

Transfer Student Checksheet



STEP ONE - PREPARATION: The following tasks need to be completed prior to, or in conjunction with entering College of the Siskiyous (C.O.S.).

Primary Activities

- _____ Complete COS Math and English assessment in the Counseling/Career Center (the results recommend appropriate classes).
- _____ Meet with your advisor for any questions you may have about or being a student at COS.

Recommended Activities

- _____ Submit copies of college transcripts (if you have any) to the COS Admissions & Records Office & have transcripts evaluated by your advisor.
- _____ Meet with Financial Aid office staff to develop a plan for financing your education.

STEP TWO - EXPLORATION: The following tasks are related to clarifying career goals, major, and transfer to a college or university. The number of these tasks to be completed will depend on the degree to which you have clarified your goals.

Primary Activities

- _____ Meet with your advisor to discuss exploration needs resources, and an exploration plan.
- _____ Review general education requirements such as the Intersegmental General Education Transfer Curriculum (IGETC), and the California State University General Education (CSUGE).
- _____ Read the college catalogs for transfer campuses that you are considering. Both the Library and the Transfer Center have college catalogs, many of which can be checked out.
- _____ Meet with university representatives who visit COS to gather information about programs and services. At a **minimum**, write to the colleges that interest you and request information.

Recommended Activities

- _____ Utilize Career Center resources to help you arrive at educational and career goals. This may include enrolling in **GUID 91 - Career Self-Assessment** or **GUID 2 - Career and Life Planning**.
- _____ At the appropriate time, meet with a COS counselor to explore your interests, abilities, and values for the purpose of developing career and major options.
- _____ Utilize Transfer Center resources to determine the lower division requirements at a college you may be considering.
- _____ Visit universities that interest you.

STEP THREE - ACADEMIC PROGRESS and PLANNING: The following tasks relate to your academic preparation. Your goal, while at COS, is to complete the lower division (freshman - sophomore) portion of your university education. By completing the following tasks you will have an understanding of the coursework you must complete to accomplish your educational goals.

Primary Activities

- _____ Meet with your advisor or a counselor to discuss your transfer options and select an educational goal and transfer campus.
- _____ Develop an education plan with your advisor. Meet with your advisor a minimum of once each semester to review and update the education plan.
- _____ If possible, meet with a university representative prior to transfer to discuss transcript evaluation and transfer requirements.
- _____ Contact your transfer university to determine the application process and deadlines.
- _____ Enroll in a math & English composition course every semester until you complete your transfer requirement.

Recommended Activities

- _____ Meet with your instructors regularly to verify current progress and to gain assistance in the event of difficulties in a particular course.
- _____ Utilize campus resources designed to help you succeed

Student Center

Eddy Hall:

Other Services:

- | | | |
|------------------------|---|-------------------------------|
| ◆ Admissions & Records | ◆ Disabled Student Services | ◆ Faculty Advisor |
| ◆ Counseling Services | ◆ Extended Opportunity Programs & Services (EOPS) | ◆ Learning Resource Center |
| ◆ Career Center | ◆ Reentry Program | ◆ Discovery Children’s Center |
| ◆ Transfer Center | ◆ Student Support Services (SSS) | ◆ MESA |
| ◆ Financial Aid Office | ◆ Tutorial Services | |

STEP FOUR - TRANSFER APPLICATION/TRANSITION: When completed, the following tasks allow for a smooth transition from COS to your transfer university.

Primary Activities

- _____ Obtain and complete university admissions applications in October for FA transfer or July for SP transfer.
- _____ Obtain and complete financial aid & scholarship application in a timely fashion.
- _____ Send official college transcripts to the admissions office of the university to which you are applying.
- _____ Complete any supplemental forms requested by four-year institutions
- _____ Meet with your advisor to determine if you qualify for any degrees or certificates from COS. If you qualify, apply three months prior to completing your studies at COS.
- _____ Request to have your general education certified if transferring to a CSU or UC campus.

Recommended Activities

- _____ Make arrangements to secure housing & employment.
- _____ **CELEBRATE YOUR SUCCESS!!!** (And let the Transfer Center know where you have been accepted.)