

Bergen Community College

Transfer Guide

For Students

Planning To Attend

A Four Year College

After Graduating

From B.C.C.



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Bergen Community College

TRANSFER GUIDE

INTRODUCTION

The process of transferring to another college can be:

exciting

stressful

tiring

uncertain

exhilarating

wonderful

rewarding

and...

a lot of just plain work!

We hope that the information in this guide will make the task of transferring easier for you. Reading it can make you more knowledgeable about this most important step which you are about to take. The timetables, charts, and articles in the guide have been designed to teach you how to make decisions which will shape your future.

If you feel a bit jittery about transferring, you are not alone! Moving on to a new setting, starting over again, and finding your place at another college can be unsettling. You may be wondering how your credits will transfer, and how much you will have to spend to continue your education. You may not know how long it will take you to complete a Bachelor's degree. You may want to know which schools will offer you the best chance of admission. Be assured that your feelings are not unusual, that you can find answers to your questions, and that we are here to help you work them through. The information in this guide will provide you with a good foundation; attending a Transfer Advising Group can build on that foundation.

The Transfer Counselors look forward to meeting with you to assist you with your transition to a four-year school when you are ready to transfer.

Dr. Calvin E. Woodland
Vice President, Student Services

BCC TRANSFER ARTICULATION AGREEMENTS

Transfer Opportunities are Unlimited

Bergen Community College graduates have unlimited opportunities to transfer to colleges and universities throughout the United States. While most transfer to local colleges, qualified BCC students have successfully transferred to prestigious four-year institutions, including Harvard, Yale, Cornell, New York University, University of Virginia, and Georgetown, among others. Transfer counselors at BCC provide information to assist students in choosing the best course of study in preparation for transfer to the college or university of their choice.

Transfer articulation agreements have been developed for graduates of many Bergen Community College programs, in order to provide seamless transitions to four-year colleges and universities. As part of our mission, Bergen Community College participates in Articulation Agreements, Dual Admissions Programs, and the Degree Pathways Program. Through the dual admissions programs, Bergen Community College graduates who meet the required criteria are guaranteed admission as juniors at the participating colleges.

Articulation agreements ease the transfer process for students, helping them make informed judgments about transferring. They enable students to receive other considerations which are not available in the absence of an agreement. Bergen Community College enters into articulation agreements that meet the following criteria:

- Offer program-to-program agreements that specify course distributions for Bergen programs and for corresponding programs at the receiving institution
- Clearly state degree requirements including maximum number of credits accepted
- Specify the number of credits and other degree requirements needed to complete the specific degree at the receiving college
- Avoid validation examinations, when possible.

The *Degree Pathways Program* with Thomas Edison State College allows students who graduate from Bergen Community College to work towards their baccalaureate degree while enrolled at BCC. Through traditional and “distance learning courses” - such as online courses, email courses, Interactive Television Video courses, and tele-courses - a graduate of a two-year Associate Degree Program can remain at BCC beyond graduation, to earn 20 additional credits towards a Bachelor’s Degree at Thomas Edison; the student will pay the lower BCC tuition rate for these additional credits, for a maximum of eighty (80) credits.

FREQUENTLY ASKED QUESTIONS ABOUT ARTICULATION AND DUAL ADMISSION PROGRAMS

1. IS THERE A DIFFERENCE BETWEEN ARTICULATION AGREEMENTS AND DUAL ADMISSION PROGRAMS?

A Dual Admission agreement will specify requirements for entry to the program at the four-year college. These may include completion of specific courses and a minimum grade point average. An Articulation Agreement explains how the BCC degree program will fit into ("articulate" with) a degree program at the four-year college.

2. WHAT COLLEGES DOES BERGEN HAVE AGREEMENTS WITH?

Bergen has formal and up-to-date agreements (signed by the presidents of both colleges) with New York University (School of Education), NJIT, Montclair State University, Fairleigh Dickinson University, Ramapo College, Thomas Edison State College, New York Chiropractic College, Manhattan College (radiography). We participate in NJTransfer, and ARTSYS - the articulation program with Rutgers University. We have unofficial, but strong agreements with William Paterson University, Seton Hall and New Jersey City University.

