

Transfer Center Guide to Transfer Advising

2012-2013

Welcome to the BCTC *Guide* **to Transfer Advising!**

In your role as an advisor at BCTC, you are part of a team that works each day to ensure the success of our students. You have a unique role to play. Your words of information or inspiration could be the catalyst that encourages a student to consider seeking a higher degree. Regardless of your position, our goal as an institution is to educate students. Through this *Guide*, we hope to provide you with the tools you need to be involved in the educational process of students as they consider furthering their education after BCTC.

BCTC provides many excellent academic and technical programs that provide a strong foundation to students who are planning to enter the workforce and/or transfer to four-year institutions. This *Guide* will focus on providing you with the information and resources you need to more effectively work with students who are interested in transferring after earning their associate's degree.

Bluegrass is a Transfer School!

- BCTC is the top transfer college in Kentucky!
- Each year, around 1000 students transfer from BCTC to four-year schools. YOU CAN HELP! ©
- More than 65% of incoming BCTC students report that transferring is a top goal.
- BCTC students earn an average gpa of close to 3.0 after transfer within the state.

Good advising may be the single most underestimated characteristic of a successful college experience!

R.J. Light





Students ask - be prepared to answer FAQs!

Transferring to a four-year institution is a big decision! While some students enter BCTC with that dream or goal, others decide after beginning their BCTC education. Regardless of when the decision is made (or how many times they go back and forth on their decision), students ask many questions along the way.

Will my credits transfer?

- Number of credits: Some schools accept a limited number of transfer credits and most require that a
 student complete a certain number of credits at their institution in order to graduate from that school.
 It is important to communicate to students that there can be a limit to the number of credits they can
 transfer to a four-year school. It is usually not helpful for the student to earn 95 credit hours at BCTC if
 his/her goal is to transfer and earn a bachelor's degree.
- General Education and Major Requirements: There is a common misperception among students that it doesn't matter which credits you take. Many students believe that as long as you earn 60 credit hours, you will be able to earn an AA/AS degree and when you transfer, you'll just have to earn 60 more credits to earn a Bachelor's degree. As you know, this is not always the case. It is important to communicate to students that they need to take the right courses to earn an AA/AS from BCTC and they can plan now to take pre-major courses as part of their general education requirements.
- Accreditation: BCTC is accredited by the Southern Association of Colleges and Schools (SACS) and, as such, our coursework is accredited. Kentucky public institutions (and many private) accept BCTC credits for transfer, although some institutions accept only a limited number of technical courses.

How can I pay for a bachelor's degree?

The short answer:

- Most Kentucky institutions offer transfer scholarships which can make paying for a bachelor's degree
 much less expensive. Some of the scholarships result in students paying the same tuition as they
 currently pay at BCTC.
- Many institutions offer additional scholarships for some or all of the following: academic excellence, financial need, diversity, specific majors, etc.
- Financial aid is available at four-year institutions. Students can transfer their financial aid very easily.



I didn't get accepted when I applied to a university after high school. Can I transfer?

Admissions requirements for transfer students at Kentucky's public universities (as well as many private universities) are standard. Students must have:

- A minimum cumulative GPA of 2.0 (Note: Some majors do require a higher GPA)
- 24 earned credit hours at the college level (does not always include developmental coursework)

Will I succeed?

- BCTC students do as well as or better! than students who begin their education at four-year universities (close to a 3.0 GPA after transfer)
- BCTC students have retention rates at or higher than native university students.
 The retention rate of students who transferred is 76% one year after transfer
- BCTC transfer students graduate with their bachelor's degree at high rates. The graduation rate of BCTC students who transfer with an associate's degree (four years after transfer) is 60%.

So what should YOU tell them?

