Transfer Process “To Do” List

The Transfer Process can be complicated, but by developing a Transfer Plan you will be in charge of your education and career path. The following “To Do” list will assist you with your tasks to complete your transition to a four-year university successfully.

1. Plan Early
   - Meet with an academic counselor
   - Decide on your interest area
   - Select your major – if undecided on your major, you may
     - Take Career 137 course
     - Use tools available at Career Services
     - Attend workshops and events on campus
   - Explore and decide on Universities that you plan to apply to
     - Attend the Transfer Center Workshop – “Transfer Options and Choosing a University”
     - Participate in workshops and events by other programs at Cañada College
     - Attend virtual and in-person campus tours
     - Meet with the university representatives
     - Meet with a counselor to explore options
   - Develop a Student Educational Plan (SEP) – it is okay to be undecided at first, make initial plan for basic transfer requirements
     - Complete transfer level math and English courses as soon as possible

2. Learn about transfer, admission, and program requirements
   - Meet with a counselor
   - Review information provided on the Transfer Center Web site
   - Learn about the General Education options and requirements
   - Learn about your major at the universities whether they are impacted
   - Attend Transfer Center Workshop, “Impaction and ADT”
   - Attend Transfer Day to speak with universities
   - Explore Transfer Universities
   - Take Career 110
   - Use www.ASSIST.ORG to review major requirements
   - Explore other Articulation and transfer agreements Cañada has with universities

3. Prepare
   - Plan and complete the major course requirements – especially if the program is impacted
   - Complete the required General Education Breadth
   - Start UC Transfer Admission Planner (TAP) - if you are interested in applying to UC Campuses
   - Work with your counselor to find and include course requirements for UC Transfer Admission Guarantee (TAG) and/or Associate Degree for Transfer (ADT) in your Student Educational Plan
   - Complete TAG application
   - File petition for ADT (if applicable)
   - Attend a TAG workshop
   - Maintain a competitive transferable GPA for admission and the program
   - Participate in transfer events provided by STEM, ESO Adelante and other Programs at Cañada
   - If possible, participate in the Honors Transfer Program
   - Plan to pay for higher education
     - Learn about the cost of attendance
     - Learn about available resources (financial aid and scholarships)
     - Attend workshops offered by Transfer Center and Financial Aid Office
     - Take Career 300 – introduction to Scholarships
4. Apply
   - Review Financial Aid website
   - Meet with University Representatives – they offer virtual advising to Cañada students
   - Visit the University Campuses that interest you (in person or virtually)

   □ Apply to four-year universities during the priority application period and submit all required documents by deadline dates
     □ Attend workshops and Transfer Center drop-in hours to learn about how to complete the applications and to review your application before submitting:
       o CSU and UC Application
       o UC Application
       o Personal Insight Questions
       o Common Application
       o Supplemental application
     □ Attend the “Next Step” workshops to learn about the final steps before you enroll at a university

5. Stay on the top of your transfer plan
   □ Meet with your counselor often
   □ Complete the “Contact Information form” to receive transfer related information from the Transfer Center

You may also review the Transfer Success Check List that includes suggested timeline for your transfer “To Do” list.

You Can Transfer!