

# Transfer Guide

SUNY Cobleskill

## Student Success Center

**Location:** Van Wagenen Library, Room 109  
**Telephone:** (518) 255-5624 ■ **Fax:** (518) 255-5263  
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# STEPS TO A SUCCESSFUL TRANSFER

This Transfer Guide has been designed to assist SUNY Cobleskill associate degree students transfer successfully to four-year colleges and universities. This guide incorporates procedures, guidelines and tips to help you through this process. Use the Student Success web site for current articulation agreements.

The Transfer Guide has been broken down into six steps. Through the process some of these steps can overlap, be abbreviated or switched, but not skipped.

Transferring successfully is generally a **two-year process** that incorporates the following steps:

- Step 1. Identify a **Career**
- Step 2. Select possible **Colleges**
- Step 3. Prepare **Academically**
- Step 4. Complete **Application Process**
- Step 5. Make final **College decision**
- Step 6. **Follow-Up**

The Student Success Center staff is available to help you with the transfer process. The following individuals are here to assist you in the Transfer Process:

Donna Pesta.....	Resume Assistance & Employment Opportunities
Lisa Lopez .....	Internships, Employment & Graduate School
Dottie Wilcox.....	Career Counseling & Transfer
Sherry Thorington .....	Appointment Scheduling & Application Review

**Student Success Center – Van Wagenen Library, Room 109**

Open 8:00 a.m. – 4:15 p.m., Monday - Friday  
Call or stop by the office to schedule an appointment

Telephone: 518-255-5624



## Step 1. Identify a Career

You need to identify a career field before you decide on your major and choice of college for transfer. Identifying a career field is often an ongoing process, but developing a clear sense of this is important for academic success. This does not mean the exact job, but a career field that truly interests you.

You need to know your:

- Interests
- Academic ability
- Values and skills
- Future job outlook of a career

This process will then lead to which majors are appropriate for your selected career.

The **Student Success Center** offers several services to help you identify a career:

- Individual Career Counseling – By appointment and by using FOCUS-2, stop by the Student Success Center in Knapp Hall 223 or contact 518-255-5624 for an appointment.
- Career Exploration Web Sites
  - <http://www.nycareerzone.org/> - NYS Department of Labor
  - <http://online.onetcenter.org/find/> - US Department of Labor
- Career Planning Classroom Seminars
- Career Resource Library

## Step 2. Select Potential Colleges

Selecting a four-year college that “fits” your academic needs, personal interests and affordability should be your goal. Keep the following questions in mind when evaluating four-year colleges as potential transfer schools:

- **Academic programs and majors** – Does the college offer an academic program or major you wish to pursue? What is their reputation in your area of interest?
- **Geographic location** – Do you want to go far away from home or stay within driving distance? Do you want to relocate to the west or south? In-state or out-of-state?
- **Campus Size and Setting** – What kind of campus interests you; large university, small college, urban, suburban or rural setting?
- **Affordability** – Is cost a consideration? SUNY or private? Are financial aid and/or scholarships a possibility? Will your career goals require graduate school? Therefore, is it in your best interest to be a little conservative with the cost of your four-year degree?

- **Academic Competitiveness** – What are the academic expectations? Will you be able to successfully complete the academic courses and maintain the GPA (grade point average) requirements for admission and later for graduation?
- **Transferability** – How many of your SUNY Cobleskill credits will be accepted? Will you be able to graduate in a reasonable amount of time after you transfer? Is the program parallel to your present major?
- **Personal Interests** – Does the college have a particular sport, musical organization, or extra-curricular activity in which you may have the opportunity to participate? Is the college located near an area of interest – mountains for skiing, oceans for surfing, etc.? Does your sibling or friend attend or is one of your parents an alumnus?
- **Campus Life** – Does the campus life match your needs such as residence hall lifestyles, organizations, student services, bus and dining services?