Make sure all your students know (and understand) the following:

- They can plan now to take pre-major courses at BCTC as part of their general education requirements.
- They need to take the right courses to earn an AA/AS from BCTC.
- There can be a limit to the number of credits you can transfer to a four-year school.
- They should work with an Academic Advisor and Transfer Advisor **EARLY** in their academic career to develop the best plan for completing their degree at BCTC and transferring to a four-year school.
- There are fabulous transfer scholarships available for BCTC students who earn a specific GPA.
- There are also fabulous transfer programs designed for current BCTC students to help with transfer
- If they have succeeded academically at BCTC (and earned a minimum cumulative GPA of 2.0 and 24 transferrable credits) they will be admitted to **any** KY public four-year school.
- They can be successful!! BCTC student have high GPAs, high retention, and strong graduation rates after they transfer.



General Education Certification - Transfer Policies!

Students who earn an Associate in Arts or an Associate in Science degree at BCTC will transfer with junior standing and have general education certification. With this certification, students will not have to take general education courses at any public four-year school in KY.

The details...

Kentucky's General Education Transfer Policy (Agreement) GETA: guarantees that if you complete an **Associate in Arts or Science** degree at any KCTCS college, any Kentucky public four-year school will accept the general education credits as meeting lower-division general education requirements if the student's KCTCS transcript is certified.

However, the general education requirements covered in this policy are not intended to meet requirements for specific majors. This means that while these credits will be accepted, they may not meet all the general education requirements of your specific degree program. In addition, these credits are not intended to meet additional graduation requirements.

Students are encouraged to discuss with their academic advisor and transfer advisor the major(s) they are considering so they can be sure to take general education courses that also satisfy **pre-major and major requirements**.

Three levels of certification: basics...

Students can earn any level of certification prior to transfer. There are three levels of certification:

Category Certified

Completed at least one, but not all of the categories of the general education core requirements

Core Certified

Completed all of the categories of the general education core requirements

Fully General Education Certified

Completed all categories of the general education core requirements, plus any additional general education requirements of your current school



Three levels of certification: detailed...

Category Certified:

Students who have completed some but not all of the five categories in the Core Component will be "Category Certified" for purposes of transfer. Individuals in this situation must fulfill all of the remaining general education requirements of the receiving institution that have not been satisfied through "Category" certification.

Core Certified:

Students who have completed all of the categories - the Core Component - with a minimum of 30 unduplicated credit hours will be "Core Certified" for purposes of transfer. Individuals in this category must fulfill the remaining general education requirements of the receiving institution that have not been satisfied through the core component.

Fully Certified:

Students who have completed a general education program with a minimum of 30 unduplicated semester credit hours or the equivalent (may include SACS justification for fewer hours) which includes the core component and all additional institutional-specific general education courses, will be "General Education Fully Certified" for purposes of transfer. If the receiving institution's general education program requires a sum of hours that is less that the total the student has taken at the sending institution, the excess hours will be accepted for transfer by the receiving institution and evaluated for application toward degree requirements. There may be graduation requirements beyond general education requirements that a student will need to complete (e.g., senior year capstone experiences).

KY Council on Postsecondary Education

The Council on Postsecondary Education (CPE) coordinates change and improvement in Kentucky's postsecondary education system. The CPE woks on academic initiatives for the state, including assessment of college level learning, college readiness, developmental education, adult learner education, transfer, etc.

Transfer is a very important and is a top initiative right now - for more CPE transfer info, visit the website... http://cpe.ky.gov/policies/academicinit/Transfer/



The General Education Core...

To be core certified, students need to complete a minimum of 30 hours in the five different categories of general education.

