

Getting Started With Transfer Planning: Timeline & Checklist of What To Do and When to Do It

STEP 1: During Your First Semester at Miami Dade College

Yes, we realize that you just arrived at MDC, but it's a good idea to have a destination in sight when you start so that you can actually reach your goals. This Timeline & Checklist will help you plan and complete every step needed for you to transfer successfully upon your graduation from MDC.

Activity	Completed? <input type="checkbox"/>	Notes / Follow ups
Get organized		The following materials can help you stay organized in your transfer planning: <ul style="list-style-type: none"> <input type="checkbox"/> 3-ring binder with tabs <input type="checkbox"/> notebook paper <input type="checkbox"/> flash drive <input type="checkbox"/> access to a computer with Internet connections
Do some career exploration		Selecting the career that is right for you is an important decision as it determines your academic pathway and educational program. Meet with your Academic & Career Advisor to complete a career assessment and to discuss career options. If you have not already done any organized career exploration, we strongly suggest that you work through the <i>My Career Assessment Analysis</i> activity later in this guide to learn about academic preparation for your career(s) of choice.
Choose your academic pathway		The earlier you decide which educational program you wish to study and identify a transfer institution of interest, the more likely you will be to graduate on time, save money, and transfer successfully. You will also become better aware of prerequisites and required transfer courses, have more time to research institutions and scholarships, and be more likely to join student organizations and clubs that match your interest areas. If you need assistance in choosing your academic pathway, speak

		<p>with an Academic & Career Advisor in the Advisement & Career Services Office at your Campus.</p>
<p>Develop My Academic Plan (MAP)</p>		<p>During your first semester, you will develop a Term-by-Term educational plan for each semester. This is called My Academic Plan (MAP) and combines General Education requirements with major course requirements. MAPs will be completed with the assistance of your Academic / Departmental Advisor and should be reviewed with your College Mentor.</p> <p>If you do not have a MAP, speak with an Academic & Career Advisor in the Advisement & Career Services Office at your Campus.</p>
<p>Check your Academic Requirements (the document formerly known as a Degree Audit) and meet regularly with your Academic / Departmental Advisor.</p>		<p>Check this regularly to keep track of your academic progress and program requirements. Visit your Academic / Departmental Advisor on a regular basis to learn about new academic policies and to make sure that you take the required courses and meet other criteria for entry into your transfer institution and program of choice.</p>
<p>Scan, take a photo, or collect an electronic copy of the Syllabus for every course you take at MDC.</p>		<p>Save a copy of the Syllabus on your computer in addition to keeping a copy on your smart phone or laptop to allow for quick and easy reference.</p> <p>You will may also need a copy when you transfer as some universities will not issue credit for a course without seeing a Syllabus. Be sure to keep the copies in a safe place.</p>

STEP 2: When You Have Earned At Least 15 College Credits

If you entered MDC directly from high school after Spring 2012 - As soon as you earned at least 15 college

<p>level credits required for graduation in your program, you will be assigned a College Mentor who will provide guidance on transferring and workforce readiness.</p> <p>All other students: If you do not have an assigned Advisor or College Mentor, go to the Academic & Career Services Department at your Campus for assistance.</p> <p>All students: Follow these steps and <input type="checkbox"/> when completed. If you need to add additional activities, simply insert additional rows.</p>		
Activity	Completed? <input type="checkbox"/>	Notes / Follow ups
<p>If you entered MDC directly after your high school graduation in Spring 2012: Meet with your College Mentor to begin to discuss Transfer Planning, particularly your timeline.</p> <p>All other students: Skip this step and proceed to the box below</p>		<p>Once you are ready to start actively planning for transfer, keep following this timeline. We recommend that you complete the <i>What's Next? Life After MDC</i> activity later in this guide as a way to begin to think about your personal, academic and workplace lives after you graduate from MDC.</p>
<p>Continue to think carefully about possible careers of interest.</p>		<p>If you have not already done any organized career exploration, we strongly suggest that you work through the <i>My Career Assessment Analysis</i> activity later in this guide to learn about academic preparation for your career(s) of choice.</p>
<p>Read about articulation agreements between Miami Dade College, the Florida State University System, and numerous other institutions.</p>		<p>Articulation agreements are formal agreements between MDC and other institutions that describe which MDC credits count for transfer as well as other program requirements.</p>
<p>Complete the <i>Transfer Planning Guide: Colleges & Universities' Database</i> later in this Planning Guide to learn what to look for in an upper division institution.</p> <p><input type="checkbox"/> Evaluate what you really want and need in a new school.</p> <p><input type="checkbox"/> Explore several institutions to find the best fit with your goals, timeframes, and financial situation.</p>		<p>The most important factor in deciding which institution to attend is YOU! What are your priorities? Values? Goals? Location? School size? Student-to-teacher ratio? Financial aid availability? Cost?, Reputation?, etc?, How important are each of these relevant factors for you? There are many more college choices available to you than you may think. Make sure you speak with your Advisor / College Mentor to identify all of your possibilities.</p> <p>Don't pin all your hopes on only one institution. Many colleges and universities limit the number of transfer students that they accept. Acceptance for spaces may be limited particularly if the institutions offer popular and competitive programs. Find out what their transfer policies are.</p>
<p>Create your list of institutions that you are considering for transfer.</p>		<p>List these institutions on the pages of the <i>Transfer Planning Guide: Schools'</i></p>