Each of these factors is important. **Prioritize them according to your needs and interests.** Evaluate your top priority colleges first. This will help eliminate inappropriate college choices. It is helpful to start with a list of between five to seven potential schools. **Visit the top three to five schools on your list.**

The **Student Success Center** provides assistance to students researching potential transfer institutions. Numerous resources and services are available including:

- Individual Transfer Counseling Sessions.
- A list of SUNY Cobleskill Articulation Agreements with 4-year colleges and universities is available on our website containing the academic requirements.
- On-campus Visits by College Representatives
- Websites with directories of majors:  
For SUNY institutions:  
[http://www.suny.edu/Student/search\\_programs/currfd\\_oas\\_main.cfm](http://www.suny.edu/Student/search_programs/currfd_oas_main.cfm)  
For New York State private colleges:  
<http://www.nycolleges.org/programs.php>

**“College Information Day”** – will be held in October in Bouck Hall Ballroom. Representatives from over 90 colleges are available to answer your transfer questions. Please refer to [www.cobleskill.edu/ssc](http://www.cobleskill.edu/ssc) for more information.

**“Oh! The Places You Can Go!”** – will be held in February in Champlin Hall. Transfer and grad school admissions counselors from popular transfer colleges will be in attendance. Please refer to [www.cobleskill.edu/ssc](http://www.cobleskill.edu/ssc) for the date and time.

## Step 3. Prepare Academically

After selecting three to five potential transfer colleges, research each college's transfer entrance requirements. Contact the admissions offices or speak with college representatives at the "College Information Day" or the "Oh, The Places You Can Go" events. Based on this information concerning required coursework and with faculty advisement, enroll in required courses and maintain the recommended GPA.

The following are some **tips** to keep in mind when preparing academically for a successful transfer:

- **Carry a full load** (15-17 credits per semester) while at SUNY Cobleskill.
- **Complete your Associate degree.** Universities often look more favorably upon transfer students having earned an associate degree; they tend to accept students having slightly lower GPAs with an associate degree than without one. Many will waive some requirements (sometimes as many as 12 credits of Gen. Ed. courses) for students with an associate degree. Transfer scholarships are generally only available to students who have their two-year degree.
- **Check Articulation Agreements.** See if SUNY Cobleskill has an agreement with the colleges in which you might be interested. If so, the agreements will often list the courses you are required to complete prior to transfer. Meet with the Transfer Counselor in the Student Success Center or your academic advisor for these course requirements.
- **Complete between 7 to 10 SUNY Board of Trustees General Education Requirements,** if you are planning to transfer to a SUNY institution. Most SUNY colleges require the completion of 30 general education credits (from 7 of the 10 GER categories) prior to receiving a bachelor's degree. These can be transferred from SUNY Cobleskill. See the Web-based SUNY Cobleskill catalog for the courses that complete these 10 areas of general education requirements.
- For AAS degree candidates, it is important to **complete additional Liberal Arts and Science courses** above your degree requirements.
- **Do not enroll in a class that you are not academically prepared for** even though you need it to transfer. Take the prerequisites first. It might take longer, but Transfer Admissions Counselors do not like seeing F's on transcripts.
- Be prepared to **take summer classes**, if necessary, to complete transfer admission requirements. Completing a class in the summer helps lighten your semester load, especially if you take a course that is difficult for you. Prior to enrolling in the summer class, see your academic advisor and complete a "Change of Status Form" to have the course pre-approved for transfer credit.
- If you are **planning to become a teacher**, **take additional course work in your liberal arts area of concentration** such as English, Social Studies, Math,

Science or etc. See the 4-year college's catalog for their Education-Liberal Arts concentrations. Select these courses after consultation with the Transfer Counselor from the four-year school.

The **Student Success Center** will provide you with assistance in researching academic transfer requirements by providing:

- Copies of Transfer Articulation Agreements
- Names and the Phone Numbers of College and University Transfer Admissions Counselors
- Transfer Brochures from Colleges
- Web-based and Paper Copies of University Catalogs
- University Transfer Open House Information

## Campus Visit

Between Steps 2 and 4 is an excellent time to visit potential transfer colleges. This visit should be an "Official Visit", which means that it is held during a Transfer Open House or by an appointment with an admissions transfer counselor and faculty member. Summer is often a good time to complete this important task; you can obtain academic information and advisement as to the classes you need to complete at SUNY Cobleskill before transferring. The more often you visit a campus; the better prepared you will become to transfer.

## Step 4. Complete Application Process

With the college visit and completion of Steps 2 and 3, your number of potential colleges should have decreased to a list of three to five. This is a workable number when it comes to the application process. If you have done an excellent job in the process to date, and are quite sure of your acceptance, the number may be as low as two to three.

