with Career Services and take an assessment to match your interests, skills, and values with a satisfying career. You can also utilize indiana.kuder.com to find related assessments.
- Explore the web and other resources for information related to the careers you are considering. Websites such as www.bls.gov/ooh are a great place to start. Career Services can assist in this process as well through individual appointments and workshops!
- Become familiar with the Transfer General Education Core (TGEC). The TGEC is designed to transfer as a block to fulfill general education requirements at any public, four-year Indiana college. Speak with your advisor to ensure your degree program has the TGEC built into your curriculum.
- Start researching colleges that you may be interested in. To get a head start, attend a Transfer Fair and/or meet the Transfer Advocate on your campus.
- **Remember, most colleges require grades of at least a C or better for courses to transfer!**

Semester 2 (16-30 credit hours)

- Maintain good grades! Most colleges require at least a 2.0 GPA for transfer admission. Many also offer scholarship opportunities for transfer students who have at least a 3.0 GPA.
- Explore possible four-year schools that offer the major that you want to pursue. In addition to offering the degree you want, the four-year school should be a good fit for you. Consider the following:
 - Admission requirements (GPA, competitive admission, and important dates)
 - Cost
 - Location (are you willing/able to move?)
 - Size of campus and average class size.
- Develop a short list of 3 to 4 schools that match your goals, priorities, and academic record.
- Become familiar with the courses necessary to obtain your four-year degree at the schools on your list of potential transfer schools. If possible, also visit these schools!
- **Attend a Transfer Fair on campus to meet colleges and universities across the state of Indiana and some out-of-state institutions. This is a good opportunity to make contacts and explore all of your options at once!**

Semester 3 (31-45 credit hours)

- Try have your list of transfer options limited to 1-2 schools. Share this list with your Advisor!
- Become familiar with the application requirements and deadlines of the four-year school(s) in which you are applying. Some questions to ask yourself:
 - When do applications need to be turned in?
 - When must all transcripts be submitted?
 - When must letters of recommendation and/or personal essays (if required) be submitted?
 - When must financial aid forms be filed?

- If living on campus, when must applications for on-campus housing be filed?
- Meet with a representative from your potential transfer school(s) to perform a transcript evaluation, talk about program and admissions requirements. Be sure to bring a list of questions to ask!
- **Determine if there are scholarships available in which you may be eligible (many colleges offer transfer student scholarships!). This information can be found on websites and by asking the transfer school's representative. Make sure to maintain the GPA requirements for these transfer scholarships!**
- Meet with your Academic Advisor regularly to ensure that you are on-track for graduation and transfer.

Semester 4 (46-60 credit hours)

- Apply for Ivy Tech graduation, yay!
- Submit applications for admissions including any transcripts, letters of recommendation, personal essays, and on-campus housing applications.
- Apply for transfer scholarships (if applicable).
- Remember to apply for the FAFSA in January using your transfer school's code!
- Contact the four-year institution two or three weeks after you submit your application to determine if your file is complete.

Take advantage of orientation programs and other opportunities for transfer students at your new school. Meeting other transfer students and getting acquainted with campus life will help ease the transition!

Semester-by-Semester Guide

This section allows transfer students to go in-depth with the items listed on pages 7 and 8 in the **Transfer Timeline and Checklist**. Students can benefit from the various resources provided in each semester. The guide is intended to be used periodically throughout time spent here with Ivy Tech Community College by walking users semester-by-semester, or by credit hours, on what should be accomplished in that particular semester.

Another important reminder is that this guide does not include all the resources a student could use as there are many available. A simple search online, in a transfer related magazine or article, or by seeking out information from your team will quickly show students how much information is readily available. For questions, see your Transfer Advocate or another member of your team.



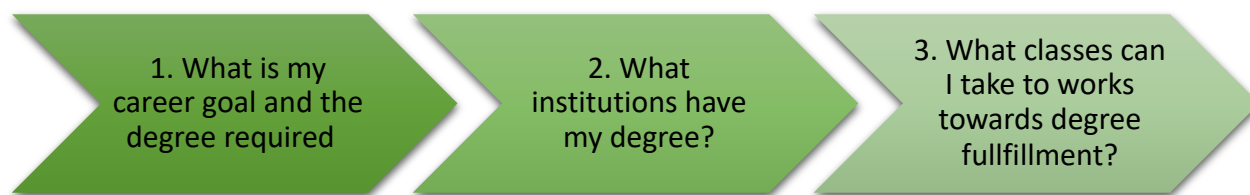
Smooth Transition

Semester One (0-15 Credit Hours):

Let the Planning Begin!