<ul style="list-style-type: none"> <input type="checkbox"/> Visit the website of each upper division institution. <input type="checkbox"/> Enter your answers to the questions in the <i>Transfer Planning Guide: Colleges and Universities' Database</i> later in this guide. The boxes will expand as you type. Print additional pages as needed. <input type="checkbox"/> Place all this information in a 3-ring binder so that you have all the necessary materials in one place. <input type="checkbox"/> Back up all electronic files to a flash drive, external drive, or to the Cloud. 		<p><i>Database</i> later in this document. This is your preliminary search. You can fine-tune later. Include in-State and out-of-State institutions, and private institutions since they may have more financial resources than State universities.</p> <p>The Common App website includes links to over 700 colleges / universities.</p>
<p>Select a transfer institution and a program of study by the completion of 24 credits.</p>		<p>Note that this State of Florida requirement is for reporting purposes only and does not limit you in any way to considering other programs of study or schools to which you might transfer.</p>
<p>If you are 100% certain that you are going to transfer to FIU and are not going to apply elsewhere, visit the MDC to FIU Transfer Guide. It lists all required and recommended MDC courses for FIU majors.</p>		<p>The due date for FIU's Transfer Scholarship application is December 1 of each year, so plan accordingly.</p>
<p>Review your Academic Requirements (the document formerly known as a Degree Audit) to see which MDC courses may already fulfill your selected program requirements at the colleges or universities you are considering.</p>		<p>This information will help you identify courses to take at MDC <u>before</u> you graduate. Remember that the Academic Requirements also lists all the requirements to earn your MDC degree <u>first!</u></p> <p>Note that other Florida colleges and universities each have their own requirements, so print and save the academic requirements for admission to each program or major in your binder or bookmark them in your computer's browser for future access.</p> <p>Be sure to review these requirements with your College Mentor or Advisor.</p>

STEP 3: PLAN FOR ADMISSIONS & FINANCING YOUR EDUCATION:

To transfer and begin upper division courses in the upcoming term, complete the following steps.

For FALL admissions, in September - October OR For SPRING admissions, in March - April		
Activity	Completed? ☐	Notes / Follow ups
Complete your research on your top two to five colleges/universities (more if you wish; it's up to you) and fill in your <i>Transfer Schools Planner Database Table</i> .		
Consider completing your studies at MDC.		Miami Dade College offers a variety of baccalaureate programs which have been praised for their quality instruction and exciting opportunities at the fraction of the cost of universities or colleges. If you are interested in applying for admission to a baccalaureate program at MDC, please visit the MDC Bachelor's website . If you are applying to pre-select programs at the Medical Campus of MDC, please visit their program website for information on deadline dates to apply, program prerequisites and related requirements.
Create your personal timeline and mark your calendar to begin the application process for each of your schools.		Apply as early as possible once you know when you'd like to begin taking classes at your transfer institution. In the past, students who failed to apply to colleges and universities during the Fall Term and applied during the Spring Term decreased their chances for admissions, scholarships and institutional funding at their top choice colleges and universities.
Review the admission requirements and deadlines for your selected college or university.		Do not wait until the published application deadline to apply. Colleges and universities, as well as selective admission programs and baccalaureate programs at Miami Dade College, have specific deadlines for receiving completed application, fees, and transcripts. Many institutions offer financial aid packages once a student has been admitted and has completed their financial aid request.
Apply for admission.		Most schools use The Common Application which enables you to complete one application that is automatically sent to the schools you

