

Transfer Student Survival Guide



A Transfer Guide for Students at Peninsula College: Where to Go From Here

(Adapted from *NSCC College Transfer Pathways* with permission 12/23/08)

About This Guide

By enrolling at Peninsula College you have made an important commitment to your academic and personal growth.

We're glad you have chosen Peninsula College as a place to begin your studies on your journey towards transferring and obtaining a four-year bachelor's degree. It's never too early to begin the transfer planning process, but as you start it's sometimes very easy to feel overwhelmed. You might be asking yourself: "What classes do I need to take?" or "How do I choose a major or a college to transfer to?" This is the time to explore your options, and we want to encourage you to do just that—and to help you to prepare for a successful transfer to our own BAS four-year degree or a four-year college or university.

This transfer guide is intended to assist you in planning for your transfer. It provides information and resources to help you learn about associate degrees and transfer options at Peninsula College, explore and choose a potential transfer major, research different four-year institution options, make an educational plan, and understand what you need to do to apply to your chosen transfer institutions.

It's important to keep in mind that you are ultimately responsible for your own education! Preparing to transfer to a four-year college or university can be very exciting and challenging, and the more you take charge of your own education, the more positive your experience will be. We encourage you to access resources, talk with advisors and university representatives, take advantage of transfer services at Peninsula College, and visit other campuses. The more information you have, the better equipped you will be to make wise choices and to transfer successfully!

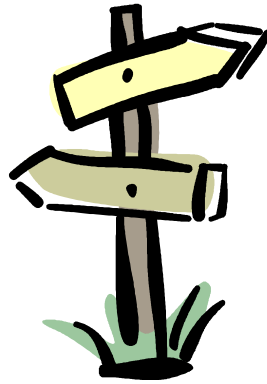
~The Peninsula College Advising Staff

Table of Contents

Section		Page
I	Map to Transfer Success	4
II	Options for Transferring to a Four-Year College or University	6
	Associate Degrees at Peninsula College	8
	Transferring without a Transfer Degree	10
	Transferring with an Associates of Applied Science Degree	10
III	Exploring and Choosing a Major	11
	Tips on Researching/Choosing a Transfer Major	13
	Web/Text Resources	14
	Why Get a Bachelor’s Degree?	15
	“Discover Your Major” Worksheet	17
IV	Finding the Right Four-Year Institution for You!	18
	Deciding Where to Apply	20
	College Comparison Worksheet	21
	Washington University Contact Information	22
	University Foreign Language Requirements	24
	Extended Degree Options	25
	Upside-Down Degree Options	27
V	Educational Planning: “Mapping it Out”	29
	Preparing for an Advising Session	31
	Steps to a Successful Transfer	31
	How to Graduate in Four-Years	33
	Transfer Planning Worksheets	34
	Course Equivalency Guides	35
	Educational Planning Worksheet	37
	Proposed Schedule of Courses Worksheet	38
	“P” Grade Transferability Status	39
VI	The Transfer Application Process	40
	The Application Process	42
	Writing a Personal Statement	44
	Common Questions to Ask your Transfer Institution	45
	Tips for Completing College Applications	47
VII	Peninsula College Resources and Services	50
VIII	Transfer Definitions You Should Know!	52



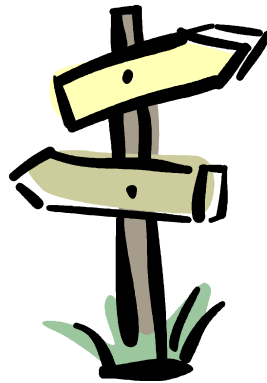
Map to Transfer Success



Section I



Options for Transferring to a Four-Year College or University



Section II

Transfer Options

PC offers students a number of options for transferring to a four-year college or university.

This section contains information regarding:

- Peninsula College transfer degrees
 - The Associate in Arts (AA) degree
 - The Associate in Business degree
 - The Associate in Elementary Education degree
 - The Associate in Science (AS) degrees (Track One)
- Transferring to a four-year college/university without a transfer degree
- Transferring to a four-year college/university with an Associate of Applied Science (AAS) degree

**ALL TRANSFER DEGREE PLANNING SHEETS ARE
AVAILABLE IN STUDENT DEVELOPMENT**

You should know that...

...AA and AS degrees are designed to help you transfer more easily to four-year colleges/universities. Many Washington state colleges/universities give “priority” admission to students with an associate degree. **The degree does not, however, guarantee that you will be accepted into a four-year college/university or admitted into a certain major or program of study.**

Transfer Options... What are my choices?

Associate Degrees at Peninsula College

Most transfer students choose to complete an associate degree in order to benefit from the **Direct Transfer Agreement (DTA)** between community colleges and participating four-year public Washington state colleges and universities. The Direct Transfer Agreement assures the transfer of credits with an AA degree into certain colleges/universities, but does not guarantee automatic admission since each institution has separate admission criteria, such as GPA, residency, core requirements, major preparation, and so forth.

Benefits of earning a transfer degree:

For **most** Washington state four-year colleges, if you complete an AA degree, you have the benefit of knowing your degree transfers as a package. You **may**:

- Be considered to have fulfilled most or all of the lower-division, general-education core coursework.
- Enter at junior standing (depending on whether you have also met major prerequisites).
- Be given priority transfer status in the application-review process.
- With certain exceptions, you can count transfer courses in the same way they are being counted at Peninsula College.
- Transfer up to 15 credits of “normally nontransferable” (i.e., vocational/professional technical coursework) as part of your AA degree.

We strongly recommend that you include major preparation coursework as part of your associate transfer degree. You can increase your competitiveness for admission if you are prepared for your intended major when you complete your associate degree.

What are the requirements for a transfer degree at PC?

You must earn a minimum of 90 college-level credits numbered 100 or above that fit into the prescribed degree curriculum, with a minimum cumulative college level grade point average (GPA) of 2.0 or higher. At least 15 college-level credits must be earned at Peninsula College. *Note: Although 2.0 is the minimum GPA required to graduate with an associate degree, most four-year institutions require a significantly higher GPA to transfer.*

Associate in Arts Degree

The Associate of Arts Degree (AA) is intended for students expecting to transfer to a four-year college/university and pursue a liberal arts major in areas such as humanities, literature, political science, psychology, etc. The AA degree provides a broad education and allows you to fulfill some or all of the general education requirements and prerequisite coursework for many four-year degrees in arts and sciences.

To graduate from PC with an AA degree, you must satisfy the requirements outlined within the degree-planning worksheet, which is available in Student Development and Enrollment Services. These include communications and quantitative skills, humanities, natural sciences, social sciences, and electives.

Associate in Business Degree

The Associate in Business Degree (AB) is designed for students intending to transfer to a four-year college or university and major in business. Completion of the 90-credit AB allows you to fulfill many or all of the general education (humanities, social sciences and natural science courses) and business major prerequisites (accounting, economics, math, statistics, and law courses) required for most Washington state four-year college/university business programs.

To graduate from PC with an AB degree, you must satisfy the requirements outlined within the degree-planning worksheet, which is available in Student Development and Enrollment Services.

Associate in Elementary Education Degree

The Associate in Elementary Education Degree is designed for students intending to transfer to a four-year college or university and major in elementary education. Completion of the 90-credit degree allow you to fulfill many or all of the general education (humanities, social sciences, and natural science courses) and elementary education major prerequisites (speech, U.S. and world history, psychology, math for elementary education teachers, and biological, earth and physical science courses) required for most Washington state four-year college/university elementary education programs.

To graduate from PC with an elementary education degree, you must satisfy the requirements outline within the degree-planning worksheet, which is available in Student Development and Enrollment Services. Only course work in which you receive a grade of 2.0 (C) or higher shall be counted toward the course work required for the approved endorsement program (WAC 180-82A-204).

Associate in Science Degrees (Track One)

This degree is intended for students who plan to transfer and receive a bachelor's degree from a four-year college/university with a transfer major in a science-related area.

Associate in Science Degree general requirements

A student wishing to earn an AS degree must earn 90 AS applicable credits in courses numbered 100 or above with a GPA of 2.0 or higher. You are highly encouraged to work with a college transfer advisor.

- Track one is a good option if you intend to major in chemistry, geology, or the biological, earth, environmental, or resource sciences and complete at least 65 credits of math and science requirements for the major, along with the required general education coursework.

**Considering majoring in
Math or Science?**

**Make sure to work with
an advisor.**

Because you will be incorporating your transfer major prerequisite courses into your AS degree, it is essential to create a proposed two-year plan with an advisor. A two-year plan is a roadmap towards a college degree and an outline of the coursework required to complete a degree. Mapping out your two-year degree can be complicated, so be sure to work closely with your advisor.

Transferring Without a Transfer Degree

It takes careful planning to transfer to a four-year college or university without a transfer degree. It is imperative that you work closely with an advisor at the transfer institution you expect to attend.