3. WHAT BENEFITS DO THESE AGREEMENTS HAVE OVER THE TRADITIONAL TRANSFER PROCESS?

Because the agreements specify the courses required by the four-year colleges, students who follow them will be assured that all of their credits will transfer.

4. HOW DO I KNOW IF I AM TAKING THE RIGHT COURSES?

Consult the **Best Bets** advisement guides, available in the Counseling Center (A-118), the Advising Center (A-101) or in the Counseling area at the BCC website.

5. WHERE CAN I GET MORE INFORMATION ABOUT TRANSFER DEGREE PROGRAMS?

Transfer degree programs are listed in our catalog. They are AA and AS degrees. An academic counselor or advisor can explain degree requirements to you if you need assistance.

6. CAN YOU CHANGE MAJORS IN JOINT ADMISSIONS PROGRAMS?

If you follow a written agreement for one major, and decide to study something else at the four-year college, you may lose credits. This would be determined on a case-by-case basis by the four-year college.

TRANSFER TIMETABLE

0-12 Credits

- Be certain that you are registered in a program which will transfer.
- You may meet with an academic counselor to talk about your interests and goals, and learn how BCC can help you meet them. (Appointments in Room A-118).
- Attend a **Transfer Advising Group Session** for basic information - check for schedules in Room A-118.

13-30 Credits

- Begin identifying colleges that have what you want.
- Start exploring the transfer references available to you. You may want to visit college websites on the Internet, or look at college guides and individual college catalogs.
- Initially identify several schools to contact for further information: request a catalog, viewbook and other materials for transfer students. Some colleges may charge a fee for mailing a catalog.

31-45 Credits

- Don't wait for a deadline date to file your applications. Apply in September for the Spring semester. Apply in January for the Fall.
- The fastest way to apply is on-line; visit the admissions area of the college website to see if they use an on-line application.
- READ APPLICATION INSTRUCTIONS CAREFULLY, paying attention to specific instructions for Transfer Students.
- Send in the application as well as all required additional documents.
- Try to visit the colleges you have chosen. If this is not possible, develop a list of admission-related questions, and call the Admissions Office. Be aware that detailed questions about courses and majors may not be answered fully. Most colleges will not provide credit evaluations until after you have been admitted.

46-plus Credits

- Apply for graduation - deadlines are in the BCC calendar.
- If you have not done so, submit your applications and request that transcripts be sent.
- Wait to hear from the colleges, and respond to your acceptances by the stated deadlines. The earlier you reply, the sooner you will register for your classes, and the better your chances of getting housing, if space is limited.
- Once you have heard from the colleges, if you need help with making a decision, see a Transfer Counselor.

After Graduation

- If you did not previously make plans to transfer, and decide you would like to continue your education now, please feel free to contact a Transfer Counselor. Call 201-447-7211 for an appointment.



HOW WILL I CHOOSE A FOUR-YEAR COLLEGE?"

Here are some issues to consider when you think about where to continue your education:

1. DO I WANT TO LIVE ON CAMPUS?

This is the first question you must examine, because everything else will depend on it. The decision to live on campus or commute can be affected by many factors: Can you afford the extra expense of room and board? Have you always wanted to live on campus and have you budgeted your finances to allow you to do so? Do you have family responsibilities which will prevent you from living on campus? Finally, are you ready for the additional independence which will go along with living on campus? These are serious issues which you must face and answer for yourself.

2. HOW FAR FROM HOME CAN I GO?

If you have decided to live on campus, you will still need to consider how far from home you are willing to go. Keep in mind that the further away you move, the costlier it can be to keep in touch with family and friends: it is difficult to come home for weekends if you are attending college in Ohio, for example, and long-distance phone charges can add up rapidly!

While it may seem romantic or daring to choose a place you have never been to but have always dreamed about, think twice before you actually do it. If at all possible, try to visit the area and the college you are dreaming of; the reality sometimes does not measure up to your fantasies. College videos may be helpful, but be aware that they are glossy advertisements for the college, and cannot substitute for seeing the real thing. At the very least try to talk to students who have attended the college of your dreams, or to friends who may have visited the area you are planning to move to. You wouldn't buy a car without driving it, would you? A choice of college should not be impulsive either.