Importance of Planning:

Benjamin Franklin said, “By failing to prepare, you are preparing to fail.” He understood that a plan is a roadmap to achieving your goals. It is important to evaluate your educational and degree goals to ensure that you are starting on the right path here at Ivy Tech. This workbook will go through each step of the process but, in general, you should be planning in these steps:



- 1) Know what your career goal is and the degree that is required to obtain that career.
 - a. This will influence your major here at Ivy Tech (we talk about differences in majors in a few paragraphs)
- 2) What colleges have the four-year degree necessary to fulfill the requirements for your career goal?
 - a. This will involve researching the career that you are interested in (don't worry, we have included some career research resources in this workbook), as well as researching four-year transfer options.
- 3) What classes at Ivy Tech can you take that will transfer to that four-year school, and specifically, into the major that you plan to pursue.
 - a. This is where working with an advisor and utilizing your on-campus and online resources is helpful.

Sometimes students begin coursework at Ivy Tech without fully knowing their career and/or transfer goals. As you can see above, choosing coursework is often the last piece of the puzzle. Don't panic if you are currently not sure what career you want to pursue and/or where you want to transfer. In addition to utilizing on campus resources to help aid in these decisions, you can also rest assure that most general education courses can be applied to a variety of different majors.

Importance of the Student/Advisor Relationship:

Advising is a partnership between students and the advisor. While helping with course selection is a component, the opportunity exists for a more meaningful relationship. Your academic advisor is here to help you achieve your academic and career goals. An advisor can only help you achieve these academic and career goals if they know what those goals are and if/when those goals evolve or change. Keeping your advisor up-to-date on your degree and transfer goals is one major step to transfer success.

Choosing Your Major:

Ivy Tech offers several educational paths to accommodate a variety of student-learners. This includes certificate, technical certificate, Associate of Applied Science (AAS), Associate of Science (AS), and General Studies (AGS) programs. The program of study that you choose will depend on your educational, career, and transfer goals. It is important to meet with your Academic Advisor to ensure that you are enrolled in the appropriate degree program to match your goals.

Knowing your ultimate transfer and degree goals early in your educational career at Ivy Tech will not only help your advisor in suggesting courses for you, but also helps to ensure you are taking courses that will transfer.

To see the degrees offered at Ivy Tech Community College, visit www.ivytech.edu/degrees.

Which Degree is best for you?

An **Associate of Applied Science (AAS)** degree is a career-focused major and best for students who want to prepare for careers, career changes and career advancement. While this degree is traditionally NOT best for students who plan to transfer, there are transfer options for students who complete an AAS degree. Some four-year schools have a Bachelor of Applied Science (BAS) degree that could accept Ivy Tech credits after completing the AAS degree. The BAS is a good option for career fields where that require a bachelor's degree from any field. The BAS is NOT a good option for students who need a specific degree to obtain employment in their career field. For example, to be an elementary school teacher, you must obtain a bachelor's degree (or higher) in Education.

An **Associate of Science (AS)** or **Associate of Art (AA)** degree is traditionally designed for those students who know coming in to Ivy Tech that they plan to transfer to a four-year institution to obtain their bachelor degree. The AS or AA degree will also provide some of the introductory courses to your major but will mainly focus on general education coursework. This way, you can transfer and jump straight in to your major at your chosen four-year institution.

An **Associate of General Studies (AGS)** is best for students who want to transfer to a four-year school for a major that is not offered as an associate degree at Ivy Tech. For example, Ivy Tech does not offer an AS or AA in Language Studies. If you plan to attend a four-year school to get your bachelor's in Language Studies, or another major not offered at Ivy Tech, you would want to pursue the AGS.

Transfer General Education Certificate (TGEC), also known as Statewide Transfer General Education Core (STGEC), is incorporated into all transfer curriculums (AS and AGS) unless program accreditation requirements dictate a different selection of courses. You may also choose to pursue the TGEC without completing a degree as a certificate option (30 credit hours). Students who complete the TGEC requirements will have this noted on their transcript and will be waived from general education requirements (granted that programmatic requirements and necessary grades in courses are met) at all public, four-year, Indiana colleges and universities. Ask your advisor if the TGEC is incorporated into your degree!

Spotlight: Transfer as a Junior Programs

Ivy Tech Community College's "Transfer as a Junior" programs, also known as TSAP programs, give you the ability to start your desired program of interest at Ivy Tech Community College and transfer the entire associate degree to any four-year college or university in Indiana. These programs allow you transfer directly to the four-year college or university directly as a junior.

Remember, completing the Transfer as a Junior program does not guarantee admission to your chosen university. We encourage you reach out to the academic advising office of the university you hope to attend to better understand admission requirements of that university.