Here are some important points to consider if you are transferring without a transfer degree:

- In general, each college or university has general education requirements for freshman- and sophomore-level students that you should be working on during your time at PC.
- How PC courses transfer will be up to the four-year college/university you plan on attending. Work with a college/university admissions representative to determine which courses at PC will transfer to your selected institution **BEFORE** you sign up for courses at PC. Most four-year institutions publish “transfer equivalency guides” on their websites that will allow you to look up courses to see how (and if) the course will transfer.
- Be sure you understand admission requirements for students transferring without an associate degree. For example, are the SAT or ACT (college entrance exams) required? What is the minimum transfer GPA required for consideration, and what is the average transfer GPA of students accepted who do not have an associate degree? Is your high school GPA taken into consideration? Please see the “Transfer Application Process” section of this guide for more information regarding applying to a four-year institution.

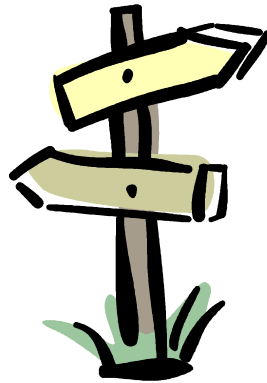
Transferring With an Associate in Applied Science Degree

If you are pursuing a technical degree—an Associate of Applied Science Degree—you may be eligible to pursue a bachelor’s degree through an “upside-down” degree program, depending on your course of study. In general, “upside-down” students complete an acceptable professional technical degree at the community college and then take a combination of focused coursework and more general liberal arts coursework in their final two years at the four-year college. The AAS degree is not a transfer degree; and some four-year institutions can take the “upside down degree,” such as Evergreen State College and Peninsula College’s Bachelor of Applied Science in Applied Management program.



Exploring and Choosing a Major

What do I want to study at a
four-year institution?



Section III

Exploring And Choosing A Major

Your choice of a major will probably be the most important decision you'll make about your bachelor's degree.

Don't know what you want to major in? Don't worry...you are not alone. It's not uncommon for students to change their major several times before they actually settle on one.

So...it is important to use your time at the community college wisely to explore transfer majors and to understand early what the admission and graduation requirements are for your chosen major(s). As you complete your associate degree, you can also plan for your major and be well-prepared for your transfer to a four-year institution.

This section contains:

- Tips on researching and choosing a transfer major.
- Text and web resources to aid you in your research and decision making.
- A "Discover Your Major" Worksheet helps you organize notes and work through the process of choosing a transfer major.

What is a Transfer Major?

A "major" is a program of study at a college or university that a student chooses to study in-depth, such as history, biology, or communication in order to earn a four-year bachelor's degree (B.A. or B.S.). At the community-college level, students complete general education and prerequisite course work (often as part of an associate degree), to prepare for their major at the four-year institution level.

Deciding on your transfer major

One of the main transfer admission criteria for many colleges and universities is that applicants are prepared for their major. Making decisions about your major takes time. Good decisions are based on accurate information and thoughtful evaluation of the pros and cons involved in choosing among a variety of options. By combining what you're learning about yourself (your skills, interests, and values) with what you learn about your options, you'll make better choices. Evaluate several options and then prioritize those that seem best. Have back-up plans in case your top choice turns out not to be a viable option for you.

For most transfer majors you need to be ready to declare your major by your junior year. It is helpful to decide much earlier as some majors require that prerequisites be completed before starting a program or major area of study (engineering, science, and business are some examples). If you put your decision off too long, it may take you more than four years to complete your bachelors

Exploring Majors

Tips on Researching and Choosing a Transfer Major

Here are some ideas to get you started:

There is no single proven approach to selecting a major. Choosing a major is a process of growth and discovery, and to be effective in choosing a major, you will need time, information, and commitment to be actively involved in the decision-making process. Ultimately, whatever your decision, it is yours.

Get to know yourself

What are your interests, values and motivations? Does a specific major reflect your worldview? Do you have enthusiasm for and enjoy studying this subject? Take advantage of your PC resources to learn more about yourself:

- Make an appointment to see a PC Advisor** on the first floor of the Student Services Clock Tower Building. Advising can help you develop personal and career goals through one-on-one sessions and also through more in-depth career testing. Career testing assesses your skills, interests, and aptitudes and explores careers and majors that fit within those results.
- Visit PC Career Services** and use some computer-based career software. Career services has resources such as:
 - **WOIS** (Washington Occupational Information Systems): Learn what a day in the life of a specific occupation is like. View earnings, required skills and training, projected outlook, work conditions, and relevant professional associations, plus schools and training programs offered in the state of Washington.
 - **Workforce Explorer Washington**: Identify occupations that match your interests and skills. Research the labor market in Washington by industry and by county and compare projected outlooks for various occupations. Access information regarding training providers and check graduate outcomes by program and by college/training provider.
 - **O-NET**: Explore over 950 different occupational areas. Learn skills, abilities, knowledge, work activities, and interests associated with various occupations. Search for occupations that use your skills.
- Visit PC Student Development**. Gather materials, explore transfer major options, and learn about prerequisites while you are developing a proposed two-year degree plan with your academic advisor.
- Get involved** with activities and clubs related to your interests and participate in internships and volunteer opportunities related to possible majors.

Evaluate your academic strengths and weaknesses

Do you enjoy problem solving or writing papers? Are you technically oriented? Do you have a natural talent for helping people?

- Take introductory courses** related to majors you are interested in exploring. What classes do you enjoy? In what classes do you struggle?

Identify your options

- Look at college websites**, catalogs, and other publications and develop a list of majors you would like to explore. Washington state and other U.S. college and university websites are listed on the Peninsula College Student Online Services website. Consider how your own strengths, interests, values, realities, and goals compare with each major.

Gather information

- Meet with four-year college representatives and major advisors.** Take advantage of the many transfer activities at PC that give you the opportunity to meet representatives and learn about majors. Attend college fairs, transfer workshops, and advising appointments at PC.
- Attend information sessions** about majors you are interested in at four-year colleges and universities and visit major departments. For example, if you are interested in the University of Washington, go to a Transfer Thursday session offered every Thursday from 1:00-4:00 pm.
- Do your own research.** Review degree requirements, including any prerequisites you must complete before you are accepted into your major.

➔Remember: You are choosing a major for you! Reflect on what and who may be influencing your choice. Are you considering something that you would really enjoy studying?

Web/Text Resources

<p>Web Resources (Please contact Student Development at 360-417-6340 if the link is broken or the site key code for WOIS is not working)</p>

- Washington Occupational Information System (WOIS) <http://www.wois.org/> (site key code required to enter the website, contact 417-5683 to get code). Research what a day in the life of a specific occupation is like; view earnings, skills and training required; projected outlook; and schools and training programs in the state for various occupational areas.
- Occupational Outlook Handbook <http://www.bls.gov/oco/>. Check out a nationally recognized source of career information.
- Please Understand Me II <http://keirse.com/>. Check personality temperament/style and connection to work/career.
- Students Helping Students <http://www.studentshelpingstudents.com>. Find articles and guides written by students and recent graduates with information on “Finding Your Passion in College!” and “Find the Right Major for You.”
- What Can I Do With a Major in...? <http://www.uncwil.edu/stuaff/career/Majors/>.
- What Can I Do With This Major? <http://career.utk.edu/students/majors.asp>.

Text Resources

- *The College Board Guide to 150 Popular College Majors*, Renee Gernand (Editor), 1992
- *The College Majors Handbook: The Actual Jobs, Earnings, and Trends for Graduates of 60 College Majors*, Paul Harrington, Thomas F. Harrington, Neeta P. Fogg, 1999
- *Fishing for a Major* (Students Helping Students), Julio MacHado, 2002
- *Guide to College Majors: Everything You Need to Know to Choose the Right Major*, Princeton Review, 2007
- *How to Choose a College Major*, Linda Landis Andrews, 1997
- *Major Decisions: A Guide to College Majors*, Richard Blumenthal, Joseph Despres, 1996
- *Majors Exploration: A Search and Find Guide for College and Career Directions*, Diane Lindsey Reeves, Mary Jane Bradbury, 1998
- *Occupational Outlook Handbook*, 2008-2009 Edition, US Dept. of Labor, 2008
- *Please Understand Me II: Temperament Character Intelligence*, David Keirse, 1998

Why Get a Bachelor's Degree?

- ✓ **Costs are always on the rise.** State support of education has decreased, and state budget cuts are rampant. The sooner that you tackle finishing your bachelor's, the less money you will have to spend in the long run if you decide to eventually get your degree.
- ✓ **Be a role model.** Education is called the great equalizer. The more education you attain the more you benefit your entire family. Children are more likely to be successful in school and in college if their parents attended college.
- ✓ **Self-actualization.** You will know that you have achieved something that not many other people have been able to do. Your persistence and dedication have gotten you this far; how much further could they take you?
- ✓ **Get ready for...life!** Earning a bachelor's will assist you in your preparation for life and your career.
- ✓ **Life's work.** When you earn a bachelor's degree, you will be able to study within a field that has personal significance to you. Why not spend the rest of your life "working" within a field that really interest you or that makes you feel good? Your work will be more meaningful and thus more fulfilling.
- ✓ **Continued growth.** When you pursue a bachelor's degree, you are encouraging yourself to continue learning not merely out of necessity, but through a drive to be as educated as you can be, regardless of the situation.
- ✓ **But wait, there's more!** You may even find yourself wanting to go beyond your bachelor's and continue even further to achieve a graduate degree.