3. HOW MUCH CAN I SPEND?

What will you be able to afford for tuition (and room and board, if appropriate)? Annual tuition at N.J. state colleges and the state university (PUBLIC colleges) ranges from \$3,500.00 to \$6,000.00; room and board ranges from \$4,500.00 to \$6,000.00 per year.

Costs at independent (PRIVATE) colleges are much higher, with annual tuition ranging from \$9000.00 to \$28,000.00 in the local area, and room and board ranging from \$4,500.00 to \$6,500.00. When considering these costs, however, you should be aware that the private colleges frequently are able to offer eligible students more financial aid than the public institutions.

4. A "MAJOR" ISSUE . . .

Do the colleges you are considering offer the major you are planning to study? If you are not yet sure of a major, see a career counselor in Room C-100.

At the same time, be sure to read catalogs to find out what courses are required in the major (or majors) you are leaning towards; many students are discouraged when they make a commitment to a college and major, and later learn that the courses offered are not of interest to them. Try to avoid this disappointment if you can.

5. WILL I BE ADMITTED?

While many four-year colleges publicly state that a 2.0 is needed to apply, be aware that this is the **minimum** acceptable grade point average required for consideration, and may not be high enough for admission. Business majors will need at least a 2.50 to 3.00 for admission. Frequently students must complete a specific series of courses before they can be formally admitted to a School of Business.

Nursing and Communications majors often need a 2.50 minimum to qualify for consideration for admission.

Teacher Certification Programs may require 2.75 for admission.

While completion of a degree is not a guarantee of admission, a four-year college may give preference to graduates of community colleges.

Some of the more academically competitive colleges are presently looking for a minimum grade point average of 3.2.

I AM READY TO APPLY.

WHAT STEPS MUST I TAKE TO TRANSFER?

You may apply “on-line” or with a traditional paper application. Applications for most New Jersey colleges are available in the Counseling Center, Room A-118. If the applications you want are not available, contact the Office of Admissions at the four-year college directly, either by phone, in person, by sending a brief letter, or at the Admission section of their website.

- ✓ Request applications early. The fastest way to file your applications is on-line. It may take several weeks for a college to mail one to you, so don't wait until the last minute to call.
- ✓ Read the application instructions carefully, paying special attention to the requirements for TRANSFER STUDENTS.
- ✓ If a high school transcript is required, you must contact your high school and ask them to send it directly to the four-year college. Contact your high school to ask for their CEEB code if you are asked to provide it.
- ✓ If SATs are required for transfer students and you have not previously taken them, you must arrange to do so. Test bulletins are available at your high school.
- ✓ You will need to request a transcript of your grades at BCC for each college you have applied to. Complete transcript request forms at the Registration window.

★ ★ ★ BERGEN'S CEEB CODE IS 2032 ★ ★ ★

★ Transfer Tip ★

If you are applying on-line, print out the application and fill in the printed copy before entering the data in the on-line application. You will be less likely to enter incorrect information if you do this.