<ul style="list-style-type: none"> • Biology • Business Administration • Chemistry • Computer Science • Criminal Justice • Early Childhood Education • Education • Electrical Engineering Technology • Elementary Education • Engineering 	<ul style="list-style-type: none"> • Human Services • Informatics • Mechanical Engineering • Mechanical Engineering Technology • Nursing • Psychology • Secondary Education • Social Work • Special Education
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THE SOONER YOU DECIDE ON A MAJOR AND WHICH FOUR-YEAR SCHOOL YOU WOULD LIKE TO ATTEND, THE MORE ORGANIZED AND SUCCESSFUL YOUR TRANSFER EXPERIENCE WILL BE!



Undecided?

Career Services can help! See page 4 to find your Career Development team member or by visiting <https://www.ivytech.edu/career-development>. Career Development might utilize a variety of resources to help you out, Indiana Career Explorer is one of the most utilized tools.



1. www.indianacareerexplorer.org
2. Create an Account
3. Select I am "a college/university or technical/vocational student"
4. Follow the prompts to make your account. Be sure to select your Ivy Tech campus
5. Find the three Assessments located on your home page.
6. Complete the Career Interest Assessment, Skills Confidence Assessment, and Work Values Inventory.
7. Once you have completed your assessments you may view your assessment results, or connect with your Career Development office for more information.

Here are some other great resources for Career Exploration:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Indiana Skills – Find career opportunities and short-term training programs that best match their skills and interests, are in high demand, and have competitive wages.
http://www.indianaskills.com/ • O*NET OnLine - Detailed descriptions of the world of work use by job seekers, workforce development and HR professionals, and students.
http://online.onetcenter.org/ • Occupational Outlook Handbook (OOH) - Provides a 1-2 page summary of each occupation.
http://www.bls.gov/oco/ • CareerOneStop - U. S. Department of Labor, this site has comprehensive career exploration information.
http://www.careeronestop.org • MyPlan.com - Features a "top 200" list for certification and degree programs by popularity
http://www.myplan.com/ | <ul style="list-style-type: none"> • MyNextMove.org - U.S. Department of Labor website that allows users to explore jobs using keywords, browse by industry or match interests to potential careers.
www.mynextmove.org • Salary Information - Various career directories provide average salary information of your occupation of interest.
http://www.salary.com • Professional Associations and Online Journals - Associations and professional journals within your area of interest/industry can provide current information about their field as well as current issues, trends, and employers. • Interview Professionals - Informational interviews provide an opportunity for you to gather information and establish contacts. Visit Career Services to start networking or to set up job shadowing. |
|--|---|

Semester Two (16-30 Credit Hours):

Decision Time

By semester two (or 16-30 credit hours), you should have an idea of your career goal as well as the major that you need to pursue at Ivy Tech to achieve your transfer goals. You should also be meeting with your academic advisor and making them aware of these goals. Now that you have a career goal in mind and know the major that you need to pursue at the four-year school, it's time to start researching four-year colleges and universities!

Researching Four-Year Schools:

Finding colleges that best fit you begins with self-discovery. Think about what is important to you in a four-year school. Do you value small classes, or do you want a school with cultural and extracurricular opportunities?

Knowing what your degree and career goals are is also important. For example, if you want to be a Social Worker, it is important to know which four-year schools offer a four-year degree in Social Work.

In addition to available majors, there are several other important factors to consider, including:

- Location—Are you willing and/or able to move? If so, how far can you move?
- Cost of Attendance
- Does the college offer transfer scholarships or special rates for Ivy Tech graduates?
- Size of campus and average class size
- Housing options
- Childcare options
- Available extracurricular activities

Once you have decided what major you want to pursue and what is important to you, start doing research on schools that fit your needs. Do online searches, visit campuses, and talk to representatives on those campuses.

Visit www.ivytech.edu/transfer to find partner institutions of Ivy Tech by program of Transfer as a Junior Program.

Check out the “Finding Your Four-Year College Fit” worksheet on page 16. This worksheet can help to identify what is important to you in selecting a transfer institution. Use the “Must Have,” “Nice to Have,” & “Not Important” boxes to help you in determining if certain factors are deal-breakers when selecting a transfer destination.

Are You On Track?

Double check with your Academic Advisor that you are on course to graduation. Maintain “C” grades and higher. Find your Academic Completion Plan and your Degree Audit through your MyIvy under the Advising Tab.

On-Campus Transfer Resources

Remember that you are not alone in planning and accomplishing your transfer goals. IvyTech offers several on campus transfer resources. These can range from meeting one-on-one with a Transfer Advocate, to attending a college-wide Transfer Fair event. Be sure to utilize your resources!