- ✓ **Higher Education = Higher Employability.** The more educated that you are, the greater range of available occupations. The following are percentages of unemployment for workers age 25 and over based on their level of education.
 - Master's Degree: 1.6%
 - Bachelor's Degree: 1.8%
 - Associate Degree: 2.3%
 - Some college, no degree: 2.9%
 - High-school graduate: 3.5%
 - Some high-school, no diploma: 6.5%US Bureau of Labor Statistics (2000)

- ✓ **Higher Education = Higher Income.** Here are some compelling annual income figures based on level of education.
 - Some high-school, no college: \$21,400
 - High-school diploma: \$28,800
 - Some college, no degree: \$32,000
 - Associate Degree: \$35,400
 - Bachelor's Degree: \$46,300
 - Master's Degree: \$55,300US Bureau of Labor Statistics (2003)

- ✓ **Uh boss...can I have a promotion?** The following are percentages, based upon education, of individual employees who were promoted by their employer:
 - No high-school diploma: 15.3%
 - High-school grad, no college: 20.8%
 - Less than a bachelor's: 20.7%
 - Bachelor's degree or more: 25%US Bureau of Labor Statistics (2003)

“Discover Your Major” Worksheet

INFORMATION ABOUT MYSELF:

My interests:

My strengths:

My values:

TRANSFER MAJORS I AM CONSIDERING:

RESOURCES I CAN USE AND ACTIVITIES I CAN PARTICIPATE IN TO EXPLORE AND GATHER MORE INFORMATION ABOUT MAJORS:

WHAT I LEARNED ABOUT THE MAJORS I AM INTERESTED IN:

(Copy this section for each major you are considering)

Four-year colleges that have this major?

How competitive?

Minimum/Average GPA required?

Prerequisite Courses?

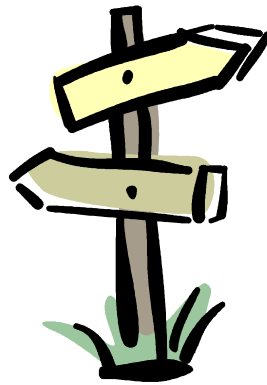
NEXT STEPS TO HELP ME TO EVALUATE MY TOP CHOICES:

MY INTENDED MAJOR:

MY BACK-UP MAJOR(S):



Finding the Right Four-Year Institution for you!



Section IV

Choosing the Right School for You!

“Check out the colleges you’re thinking of transferring to by visiting in person. You want to make sure the campus is a good match for you!”

~PC Advisor

It is essential to research and visit prospective transfer schools in order to find the college/university that will fit with your academic goals, personality and needs.

It is important to shop around while you are a community college student. Do your own research about the qualities that are important to you and the individual programs each college or university offers. By utilizing resources and asking good questions of four-year staff, faculty, and students you can make a truly educated decision about which school best fits your personal requirements.

This section contains information to assist you in choosing your best four-year institution options:

- Deciding Where to Apply
- Text and Useful Websites
- Washington University Contact Information
- University Foreign Language Requirements

Finding the Right School for You

Deciding Where to Apply

- Start by **researching institutions that have the majors** that interest you. Links to all colleges in Washington and throughout the Pacific Northwest are listed on the PC student online services website. A great online search engine that allows you to look by state, several states, or nationally is the Department of Education's College Navigator that can be found at <http://nces.ed.gov/collegenavigator/>.
- Visit PC Student Development.** We have a variety of information on universities and colleges that include catalogs, transfer guides, and information on transfer majors/programs of study. We also can assist you in researching Internet resources.
- Decide what type of college/university you'd like to attend.** Take into consideration the location, size of the student body, diversity, special student services, public vs. private, religious affiliation, cost, and student-to-faculty ratio.
- Use the Internet to explore transfer information.** Most schools have exceptional websites that are full of useful information for prospective students.
- Attend the transfer fairs and information tables PC hosts.** Talk to college representatives about admissions and program information.
- Visit the colleges/universities that interest you.** Take a tour. Take advantage of information sessions for transfer students that are hosted on their campuses. Fliers regarding local information sessions are often posted on bulletin boards in student development.

Text Resources

- *Barron's Profiles of American Colleges*, 2003
- *Bears Guide to Earning Degrees by Distance Learning*, Mariah P. Bear, Thomas Nixon, 2006
- *Colleges That Change Lives*, Loren Pope, 2006
- *Fiske Guide to Colleges*, Edward B. Fiske, 2007
- *The College Board: Internet Guide for College Bound Students*, Ken E. Hartman, 1998
- *The Multicultural Student's Guide to Colleges*, Robert Mitchell, 1993
- *Peterson's Guide to Four-Year Colleges*, 2007
- *U.S. News & World Report Ultimate College Guide*, 2007 Edition

Useful Websites to explore (Please contact Student Development 360-417-6340 if the link is broken):

- College Board www.collegeboard.com
- Peterson's www.petersons.com
- College View <http://www.collegeview.com/>
- US News and World Report
http://www.usnews.com/usnews/edu/college/rankings/rankindex_brief.php

College Comparison Worksheet (www.actstudent.org/college/pdf/comparison.pdf)

COLLEGE NAME			
LOCATION •Distance from home			
SIZE •Enrollment •Physical size of campus			
ENVIRONMENT •Type of school (2yr., 4 yr.) •School setting (urban, rural) •Location/size of nearest city •Co-ed, male, female •Religious affiliations			
ADMISSION REQUIREMENTS •Deadline •Tests required •Avg. test scores, GPA, rank •Notification			
ACADEMICS •Your major offered •Special requirements •Accreditation •Student-faculty ratio •Typical class size			
COLLEGE EXPENSES •Tuition, room & board •Estimated total budget •Application fee, deposits			
FINANCIAL AID •Deadline •Required forms •% receiving aid •Scholarships			
HOUSING •Residence hall requirements •Food plan			
FACILITIES •Academic •Recreational •Other			
ACTIVITIES •Clubs, organizations •Greek life •Athletics, intramurals •Other			
CAMPUS VISITS •When •Special opportunities			

Washington College/University Contact Information

<p>THE ART INSTITUTE OF SEATTLE 2323 Elliot Ave. Seattle, WA 98121 (800) 275-2471 Admissions: (206) 448-6600 http://ais.edu/</p>	<p>SEATTLE PACIFIC UNIVERSITY 3307 3rd Ave. West Seattle, WA 98119 (206) 281-2021 Fax: (800) 366-3344 www.spu.edu</p>
<p>ANTIOCH UNIVERSITY 2326 Sixth Ave. Seattle, WA 98121 (206) 268-4202 www.antiochsea.edu</p>	<p>SEATTLE UNIVERSITY PO BOX 222000 Seattle, WA 98122-4340 Admissions: (206) 296-2000 General Info (800) 426-7123 Fax: (206) 296-5656 www.seattleu.edu</p>
<p>BASTYR UNIVERSITY 14500 Jaunita Drive NE Kenmore, WA 98028-4966 Admissions: (425) 602-3330 www.bastyr.edu</p>	<p>TRINITY LUTHERAN COLLEGE PO BOX 870 Everett, WA 98206 Admissions: (800) 843-5659 (425) 249-4800 www.tlc.edu</p>
<p>CENTRAL WASHINGTON UNIVERSITY 400 East University Way Ellensburg, WA 98926-7463 (866) CWU-4YOU Fax: (509) 963-1611 www.cwu.edu</p>	<p>UNIVERSITY OF PHOENIX Bellevue Learning Center 3380 146th Place SE, Suite 200 Bellevue, WA 98007 Admissions (425) 572-1600 or (866) 766-0766 www.phoenix.edu</p>
<p>CENTRAL WASHINGTON UNIVERSITY- LYNNWOOD Snoqualmie Hall at Edmonds Community College 20000 68th Ave. W Lynnwood, WA 98036-5999 (425) 640-1574 Fax: (425) 640-1488 http://www.cwu.edu/lynnwood/</p>	<p>UNIVERSITY OF PUGET SOUND 1500 North Warner St Tacoma, WA 98416 (253) 879-3100 (800) 396-7191 Fax: (253) 879-3933 www.ups.edu</p>
<p>CENTRAL WASHINGTON UNIVERSITY- DES MOINES 2400 S. 240th St, Bldg 29 Des Moines, WA 98198 (206) 439-3800 Fax: (206) 878-0527 www.cwu.edu/desmoines</p>	<p>UNIVERSITY OF WASHINGTON 1410 NE Campus Pkwy, BOX 355840 Seattle, WA 98195 (206) 543-9686 Fax: (206) 543-6101 www.washington.edu</p>
<p>CITY UNIVERSITY 11900 NE First St. Bellevue, WA 98005 (425) 637-1010 Fax: (425) 709-5361 www.cityu.edu</p>	<p>UNIVERSITY OF WASHINGTON-BOTHELL 18115 Campus Way NE Bothell, WA 98011-8246 (425) 352-5000 Fax: (253) 352-5000 www.bothell.washington.edu</p>
<p>CORNISH COLLEGE OF THE ARTS 1000 Lenora St Seattle, WA 98121 (206) 726-5151 Fax: (206) 726-5016 Admission: (800) 726-5016 www.cornish.edu</p>	<p>UNIVERSITY OF WASHINGTON-TACOMA 1900 Commerce St Tacoma, WA 98402 (800) 736-7750 Fax: (253) 552-4408 www.tacoma.washington.edu</p>
<p>EASTERN WASHINGTON UNIVERSITY 101 Sutton Hall Cheney, WA 99004-2447 Admissions: (509) 359-2397 www.ewu.edu</p>	<p>WALLA WALLA UNIVERSITY 204 South College Avenue College Place, WA 99324 (800) 541-8900 FAX (509) 527-2253 www.wallawalla.edu</p>