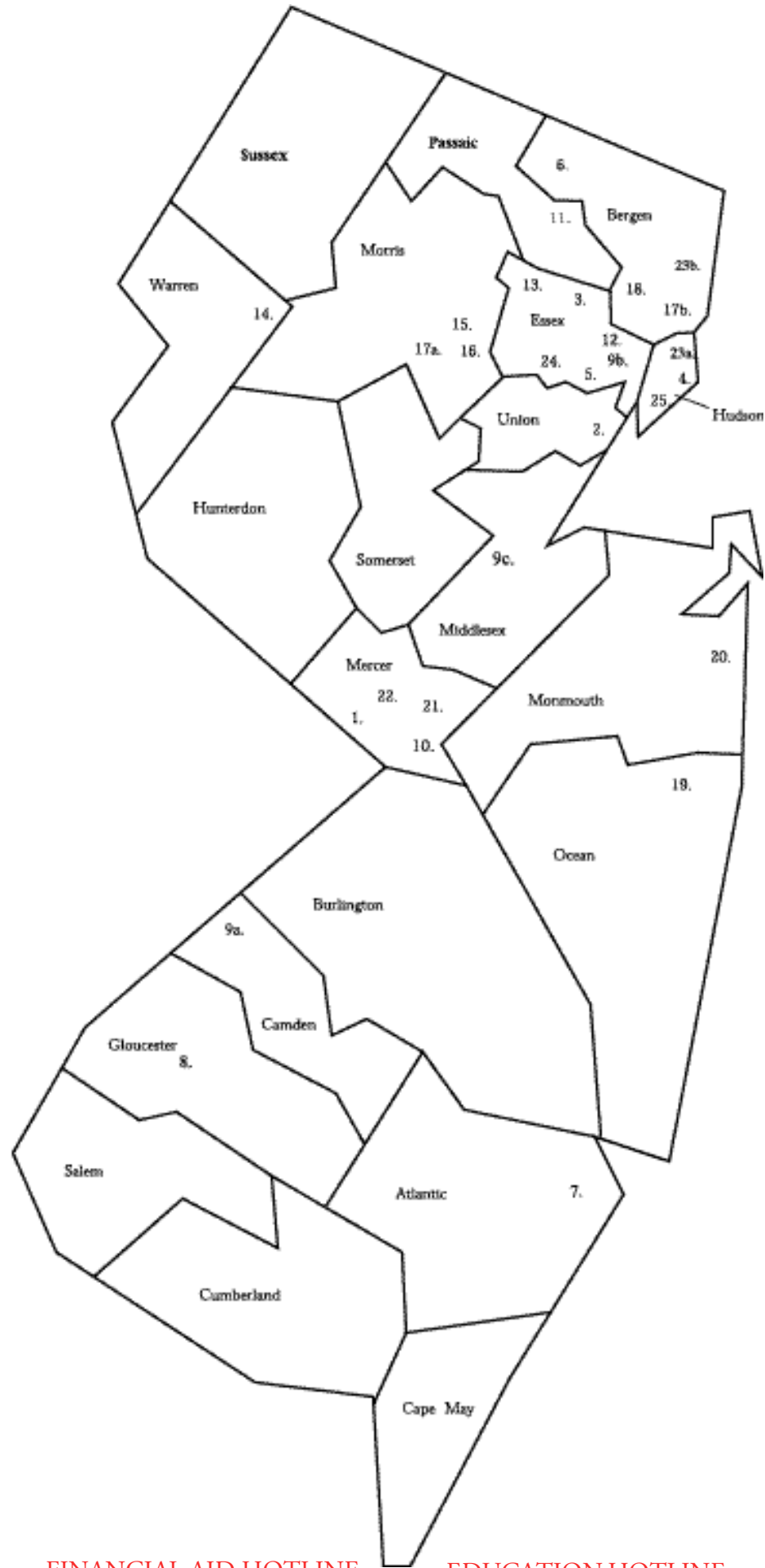
When completing paper applications, it is a good idea to photocopy each one, and practice filling out the copy first. The application you mail should be neatly printed in ink.

CONGRATULATIONS - YOU'VE BEEN ADMITTED!

Once you have been accepted and have decided where you will attend, be sure to send a final transcript of your grades. This will complete your records and assure you of receiving all the credits to which you are entitled, including those credits you are presently completing.

Transfer Appeals Process

All problems relating to transfer/articulation issues should be brought first to the individual responsible for the disputed decision, usually an advisor or faculty member at the four-year college. If you have reason to believe that your course or courses have not been evaluated accurately, you may meet with a transfer counselor at Bergen to discuss your situation. In most cases, a phone conference with the four-year college will be sufficient to iron out the problem.