Communications: 6-9 credits

Written Communication (6 credits)
Oral Communication (3 credits)

Arts and Humanities: 6-9 credits

The disciplines represented in this category must be different from those in Behavioral/Social Sciences. Courses may be chosen from, but not necessarily limited to, the following:

- Fine Arts (excluding studio and performance)
- Philosophy
- Literature
- History

Social and Behavioral Sciences: 6-9 credits

The disciplines represented in this category must be different from those in Humanities. Courses may be chosen from, but not necessarily limited to, the following:

- Psychology
- Anthropology
- Sociology
- Economics
- History
- Geography
- Political Science

Natural Sciences: 3-7 credits

Courses may be chosen from, but not necessarily limited, to, the following disciplines:

- Biology
- Chemistry
- Physics
- Astronomy
- Geology
- Physical Science

Quantitative Reasoning: 3-6 credits

Courses may be chosen from Mathematics and Statistics.





Applied Associate Transfer Agreement...

Less well known is the Applied Associate Transfer Agreement, which guarantees that the **general education courses** you take as part of an Associate in Applied Science (AAS) degree program will transfer and count toward the lower-division general education requirements of your transfer school. Students need to take additional courses (not included in the AAS program) to complete general education requirements.

General Education FAQs...

How does the transcript get certified?

When a student requests a transcript from BCTC, the Records Office automatically certifies if the student has earned an Associate in Arts or Science degree. If the student has earned 45+ hours, the Records Office will automatically review the transcript to see if the student is General Education Certified. If a student has earned fewer than 45 hours, they may request that the transcript be reviewed for category, core, or full certification.

I heard that students still have to take gen ed courses, even when they're certified. Is this true?

No. The General Education Transfer Policy guarantees that students have met the gen-ed requirements for all Kentucky public four-year schools. However, students may have to take pre-major coursework or complete graduation requirements at the transfer school (often these courses can count as gen-ed...plan early!).

Note: Some schools have "Graduation Requirements." Students who transfer with Gen-Ed certification are still required to take these courses as a requirement for graduation.

What if a student wants to transfer to a private school?

Students can transfer anywhere they want – and they will! Some Kentucky private schools have signed agreements with KCTCS to accept general education certification. For other schools, courses will be evaluated on a course-by-course basis.

- Students are encouraged to work very closely with advisors at the transfer schools so they can plan in advance the courses needed to prepare for the most successful transfer.
- Students should also save copies of all their syllabi so they can have them available if needed for course evaluation.

What if a student wants to transfer to a university or college in another state? Students should keep the following in mind:

- Courses will be evaluated on a course-by-course basis.
- Students are encouraged to work very closely with advisors at the transfer school so they can plan in advance the courses needed to prepare for the most successful transfer.
- Students should also save copies of all their syllabi so they can have them available if needed for course evaluation.



Course Equivalencies!

The following transfer equivalency resource guides can be found on the Transfer Center website @ www.bluegrass.kctcs.edu/Transfer_Center.aspx.

- Eastern Kentucky University
- Morehead State University
- Northern Kentucky University
- University of Kentucky
- University of Louisville
- Western Kentucky University



Each guide is slightly different -- but they all allow students and advisors to select a school (BCTC or KCTCS) and review course equivalencies. Some equivalency guides will allow you to search by specific course. In these guides, you will type in a course prefix (ex: ANT or ENG) and view how those courses transfer. Other equivalency guides will provide you with a spreadsheet that you can scroll through to select the course the student has taken at BCTC.

Please Note: These guides only provide equivalencies for courses transferring **from** BCTC/KCTCS to the four-year school.

What if there's no equivalency guide?

Just because you don't see it on the Transfer Center's webpage...doesn't mean there isn't one.

• Simply go to the school's website and type "credit transfer" in the search engine or visit their transfer student page.

What if you still can't find it?

- Don't panic! Most gen-ed courses and pre-major requirements will transfer to Kentucky schools and because of the General Education Transfer Policy, will meet the gen-ed requirements. Encourage students to finish the AA/AS to ensure a smooth transfer within KY.
- Encourage students to contact the school as early in the process as possible to find out:

If they accept courses from Bluegrass

What the course equivalencies are for BCTC classes

If they are willing to evaluate a transcript before the student is admitted



Transfer Scholarships - SHOW ME THE MONEY!