<p>EASTERN WASHINGTON UNIVERSITY- BELLEVUE Bellevue Community College 3000 Landerholm Circle SE House 1 Bellevue, WA 98007 (425) 564-5100 Fax: (425) 564-5110 Greg.Dempsey@ewu.edu</p>	<p>WASHINGTON STATE UNIVERSITY 370 Lighty Student Services Building Pullman, WA 99164-10676 (888) 468-6978 Fax: (509) 335-9711 www.wsu.edu</p>
<p>THE EVERGREEN STATE COLLEGE 2700 Evergreen Parkway NW Olympia, WA 98505 Admin: (360) 867-6170 Fax: (360) 867-6205 www.evergreen.edu</p>	<p>WASHINGTON STATE UNIVERSITY- SPOKANE PO BOX 1495 Spokane, WA 99210 (509) 358-7500 http://www.spokane.wsu.edu/</p>
<p>GONZAGA UNIVERSITY 502 East Boone Spokane, WA 99258-0102 (800) 986-9585 Fax: (509) 323-7580 www.gonzaga.edu</p>	<p>WASHINGTON STATE UNIVERSITY- TRICITIES 2710 University Drive Richland, WA 99354 (509) 372-7250 http://www2.tricity.wsu.edu/</p>
<p>HERITAGE UNIVERSITY 3240 Fort Road Toppenish, WA 98948 (888) 272-6190 (509) 865-8504 Fax: (509) 865-8508 www.heritage.edu</p>	<p>WASHINGTON STATE UNIVERSITY- VANCOUVER 14204 NE Salmon Creek Ave Vancouver, WA 98686 (360) 546-9779 Fax: (360) 546-9032 http://www.vancouver.wsu.edu/</p>
<p>NORTHWEST UNIVERSTIY 5520 108th Ave. NE Kirkland, WA 98083 (800) 669-3781 Fax: (425) 889-5210 www.northwestu.edu</p>	<p>WESTERN WASHINGTON UNIVERSITY 516 High Street MS-9009 Bellingham, WA 98225-9009 (360) 650-3440 Fax: (360) 650-7369 www.wvu.edu</p>
<p>PACIFIC LUTHERAN UNIVERSITY Tacoma, WA 98477 (800) 274-6758 Fax: (253) 536-5136 www.plu.edu</p>	<p>WHITMAN 345 Boyer Ave Walla Walla, WA 99362 (509) 527-5176 Fax: (509) 527-4967 www.whitman.edu</p>
<p>SAINT MARTIN'S COLLEGE 5300 Pacific Ave. SE Lacey, WA 98503-1297 (800) 368-8803 (360) 438-4311 Fax: (360) 438-4397 www.stmartin.edu</p>	<p>WHITWORTH 300 W. Hawthorne Road Spokane, WA 99251 (509) 777-1000 www.whitworth.edu</p>

(Please contact Student Development 360-417-6340 if the link is broken)

University/College Foreign Language Requirements

<u>University</u>	<u>Transfer with less than 40 credits</u>	<u>Transfer 40-90 credits</u>	<u>Transfer with AA degree</u>	<u>Graduation Requirement</u>
Central Washington University	2 years in high school OR 3rd quarter in college	None required for admission	None required for admission	BA requires 2 years in high school OR 3rd quarter in college. None for BS, Bachelor of Music, BFA or BA in Education
Eastern Washington University	2 years in high school OR 3rd quarter in college	None	None	BA requires 2 years in high school OR 3rd quarter in college. None for BAB (business), BFA (art) or BAE (education)
Evergreen State College	2 years in high school OR 2nd quarter in college	None	None	None
Pacific Lutheran University	2 years in high school OR 3rd quarter in college (with 2.0 or better)	2 years in high school OR 3rd quarter in college (with 2.0 or better)	2 years in high school OR 3rd quarter in college (with 2.0 or better)	Additional language may be required, but it depends on the major. Contact advisor at PLU for more information.
Seattle Pacific University	None	None	None	3rd quarter in college with a 2.0 or better OR 3 years in high school with a 2.0 in final year or final course
Seattle University	2 years in high school OR 2nd quarter in college	None with 45 credits or more	None	For majors within the College of Arts and Sciences: 3rd quarter in college
University of Puget Sound	None, but at least 3 years in high school is recommended	Non	None	BA/BS requires 3rd quarter in college
University of Washington Bothell	None applicable. Must have at least 80 credits to apply	With at least 80 credits, 2 years in high school OR 2nd quarter in college	2 years in high school OR 2nd quarter in college	None
University of Washington Seattle	2 years in high school OR 2nd quarter in college	2 years in high school OR 2nd quarter in college	2 years in high school OR 2nd quarter in college	For majors in Colleges of Arts and Sciences, and Social Work: through 3rd quarter in college with 2.0 or better. No requirement for other UW colleges
University of Washington Tacoma	Not applicable. UWT admits upper division only	2 years in high school OR 2nd quarter in college	2 years in high school OR 2nd quarter in college	For the International Business Concentration and Global Studies Concentration, 3rd quarter in college
Washington State University	2 years in high school OR 3rd quarter in college	None required for admission	None required for admission	For majors within the College of Liberal Arts and College of Sciences, 3rd quarter in college
Western Washington University	2 years in high school OR 2nd quarter in college recommended	None	None	None

Additional Notes:

1. The information on the previous page is subject to change. Students planning to attend a four-year institution should always verify the foreign-language admission and graduation requirements for their specific major.
2. In order to satisfy the foreign-language requirements, students, must stay consistent in a single language. (One year of high school Spanish and one year of high school Japanese will not meet the requirements, nor will one college quarter of Japanese).
3. The use of the term “credits” implies that they are college-transferable credits. A quarter-system foreign language class is 5 credits.
4. University of Washington only: The foreign language admission requirement will be considered satisfied for students from non-English speaking countries who entered the U.S. educational system at the 8th grade or later. All colleges: Any student who is demonstratively bilingual may meet the foreign language admission and graduation requirements. Consult with your school(s) of choice for verification.
5. Some institutions may offer a proficiency exam for foreign languages and some may accept the advanced placement foreign language exam as satisfactory completion of foreign-language requirements. Consult your school of choice for details.
6. In some cases, a foreign language may not be accepted if it is not taught at that institution or if it is considered a language no longer used. Consult your school of choice for verification.
7. All of the four-year institutions listed on page 24 accept American Sign Language (ASL) as a foreign language.

Extended Degree Options*

Pursue a four-year degree without leaving your community!

Peninsula College (Port Angeles)

- BAS Management

Chapman University (Bangor/Silverdale)

- BA Organizational Leadership
- BA Criminal Justice
- BA Social Science
- BA Psychology
- BS Computer Science
- BS Computer Information Systems
- MA Organizational Leadership
- MA Human Resources
- Human Resource Management Certificate
- Organizational Leadership Certificate

City University

- BA Elementary Education with Certification (Port Angeles)

- Masters in Teaching (Port Hadlock)
- MA Counseling (Port Hadlock)

Old Dominion University (Port Hadlock)

- BS Accounting
- BS Finance
- BS Information Systems & Technology
- BS Management
- BS Marketing
- BS Communication
- BS Computer Science
- BS Criminal Justice
- BS Civil Engineering Technology
- BS Electrical Engineering Technology
- BS General Engineering Technology
- BS Mechanical Engineering Technology
- BS Health Science
- BS Human Services Counseling
- BS Elementary Education with Certification
- ADN to BSN
- BS Occupational and Technical Studies
- Master of Engineering Management
- MS Community Health
- MS Education with Certification
- MS Special Education
- MS Occupational and Technical Studies
- PhD Community College Leadership

St. Martin's College (Bremerton)

- BS Mechanical Engineering

Southern Illinois University (Bangor/Silverdale)

- BA Workforce Education and Development

Washington State University (Online)

- BA Human Development
- BA Humanities
- BA Social Sciences
- BA Criminal Justice
- BA Business Administration
- ADN to BSN
- Master of Engineering Management
- MS Agriculture
- MS Computer Science

Western Washington University

- BA Environmental Policy (Port Angeles)
- BS Environmental Science (Port Angeles)
- BA Human Services (Bremerton)
- BA Elementary Teacher Certification (Bremerton)
- M Ed Educational Administration & Principal Certification (Bremerton)
- Post Baccalaureate Elementary Teacher Certification

Transfer information is subject to change—always check with the receiving institution to ensure the most recent and accurate information.