**FINANCIAL AID HOTLINE:
1 800 792-8670**

**EDUCATION HOTLINE:
1 800 962-INFO**

FOUR-YEAR COLLEGES AND UNIVERSITIES OF NEW JERSEY

Name	Location	Admissions Office
Public State Colleges & Universities		
1. The College of New Jersey	Trenton	1-800-624-0967
2. Kean University	Union	908-737-7100
3. Montclair State University	Upper Montclair	973-655-5116
4. New Jersey City University	Jersey City	1-888-441-6528
5. New Jersey Institute of Technology	Newark	1-800-925-NJIT
6. Ramapo College	Mahwah	201-684-7300
7. Richard Stockton College of N.J.	Pomona	609-652-4261
8. Rowan University	Glassboro	1-800-447-1165
9. Rutgers, The State University	a. Camden	856-225-6133
	b. Newark	973-353-5205
	c. New Brunswick	732-932-4636
10. Thomas A. Edison State College	Trenton	1-888-442-8372
11. William Paterson University	Wayne	973-720-2125
Private Colleges and Universities		
12. Bloomfield College	Bloomfield	973-748-9000, ext. 230
13. Caldwell College	Caldwell	1-888-864-9516
14. Centenary College	Hackettstown	1 800 236 8679
15. College of St. Elizabeth	Convent Station	1-800-210-7900
16. Drew University	Madison	973-408-3739
17. Fairleigh Dickinson University	a. Florham-Madison	1-800-338-8803
	b. Teaneck-Hackensack	1-800-338-8803
18. Felician College	Lodi	201-559-6131
19. Georgian Court College	Lakewood	1-800-458-8422
20. Monmouth University	West Long Branch	1-800-543-9671
21. Princeton University	Princeton	609-258-3060
22. Rider University	Lawrenceville	1-800-257-9026
23. St. Peter's College	a. Jersey City	1-888-772-9933
	b. Englewood Cliffs	201-568-7730
24. Seton Hall University	South Orange	1-800-843-4255
25. Stevens Institute of Technology	Hoboken	201-216-5194

HOW CAN I MAKE THE MOST OF A CAMPUS VISIT?

A campus visit is your opportunity to find out what a college is really like. Most colleges provide tours and information sessions on a regularly scheduled basis, and will provide these schedules to you when you call the Admissions Office. Individual interviews are rarely required, except at the most selective colleges. Your visit can help you decide if a college will be a good place for you to continue your education.

If you really want to find out what a college is like, you should investigate on your own before you meet with anyone from the college. Remember, colleges are wide open. You can visit the cafeteria, classrooms and labs. If you ask, many students will show you their dorm rooms.

Try This Approach:

1. Arrange your visit on a day when classes are in session. Arrive on campus early. Go to the cafeteria. Stop at any table and ask how the food really is. Ask about quality, quantity, and hours of cafeteria operation. How long do you have to wait during prime times, like lunch hours? Let the students know you are considering transferring to their school. They'll probably tell you what the school is really like.
2. Head over to the classroom buildings where the courses you are interested in are given. You'll be able to see how many students really are in the classes. Ask students in the hallways about their majors, the quality of the teachers, and whether many courses are taught by graduate students.
3. If you're in a program that requires labs, like science, information technology, or nursing, go over to the labs, and look in on the classes which are in progress. Are there enough lab spaces for everyone? Speak with the students you see. Do they have problems with labs; are there enough stations and equipment? What hours are the labs open?
4. If you're going to be a resident-student, go to the dorms. How is the security? Were you able to get in without a key? Did anyone question who you are or whom you're visiting? Speak with students. Ask to see their rooms. Ask how many are usually placed in a dorm room. How hard is it to get into the "better" dorms? Another thing you'll want to investigate is the quality of life in the dorm. Is it a place you would like to live? Is it clean and well-maintained, despite the clutter you would expect? Read the notices on the bulletin boards - they can provide a wealth of information.

After you have completed your own "tour" of the campus, you can report to the admissions office for your meeting. When the college representative tells you there are small classes, lots of lab space, new dorms, great food, and happy students, - you'll know if that's really true!

SOURCES OF INFORMATION

The internet has simplified the task of getting information about colleges. Colleges and universities maintain home pages with links to specific information about programs, majors, courses and admission information. College guide books are still a good way to learn about colleges, but you can get the same information on the Internet.

NJTransfer. NJTransfer is a web-based data information system designed to provide a seamless transfer from NJ community colleges to NJ four-year colleges and universities. At the NJTransfer website, www.njtransfer.org, students can accomplish the following:

- Learn which courses to select at their community college.
- Discover how these courses will satisfy the degree and major requirements at NJ four-year colleges and universities.
- Find links to NJ two- and four-year college web sites.
- Obtain information on admissions, financial aid and scholarships, and transfer recruitment events throughout the state.