Now that much of your research is complete, it is time to formally apply to your colleges and universities of choice. Before this can be achieved, you must be aware of the application deadlines and obtain the Applications for Admission.

- **Deadlines are extremely important** and often difficult for students to meet when they are attending classes, involved in campus organizations and holding down part-time jobs. There are often several deadlines pertaining to one college's application for admission such as "Part 1" and "Part 2", Essays and Letters of Recommendation, Scholarship and Financial Aid Forms, Transcripts and Deposit. One reason to limit your number of potential colleges would be so that you can stay on top of these deadlines.
- **Applications for Admission** are generally online and can be found by visiting the potential university's Admissions web page. Applying on-line is encouraged

for transfer students. Students wanting to apply online to SUNY colleges can do so at [www.suny.edu/student](http://www.suny.edu/student). If an email address is required on the application use one that you check regularly and make sure it is appropriate for an admissions counselor to see. Also include your cell phone number and have an appropriate answering message.

- **SUBMIT APPLICATION**

## **SUNY Transfer Guarantee**

An opportunity to continue full-time study at a four-year State University college is **guaranteed** to all New York residents who transfer directly from SUNY Cobleskill with an AA or an AS degree. To be eligible, the students must:

1. File their **application** with the Application Services Center by **March 1 for fall** admission or **October 1 for spring** admission.
2. Provide all colleges applied to with their official SUNY Cobleskill **transcript** by **March 15 for fall or October 15 for spring**.

Complete all required **supplemental application materials** by **April 15** for fall admission or **November 15** for spring admission.

Credits Count: Guaranteed junior standing for SUNY students who graduate with an AA or AS degree and transfer to a parallel program at a SUNY four-year campus.

- **Complete the Application** – Complete all parts of the application that pertain to **transfer students**.
  - You may attach or mail your **resume** to the Office of Admissions (if allowed) with your application. The Student Success Center provides assistance in resume writing and critiquing.
  - Should you be required to submit an **essay**, get assistance. Stop by the Writing Center within the Center for Academic Support & Excellence (CASE) in Van Wagenen Library or have an English professor review your essay. Always have your essay reviewed by someone with a critical eye.
- **Include the Application Fee** – Most colleges require an application fee prior to processing the application. This fee may range from \$50 – \$100. See waiver information.

## **SUNY Application Fee Waiver for Transfer Students**

SUNY waives the \$50 Application Fee for up to 4 SUNY colleges for Cobleskill Associate degree graduates applying to 4-year SUNY institutions by completing the “Transfer Fee Waiver” on the SUNY application.

- **Letters of Recommendation** – Colleges may require at least one letter of recommendation. Faculty recommendations should come from a faculty member who knows you and your abilities and agrees to serve as a positive reference.

Select someone that knows you well, and give them plenty of notice before it is due so they can do a quality job. Employers are also good references.

Some colleges have a required form to complete for letters of recommendation (such as Cornell and St. Rose), but most do not. Provide the faculty member with a resume containing all of your college activities and your career goals. Also provide them, in writing, the date the letter is due, and a stamped pre-addressed envelope for their use.

Should you receive follow-up information from the college and need clarification, contact the Student Success Center for assistance. Bring any additional information required by the college.

- **Official Transcripts** must be mailed from SUNY Cobleskill, any other colleges you have attended and possibly from your former high school.
  - The **Registrar's Office**, Knapp Hall 101, provides academic transcripts for courses that you have completed at SUNY Cobleskill. Written requests are required and **Transcript Request** forms are available online at <http://www.cobleskill.edu/academics/registrar/request-transcript.asp> or in the Registrar's Office. Complete a form for each college you wish to have transcripts mailed. Be sure to complete the form accurately using the transfer college's Admissions Office address. You may wish to send your transcript to the attention of an admissions counselor with whom you have been working.
    - *NOTE: If you have a "hold" on your account, the transcript request will not be processed until it has been taken care of.*
  - Contact the Registrar's Offices at **any previous colleges** (including summer school and college courses while still in high school) that you have attended. Most will require the transcript request in writing, as well as a fee.
  - If required by your transfer college, contact your **high school** and request that a final official transcript be mailed to the appropriate college Office of Admissions address.
- Colleges often require that an **official AP (Advanced Placement) transcript** be sent directly from the testing service.