- **TRANSFER FAIR:** Ivy Tech hosts a Transfer Fair that hosts 25+ colleges and universities on campus. During the Transfer Fair, colleges are available to help answer your questions and help you determine which college is the right fit for you. See your Transfer Advocate for the next Transfer Fair date!
- **COLLEGE VISITS:** Each semester several four-year schools visit Ivy Tech to assist in answering your transfer questions. These visits are similar to the Transfer Fair; however, there may be only one or two colleges on campus at one time.
- **TRANSFER WORKSHOPS:** Throughout the semester Transfer Workshops will be offered that focus on the topics discussed in this handbook. While not a one-on-one appointment, it is a good opportunity to get your transfer questions answered.
- **TRANSFER ADVOCATE:** For transfer advice, to make a personalized transfer plan, discuss how courses will transfer, or if you need help filling out an application to your potential transfer destinations, make a one-on-one appointment with the Transfer Advocate. The Transfer Advocate also helps to plan and organize transfer visits, workshops, and other transfer events on campus. So, if there is a particular school you would like to see on campus, or a specific topic covered, speak to the Transfer Advocate.
- **ACADEMIC ADVISOR:** Your Academic Advisor is also a great person to discuss your transfer goals. Your Academic Advisor can ensure that you are on track at Ivy Tech, by taking the appropriate courses and pursuing the appropriate major, to fulfill your transfer goals.
- **FACULTY ADVISORS:** Talk to your faculty members and/or your faculty advisor about the four-year schools that they attended and how they chose that school, especially if you are interested in a similar career path. Chances are your faculty members may also know some faculty members at your potential transfer institution. These conversations and connections can really help you gain insight whether a potential transfer institution is a good fit.

Online Transfer Resources

There is a great deal of online transfer resources in addition to on campus transfer resources. Check out the “Helpful Websites” section on page 25. This list contains online resources for general transfer information, transfer scholarship searches, and college search tools.

Finding Your Four-Year College "Fit"

Identify what's most important to you when selecting a transfer institution:

ACADEMIC OFFERINGS

Majors/Degrees:

- | | | |
|----------|------------------------------------|---------------------------------------|
| #1 _____ | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have |
| #2 _____ | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have |
| #3 _____ | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have |

Additional Accreditations:

- | | | |
|----------|------------------------------------|---------------------------------------|
| #1 _____ | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have |
| #2 _____ | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have |

College Rank/Academic Competitiveness: ☐ Important ☐ Not Important

CAMPUS CONSIDERATIONS

- | | | | |
|--------------------|---|---|---|
| Institution Type: | <input type="checkbox"/> Public | <input type="checkbox"/> Private | <input type="checkbox"/> Religious Affiliation |
| Enrollment: | <input type="checkbox"/> Small
(under 5,000) | <input type="checkbox"/> Medium
(5,000-15,000) | <input type="checkbox"/> Large
(Over 15,000) |
| Location: | <input type="checkbox"/> Able to commute | | <input type="checkbox"/> In-state |
| | <input type="checkbox"/> Preferred region _____ | | |
| Environment: | <input type="checkbox"/> Urban | <input type="checkbox"/> Suburban | <input type="checkbox"/> College town |
| | <input type="checkbox"/> Rural | | |
| On-Campus Housing: | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |

ADDITIONAL FEATURES

- | | | | |
|---|------------------------------------|---------------------------------------|--|
| Career/Employment Services | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| Internships/Co-ops/
Service Learning | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| Greek Life | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| NCAA Athletics | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| Intramurals/Extracurriculars | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| Study Abroad Programs | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |
| Multicultural Center | <input type="checkbox"/> Must have | <input type="checkbox"/> Nice to have | <input type="checkbox"/> Not important |

Semester Three (31-45 Credit Hours):

Stay the Course and Apply!

Maximizing Transfer Credits

The first paragraph of this workbook stated the importance of having a plan. This is because the easiest and most effective way to maximize your transfer credits is to know WHERE you are transferring, and WHAT degree you will be seeking at that four-year institution.

Knowing where you want to transfer is important because transferring courses can vary greatly between different institutions. Knowing if you are staying in the state of Indiana, or going out of state, can also play an important role in the transfer of courses. Sharing this information with your advisor and Transfer Advocate helps them to suggest the right courses for you to complete at Ivy Tech.