NJTransfer is a work-in-progress and additional information about course equivalents is added continually. Visit the site regularly to learn about how courses you plan to take will transfer to NJ colleges.

ARTSYS: The Rutgers University articulation program. ARTSYS is a web-based data information system maintained by Rutgers University to assist prospective transfer and Dual Degree Program students from the New Jersey community colleges with their course selections at the community college. It provides course equivalents for all the colleges at Rutgers, as well as recommended transfer programs. You may link to ARTSYS from NJTransfer, or directly from <http://artsys.rutgers.edu>.

Finding College Web Sites

www.collegesource.org - this website is easy to use and will help you get to the home pages of the colleges you want to learn more about. You can also go directly to a college's catalog from this site.

College Searches

These websites include many colleges in their databanks. Some sites do not have as many colleges in their search pool, and will not give you as complete a list of colleges which meet your criteria.

Before you begin an on-line search, spend some time deciding what is important to you: location, size of student body, what you want to major in, importance of student activities and sports, diversity of the student body, and cost - both tuition and room and board, if appropriate.

These sites were "pre-tested" before being included here, but may change at any time. Some sites have not been listed here because they charge a fee for anything but a search for college by name only.

www.collegenet.com - a full search site. Allows you to enter information about transfer grade-point requirements. Provides a link to college information, websites and on-line applications where available.

www.collegeboard.com - fewer criteria for your search, and doesn't ask for transfer criteria. Links to college websites. Has "like finder" feature that allows you to search for colleges similar to one that fits the criteria you have entered.

http://campustours.com - allows you to take a "virtual tour" of many colleges. Campus maps and directions to the colleges are available. You may also request information about the college at this site.

College Catalogs and Information Files

A selection of catalogs is shelved alphabetically for your reference in the Counseling Center, Room A-118, in the Student Center. There are catalogs from many colleges; however, you may find that the one(s) you are interested are not available. Catalogs for most of the New Jersey four-year colleges are shelved on a shelf separately from the rest of the collection.

You may also read many college catalogs on-line, at the college websites.

Videotapes and CD's

Many colleges produce "video tours" of their campuses. These tapes and CDs are available for your use in the Audio/Visual Circulation Center, Room L-125.

FINANCIAL AID FOR TRANSFER STUDENTS

1. Apply **early** for Financial Aid. These deadlines are frequently set before application deadlines. The sooner your financial aid papers are in order, the more consideration you will receive. It usually takes six weeks for Financial Aid applications to be processed.
2. If you are applying to more than one school, you should have your eligibility notices sent to each college. The FAFSA, (Federal Application for Student Aid) is free, but you may also have to file an additional form, depending on the colleges to which you are applying. This is usually the case at private colleges.
3. If you have received Financial Aid at Bergen, you will need to go to the Financial Aid Office and ask them to send a “Financial Aid Transcript” to the colleges which you are considering. There is no charge for this. In some cases, the new college will request a Financial Aid Transcript even if you have not received aid at Bergen.
4. **EOF Students:** If you have been on EOF at Bergen, contact the EOF office at the new school: chances are you will continue to be eligible. Many applications have separate sections for EOF information.



NJ GENERAL EDUCATION FOUNDATION

The Transfer Articulation Principles for NJ Colleges and Universities states that, "The AA or AS degree student will receive maximum transfer credit for all courses taken at the community college provided he/she fulfills the 1) general education requirements established in the statewide articulation agreement, and 2) completes the other academic courses which have been approved in an articulation agreement with the senior college or university."

"In cases where a community college transfer program requires a larger number of general education credits than stipulated in this foundation, each participating state college will make every reasonable effort to accept these additional general education credits – up to the number of general education credits required of native students pursuing the designated major."

The chart below shows these approved statewide general education requirements. The credits of General Education for AA degree students is 45; the total credits of General Education for AS students is 30.

Additional credits earned at the community college will be applied to any of the following areas of the degree at the four-year college: general education, courses in the student’s major or minor, or free electives.

