

# Transfer Checklist

Are you ready to transfer to a university?  
Let the Transfer Counseling Center help you!

## Know Why You Are Transferring

- Take a Career Life Planning (CLP) course at Butte College.**  
CLP courses help you to explore careers compatible with your interests, aptitude, and major selection. Our own Ray Rodriguez teaches CLP 30.
- Visit the Transfer Counseling Center and Career Center.**  
Learn more about your skills, personality, values, and interests to make a career choice. Receive major/university-specific academic counseling.
- Take a Service Learning Course.**  
Earn credits while serving the community (it looks great on your application).
- Consider your long term goals and career choices.**  
Universities require a declared major. Today's careers require a bachelor's degree or higher.
- Attend Transfer Day and speak to representatives from multiple universities.**  
You may even consider some universities that you never explored before!
- Visit our website! College catalogues and scholarship info available online.**  
[www.butte.edu/transfer/](http://www.butte.edu/transfer/)
- Speak to people from the major department at the university of your choice to get specific questions answered, i.e.,**  
How many students receive jobs once they graduate from your department?
- While you are a student, explore what Butte College has to offer.**  
This will help you excel academically, enjoy your stay, and assist you in the transfer process. You can receive tutoring, join an athletic team, work for the college newspaper *The Roadrunner*, start your own club and so much more!

## Explore Universities and Majors

- Think geography first.**  
Is location/climate important to you? Proximity to your hometown? For maps of campus locations in California:  
Universities of California (UCs)  
<http://www2.assist.org/browseUCs.do>  
California State Universities (CSUs)  
<http://www2.assist.org/browseCSUs.do>
- Speak to representatives from UC, CSU, and private universities, right here on the main campus!**  
University representatives and admissions evaluators visit our campus throughout the year. Have all your questions answered without having to leave Butte College! See Transfer Counseling Center for details.
- Knowing where you want to attend school and what major(s) interest you will help you to choose classes at Butte College.**  
Completing Math and English should be one of your first goals. Recommended major preparation classes will help you determine what math classes and general education classes you should select. Early exploration will help you make better selections for your time, money, and success. Visit [www.assist.org](http://www.assist.org) to see what major preparation courses you can take here at Butte College.

## MEET WITH A COUNSELOR EARLY AND OFTEN

- ❑ **See a counselor a minimum of twice per year in the Transfer Counseling Center.**  
Go over your academic history from Butte and start a Student Education Plan. Our counselors can tell you what is required to transfer successfully including General Education requirements and lower division major preparation.
- ❑ **For general questions, try our Ask a Transfer Counselor chat room!**  
Visit our website at [www.butte.edu/transfer](http://www.butte.edu/transfer) and click on "Live Help" button to chat online with a counselor for any general transfer questions.
- ❑ **Have transcripts from ALL colleges previously attended on file to receive credit from Butte College.**
- ❑ **If your GPA (grade point average) is not as high as needed, discuss ways to bring it up such as repeating courses and academic renewal.**
- ❑ **Ask about a Transfer Admission Guarantee (TAG) for UC admission or On-The-Spot Admission (OTSA) for early CSU acceptance to Chico State, Humboldt State, and Sacramento State.**
- ❑ **Ask about the Honors Program here at Butte College.**  
It looks great on university applications!
- ❑ **Interested in Chico State? Ask a counselor about our Cross Enrollment Program!**  
Take one class for FREE at Chico State while you're still attending Butte College! See Transfer Counseling Center to see if you qualify.

## APPLY FOR FINANCIAL AID AS EARLY AS POSSIBLE

- ❑ **Applying is not as hard as it may seem.**  
If you file your FAFSA early, it will ensure a better chance of receiving money for college. Please visit the Financial Aid office for more information or visit:  
<http://www.fafsa.ed.gov/>
- ❑ **By applying early, even if you can afford college now, you will have a better chance of receiving aid at the four-year university!**

## IT'S TIME TO APPLY!

- ❑ **Apply online and apply early.**  
CSU students apply at [www.csumentor.edu](http://www.csumentor.edu)  
UC students apply at [www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
**To guarantee acceptance, make sure you apply during the priority filing period . . .**
- ❑ **Know application filing periods**  
Fall admission—[CSU Oct. 1st-Nov. 30th]  
[UC Nov.1st-Nov. 30th]  
Winter/Spring admission—see the Transfer Counseling Center as private universities vary and not all universities accept mid-year applications.

## SO WHAT HAPPENS NOW?

- ❑ **Apply for housing** as soon as possible.
- ❑ Make sure you **follow-up with the work in progress update for the UCs.**
- ❑ **Complete the supplemental application (if requested) by the school your applying to.**
- ❑ **If you have a UC TAG (Transfer Admission Guarantee):** File your application within the UC priority filing period.
- ❑ **Make sure that you follow up and send ALL transcripts from colleges you have attended to the four-year universities.**  
The university will send you requests of what they need from you to the email address you provide to them.
- ❑ **If you are getting your General Education certified, make sure you indicate this when submitting your final Butte College transcripts.**
- ❑ **Get IGETC certified if applying to a UC!**
- ❑ If you plan to get an **Associate degree**, make sure to **apply within the graduation filing period with a Transfer Counselor.**
- ❑ **Notify the university** of your choice immediately **of any class changes.**
- ❑ **Once your acceptance letters come in, follow up with any additional requests from the university.**
- ❑ **File a Statement of Intent to register** with the college of your choice.
- ❑ **Attend Transfer Day!**  
This event occurs during each Fall semester and hosts up to 40 school representatives from UCs, CSUs, private colleges/universities, and community colleges from across the country!