While the best-laid-plan to maximizing your transfer credits is to know where you are going and what degree you are pursuing when you get there, there are some general resources that can help ensure you are maximizing your transfer credits:

- **TRANSFER GENERAL EDUCATION CORE (TGEC):** Satisfactory completion of the TGEC allows a student who transfers to any public Indiana college or university to be general education certified. The student who completes the TGEC, either as a certificate or within an Associate of Science degree, will be able to transfer a block of 30 credit hours toward the general education core requirements at the four year destination.
- **CORE TRANSFER LIBRARY (CTL):** The CTL is a list of courses that are guaranteed to transfer Indiana public colleges and universities, assuming adequate grades (usually a C or better). The CTL can be accessed at <http://www.transferin.net/ctl.aspx>
- **TRANSFER AS A JUNIOR:** Transfer as a Junior programs are curricula that have been set by the state of Indiana and all Indiana public colleges and universities. Completion of a TSAP program at Ivy Tech ensures that a student can transfer in to any public four-year institution in Indiana at a junior status! See the Transfer as a Junior section on page 12 for more information.
- **TRANSFER EQUIVALENCY GUIDES:** In addition to utilizing the TGEC and the CTL, make sure to access the transfer equivalency guide circulated by the four-year school you plan on attending. Many times, these equivalency guides, which shows the way Ivy Tech credits transfer to the four-year school, are available online through the intended college's website.

When in doubt, choose courses from these resources. Just remember to make sure you are meeting with your academic advisor to ensure compatibility with your declared program.

Choosing Your Top Potential Transfer Destination(s)

By semester three, or 31-45 credit hours, it is important to have a short (1-3) list of potential transfer destinations. If you are stuck on how to narrow your list down, here are some tasks to consider completing during semester three.

CAMPUS VISITS

First things first, if you haven't visited your intended college(s), now is the time to schedule a campus visit. A campus visit helps to orient you to the campus, learn a few familiar faces, and gather essential knowledge about your potential new campus. A campus visit is also imperative if you are trying to decide between multiple institutions. In fact, many students report that a campus visit is what led them to decide on attending (or passing on) a particular school.

Here are some questions you will want to ask on your campus visit:

- Ask About Academics
 - Who is your college's accreditation body? Certain programs or majors may have professional accreditations as well.
- Ask About the Classroom Experience
 - Are classes taught by regular faculty or by teaching assistants? Are faculty available to address student concerns and questions?
 - Are all majors available to transfer students? Some institutions, such as Purdue, close some programs to transfer students.
 - When are most classes scheduled? Do you offer evening, weekend, and online courses?
 - What is the average class size?
- Ask About the Student Body
 - How many students are enrolled at your university?
 - How diverse is your student body?
 - What is the faculty-to-student ratio?
 - How long do students take to complete their degree after transferring to your institution?
 - What do students do for fun? What clubs and extracurricular activities are available to students?
- Ask About the Financial Aspects
 - What is the cost per credit hour?
 - Can you estimate the cost of my program, including books, fees, and tuition?
 - Are work-study jobs available?
- Ask About the Campus Facilities
 - Library
 - Housing
 - Health, Career Counseling, Academic Advising, and other support services for students

MEET WITH REPRESENTATIVES FROM YOUR POTENTIAL 4-YEAR

Be sure to meet with a representative from the four-year schools that you are considering. Ivy Tech hosts transfer fairs and college visits, which are great opportunities to speak with a representative from your potential transfer destinations. While these are great opportunities, you should also consider scheduling an appointment to meet, one-on-one, with a representative from each school to discuss: the application process, admission deadlines and dates, program/major information, costs of attendance, and even complete a campus tour.

Admission representative's contact information is usually listed on the four-year school's website; however, if you are unsure of who to contact, ask the Transfer Advocate. They will be happy to put you in contact with someone at your potential transfer school.

FIND OUT THE POTENTIAL COSTS

For many students the biggest factor in choosing which transfer destination is best for you is cost. Most four-year colleges and universities will list their cost of attendance on the college's web page.

Often times, four-year colleges will offer transfer Scholarships and/or special tuition rates for Ivy Tech Graduates (Ottawa, Indiana Tech, and Western Governor's University are a few that offer special rates). Most four-year schools offer transfer scholarships, so be sure to know the application deadline dates and GPA requirements!

BECOME FAMILIAR WITH THE APPLICATION REQUIREMENTS AND DEADLINES

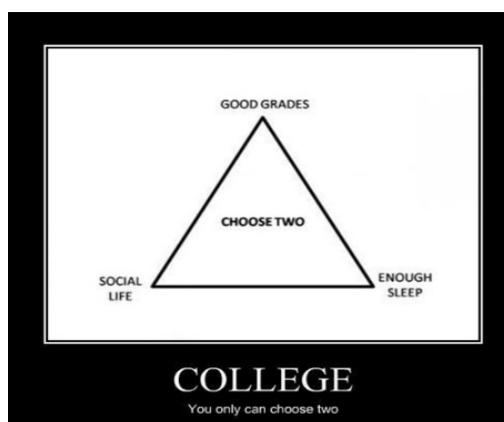
Every college has their unique requirements for admission. Most all are going to require an application, an official transcript, and an application fee. In addition to these items, some colleges may require an essay/personal statement, letters of recommendation, and/or interview.