A General Education Foundation for Associate in Arts and Associate in Science Transfer Programs in New Jersey’s Community Colleges

Course Category	AA Minimum Credits	AS Minimum Credits
<i>Communication</i>	9	6
<i>Mathematics - Science - Technology</i> <ul style="list-style-type: none"> • Mathematics: 3-8 credits • Science: 3-8 credits • Computer Science or • Technological literacy: 0-4 credits 	12	9
<i>Social Science</i>	6	3
<i>Humanities</i>	9	3
<i>History</i>	6	XXXXXXXXXX
<i>Diversity</i>	3	XXXXXXXXXX
<i>General Education Foundation Total</i>	45 credits	30 (Additional General Education courses must be selected to reach 30 credits)

**TRANSFER ARTICULATION PRINCIPLES
FOR NEW JERSEY COLLEGES AND UNIVERSITIES**
Summary Statement
N. J. Transfer Articulation Principles

If you graduate from a New Jersey community college with an AA or an AS degree, you will be given priority for admission to a participating four-year college. You may be required to submit high school transcripts when you apply. This policy applies to students who have completed 56 college credits, and will complete the degree before they begin attending the four-year college.

Once admitted, you will have the same status as "native students", that is, those who have been attending the four-year college for the first two years. This means that if D grades are acceptable for native students, you will be given credit for courses in which you have earned a D. If native students register for specific courses without placement tests, you will not be required to take placement tests either.

Completion of the AA or AS degree, which will have included a state approved General Education requirement, should allow you to receive full credit for your courses. You should be able to begin your third year of study at the four-year college. However, if you change your major, you may be required to complete additional courses that are required for the new major.

Admission to the four-year college is not guaranteed; it may depend on the availability of seats. Admission to the major of your choice is also not guaranteed, but may depend on earning a minimum grade point average, and completion of specific courses.

If you do not complete the AA or AS degree, this policy will not apply to you.

If you complete an AAS degree, this policy will not apply to you.

**The text of the Transfer Articulation Principles is printed below,
followed by official interpretative statements:**

The ability to transfer credits from one institution to another is a matter of particular importance to students and the State because it saves both money and time by eliminating unnecessary duplication and repetition of courses.

The Presidents' Council should strive for a seamless transition from associate to baccalaureate degree programs. In order to accomplish this goal the following principles will be followed by participating institutions.

Institutional Admission

New Jersey College students who have completed an associate degree and meet the established institutional requirements used to allow native students to achieve junior class status shall not be denied transfer to a New Jersey participating senior college or university. The associates in art or science degrees will be viewed as a transparent part of the first two years of a four-year program. Students who have completed at least 56 semester hours and meet the same standards the senior college/university applies to associate degree transfer students will be given preference in transfer to New Jersey public senior colleges and universities. Transfer students who have met the conditions of the published articulation agreement between the sending and receiving institutions will not be asked to take a higher number of credits for the baccalaureate degree than the indigenous students of the senior institution. Capacity limits of the senior college or university may limit admission to the institution.

Acceptance of General Education

The general education credits (a minimum of 30 credits for A.S. degree graduates and 45 credits for A.A. degree graduates) of approved transfer programs shall be accepted in their entirety towards the general education requirements of the participating colleges and universities. Students who have completed the general education requirements for an associate degree, but have not attained the degree, will be afforded the same acceptance of credits.

Program Admission.

Admission to a specific curriculum and acceptance of transfer credits in that curriculum at a participating college or university shall be determined by the college or university based upon the same established criteria which it imposes upon its own students. Capacity limits of the program of study may restrict acceptance.

OFFICIAL INTERPRETATIVE STATEMENTS:

New Jersey community college graduates who have earned an Associate of Arts or Associate of Science degree shall be given priority consideration for admission. For example, if a participating institution must choose between two equally qualified students, one with an AA or AS degree from a New Jersey community college and the other from another institution, the AA or AS degree student from a New Jersey community college shall be admitted.

Additionally, this admission may be subject to the same certification of high school graduation or its equivalent and fulfillment of specified academic units at the secondary level required of all applicants. Receiving institutions may opt to waive certification of high school graduation or its equivalent for New Jersey community college AA or AS graduates.