As you may know, earning that degree could mean up to half a million dollars more in lifelong earnings. Let students know that money is out there and funding should not stand in the way of their dreams!

The following schools currently have transfer scholarships...

- Bellarmine University
- Brescia University
- Campbellsville University
- Eastern Kentucky University
- Georgetown College
- Indiana Wesleyan University
- Kentucky State University
- Kentucky Wesleyan College
- Lindsey Wilson College
- Morehead State University
- Murray State University
- Northern Kentucky University
- University of Kentucky
- University of Louisville
- University of the Cumberlands
- Western Kentucky University

Check them out @ www.bluegrass.edu/Transfer_Center.aspx





A definition of advising:

The process of assisting students with their educational needs, by offering a structured and caring support system that assists students in meeting their academic goals.

Your Role in Transfer Advising!

Regardless of how great or small your advising responsibility is each student should leave your office feeling like a weight has been lifted. Advising isn't about lifting holds or hurriedly writing down a few classes on scratch paper. It's about leading, guiding and mentoring.

What should you do?

- Prepare yourself | Get familiar with the transfer admission requirements, general education policy, and transfer scholarship requirements. For the purposes of admissions, Kentucky public institutions consider students to be "transfer" students when they have 24 college credits completed. The minimum GPA requirement for admission to Kentucky public (and most private) institutions is a 2.0 cumulative GPA. Many institutions require higher GPAs for specific majors. It is imperative that you provide students with accurate information. (The only thing worse than no advising is bad advising!)
- **Plan & Review** | Always encourage your students to plan long-term, not just for the next semester. Also, review information with your advisee's such as degree requirements for associate and bachelor's degrees. Ask questions to make sure they understand.
- **Get involved** | Four-year institutions visit our college frequently. Take the time to go to an event and meet with departmental representatives. This will allow you to have a college contact and receive more information.
- Encourage | Encourage students to be actively involved in the advising process and to plan early.
- **Support** Remind them that each year, approximately 1,000 students transfer from BCTC and they're successful! Students who transfer in Kentucky are as successful as students who begin at the four-year schools. Remind them that, while classes may be large at some schools for freshmen and sophomores, if they transfer after they earn an associate's degree, they'll be working on their major courses which are smaller.
- Check out your resources | The Transfer Center website has a ton of information right at your fingertips! Check it out at: www.bluegrass.kctcs.edu/Transfer_Center.aspx
- When in doubt | Refer students to the Transfer Center



What should you ask?

- What are your career goals? Helps determine if the student is actually in the right major!
- Have you thought about earning a bachelor's degree? Many students have never considered continuing their education after earning their degree at BCTC. You might just plant a dream by asking this question. Students often think they're not academically strong enough, can't afford it, or wouldn't succeed but they can. With the transfer scholarships & programs now available, it is also becoming much less of a financial challenge. Most Kentucky public schools offer generous transfer scholarships for KCTCS students.
- Are you interested in earning your associate's degree before transferring? | Encourage students to
 earn the AA/AS degree if they wish to transfer to a four-year school to earn a bachelor's degree. It
 helps them to stay on track and ensure they are taking the right classes for their major. The AAS
 degree is also very beneficial to students transferring in specific majors note: more gen-ed will be
 required.
- Have you ever been to the Transfer Center? Refer students to the Transfer Center whenever they express an interest in transferring or earning a four-year degree.

The Transfer Center!

We are dedicated to helping students transfer from BCTC to four-year schools. It is our goal to make the **transfer process** SMOOTHER! We also serve as a resource to BCTC faculty and staff - we are here for YOU too!