		<p>apply to. If your transfer school does not use the Common App, follow their admission instructions.</p> <p>If you are applying to an institution in the State of Florida's University System, you can get much of the application information online through FloridaShines.</p>
Identify options to finance your education.		<p>Be realistic about your financial situation and don't assume that because you're transferring schools your aid will follow you. Most of the financial aid opportunities have earlier deadlines, so do your homework.</p> <p>Visit the Common App website "How To Pay For College" to learn about useful Financial Aid tools.</p>
Apply for financial aid by completing your FAFSA (Free Application for Federal Student Aid).		<p>This can be completed as early as October thus enabling you to use the previous year's tax information for estimating purposes.</p>

STEP 4: PLAN FOR ADMISSIONS & FINANCING YOUR EDUCATION:

To transfer and begin upper division courses in the upcoming term, complete the following steps.

**For FALL admissions, in November - December OR
For SPRING admissions, in April - May**

Activity	Completed? <input type="checkbox"/>	Notes / Follow ups
<p>Explore all possible scholarship opportunities</p> <p>a. Visit the MDC scholarship website to help you explore other funding options.</p> <p>b. Check your MDC email for scholarship information periodically sent to you by MDC and / or your Advisor / College Mentor.</p> <p>c. Consider applying for outside scholarships.</p> <p>d. Look for scholarships, grants, institutional funds at the universities of your choice.</p>		<p>a. & b. There are many scholarships that never get awarded because students don't apply for them. Take advantage of all scholarship money that may be available to you.</p> <p>c. Chambers of Commerce, essay contests and others through http://www.fastweb.com/ or other free sites. Be careful of schemes; you should never have to pay to even apply for a legitimate scholarship.</p> <p>d. Note that some of the scholarships that a school offers will only be available to students who are already enrolled. Enroll early, as the money is allocated quickly.</p>

<p>As a last resort, apply for student loans, but strongly consider the long term costs.</p>		<p>Loans should be the last resort but think of them as an investment in your future. Ask yourself “What is a reasonable loan to obtain in order to attend the school of your dreams?”</p>
<p>Find out whether or not you need faculty recommendations.</p>		<p>Most institutions using The Common Application ask for faculty recommendations (usually up to two) but some do not allow recommendations or allow them only as options. Read the <i>Recommendation Request Guidelines</i> later in this guide. to help you obtain the best possible recommendations.</p>
<p>Work on any essays required for your transfer application package.</p>		<p>Read the <i>MDC Guide to Writing Transfer Essays</i> later in this guide. to help you write the best possible recommendations. Visit your Campus’ Writing Center for assistance in preparing your essays.</p>
<p>Identify test and transcript requirements for your transfer institutions.</p>		
<p>Collect all Dual Enrollment Transcripts including those from other institutions.</p>		<p>If you took Dual Enrollment courses in an institution other than MDC, you must send transcripts from that institution to the colleges / universities to which you are applying. MDC courses taken for Dual Enrollment will automatically appear on your MDC transcript.</p>
<p>Submit your high school transcripts.</p>		<p>MDC does not release high school transcripts or SAT/ACT scores. You will need to order these directly from the respective institution / testing company.</p>
<p>Re-take SAT and/or ACT exams if you need to improve your scores or if such scores are required by the schools you have applied to.</p>		<p>Depending on the institution, ACT/SAT scores may expire as early as two years after test taking. If ACT/SAT scores are required and you have them, verify with each institution that your scores are still valid.</p>
<p>If you need to review, take an SAT workshop by registering at www.mdc.edu/ce. You can sign up for the test at www.collegeboard.com.</p>		
<p>If you need Subject Area exams (Chemistry, Biology, etc.) for admission to the university, register early in fall term at www.collegeboard.com and take the exams.</p>		
<p>We strongly recommended that you take the TOEFL exam If you have lived in the US for less than 5 years. The website is www.ets.org.</p>		

STEP 5: PLAN FOR ADMISSIONS & FINANCING YOUR EDUCATION:

To transfer and begin upper division courses in the upcoming term, complete the following steps.