Admitted students shall be afforded the same rights and privileges and be subject to the same obligations regarding academic standing, academic degree requirements, course transfer and course progress as native students—those students whose initial enrollment commenced at the senior college or university.

The AA or AS degree student will receive maximum transfer credit for all courses taken at the community college provided she/he fulfills the 1) general education requirements established in the statewide articulation agreement, and 2) completes the other academic courses which have been approved in an articulation agreement with the senior college or university.

The transition from a New Jersey community college to a senior college or university shall be transparent provided the AA or AS graduate follows the guidelines described above. In these cases, the transfer student should receive full credit for courses taken during his/her first two years of collegiate study. He/she will be positioned to commence his/her third year of collegiate study (junior status) at a senior college or university.

Only in cases where the student is a New Jersey community college AA or AS degree graduate will the senior college/university give priority consideration for admission. Thus, for purposes of admission into a senior college/university, it is in the best interest of the student to complete his/her AA or AS degree at a New Jersey community college.

Students who have not completed their AA or AS degree, or who have completed some or all of the associate in applied science degree program, will be subject to the regular criteria for admissions into a senior college/university.

With a carefully selected program, the community college graduate shall enter a senior college/university with the first two years of a baccalaureate degree completed.

Transfer students may opt to change their major once enrolled at the senior college/university. This change of majors may require the student to complete additional courses to satisfy the course requirements of a new major.

Admission to a senior college/university will depend on the number of open seats available.

A transfer student's acceptance into the major may be subject to the review of an academic department/unit after institutional admission has been issued. However, criteria or processes will not differ for transfer students in acceptance or retention from those used with native students.

WHEN YOU APPLY TO TRANSFER FROM ONE COLLEGE OR UNIVERSITY TO ANOTHER

YOU HAVE RIGHTS

Before You Apply:

- ★ You have the right to receive information from colleges and universities about their transfer admission requirements, including all documents required for admission, financial aid, scholarship and housing.
- ★ You have the right to receive information about transfer of courses, credit hours, quality points, and degree requirements. This includes information about transferring courses with grades below a “C”, courses you may have repeated, and credit previously granted by examination or advance placement.
- ★ You should know that admission officers at NACAC member institutions will not recruit students who are currently enrolled at other institutions unless those students initiate the inquiries, or unless institutions that provide transfer programs seek such cooperation.

When You Are Offered Admission:

- ★ You have the right to receive an official notification of acceptance at least one month prior to enrollment:
 - a) Written evaluation of courses and credits accepted for transfer credit and their course equivalences;
 - b) An outline of transfer courses and requirements which these courses and requirements will satisfy for the degree you are seeking;
 - c) A statement about your previous grade-point average/quality points and how they will affect or not affect your new index;
 - d) A written analysis of the number of semesters/quarter-hours and credits required to complete a degree in your currently stated major field of study (if applicable).
- ★ You have the right to wait to respond to an offer of admission and/or financial aid until May 1.
- ★ Colleges that request commitments to offers of admission, financial assistance, and/or housing prior to May 1, must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for housing and/or financial aid.

WHEN YOU APPLY TO TRANSFER FROM ONE COLLEGE OR UNIVERSITY TO ANOTHER

YOU HAVE RESPONSIBILITIES

Before You Apply:

- ★ You have the responsibility to research and understand the transfer policies and procedures of each college and university to which you plan to apply, including admission, financial aid, scholarships and housing. This includes being aware of any deadlines, restrictions and other transfer criteria. You also have to be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

As You Apply:

- ★ You must complete all materials that are required for application and submit your application materials on or before the published deadlines. You should be the sole author of your applications.

After You Receive Your Admission Decisions:

- ★ You must notify each college or university which accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend.
- ★ You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are placed on a wait-list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.

If you think that your rights as a transfer applicant have been denied, you should contact the college or university immediately to request additional information. In addition, you should notify the Executive Director of the National Association of College Admission Counselors, 1631 Prince Street, Alexandria, Virginia 22314-2818. This individual will notify the president of the NACAC state or regional affiliate who will initiate an investigation of your complaint.

The information presented here is consistent with changes to the NACAC Statement of Principles of Good Practice approved in September 1994.