## BE ORGANIZED

Create a folder (electronic or hard copy) for each school to which you have applied. Place a copy of your entire application in your folder for later reference. Keep all of your correspondence from that college.

The application process does not stop when the application is transmitted. You will begin receiving additional requests from the colleges to which you have applied. These

may include “Part 2” of the application, requests for mid-term grades or final semester grades.

**Treat these requests with importance and return the information as quickly as possible.** Put the letters in your folder and copy the requested information before mailing it.

Bring any requests to the Student Success Center for clarification if needed.

## **TIP**

This would be an excellent time to make an appointment to **meet with an admissions counselor of the colleges you wish to transfer too.** They will have your application and documents on file, and now is your opportunity to make a great impression. Interviews can have a positive influence for a borderline candidate. Not all universities will allow interviews but do offer information sessions where you can ask questions following the presentations.

## **DEADLINES**

Always check to see when information is required. Late paperwork can result in a withdrawal of your application for admission. **Check for a “Housing Deadline” and a “Financial Aid Deadline.”** These deadlines may be prior to the receipt of an acceptance, therefore you may need to apply prior to acceptance.

### **▪ Applying For Financial Aid**

- **Do not wait** until you have been accepted to begin applying for financial aid. Your acceptance letter will probably arrive after the financial aid deadline. Complete all financial aid forms as early as possible.
- Most financial aid applications can be done on-line. Documentation, signatures and copies of income tax statements will need to be mailed. For reference purposes, copy any forms mailed to financial aid offices and mark the date it was mailed.
- Research each college for their financial aid requirements. Contact each Financial Aid Office for all information needed by a transfer student applying for financial aid. Other resources to check would be the college catalog and Web page.
- Complete your **Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1<sup>st</sup> for fall and spring admission.** This can be done on-line. Keep your PIN number where you can find it the next time you need to make changes or corrections to the form.

- Private colleges may also require the **Profile Form** in addition to the FAFSA. There is a cost associated with this financial aid form. Contact the college or university to see which forms are needed, and how to receive the appropriate applications.
- A **Financial Aid Transcript** may be requested by a 4-year college. If so, this must be done at The Office of Financial Aid in Knapp Hall 118B, whether you have received aid or not. It provides your financial aid history.
- Ask the college if they have **their own financial aid forms and scholarship forms** that must be completed, if you wish to receive aid. Colleges generally request copies of your income tax returns and those of your parents.

#### ▪ **Denials**

In the event that you are not accepted to your first choice college and are willing to work to be accepted, contact the Admissions Office and ask what options are available such as summer school, probationary status, or change of major. Bring your letter to the Student Success Center for assistance.

#### ▪ **Acceptances**

Read letters of acceptance carefully to be sure that you have **been accepted into your desired major and semester**. Check for the **deposit deadline** and any other requests and deadlines.

### Step 5. Make the Final College Decision

Now it is time for **YOU** to decide to which college you want to transfer. Before making that final decision, you should have the following information from the transfer college:

- A “**letter of acceptance**,” including your desired **major and semester**.
- A **written evaluation of credits to be accepted** from courses completed at SUNY Cobleskill and any other colleges you have attended.
- A statement with the **number of hours** and the specific **requirements needed** to complete your intended Bachelor degree.
- A commitment or at least an estimate regarding your **financial aid package**. If your financial aid award is not acceptable at your first choice college, contact that college’s Office of Admissions and explain to a counselor that you will not be able to attend due to the financial aid package awarded. Sometimes they can help.

Never accept an offer of admission without first visiting the campus. **Visit before the deposit deadline.**

- Notify, in writing, the other colleges to which you have applied, that you will not be attending their institution. You may want to give the reason, but it is not necessary.

## Step 6. Follow-up

Take time to complete the process, so your transition will be as smooth as possible.

- **Pay deposit** to the transfer college you have selected **prior to the deposit deadline**. Check to see if there is a fully refundable date.
- Request an **OFFICIAL FINAL TRANSCRIPT** be mailed at the **completion of the semester at SUNY Cobleskill**. Submit a “Transcript Request Form,” which is available in the Registrar’s Office in Knapp Hall 101, prior to leaving campus.
- Complete and return any “**Housing Information**” required.
- Request a **Health Transcript** be mailed from the Wellness Center at SUNY Cobleskill. Complete any health forms and **schedule a physical examination** with your physician, if required by the transfer college.
- Contact the Financial Aid Office regarding any questions pertaining to your financial aid award.