*Created 5/29/09 by Peninsula College Student Development Center

Upside-Down Transfer Opportunities*

Peninsula College Professional Technical Associate of Applied Science Degrees that can go into Four-Year Bachelor Degrees

Antioch University Seattle

www.antiochsea.edu

- Up to 120 credits from any AAS degree transfer to the BA in Liberal Studies

Brandman University

www.brandman.edu

- A minimum of 60 semester credits for any AAS degree completed prior to transfer

Central Washington University

www.cwu.edu/itam/bas

- Information Technology AAS transfer into to BAS-ITAM in IT and ADMG specializations

City University of Seattle

www.cityu.edu

- Accepts AAS into BA in Management (BAM)

Devry University

www.devry.edu

- Up to 90 semester credits of the required 122 can be transferred to the BS in Technical Management. The program is customized for each student. The curriculum is comprised of general education, business management, and technology, technical and general elective courses; 42 semester hours must be 300-400 level.

Evergreen State College

www.evergreen.edu

- Approved AAS degrees transfer to Evergreen's Upside-Down Degree program

Heritage University

www.heritage.edu

- Accepts any AAS

ITT-Technical Institute

<http://itt-tech.edu>

- Approved AAS degree transfers to BS in Project Management

Seattle Pacific University

www.spu.edu

- Accepts up to 90 credits of any AAS degree into BA or BS in Professional Studies

Trinity Lutheran University

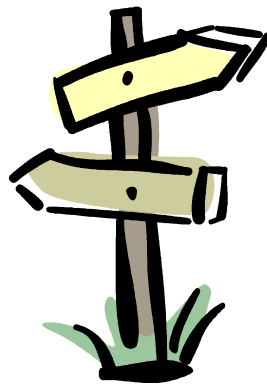
<http://tlc.edu>

- Approved AAS degree transfer into Bachelor's Applied Communication, Biblical Studies, Business Leadership and Management, Children Youth and Family Studies, Early Childhood Education, Music and Worship, Psychology and Social Work

Transfer information is subject to change—always check with the receiving institution to ensure the most recent and accurate information.

*Created 5/29/09 by Peninsula College Student Development Center

Educational Planning: “Mapping It Out”



Section V

Educational Planning

“Mapping It Out”

“Get advising and get it early from both the institution you are transferring to as well as the community college you are attending...develop an educational plan that both helps and prepares you for your transfer major and for four-year college admission requirements as well as achieving your associate degree.”

~PC Advisor

An educational plan takes into consideration associate degree requirements as well as major prerequisites and university admission requirements.

Ok, now you’ve decided on a transfer major, or at least have narrowed it down to a few possibilities. You also have some transfer institutions in mind. Start early choosing classes that fulfill associate degree and four-year college and university requirements.

This section contains the following worksheets and information that will help you and your advisor to create an Educational Plan:

- Preparing for an advising session and transferring credits from other colleges/universities to Peninsula College
- Transfer planning sheets available in Student Development
- Course and transfer equivalency guides (website addresses)
- Educational planning worksheet

What is an Educational Plan?

An educational plan is a roadmap towards a college degree and an outline of the coursework required to complete an educational goal/program of study. The student and advisor work together to develop an educational plan, using degree-planning sheets, taking into consideration factors such as course sequences, personal timelines, four-year college/university admission requirements, and transfer major prerequisites.

Students with an educational plan have a clear understanding of the coursework necessary to achieve their educational objectives and are able to use available resources to independently adapt and revise their plan when appropriate.

What are transfer major prerequisites?

There are courses to be completed in order to be eligible for admission to a certain transfer major.

Preparing for an Advising Session

Educational Planning

- Make an appointment to meet with an advisor BEFORE registration begins for the following quarter. This way, you will get the time and attention you need to create an educational plan and to go over possible course choices for the next quarter. Please call your assigned advisor to setup an appointment.
- If you have previously met with an advisor, it is important to bring with you any paperwork or planning materials that you obtained during previous advising sessions. This saves time and the need to have to repeat planning that has already been completed.
- Have your questions written out. This way you won't forget to ask anything important, and you will be able to make the best use of your time.
- Be proactive! You are in the driver's seat of your educational journey; research transfer major requirements and read and understand the requirements of your associate degree and the admission requirements of the schools you are considering. You and your advisor will work together to aid you in reaching your educational goals, but ultimately you are in charge.

Steps to a Successful Transfer*

Step 1: Explore your options. (September-December)

- Research the colleges and universities you are interested in. Make sure they have the major(s) you are interested in, and that you meet the admission requirements.
- Decide which colleges and universities you want to apply to and research their application process and application deadline so you don't miss it!
- Contact the schools(s) that you are interested in and their transfer advisor if you have any questions regarding the transferring process.
- If possible, try to do early application so that you have a higher chance of being accepted.

Step 2: Cover the basics.

- **Application.** Print out the college's application from the internet and fill it out or complete it online. Read the directions and be sure you have all the materials needed to apply! If you are hand-writing it, print neatly. Watch application deadlines.

- **Recommendation Letters.** If recommendation letters are required, ask whoever is going to write it at least three (3) weeks in advance. Make sure you write thank-you notes afterwards.
- **Application Essay/Personal Statement.** Start working on your application essay/personal statement three (3) weeks in advance so that you have enough time to go back and revise it. If you need any help with this, contact Melissa Delikat at 417-6378. (Always have someone proofread your draft; you could use the Learning Center's Writing Lab).
- **Transcripts.** Request official transcripts from Enrollment Services and arrange for your transcript to be sent to your desired institution.
- **Major Prerequisites.** Make sure you find out if your major requires a separate application.
- **Gather all application materials and mail them so they are received by the due date! Remember to pay the application fee.**

Step 3: Think finances.

- **FAFSA.** Fill out a FAFSA, which is the application for student financial aid by February 1st. Doing this early is important because work study and other funds run out.
 - Fill out the FAFSA online at www.fafsa.ed.gov. **or**
 - Pick up a paper copy in the Student Financial Aid Office
- **Scholarships.** Research scholarships and decide what you qualify for and submit applications. Scholarship resources may be found at the following location:
 - The Student Financial Aid Office,
 - Your desired institution website,
 - www.fastweb.com
 - Do a simple www.google.com search.

Step 4: Things to do after acceptance.

- Send tuition deposit to your institution.
- If you are planning to live on campus, remember to fill out your housing request form and send the deposit.
- Arrange for Peninsula College to send your final transcript to the school you will be attending.
- Contact the people who helped you along the way with letters of recommendation, personal essays, and applications to let them know of your success!

Transfer information is subject to change—always check with the receiving institution to ensure the most recent and accurate information.

*Created 5/29/09 by Peninsula College Student Development Center

How to Graduate in Four Years

(Information found at: http://onestop.umn.edu/degree_planning/graduate_in_four_years.html)

Can you graduate from a university in four years? Definitely, if you follow basic guidelines and plan carefully. Many students have graduated in four years, and you can learn from their examples. For more details on how this can work for you, schedule an appointment with your/a college advisor or contact Student Development at 360-417-6340.

Basic Guidelines:

- Complete a course load of 15 to 18 credits each quarter.
- Enroll in summer quarter to catch up or get ahead.
- Avoid repeating courses.
- Coordinate your liberal education with your major requirements.
- Make full use of the academic advising available to you.
- Decide early on a major and stick with it.
- Put your effort and hours into school.
- Schedule your time to fit your academic plan rather than work or extracurricular activities.
- Seek help if you are having problems.

Four Years: How Did They Do It?

Would you like to graduate in four years? Many students do. These students followed the basic guidelines. [How did they do it?](#)

1. They completed at least 15 credits every quarter. Many four-year degrees require a minimum of 180 credits. Many graduates finish with more than the minimum number of credits.
2. If they fell behind, they went to summer quarter to make up the credits. Summer quarter can also be used to ease your academic load during the school year.
3. They did not repeat courses. They worked to get satisfactory grades in every class and they planned carefully to ensure that they met all requirements. Repeating courses to meet requirements or raise your GPA slows you down. Keeping current in all your assignments and readings and attending all class sessions works wonders toward getting a good grade in the first place.
4. They did not drop more than one or two classes during their college careers. Dropping courses wastes both time and money.
5. They took courses that met more than one requirement whenever possible. For example, taking speech as humanities if you plan on majoring in business. Speech tends to also be a requirement for getting into a business program.

6. They regularly met with their advisors. Meet often with your advisor, and when you do be prepared with ideas about which courses you would like to take. Also visit your adviser if you need other academic assistance. Use peer advisers if they are available in your program. Drop by your department office to check out information about department events, changes in programs, admission to upper division courses, deadlines, and other useful information.
7. They did not change majors. Every time you change your major, you come close to starting over. If you do not know which major you want, a common condition for new freshman, check the requirements for the majors you are interested in and take courses that are required by more than one program. You can certainly graduate in four years if you change your major, particularly if you change early in your freshman year, but with each change comes the possibility of stretching out your time in school.
8. They limited the number of hours they worked. For many students, the income from a part-time job is important for meeting tuition and living costs. Students who work up to ten hours a week even tend to earn better grades. When working takes up too much time, however, it interferes with studying. It may be cheaper in the long run to take that student loan, work fewer hours, and finish your degree on time.
9. They arranged their personal schedules around school, not the other way around. Registering for early morning or late afternoon sections of classes, when necessary, will help you to complete your program sooner.
10. They sought help with problems or personal difficulties as they arose.

