

Anne Arundel Community College offers many resources to assist you in the transfer process and in satisfying the questions that arise at each step

**Step 3:  
Submit an application to  
the college or university  
of your choice**

Finally, you have reached the point of submitting an application to transfer. Make sure to apply well in advance of the published deadline for maximum consideration.

To give you an idea of a timeline, fall term transfers should send out applications in October and November; spring term transfers should send out applications in June and July. It is important that you contact the college of your choice for actual application deadlines.

Planning is important in the application process to your intended four-year institution:

- Do you need an essay?
- Do you need letters of recommendation?
- Are you planning to apply for financial aid and/or scholarships?
- Have you sent in your final transcript?
- Have you become familiar with the individual policies and procedures of the four-year institution? *(Each institution's requirements are unique and failure to understand and abide by stated policies and procedures may result in academic failure and unnecessary debt.)*

**These resources include:**

- Seeing your advisor by appointment each term. The best time for transfer planning is during the months of September, October, November, February, March, April, May, and June. To make an appointment with your advisor, please call 410-777-2307 and select option 1. Remember, planning a successful transfer takes time and should be separate from registering for classes. Walk-in advising is not conducive to transfer planning.
- Calling 410-777-2307, option 1, to meet with a career counselor who can assist in career decisions.
- Taking PSY 100, a class designed to support your career decisions.
- Visiting our interactive **Transfer Services website** at [www.aacc.edu/transfer](http://www.aacc.edu/transfer) where you will find assistance in accessing ARTSYS, choosing a college and major, filling out applications, writing essays, finding scholarships, comparing colleges, questions to ask during interviews, etc.
- Visiting **Transfer Events** at [www.aacc.edu/transfer/events.cfm](http://www.aacc.edu/transfer/events.cfm) for a list of transfer activities you can attend each term, such as our annual *Transfer Advising Days*.
- Visiting our **Pathways to Success Workshop Series** at [www.aacc.edu/advising/file/Pathways.pdf](http://www.aacc.edu/advising/file/Pathways.pdf) to take advantage of Counseling, Advising and Retention Services (CARS) workshops.
- Visiting the **Career Services** website at [www.aacc.edu/careers](http://www.aacc.edu/careers) or visiting the Career and Transfer Resource Center in the Student Services Building, Room 200. You can also e-mail career counselors at [ctrc@aacc.edu](mailto:ctrc@aacc.edu) or call 410-777-2201.

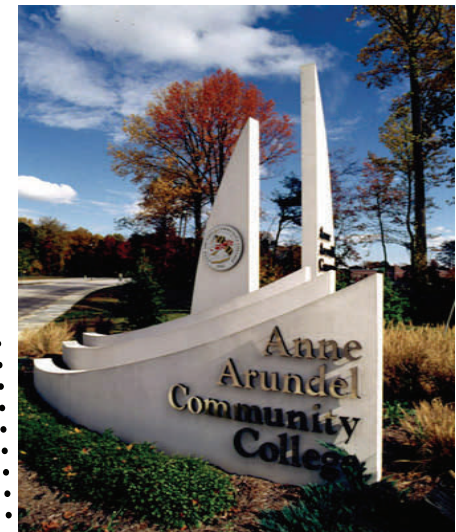
 Anne Arundel Community College

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**TRANSFER**

**A Guide for Creating  
a  
Successful Transfer**



[www.aacc.edu/transfer](http://www.aacc.edu/transfer)

**This is AACC.**

*A major concern of transfer students is achieving a "good" transfer. A "good" transfer occurs when students take courses in support of their final degree goal—the bachelor's degree. Understanding the educational planning process is necessary to achieving that goal.*

As a transfer student, there are steps you can take to ensure that you achieve a successful transfer:

**Step 1:** Make decisions regarding your career, major, and the school into which you wish to transfer.

**Step 2:** Make an academic plan by choosing appropriate coursework.

**Step 3:** Apply to the college or university of your choice.

Anne Arundel Community College has developed a variety of resources to assist you in meeting the challenges of each of these steps.

This guide is designed to introduce you to those resources so you can successfully design an educational plan for transfer.

**Step 1:  
Decide on your career goal,  
major, and transfer school**

Many students enter college either totally undecided or with only a vague idea as to the career they want. Often these students think choosing a career is choosing a major; however, they are not the same:

- A career is the work you wish to pursue after college. It's your ultimate goal.
- Your major is the means you choose to reach your goal.

Your first decision is to determine the career you wish to pursue. Once this decision is made, you can choose a major that will support your goal. Sometimes more than one major leads to the same goal. You choose the path that reflects your academic strengths and/or interests.

Finally, you will decide on the college or university into which you wish to transfer. Your focus should be on choosing an environment where you are comfortable and where you can pursue your interests.

**Step 2:  
Make an academic plan  
by mapping out your course work**

Once you know your career, major, and college or university into which you are transferring you can take the second step. You can now focus on choosing your coursework.

Whether you are transferring into a Maryland public institution or an independent college or university, in-state or out-of-state, the coursework that composes your transfer plan should fall into two categories: general education requirements and discipline (major) requirements:

- General education requirements are courses required for most majors at all two- and four-year colleges and universities. Their purpose is to ensure that your educational experience is well-rounded.
- Discipline, or major requirements, are courses that support your major.

These courses need to be chosen carefully. The process is made easier for students transferring into Maryland public institutions thanks to a web-based system called *ARTSYS*. *ARTSYS* indicates how your AACC courses transfer prior to taking them and contains recommended transfer programs for a variety of majors.