If you did not complete the requirements for your degree at SUNY Cobleskill, it may not be too late. While you are attending your transfer college, you can be simultaneously completing your requirements for your SUNY Cobleskill degree. Have a transcript mailed from your transfer college after you complete the necessary coursework to Office of the Registrar, SUNY Cobleskill, Cobleskill, NY 12043. Contact the Registrar’s Office for a graduation analysis, if you are unsure of what credits or courses you lack toward your degree.

## COLLEGE SEARCH WEB SITES

The Student Success Center recommends the following websites if you are trying to find schools with a specific major in New York State:

- For **SUNY Colleges and Universities**:  
[http://www.suny.edu/Student/search\\_programs/currfd\\_oas\\_main.cfm](http://www.suny.edu/Student/search_programs/currfd_oas_main.cfm)
- For **New York State private colleges**:  
<http://www.nycolleges.org/programs.php>

Here are some additional sites that offer assistance. Remember, not all colleges and universities subscribe to these sites so be prepared to do some of your own research:

- **Princeton Review**: <http://www.review.com>
- **Universities.com**: <http://www.universities.com>
- **CollegeNet**: <http://www.collegenet.com>
- **Go College**: <http://www.gocollege.com>

## TRANSFER WORKSHEET for

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Name of College

**Complete the Application:** (Application deadline: \_\_\_\_\_)

- Application is completed and signed.
- Application fee is enclosed (check, credit card info or waiver).
- Application was reviewed by the Student Success Center.
- Application was mailed/submitted on \_\_\_\_\_
  - Part II or Supplemental Application Completed
  - Essays (if required) have been critiqued and are attached?
  - Letters of recommendation (if required) have been enclosed or mailed separately?
  - Resume has been critiqued and is enclosed?

**Request Official Transcripts be mailed to college's admissions office:**

- Completed Transcript Request Form and returned form to Office of the Registrar on \_\_\_\_\_
- Contacted other colleges in writing and sent fee on \_\_\_\_\_
- Contacted my high school (if required) and requested transcript on \_\_\_\_\_.

**Completed Financial Aid Forms:**

- Filed my FAFSA (Free Application for Federal Student Aid) with correct college name and code, which is \_\_\_\_\_, on \_\_\_\_\_. (Federal ID Codes are available in college catalogs or in our Office of Student Financial Aid in Knapp 118B.)
- Other financial aid forms requested by this college were completed and mailed:

\_\_\_\_\_ was mailed on \_\_\_\_\_  
Name of Form Date

\_\_\_\_\_ was mailed on \_\_\_\_\_  
Name of Form Date

- Tuition Assistance Program Application (for NYS residents applying to a NYS college) was filed on \_\_\_\_\_.

**Information Requested:**

The following was requested by the college:

\_\_\_\_\_ due by \_\_\_\_\_ Sent on \_\_\_\_\_ Date  
Information Requested Date

\_\_\_\_\_ due by \_\_\_\_\_ Sent on \_\_\_\_\_ Date  
Information Requested Date

\_\_\_\_\_ due by \_\_\_\_\_ Sent on \_\_\_\_\_ Date  
Information Requested Date

### **College Visit:**

- Unofficial visit to look around and possibly visit someone I know.
- Official visit was made to meet with an Admissions Counselor, have a tour, or attend an Open House on \_\_\_\_\_.

### **Follow-up:**

- Completed any additional financial aid information requested.
- Requested Housing information and checked deadline for application.
  
- Received Acceptance with Deposits of \$ \_\_\_\_\_ due on \_\_\_\_\_.  
Amount Deadline Date  
Total Refund date is \_\_\_\_\_
  
- Paid Deposit of \$ \_\_\_\_\_ on \_\_\_\_\_.
  
- Completed Transcript Request Form & paid fee for Final Official Transcript to be mailed from SUNY Cobleskill at end of semester on \_\_\_\_\_.
  
- Other important information requested by college:  
Health forms were completed and sent on \_\_\_\_\_  
Housing information and Deposit was mailed on \_\_\_\_\_  
Orientation Registration was mailed on \_\_\_\_\_

### **Declined offer of Admission:**

- Notified Office of Admission in writing I was declining acceptance on \_\_\_\_\_.