In addition to becoming familiar with what is required, make sure to know the deadlines for the items (and for transfer scholarships!) well in advance.

Need more guidance? Check out the "Sizing-Up Potential Transfer Destinations—Tips for Assessing Educational Fit" Worksheet on [page 20](#).

REMEMBER TO MAINTAIN GOOD GRADES!

MOST OF THE TIME A "C" OR BETTER IS REQUIRED FOR A COURSE TO TRANSFER.



Sizing Up Potential Transfer Destinations — Tips for Assessing Educational Fit

Figuring out what four-year institutions you would like to attend involves more than memorizing the admissions requirements and worrying about whether you'll have the grades to get in. That's important, of course, but not the whole story. You also need to consider whether the institution fits your needs, given your intellectual interests, career goals, and individual characteristics and concerns. The goal is to find a good match for you and the institution; that is, a place that welcomes your contributions and, in turn, accommodates your needs. Here are some questions to consider about the four-year transfer destinations you have in mind:

- Does the institution's major or program of study match up well with your idea of the major or program? The academic focus of a major may vary greatly from college to college. For example, just because a transfer institution offers a major in Communications and Media does not mean it necessarily provides training in journalism. Check the college's catalog carefully and review the course list.
- What is the composition of the overall student body? Does the institution enroll many transfer students each year? What is the ratio of lower- to upper-division students? What is the ratio of undergraduates to graduate/professional school students?
- Does the institution have a new-student orientation program designed specifically for transfer students?
- Does the institution have pretransfer advising services to help you with the application process?
- How and when does the institution provide you with an official credit evaluation showing how courses you've completed at the community college apply toward the degree?
- Does the institution have places for transfer students to meet one another on campus, such as a transfer students' lounge?
- Does the receiving institution have on-campus housing reserved for transfer students? If not, is there a housing office to help students locate accommodations in the community?
- Does the institution accommodate students with families? For example, is family student housing available? Does the four-year institution offer child care services? Are these services affordable and accessible?
- Is there an office for students with disabilities? What specific services are provided?
- Is the career center well supported? What kinds of job placement services are available?
- How well does the institution prepare its students for graduate or professional school?
- Does the institution offer special financial aid resources or counseling for transfer students?
- When are classes offered? Are most scheduled in the morning and early afternoon? Are there opportunities to complete courses online, in the evening, or off campus?

SEMESTER 4 (45-60 CREDIT HOURS):

SMOOTH TRANSITIONS

You're almost to the finish line! This is an exciting semester. Not only are you graduating from Ivy Tech this semester, you are finalizing your next steps to transitioning to your four-year university. This is also the time to finalize those transfer scholarship applications and to send over financial aid (FAFSA) applications. Sounds like a lot to do, but don't worry. The worksheets on the next few pages will assist in your application process.

Use the Four-Year College and University Application Checklist on pages 22-23 to help organize the application process. Remember to be familiar with what is required for each institution you are applying to (for example, are letters of recommendation required?)

Why Should I Finish My Degree at Ivy Tech?

While there may be times that it makes sense to transfer before completing your degree or certificate at Ivy Tech, most of the time it is most beneficial for you to complete your program at Ivy Tech before transferring. Here are a few things to consider when trying to decide if you should finish your Ivy Tech program before transferring:

- **DIFFERENCE IN "FRESHMAN ADMISSION" STANDARDS AND "TRANSFER ADMISSION" STANDARDS:** Often times, the admission standards will be different from students considered "Transfer Students" vs a traditional freshman admit. Typically, colleges require students to meet the freshman admissions standards until they have at least 24 credit-hours' worth of college-level credit completed.
- **SAVE TIME AND MONEY:** Simply put, the more courses you complete at Ivy Tech, the less you have to complete once you transfer to the four-year school!
- **INCREASE YOUR LIKELIHOOD OF SUCCESS AT THE FOUR-YEAR LEVEL:** A study by the Community College Research Center (CCR) finds that students who transferred with a transfer associate degree (associate or arts or associate of science) were 77% more likely to complete a bachelor's degree within four years, and 52% more likely to earn one within six years (2014). This research (and other similar studies) seem to support the idea that students are better prepared at the four-year level when they complete an Associate degree before transferring. Students may also feel more confident in their academic abilities and have a sense of accomplishment and achievement because they completed the degree. Sometimes, attitude is everything ☑
- **SOME TRANSFER AGREEMENTS REQUIRE COMPLETION:** Programs such as our Transfer as a Junior programs and the AAS to Bachelor of Applied Science (BAS) programs require that the student completes their degree at Ivy Tech in its entirety in order for the transfer agreement to hold.