**For FALL admissions, in January OR
For SPRING admissions, in April - May**

Activity	Completed? <input type="checkbox"/>	Notes / Follow ups
<p>Make at least one campus visit, preferably two, if possible to your selected transfer institution.</p>		<p>Don't just take a walking tour. Find out where the student resources are and get familiar with the Campus layout. Go to the places where you will be taking classes. Sit in on several classes. Get a feel for the way they're taught and what will be expected. Make an appointment with the Dean in your program of study. See if the school has a Transfer Student Office or similar dedicated support services. Talk to students and alumni via institutional social media sites.</p>
<p>If you plan to transfer out of Miami and live on your own (dorm, off-campus housing, etc.) develop your downloadable Transfer Student Budget Planner.</p>		<p>This will help you to identify living costs beyond school tuition and fees.</p>
<p>See if the schools you are applying to allow you to request an Application Fee Waiver.</p>		<p>The process for this request varies by institution and some institutions do not accept fee waiver requests at all. Check on each school's <i>How to Apply</i> page and then email or call for further information. This can potentially save you a considerable amount of money.</p>
<p>Complete the Common Application (or any other transfer institution-specific applications) including the Transfer College Report and any essays <u>before</u> the due date.</p>		
<p>Fill out the Contacts section of the of the Transfer College Report with the following information from your MDC Campus:</p>		<p>Official Name / Title _____ Email / Phone: _____ Website/Profile: www.mdc.edu Institution / CEEB: Miami Dade College / 1506 Address: (your Campus' mailing address; you can get this from www.mdc.edu)</p> <p>Then take the form to the Dean of Students Office at your Campus so that their staff can fill out the Academics and</p>

		Evaluation sections for you
<p>Submit the Common Application (or any other transfer institution-specific applications) by the published due date for the schools you have applied to.</p>		
<p>Request an MDC transcript.</p>		<p>There is a \$5 fee for each official transcript request.</p> <p><u>Requests can be submitted and paid for online via MDConnect</u> or by mail with a check by completing the form and mailing to the:</p> <p>Miami Dade College Transcript Processing Center, 11011 SW 104th Street, Rm R301 Miami, FL 33176-3393.</p> <p>If you are applying for next Fall Term admission, we suggest you have transcripts sent <u>after</u> this year's Fall grades are posted.</p> <p>If you are applying for Spring or Summer Term admission, we suggest you have your transcripts sent <u>after</u> the previous Spring or Summer grades are posted.</p>

STEP 6: During Your Final Semester at MDC		
Activity	Completed? ☐	Notes / Follow ups
Review your Academic Requirements (the document formerly known as a Degree Audit) to make sure you will have completed all MDC graduation requirements by the end of your final semester.		Access this from your Student Portal.
Work on your downloadable <i>Transfer Student Budget Planner</i> to start calculating expenses for living away from home.		
Apply for graduation.		Visit your Campus' Academic Advisement & Career Services' Office to get information about graduating.

STEP 7: Once You Have Been Admitted to Each Institution		
Activity	Completed? □	Notes / Follow ups
Review the acceptance letter from the college or university.		Make sure that you understand exactly what your admission means. If you have applied to a certain program, make sure that you have been admitted to it also. Double check with your admissions counselor or someone in your program of study at your transfer institution about the courses that you should enroll in. Don't be afraid to ask for assistance.
Double check your financial aid package.		Make sure that you understand how much financial aid is being offered and how much of the aid is in the form of grants or loans. Finish calculating your downloadable <i>Transfer Student Budget Planner</i> expenses. Not satisfied with your financial aid award? Contact the school by phone or in person if possible and renegotiate. Inquire about other institutional scholarships, loans, grants, or loans. Ask your MDC College Mentor or Advisor for help with this strategy. Be sure to respond to your final school of choice with an "Yes!" or "No, thanks" acceptance by their due date.
Arrange for housing.		Inquire about housing on- and off-campus, including special housing for transfer students. Work through the <i>First Time Moving On Out Checklist</i> later in this guide to help identify what to bring with you when you transfer.
Make the most of any programs that your new college or university offers for transfer students such a special orientation, registration, etc.		These programs will help you to make the transition into your new environment.