



# TRANSFER TIMELINE

Assistance with any and all of these steps is available in **Advising & Academic Success Center**  
Room 519 • 301-387-3715 • [aasc@garrettcollege.edu](mailto:aasc@garrettcollege.edu) • [www.garrettcollege.edu/advising.php](http://www.garrettcollege.edu/advising.php)

**NOTE:** Steps might need to be completed earlier if you are in a non-degree transfer program at Garrett College that prepares you to transfer to another institution (e.g., Allied Health transfer programs)

## First Semester

(0-15 credits)

College-level credits.

Students who are part-time, transferring to Garrett College, or for other reasons taking more or less than 4 semesters should use the number of credits as the timeline guide.

- Work closely with your Academic Advisor to plan coursework that meets your career and transfer goals using the recommended sequencing for your major.
- If you are unsure of your major and/or career goals, make an appointment with the Advising and Academic Success Center to do some self-assessment using **CAREER COACH** and other resources.
- As part of your self-assessment, identify factors that are important for you in realizing your goals (*i.e. attending a school close to home*).
- Investigate program-related clubs and activities that will allow you to gain experience and build your resume. Consider getting involved!
- Explore 4-year colleges that meet your transfer goals; identify at least 5-8 that might be good matches for you considering your priorities and parameters.

## Second Semester

(16-30 credits)

- Stay on track by meeting with your Academic Advisor regularly.
- Narrow your list of target 4-year colleges to 3-5, and prioritize this list with the help of your advisor.
- Request admissions guidelines, a catalog, financial aid information, deadlines for housing, etc. from your targeted institutions. Also, request information from the department where your major lies. Departmental information on programs and scholarships can be more specific than general information from the college.
- Understand what courses you will need to graduate and to meet the admission requirements of the institutions to which you want to transfer and the departments that offer your major.
- Contact the transfer coordinators at these targeted institutions and compile a Contact Log where you can record names, phone numbers, email addresses, dates of conversations, what you learned, and next steps.
- Know which of your Garrett College classes -- ones you have taken and those you plan to take -- will transfer and where in your program requirements they will transfer. Use the Articulation System of Maryland – **ARTSYS** - for MD institutions. [www.artsys.usmd.edu](http://www.artsys.usmd.edu)
- Determine if there are tests such as the SAT/ACT, Praxis, or TOEFL (for international students) that you have to take as part of your admissions to these colleges.
- Attend Transfer Fairs, Transfer Workshops, and/or Transfer Information Sessions that may be scheduled at Garrett College.
- Visit your targeted college and university campuses. Contact the Admissions Office to schedule a tour of campus and/or information session, if available. Also set-up a meeting with the Chair of your targeted department.

### Third Semester

(31-45 credits)

- Stay on track by meeting with your Academic Advisor on a regular basis.
- Have your courses evaluated by your Academic Advisor in accordance with articulation agreements and your transfer plans.
- Before the start of your third semester, make your final decision on where you will apply. Understand each institution's admissions deadlines. (*NOTE: international students and those seeking certain scholarships may have an admissions deadline that is earlier than the general deadline.*)
- Get written recommendations from faculty, staff, and employers that know you well and can give a strong, positive assessment of your career related skills and abilities. Give at least several weeks notice to these persons.
- If your targeted institutions require a personal statement, start writing it early in this semester to have enough time to produce an effective, well-developed essay. Have the Garrett College Tutoring Center review your draft.
- Send your official college transcripts. Garrett College utilizes Parchment® Credentialing Services to process all transcript requests at a cost of \$5.00 per transcript. A request can be made by visiting [www.garrettcollege.edu/records-and-registration.php](http://www.garrettcollege.edu/records-and-registration.php).
- Apply for graduation from Garrett College according to the deadlines announced by the Office of Records & Registration.
- Research financial aid and scholarship opportunities, especially scholarships that are available to transfer students and to students in your targeted department. Apply for these scholarships, some of which have deadlines in the fall before you transfer.

### Fourth Semester

(46-60+ credits)

- Stay on track to graduate by meeting with your Academic Advisor on a regular basis.
- Mail any remaining admissions applications and materials, as well as scholarship applications.
- Remember that financial aid is awarded on an academic year basis. Complete the FAFSA between October and March for the next academic year. Do not wait to be accepted by your targeted transfer institution(s).
- Follow-up with any college/university to which you applied but have not heard back from by contacting the Admissions Office and/or the Transfer Coordinator at that institution.
- Once you have heard from your targeted transfer institution(s), accept or reject their offers by the stated date (usually around May 1 for fall admittance). Confirm your intention to enroll and submit any required deposit or additional paperwork (e.g., medical forms, housing applications and deposits, etc.).
- Once grades at Garrett College have been posted, have your final official transcript sent to your transfer institution.

**REMEDIAL COURSES:** Students in remedial (developmental) coursework are also encouraged to explore their transfer opportunities early. These students should use the number of college-level credits as the timeline guide, rather than the semester identifier. To expedite degree completion, students are encouraged to complete their developmental coursework in as timely a fashion as possible. For questions regarding the transferability of remedial coursework, please see additional materials in the Advising and Academic Success Center or speak with your Academic Advisor.

**TRANSFER W/O ASSOCIATE'S DEGREE:** This timeline is primarily designed for students wishing to transfer after earning an Associate's Degree from Garrett College, however, we understand that may not be the intent and/or best interest of each and every student. To be best informed, please see additional materials in the Advising and Academic Success Center or speak with your Academic Advisor concerning transfer prior to earning an Associate's Degree from Garrett College.