Four-Year College and University Application Checklist

Use this checklist to help you stay on top of your application tasks, paperwork, and deadlines.

Application Checklist	College 1	College 2	College 3
Applications			
Request Application Forms or Download Application			
First Day Allowed to Submit			
Deadline to Submit			
(Note: Have someone review your application before you submit it.)			
Grades			
Request College Transcript(s) Sent			
Request HS Transcript Sent (if req.)			
Request GED Sent (if req.)			
Request Midyear Grade Reports Sent			
Letters of Recommendation (If Required)			
Request Recommendation #1			
Request Recommendation #2			
Request Recommendation #3			
Send Thank-You Notes			
Essays/Personal Statement			
Write Essay/Statement(s)			
Proof Essay(s)			
Have Two People Read Essay(s)			
Revise, as Appropriate			
Interviews			
Schedule Interviews at College			
Send Thank-You Notes to Interviewer(s)			

Application Checklist	College 1	College 2	College 3
Test Scores			
Send admissions test scores (if required)			
Send SAT Subject Test scores (if required)			
Send AP® scores (if required)			
Send TOEFL scores (if required)			
Sending/Tracking the Application			
Copy/Mail Application Materials or Apply Online			
Include/Pay Application Fee			
Sign Application			
Confirm Receipt of Application Materials			
Confirm Receipt of Transcripts			
Send Supplemental Material, If Needed			
Financial Aid Forms			
Priority Financial Aid Deadline			
Regular Financial Deadline			
Mail FAFSA			
Submit CSS/Financial Aid PROFILE®, If Needed			
Mail Institutional Aid Form, If Needed			
After Sending Your Application			
Receive Admission Letter			
Receive Financial Aid award Letter			
Send Deposit			
Send Final Transcript (Note: Housing, parking, and child care applications can sometimes be submitted prior to official application.)			

Source: Adapted from the College Counseling Sourcebook, 2004.

LIFE AFTER TRANSFER

Transfer Shock

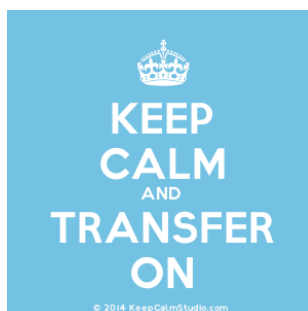
You might think that since you have completed an associate degree at Ivy Tech that you know all about college-level courses and the college environment. However, many students feel overwhelmed when they transfer to a larger, four-year school. This is because you are having to learn a whole new environment: learning new policies, where to park, how to borrow a book from the library, new faces, and more! If you find yourself feeling overwhelmed, know that you are not alone.

Many transfer students suffer from what is commonly referred to as “transfer shock.” Because of this transfer shock, some student find that they do not do as well academically their first semester in their new school as they did while at Ivy Tech. Many students experience a temporary dip in their GPA during their first and/or second semester at the new institution. Don’t let this discourage you. See the next section for tips on how to adjust to your new school.

Adjusting to Your New School

- Accept that even though you are an experienced college student, you will be a beginner all over again at your new campus.
- Many colleges offer transfer orientations and/or specific programs for transfer students. Take advantage of these. These are also great opportunities to meet fellow transfer students who are experiencing the same transitions that you are.
- Learn as much about your new campus prior to transferring.
- Don’t overload yourself your first few semesters, even if you carried a full load of course work at Ivy Tech. Remember that you are going through a time of transition and learning a new campus. This takes time and can be stressful on top of a full schedule.
- Get involved! Students who get involved usually have a richer experience and feel more comfortable and connected on campus.
- Don’t give up! Even if you experience a dip in your GPA your first or second semester, reach out to resources and ask for help if you need it!

RELAX, YOU’RE GOING TO DO GREAT!



HELPFUL WEBSITES

GENERAL TRANSFER INFO

www.transferin.net

www.collegefish.org

www.collegeboard.com

www.ivytech.edu/transfer

SEARCHING FOUR-YEAR INSTITUTIONS

www.collegefish.org

www.ecampustours.com (virtual campus tours!)

www.studentaid2.ed.gov/gotocollege/collegefinder

<https://www.indianacollegecosts.org>

COLLEGE SCHOLARSHIP & FINANCIAL AID

www.collegefish.org

www.fafsa.ed.gov

www.finaid.org/scholarships

www.scholarships.com

www.collegescholarships.org

www.fastweb.com

www.scholarships360.org

www.collegeboard.com

COURSE TRANSFER RESOURCES

www.transferin.net/ctl (courses in the CTL)

www.transferology.com

www.ivytech.edu/core (courses required in the TGEC)

www.collegetransfer.net/Search/SearchforCourseEquivalencies/tabid/100/Default.aspx

TRANSFER GLOSSARY

ACCREDITATION: The certification process that a school or program undergoes to prove it meets a set of quality standards. In the United States, schools of higher education are accredited by one of six regional accreditation associations. Programs can also be accredited by professional organizations.