Educational Planning- Resources to help you plan

Transfer Planning Worksheets

(Available in Student Development)

- Associate in Arts
- Associate in Business
- Associate in Elementary Education
- Associate in Science (Track One)
- Two-Year Proposed Schedule

Student Development also has written information on:

- Extended Degree List and Flowchart
- Distance Learning Opportunities: Websites
- Various College Information Brochures

Course Equivalency Guides

What Courses Will Transfer?

Classes that transfer to four-year colleges and universities are generally those numbered 100 and above in the college catalog and include general education courses listed in the Areas of Knowledge (Humanities, Natural Sciences, and Social Sciences) as well as transferable electives listed on the associate degree worksheet; however, there are exceptions. If you are uncertain whether a course is transferable, check with an advisor or consult your transfer institution's course equivalency guide. *NOTE: Do not confuse transferability with applicability. When planning your transfer you should take classes that both transfer and apply toward the prerequisite requirements for the transfer major you intend to pursue at the four-year level.*

Transfer Equivalency Guides

If your transfer college/university is not listed, you are advised to contact an admissions advisor at that institution. (Please contact Student Development at 360-417-6340 if the link is broken).

Bastyr University

<http://bastyr.edu/admissions/info/ugtg.asp?view=ce>

Central Washington University

<http://www.cwu.edu/~cwuadmis/equiv/college-list.html#fouryear>

Eastern Washington University

<http://www.ewu.edu/transferguide/>

The Evergreen State College

<http://www.evergreen.edu/admissions/transferdegrees.htm>

Gonzaga University

<http://www.gonzaga.edu/admissions/undergraduate-admissions/prospective-students/transfer-students/default.asp>

Pacific Lutheran University

<http://www.plu.edu/~regi/plu-publications/equivalency-guides.html>

Seattle Pacific University

<http://www.spu.edu/depts/sas/transferguide05.asp>

Seattle University

<http://www.seattleu.edu/registrar/page.aspx?id=227>

University of Puget Sound

<http://www.ups.edu/x9403.xml>

University of Washington

<http://admit.washington.edu/BeforeYouApply/Transfer/Plan/EquivalencyGuide>

Washington State University

<https://webapps.wsu.edu/ais/myinfoservices/darwintce/>

Western Washington University

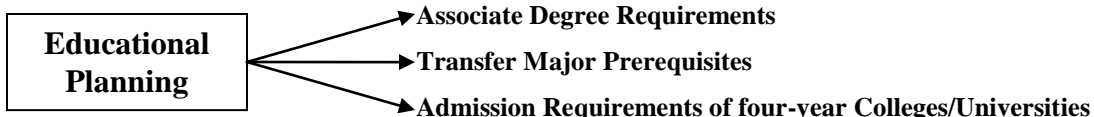
https://www.admin.wwu.edu/pls/wwis/wwskcat.TE_Catalog

Whitworth University

<http://www.whitworth.edu/Administration/RegistrarsOffice/TransferInformation/EquivalencyGuides.htm>

Educational Planning Worksheet

Putting it all together!



Pick out the appropriate degree-planning worksheet in Student Development and include it in this section

Remaining requirements for my PC degree:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Quarter I intend to apply for PC graduation: _____

My intended transfer major(s):

Are there prerequisite courses required for admission to my intended major(s), or suggested introductory classes? Yes _____ No _____

If yes, the remaining transfer major prerequisites (requirements) or suggested introductory classes I intend to complete at PC are:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

My first choice of a four-year college or university:

Other four-year transfer institutions I am interested in attending:

Remaining admission requirements for the four-year college(s) I am interested in transferring to:

- | | |
|---|---|
| <input type="checkbox"/> English _____ | <input type="checkbox"/> Science _____ |
| <input type="checkbox"/> Math _____ | <input type="checkbox"/> Foreign Language _____ |
| <input type="checkbox"/> Social Studies _____ | <input type="checkbox"/> Fine, Vis., Perf. Arts _____ |

Quarter I intend to enter four-year college: _____

Deadline(s) for application: _____

Deadline(s) for admission to major: _____

Other important info/deadlines: _____

Proposed Schedule of Courses Worksheet

Fall Quarter		Winter Quarter		Spring Quarter		Summer Quarter	
Course	Credit	Course	Credit	Course	Credit	Course	Credit
Total		Total		Total		Total	

Fall Quarter		Winter Quarter		Spring Quarter		Summer Quarter	
Course	Credit	Course	Credit	Course	Credit	Course	Credit
Total		Total		Total		Total	

Academic Goal

Advisor

“P” Grade Transferability Status*

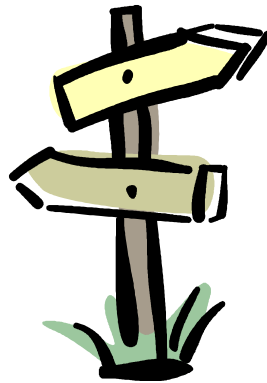
Institution	“P” Grade Transferability Status
<u>Central Washington University</u>	Accepts “P” grade in transfer (100 level or higher) it may not be used in general education and in some major/minor programs
<u>Eastern Washington University</u>	Accepts “P” grade in transfer (100 level or higher) except for English composition and math courses
<u>Evergreen College</u>	Accepts “P” grade in transfer (100 level or higher)
<u>Gonzaga</u>	Accepts “P” grade in transfer (100 level or higher) but the course can be used for elective credit only, not for any major, minor, concentration or core requirements
<u>Washington State University</u>	Accepts “P” grade in transfer (100 level or higher)
<u>Western Washington University</u>	Accepts “P” grade in transfer (100 level or higher) but the course can only be used for elective credit. Courses need to be graded for majors, minors and GURs
<u>University of Washington</u>	Accepts “P” grade in transfer (100 level or higher) may not meet major prerequisite GPA requirements

Transfer information is subject to change—always check with the receiving institution to ensure the most recent and accurate information.

*Created 5/29/09 by Peninsula College Student Development Center



The Transfer Application Process



Section VI

The Transfer Application Process

Once you have completed your research, you will want to be sure to fully complete the transfer application process required by each school to which you apply.

This section contains information on:

- Tips for success in applying to the colleges/universities of your choice
- Financial aid and scholarship resources
- Application hints
- Applying for your associate degree
- Writing a personal statement

The Application Process

Tips for success

- **Pay attention to college/university application deadlines** and plan accordingly. Start early. **It is also important to pay attention to major/department deadlines.** When you apply to the college/university of your choice, you may also have to apply separately to your department or major of interest. In some cases, you may have to be accepted to your intended major department before you are offered acceptance to the university or college.
- **Most applications require an application fee**, which may be around \$35+. Most colleges/universities allow you to apply online, which is a quicker method. If you choose to use a paper application, make sure that your handwriting is legible and that the copy you turn in is professional looking.
- **Are letters of recommendation required?** If so, begin asking your instructors, counselors, advisors, or others immediately for the recommendation. Usually, references require several weeks advance notice so that they have the time to write a thoughtful and detailed letter.
- **A personal statement** may or may not be required by every college/university you are applying to, but it is always a good idea to include one. A personal statement is a very important part of your application packet and one that deserves a great deal of attention. Please see “Writing a Personal Statement” in this section for help with this process, and be sure to check the website of each college you are applying to for their individual requirements and suggestions.
- **If you are applying for financial aid**, you must apply annually. Financial aid can include grants and low-interest rate or specially guaranteed student loans. To apply, complete a Free Application of Federal Student Aid form (FAFSA) after January 1. **APPLY EARLY!** You can apply online at the **FAFSA website**: (Free Application for Federal Student Aid) <http://www.fafsa.edu.gov>. If you have any questions regarding FAFSA, contact the financial aid office at PC (360-417-6390) or at the college/university to which you are applying.
- **Be sure to investigate scholarship opportunities** at every four-year institution you are considering, as well as through a variety of organizations. Search in multiple places, such as the financial aid or scholarship office of your transfer school, the department to which you are applying and scholarship handbooks. There are thousands of scholarship opportunities each year, and most scholarships have a separate application process, which usually includes a personal statement and deadline. Don't forget the internet! Check out some of these resources to get you started with your search (please contact Student Development 417-6340 if link broken):
 - **Fastweb** <http://www.fastweb.com>
 - **College Board** www.collegeboard.com

- **PC Scholarship website**
http://www.pc.ctc.edu/prospective/financialaid/current_scholarships.asp
- **College Scholarships, Colleges, and Online Degrees**
<http://college-scholarships.com>

Application Hints

- Read application instructions carefully for each four-year college or university to which you are applying.
- Make sure you have included all needed documents in your application packet. Incomplete applications may delay the acceptance process or result in denial to the college/university of your choice because you missed deadline dates.
- Keep a copy of all included materials for your records.
- Turn in your application as early as possible. Although most institutions have deadline dates, some may prefer and may actually prioritize application materials that they receive before the application deadline date. Check with each college/university you've applied to, to verify that all materials have been received.
- See the chart below for current deadlines for many Washington state four-year colleges/universities:

<u>Institution</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Art Institute	Rolling admission	Rolling admission	Rolling admission	Rolling admission
Central WA U	Apr 1	Nov 1	Feb 1	Jun 1
City University	Rolling admission except for teacher education and psychology progs.	Rolling admission except for teacher education and psychology progs.	Rolling admission except for teacher education and psychology progs.	Rolling admission except for teacher education and psychology progs.
Cornish College of the Arts	Mar 1 Rolling admissions	Rolling admissions	Rolling admissions	Rolling admissions
Eastern WA U	Mar 1	Oct 15	Feb 15	Mar 1
The Evergreen State College	Mar 1	Oct 1	Dec 1	
Gonzaga U	Jun 1	n/a	Nov 1	
Heritage U	Rolling admission	Rolling admission	Rolling admission	Rolling admission
Northwest U	Mar 1 Rolling admission	Rolling admission	Dec 15 Rolling admission	Rolling admission
Pacific Lutheran U	Jan 31 Rolling admission	Rolling admission	Nov 15 Rolling admission	Rolling admission
Saint Martin's U	Mar 1 Rolling admission	Rolling admission	Dec 1 Rolling admission	Rolling admission
Seattle Pacific U	Apr 1	Nov 15	Mar 1	May 15
Seattle University	Mar 1	Nov 15	Feb 15	
Trinity Lutheran	Feb 1 Rolling admission	Rolling admission	Rolling admission	Rolling admission
University of Puget Sound	Mar 1	n/a	Nov 1	
UW-Seattle	Feb 15	Sept 15	Dec 15	Feb 15

Walla Walla College	Apply up to 4 weeks before beginning of quarter	Apply up to 4 weeks before beginning of quarter	Apply up to 4 weeks before beginning of quarter	Apply up to 4 weeks before beginning of quarter
WSU-Pullman	Jan 31	n/a	Nov 15	
Western WA U	Apr 1	Oct 1	Jan 15	Apr 1
Whitman College	Mar 1	n/a	Nov 15	
Whitworth U	Jul 1, Mar 30 if housing desired	n/a	Dec 1	

Applying for your associate degree

- If you are completing an associate degree at PC, you must apply for your degree the quarter before you intend to graduate, as soon as you have registered for your final coursework required to complete your degree. You must complete a Degree Application form available in Enrollment Services, Student Development, or online and return the completed form to Enrollment Services. Once you receive a letter from the registrar, double check that you are planning to take the classes listed for the quarter. **NOTE:** *Remember that your advisor is only guesstimating what you have to do to complete your degree; the registrar is the final word. This means applying to graduate the quarter before your last quarter is very important so everyone involved is on the same page in regards to your graduation requirements.*

Writing a Personal Statement

Although many schools do not require that transfer students write a personal statement, it is highly recommended that you include a personal statement in your application packet. A personal statement allows you to tell the admissions committee who you are, why you are an outstanding candidate for admission and to show that you have excellent written communication skills. Your personal statement could be the critical factor in your acceptance to the college/university of your choice.

A good personal statement will show a personal and compelling view of you, so again it is important to put the time and effort into this part of your application.

Below are some tips to help you get started:

1. **Get organized!** If the application requires that you answer specific questions, your statement should follow and be organized into numbered sections, just as the instructions are.
2. **Be concise**, but be sure to show who you are. Keep your focus narrow and personal and give specific examples. Don't just say, "I am very involved in community service." Consider expanding it by stating, "Participating in community service is a priority in my life. Even though I work full-time and go to school part-time, I continue to work with the homeless on a weekly basis at the local shelter. I am committed to continuing volunteer work throughout my life, as I believe we each have a responsibility to help others."

3. **Avoid clichés.** Saying things like, “I have wanted to be a Husky since I was three” doesn’t tell the admissions committee much about who you really are and why they should accept you.
4. **Describe any obstacles** you have had to overcome to reach your educational goals and how this process has affected your education and your success as a student; for example, having to care for an elderly parent while working, yet still being able to continue with your academics.
5. **Focus on your academic and professional goals** and how they relate to your intended field of study. How do you believe these goals and your skills will relate to your success at the college/university and within your chosen field of study?
6. **Show the committee you have done your homework.** Specifically explain why you want to attend their institution. This means more than saying, “SMU has a great agriculture department.” A better statement might be, “SMU’s agriculture department has won many awards in agriculture and is state-renowned for their research and focus on the topic of genetic mutations of vegetables. Because this is one of my main research and career interests, I am excited to become part of the SMU team and to utilize the skills learned in my work as a future farmer.”
7. **Write like a transfer student.** As a transfer student you have had some college experience. Your personal statement should reflect your understanding of education and how your previous academic work and experience relate to your intended transfer major. Additionally, it is important to show (if applicable) your college-level writing skills.
8. **Don’t forget to proofread!** Typos, spelling, and grammatical errors may be interpreted as carelessness or poor writing skills. Check your work. It is advisable to have someone else read your essay for clarity and errors. Schedule time with English faculty at PC’s Learning Center to go over your personal statement rough drafts.

Common Questions to Ask your Transfer Institution

(Information found at: www.highline.edu/stuserv/transfer/tips/questionsforcollegerepsMay08.pdf)

***Important note:** If you are a Running Start student OR an International Student, please be sure to share this information with the transfer institution representatives so that you can be advised appropriately.

Admissions

- What are you looking for in an applicant?
- What are the admission requirements to your institution?
- Do I need to have a foreign language for admission?
- What is the deadline for applying to your institution?
- Is there an application fee?
- Is there also a separate application and deadline to apply to my major?
- Is an interview required for admission?
- Do I need to submit a portfolio of my work or have an audition? (This may be required for certain majors.)
- What is the minimum GPA for admission to your institution?
- Do you require standardized test scores?
- Do you require letters of recommendation for admission?

- Do you require a personal statement/essay for admission?
- Once I submit my application, when can I expect to hear back from your institution?

Transferring Credits & Transfer Degree

- I attended other colleges. Do you need transcripts from every college I attended?
- I completed courses at another college a long time ago. Do I still have to declare my credits?
- I am planning to transfer before I complete a degree at Peninsula College. How will my credits transfer?
- I am planning to complete Peninsula College's Associate Arts/Science Degree. How will my credits transfer?
- Will you accept all my credits?

Majors

- Does your institution offer the major that I am interested in?
- Do you hold an open house or information session so I can find out more about majors?
- If I am undecided on a major, how will this affect my admission?
- Once enrolled at your school, when do I have to declare a major?
- What is the GPA requirement for admission to my major?
- Is my major a competitive one? If so, what can I do to be a competitive applicant?
- Is an interview required for admission?
- Do I need to submit a portfolio of my work or have an audition for my major?
- Does my major have separate admission requirements?
- Do you require letters of recommendation and/or a personal statement for admission?
- Does my major have prerequisites needed to apply?
- Do I need a foreign language to graduate from my major?

Financial Aid & Scholarships

- What is the annual tuition?
- How much do books cost, on average, per quarter/semester?
- What types of financial aid and scholarships are available?
- When should I apply for financial aid and scholarships?
- What jobs are available on campus?

Housing

- What housing options are available?
- Do you have residence halls? If so, what is the cost per year?

Classroom & Resources

- How big is your institution?
- What is a typical class size?

- Will I be able to see my professor during his/her office hours?
- What types of opportunities are available for me to get involved in? What clubs and organizations exist on your campus?
- Can I participate in internships?
- What types of sports can I participate in?
- What is the diversity like on your campus?
- What is your campus safety record like?

Contact

- Who is the contact person for transfer students at your institution?
- How can I arrange a campus visit or tour?
- Will I be able to visit a classroom in session while I am on the tour?
- Will it be possible to speak to other community college students while I am on the tour?
- Is there an information session or open house I can attend to learn more about applying to your institution?

Once Accepted

- Are there any programs to help me adjust to your campus?
- If I have a problem after I transfer, who can I contact?

Tips for Completing Your College Application

(Information found at: www.highline.edu/stuserv/transfer/tips/completingyourcollegeapplicationMay08.pdf)

- Remember: Plan early, be highly organized and follow instructions carefully!
- Be sure to request application packets well in advance of deadlines. You can also usually download a paper application off the site, fill it out and then mail it in. Many colleges prefer that you submit your application online. It is much easier to read a typed application than a handwritten one. If you are planning to submit a paper application, be sure to write clearly and neatly. Check with some friends to see if they can read your handwriting before you submit your application. If they have difficulty reading, it will be in your best interest to submit an online application.
- Find out how many applications you need to complete. For most colleges, you usually need to complete a single application for general admission. However, you may be applying to a competitive program which may require that you complete a separate application. Sometimes the deadlines for the general admission and for your major program are different. You don't want to miss any of the deadlines!
- Many colleges use the Common Application where a student completes one uniform application that can be sent to multiple colleges.
For a list of colleges that participate in the Common Application, go to:
<http://www.commonapp.org/CommonApp/default.aspx>

In addition to the Common Application, some colleges may also require that you submit a Supplemental Application. The Supplemental Application might provide the college with additional information about you, such as “Why do you feel that our college is a good match with your educational goals?” or for scholarships, etc... Always check with your college to see if you need to submit additional information.

A word of caution here: Since the items requested on the Supplemental Application vary from college to college, be sure that you are submitting the appropriate items or information to the correct college!