Please contact us with any transfer questions: 859.246.4620
BCTC_TransferCenter@kctcs.edu
www.bluegrass.edu/Transfer_Center.aspx

Transfer Center Staff

Angel Clay Becky Critchfield Kenya Paris

Onsite Transfer Advisors

Josh Fee and Brad Camilleri, Asbury University Transfer Advisors Nicole McGrew, EKU Transfer Advisor Jonathan Lott, KSU Transfer Advisor Nikki Glenos, UK Transfer Advisor







Advisors in the Transfer Center work closely with students to be sure they have a solid plan to transfer. We offer:

- Individual advising: Meet one-on-one with a Transfer Advisor.
- **Email/phone advising:** Can't get to BCTC during regular business hours? Talk with a Transfer Advisor over email or phone to develop a transfer plan.
- Information: Course equivalency resources, scholarships, transfer programs (e.g. Blue+ and Colonel) calculating your gpa, prerequisites, application requirements, majors, and much more!
- **Internet:** Use one of our Transfer Center computers to explore your possibilities or visit our website from any computer.
- **Events:** Learn more about the possibilities at Transfer Center Events which include a statewide Transfer Fair, visits from four-year institutions, and much more!
- **4-year Advisors:** Meet with onsite advisors from Asbury, EKU, KSU, UofL & UK if you are interested in transferring to those institutions.



The Transfer Center hours are 8:00 - 5:00 Monday through Friday. We are open year round.



The Transfer Center is located on the Cooper campus in the Academic Technical Building. Visit us today!!

A wealth of information is located on our website:

www.bluegrass.edu.kctcs/Transfer_Center.aspx

- Steps to transfer
- Links and info about most of KY's four-year schools
- Learn how credits transfer
- Transfer Scholarship info
- Events calendar
- Transfer programs (e.g. Blue+ and Green/Gold)
- Schedule an advising appointment
- Ability to ask a questions directly from the website







Transfer Center Lingo!

AA/AS Degree - Associate in Arts (AA) & Associate in Science (AS)

AA & AS degrees guarantee general education certification at all public 4-year institutions in Kentucky

AAS Degree

Associate in Applied Science Degree (does not guarantee general education certification)

Articulation/Transfer Agreements

Agreements which guarantees that courses within a specific major will transfer

Bachelor's Degree

A 4-year degree

Bulletin/Catalog

Publication from an institution that contains detailed college information including policies, procedures, curriculum, etc. (most schools provide online access to catalogs & bulletins)

Course Equivalency

How a course transfers to another institution

Course Equivalency Guide

Collection of course equivalencies usually on 4-year school websites

General Education Certified (Gen-Ed Certified)

The completion of all general education requirements (BCTC AA/AS guarantees Gen-Ed Certification)

Transcript

A comprehensive list of all coursework (transcripts from all previous schools must be sent)

Transcript/Course/Credit Evaluation

Where one institution determines how courses from another institution will transfer into the school

Transfer

When a student has college coursework from at least one institution and begins at another

Transfer Advising

Advising session specifically designed to assist students interested in transferring to 4-year institutions (Transfer Advisors **do not** lift Advising Holds)

Transfer Fair

Annual event for students interested in transferring to a 4-year institution where they can explore their options by talking with college representatives

Transfer Scholarship/Programs

Scholarship and programs designed specifically for students transferring to 4-year institutions





Ready, Set, TRANSFER!

When is the best time to apply?

Ideally, students should apply the semester before transfer. Application deadlines are different for each institution, but early application is always ideal.

- Encourage students to apply before deadlines, especially if they're seeking entrance into a selective admission program.
- Always make sure the student is aware if there can be a separate application process and/or different gpa requirement for entry into their major.

Should students apply for admission online or by mail?

Most institutions prefer online applications because it's faster and more efficient - some even waive the fee. Often, when students apply during a Transfer Center event, schools will also waive the fee.

Note: EKU and KSU waive the application fees for students who turn in an application to the Transfer Center.

Do students need to apply for transfer scholarships?

Most Kentucky institutions have an application process for their transfer scholarships. Some award transfer scholarships automatically to all students who qualify. It is important to educate students early in the process so they don't miss out because of a missed deadline. Check out our website for current scholarship info!!