ARTICULATION AGREEMENT: A systematic coordination between Ivy Tech and a four-year school to ensure the efficient and effective movement of students among those institutions. Often times articulation agreements guarantee (granted you complete your degree requirements at Ivy Tech) that a particular four-year school will accept all credits toward a particular program at the four-year school.

ASSOCIATE DEGREE: A type of undergraduate degree. Associate degrees require a minimum of 60 semester credit hours and usually consists of three parts: general education requirements, major requirements, and electives. Some specific associate degrees which are designed to transfer are: Associate in Arts (AA), and Associate in Science (AS), and Associate of General Studies (AGS). A student attending full time each semester (15 semester credit hours) could complete an associate degree in four semesters or two years.

ASSOCIATE OF APPLIED SCIENCE (AAS): career-focused major and best for students who want to prepare for careers, career changes and career advancement. While this degree is traditionally NOT best for students who plan to transfer, there are transfer options for students who complete an AAS degree.

BACHELOR OF APPLIED SCIENCE (BAS): A non-traditional transfer degree which allows a student who has been awarded an Associate of Applied Science the opportunity to transfer their entire AAS degree to a four-year institution offers a BAS program.

BACHELOR'S DEGREE: The diploma awarded to a student who completes the graduation requirements at a four-year institution, typically referred to as a four-year degree. Bachelor's degrees require a minimum of 120 semester credits. By first completing an Associate degree, and with proper transfer planning, a student can usually have half of the Bachelor's degree completed by transferring with an Associate degree.

COLLEGE FISH: An online, comprehensive transfer tool offering general information on transferring, a four-year college search tool, and information on transfer scholarships.

CORE TRANSFER LIBRARY (CTL): A list of courses that are guaranteed to transfer amount all Indiana public colleges and universities, assuming adequate grades (usually a C or better). The CTL can be accessed at <http://www.transferin.net/ctl.aspx>

GENERAL EDUCATION: Courses comprised of various subjects outside of a specific major, designed to ensure all students have a comprehensive knowledge base and understanding of the world in which they live.

GRADE POINT AVERAGE (GPA): A numerical value assigned to the letter grades a student receives. GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0. Four-year schools typically look at a student's overall (or cumulative) GPA to determine admission into the college and/or degree program. It also determines if a student is eligible for transfer scholarships.

OFFICIAL TRANSCRIPT: A compilation of the students' grades and courses throughout the student's college career which has been certified and signed by the Registrar at the sending institution. The official transcript is required in order to transfer courses and/or a degree.

RECEIVING INSTITUTION: The institution you will attend after Ivy Tech. Receiving institutions can grant transfer credits to individual courses or to entire degree programs.

RESIDENCY REQUIREMENT: An established policy at a college or university that requires a certain percentage of classes or a number of credit hours be completed at its institution before granting a degree to a student. Check with your receiving institution for their specific policy before initiating the transfer process.

REVERSE TRANSFER: The process of transferring credits back to Ivy Tech from the four-year school. This process is an option for students who transfer before earning an Associate Degree at Ivy Tech and are now attending a four-year school. Once credits are sent from the sending institution, Ivy Tech may be able to retroactively offer the student an Associate Degree.

SENDING INSTITUTION: The institution where you have completed course work and from where you are transferring. In your case, Ivy Tech Community College of Indiana is the sending institution.

TRANSFER: The process of completing course work at one institution and sending completed credit to another institution.

TRANSFER EQUIVALENCY GUIDE: An official guide showing how completion of a course at one college or university relates, or transfers to, a course at another college or university. Many four-year schools in Indiana have transfer equivalency guides for Ivy Tech courses. Several schools post this information on their websites.

TRANSFER GENERAL EDUCATION CORE (TGEC): A set of courses, developed by the institutions of higher education in Indiana. Satisfactory completion of the TGEC allows a student who transfers to any public, Indiana college or university to be general education certified. The student who completes the TGEC, either as a certificate or within an Associate of Science degree, will be able to transfer a block of 30 credit hours toward the general education core requirements at the four year destination.

TRANSFER AS A JUNIOR: programs curricula set in by the state of Indiana and all Indiana, public colleges and universities. Completion of a these programs at Ivy Tech ensures that a student can transfer in to any public four-year institution in Indiana at a junior status, granted that the student meets GPA and course requirements.

TRANSFER STUDENT: A student who is applying to an institution of higher education who has previously attended another institution of higher education.