- Go to your school’s web site and print off a copy of the application. Be sure to read the instructions slowly and thoroughly and then follow the instructions. Do not assume anything! If you are unclear about a question or instruction on the application, it is in your best interest to contact the college directly for clarification.
- Once you have read through the entire application, write on a separate piece of paper a list of all the things you need to do. For example, how many letters of recommendation are needed, if any, and who should write them? If letters of recommendation are required, be sure to plan ahead and give your writers ample time to write strong letters of support. You should also supply them with a resume and discuss with them your academic and personal goals. Be sure to provide a stamped envelope in the event that they have to send the letters directly to the college.

Do you need to submit a personal essay? If so, what should you include in your statement? Be sure to follow the directions carefully. How about the format and length of the essay? If the maximum length is three pages long, don’t submit four pages! You should also give careful thought to writing a great personal statement and have someone proofread it before you turn it in.

Is an academic resume required? An academic resume highlights who you are and what you have done. For example, if you have received an award or contributed to your community in a meaningful way, be sure to state this on your resume. You may also have participated in volunteer activities, clubs and organizations or in other academic and extracurricular related activities.

How many college transcripts are required? Do transcripts have to be sent directly to the college from your current institution or can they be attached with your application?

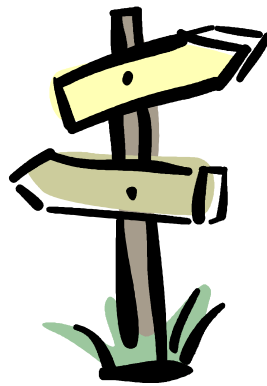
Is there a priority application deadline? What is the firm deadline?

- Set realistic goals for yourself and be sure to allow for sufficient time to complete and present an application that looks professional. If you are applying to many schools, it is even more important for you to keep track of materials that are due for each school, including the deadlines.
- Be sure to complete all areas of the form unless noted otherwise.

- Be sure to submit an application fee, if required. Do not send cash! Find out if you can pay by check, credit card, or money order. Some colleges may be able to waive the application fee. Read through the application directions to see if this is an option. If so, find out what you would have to provide: for example, do you need an advisor's letter of support? Do you need to write a letter explaining your financial situation? You can also contact the Admissions Office of your college to see if you are able to have a fee waiver.
- Always sign your paper application with pen. Do not use pencil.
- Proofread! Proofread! Proofread! Make sure there are no spelling or grammatical errors. Recruit some of your friends to help review your application.
- If you are submitting your application by paper, mail it in at least two weeks before the application deadline. If you find yourself in a situation where you are unable to meet the deadline with a mail-in application, find out if you can hand deliver it or do an overnight delivery.
- Always keep copies of your completed application for your records, whether you are submitting by paper or online.
- A final reminder: it is your responsibility to ensure that the Office of Admission at your transfer college receives all required documents and that your application file is complete. Be sure to keep in contact with the school for an update of your application status.



Peninsula College Resources and Services



Section VII

**PC
Resources
and
Services**
To assist you on
your journey
towards a
successful
transfer!

Peninsula College Resources and Services

(Please contact Student Development 360-417-6340 if the link is broken).

Student Development—advising: (360) 417-6340
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Enrollment Services—registration: (360) 417-6255
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Bookaneer—book store: (360) 417-6440
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Career Services: (360) 417-6340
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Cashier's Office: (360) 417-6232
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Disability Services: (360) 417-6340
<http://www.pc.ctc.edu/enrolled/services/disabilities/default.asp>

Financial Aid: (360) 417-6390
<http://www.pc.ctc.edu/financialresources/default.asp>
FAFSA Website: <http://www.fafsa.edu.gov/>

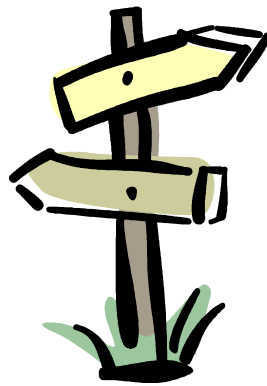
International Student Programs: (360) 417-6491
<http://www.pc.ctc.edu/international/default.aspx>

Library: (360) 417-6280
<http://www.pc.ctc.edu/enrolled/lmc/default.asp>

Testing Center: (360) 417-6598
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Learning Center-Tutoring: (360) 417-6361
<http://www.pc.ctc.edu/enrolled/studentcenter/default.asp>

Transfer Definitions You Should Know!



Section VIII

Transfer Definitions You Should Know

Glossary

Associate in Arts Degree (AA): A 90-credit community college transfer degree. It provides broad education and allows you to fulfill some or all of the general education requirements and prerequisite coursework for many four-year degrees in arts and sciences.

Associate in Science Degree (AS): A 90-credit community college transfer degree intended for students who plan to transfer and receive a bachelor's degree from a four-year college/university with a transfer major in a science-related area.

Associate in Business Degree: A 90-credit community college transfer degree designed for students intending to transfer to a four-year college/university and major in business.

Associate in Elementary Education Degree: A 90-credit community college transfer degree designed for students intending to transfer to a four-year college/university and major in elementary education.

Bachelor's Degree: The academic title (Bachelor of Arts-BA or Bachelor of Science-BS) granted by four-year colleges/universities upon the successful completion of approximately 180 quarter credits or four years of prescribed study (including the credits completed at a community college). This degree is sometimes called a "baccalaureate" or "undergraduate" degree.

Credit/Credit Hour: The words "credit" and "hour" are often used synonymously. For the majority of courses, the number of credits offered equals the number of hours in class per week for that course. (A five-credit course requires five hours in class each week.) **NOTE:** Your tuition is based on the total number of credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

Direct Transfer Agreement (DTA): The Direct Transfer Agreement is an agreement between community colleges and participating four-year public Washington State colleges/universities that assures the transfer credit with an AA degree into these colleges/universities, but not automatic admission, since each institution has separate admission criteria, such as GPA residency, core requirements, or major preparation.

Educational Plan: An educational plan is a road map toward a college degree and an outline of the coursework required to complete an educational goal/program of study. Working with an advisor, students develop an education plan using degree-planning worksheets. This plan can take into consideration factors such as course sequences, personal timelines, and four-year admission and transfer major deadlines and requirements if students know their transfer institution(s) and major(s).

Equivalency Guide: A guide found on websites for most Washington State four-year colleges/universities that allows you to find out how a course at Peninsula College transfers into that institution.

Grade Point Average (GPA): Each grade you earned in a course is assigned a number of points. GPAs are based on the total number of points earned and the total number of quarter hours attempted.

General Education: Broad base of liberal arts core courses in English, Math, and areas of knowledge, such as Humanities, Natural Sciences and Social Sciences.

Major: A program of study at a college/university that a student chooses to study in-depth in order to earn a four-year bachelor's degree.

Prerequisite: The requirement(s) that must be met before a student may enroll in a particular course or program. A prerequisite might be completion of a given class before enrollment in a more advanced class or a satisfactory score on a placement test.

Quarter: A term of classes which is approximately 11 weeks (8 weeks in summer quarter), depending on the college/university. Institutions using the quarter system, such as Peninsula College, have three equal quarters (fall, winter, spring) and a shorter summer quarter.

Rolling Admissions: This process is the most widely used admissions procedure. A student's application is reviewed when it is received by the college/university. A decision is made, and the student is notified of the decision within a few weeks. Some institutions will accumulate applications and review them at certain times and then mail out several acceptance or rejection letters together. It is preferable to apply as early as possible to a school that uses rolling admissions.

Semester: A term of classes which is approximately 15 weeks in length. Institutions on the semester system have two semesters per academic year and a summer session. **NOTE:** one semester credit equals 1.5 quarter credits.

Transcript: A copy of a student's academic record showing courses completed and grades and credits earned. To be "official" it must be mailed by a student's former college directly to the college one is applying to or be delivered unopened in an envelope that has been officially sealed by the former school.

Transcript Evaluation: If students are transferring credits from another college/university, their official transcripts are evaluated to determine how many courses that were previously taken might be applied to graduation requirements of that new school. **NOTE:** Transcript evaluations are often not done automatically, but upon request by specific form.

Transferability: Classes that transfer to four-year colleges/universities are generally those numbered 100 or above in the college catalog and include general education courses listed in the Humanities, Natural Sciences and Social Sciences as well as transferable electives listed on the AA worksheet; however, there are exceptions. If students complete an AA transfer degree, they can include a maximum of 15 credits of professional technical courses that may transfer to specific colleges/universities. If you are uncertain whether a course is transferable, you should consult the transfer institution's course equivalency guide.

Transfer Major Prerequisites: Courses to be completed in order to be eligible for admission into a certain transfer major.



Peninsula College
Student Development (Box A7)
1502 E. Lauridsen Blvd
Port Angeles WA 98362
(360) 417-6340

Disclaimer: All information published herein is gathered from sources which are thought to be reliable, but readers should not assume that the information is official or final. Peninsula College does not assume responsibility for errors, and all information is subject to change without notice. Certain programs, projects and links listed here are not operated by nor are they the responsibility of Peninsula College. Links from these pages to external websites are provided as a service to students/readers and do not constitute an endorsement by Peninsula College. Please contact Student Development 360-417-6340 if the links are broken or information needs to be updated.

Peninsula College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Officer, PC HR Office, and (360)-417-6212.