

If you are planning to transfer to a four-year institution, here are the recommended steps to make the transition easier for you. This planner reflects an approximate time frame for students who plan on transferring as a junior. It is to serve as a general guide for completing transfer tasks. Remember that planning ahead and talking to an advisor helps eliminate surprises and creates a successful transfer! You'll need to take responsibility for this preparation.

### **Freshman Standing (0-18 credits completed)**

- After taking a placement test, meet with an advisor to discuss your basic skills in writing, reading and math. If needed, begin to develop those skills to the appropriate level for transfer. Discuss your options. For best success, complete a CCSN associate's degree before transferring. You may also transfer your credits without earning a degree.
- Register for classes with eventual transfer in mind.
- Begin to research four-year colleges. There are certain criteria involved in choosing which college is best suited for you. Factors such as location, majors offered, reputation, public vs. private, cost and financial aid, should all be considered. Advisors at each campus have many resources to help you research colleges.
- If you have decided on a major, read the transfer information for your major in the catalog and discuss your plans with an advisor. The catalog will help you decide which courses you may want to take at CCSN before you transfer. Along with your major requirements, you will also need to fulfill general education and specific graduation requirements; many of which can be completed at CCSN. Please be aware that requirements vary among the different colleges and universities. If you do not find the information you need, work with an advisor to develop a transfer plan.

### **Freshman Standing (19-44 credits completed)**

- For those students who are still undecided, it is recommended that you contact counselors or advisors who are trained to know which majors are best suited for the type of work you want to do.
- Develop a list of your potential universities.
- You should meet with an advisor to make sure you are taking the appropriate courses.
- If you plan to transfer to UNLV or NSC discuss enrollment options with your advisor.
- Meet with four-year university representatives to discuss your future transfer plans. Many local universities visit the CCSN campuses through the year.
- Begin to visit four-year colleges and universities. Every college campus is different. Make sure you choose a school that feels right to you.

### **Sophomore Standing (45-74 credits completed)**

- If you are completing an associate's degree at CCSN, meet with an academic advisor to review the required classes you'll need to graduate on time.
- Get connected to the college or university to which you plan to transfer. Contact their advisors early, even before you apply for admission. You may want to contact your major department to address any questions you have that pertain specifically to the departmental requirements.
- Begin to complete applications to four-year schools. Make sure you have finished the minimum eligibility requirements to transfer. **Be aware of deadlines. They are earlier than you think.**

Research financial aid and scholarship opportunities. One of the best ways to receive scholarship and financial aid information is through the internet. See our scholarshipIf you are planning to transfer to a four-year institution, here are the recommended steps to make the transition easier for you. This planner reflects an approximate time frame for students who plan on transferring as a junior. It is to serve as a general guide for completing transfer tasks. Remember that planning ahead helps eliminate surprises and creates a successful transfer!

### **Freshman Standing (0-18 credits completed)**

- After taking a placement test, meet with an advisor to discuss your basic skills in writing, reading and math. If needed, begin to develop those skills to the appropriate level for transfer. Discuss your option of either completing a CCSN associate's degree before transferring or transferring your credits without earning a CCSN degree.
- Register for classes with eventual transfer in mind.
- Begin to research four-year colleges. There are certain criteria involved in choosing which college is best suited for you. Factors such as location, majors offered, reputation, public vs. private, cost and financial aid, should all be considered.
- If you have decided on a major, pick up transfer guides for your major at a CCSN campus. The catalog will tell you which courses you may want to take at CCSN before you transfer. Along with your major requirements, you will also need to fulfill general education and specific graduation requirements; many of which can be completed at CCSN. Please be aware that requirements vary among the different colleges and universities. Work with a CCSN advisor to develop a transfer plan.

### **Freshman Standing (19-44 credits completed)**

- For those students who are still undecided, it is recommended that you contact advisors who are trained to know which majors are best suited for the type of work you want to do. You may also consider taking a career guidance class.
- Develop a list of your potential universities.
- You should meet with an advisor to make sure you are taking the appropriate courses.

- If you plan to transfer to UNLV or NSC discuss enrollment options with your advisor.
- Meet with four-year university representatives to discuss your future transfer plans. Many local universities visit the CCSN campuses through the year.
- Begin to visit four-year colleges and universities. Every college campus is different. Make sure you choose a school that feels right to you.

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- Research financial aid and scholarship opportunities. One of the best ways to receive scholarship and financial aid information is through the internet. Begin to apply for scholarships by February 1.
- If applying for financial aid, you can obtain your university's code from the FAFSA website. Apply in January.
- Petition for CCSN graduation by mid April if you would like to participate in the ceremony.

### **Sophomore Standing (75-89 credits completed)**

- Continue to apply for scholarships. Again, be aware of deadlines. They are earlier than you think!
- Complete applications if you have not already done so. Make sure you have finished the minimum eligibility requirements for transfer before the application deadlines.
- Order your official CCSN transcript to be sent to the four-year colleges you may attend. It is a good idea to keep an official and unofficial copy on hand for possible future use. If you are dually enrolled, your transcript is sent electronically each term.
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