What about transcripts?

Many students are unfamiliar with the process of requesting and submitting an official transcript. Things to **keep in mind**...

- Students should request a transcript when they apply (schools make admission decisions based on completed and often current coursework)
 - NOTE: a second and final transcript must be sent after final grades are posted.
- Institutions will NOT accept unofficial transcripts (ie a transcript printed off PeopleSoft by the student)
- Transcripts should be sent directly from BCTC to the school to which they are transferring.
- Transcripts should be sent separately from all post-secondary schools.
- If a student does not meet Transfer Admission Requirements (24 college credits and 2.0 GPA within Kentucky) they will be required to meet the Freshmen Admission Requirements.

Official BCTC transcripts must be requested by the student through the BCTC Record's Office@ www.bluegrass.kctcs.edu/Registrar/Transcript_Request.aspx

The Transfer Center cannot order or process transcript requests





3 Steps to Transfer! (From a student's perspective)

Careful planning will help students successfully transfer to a four-year school. Please share your transfer advising knowledge with students as you advise - here are 3 steps to Transfer that might help:

Step 1: Pick a Major Step 2: Create a Plan Step 3: Take Action



1. Pick a Major...

Picking a major helps you choose a transfer school and define your future career goals.

Get feedback from an academic advisor, professor, career counselor, or transfer specialist. Use online resources to explore different careers. Talk to people who work in the field, professors who teach the major and students in the major program in which you are interested.

2. Create a Plan...

Creating a plan makes for a smoother transfer.

Seek advice:

BCTC offers opportunities to help make transfer easier and it's important to explore your options – academically and financially. Be sure to seek advice from advising and transfer staff (at BCTC and transfer schools). Careful planning will help you successfully transfer to a four-year college or university to get your bachelor's degree.

Pick a School:

Do your homework! Compare schools based on your criteria - size, distance from home, academic program, and more. Visit websites and attend open houses or campus tours to get a more in-depth view. Make an appointment with someone in the department for which you plan to major - make sure to ask about admission requirements and financial aid opportunities specific to your program.

Evaluate your credits:

Transfer contacts at 4-year schools can evaluate your credits to make sure they apply most effectively to the degree you want to earn. Degree program requirements vary (and courses may transfer differently) from school to school. Also, just because a course transfers, it may not be accepted or counted as credit toward your bachelor's degree. Check specific requirements, which are outlined in the transfer schools' catalog.



Grades matter:

Grades are very important! Program requirements may prohibit a "D" grade - check program requirements.

General Education Certification:

Don't forget...most Kentucky schools will review your transcript for general education certifications. General Education Certifications guarantee that your transfer school will accept the corresponding general education credits as meeting lower division general education requirements when you transfer. These certifications must be indicated on your transcript. If they are not, contact the registrar's office at your current school.

Explore financial aid options:

Many schools offer scholarships or reduced tuition agreements specifically for transfer students. These are usually competitive scholarships with minimum GPA and credit hour requirements.

3. Take Action...

Once you've weighed your options, it's time to make your move.

Complete the Application Process:

Submit your admissions application and any separate department or major program applications as early as possible and pay any application fees. Your transfer schools may also have an online application process available on its website. If you plan to live on campus, be sure to submit any necessary housing application and deposits.

Request your transcripts:

When applying to transfer, you must submit official transcripts from ALL schools you've attended. Only you can authorize the release of your transcripts. Contact the registrar's office at all schools or visit their websites. You need to ask that a transcript be sent directly to the school for which you plan to transfer. If you are still attending a school during the application process, make sure to send a final transcript once you complete coursework. Make sure your transcripts include any general education certifications you have completed!

Apply for financial aid:

Complete or update your Free Application for Federal Student Aid (FASFA) - available online at www.fafsa.ed.gov. Kentucky's FAFSA deadline is usually in early spring.

we are here for YOU!!

