

**STUDENT
TRANSFER
MANUAL**



Seward County Community College acts as a foundation for students interested in continuing their academic journey in higher education. In fact, about 12% of SCCC students transfer to another institution. If you are planning to transfer to a four-year college or university or an advanced technical program after you attend SCCC, this manual is for you!

The Student Transfer Manual can guide and prepare you for the transfer process between SCCC and the transfer school while reducing credit loss. The purpose of this manual is to provide valuable information that will help you successfully navigate the transfer process.

Questions to Ask When Researching Prospective Colleges or Universities

Check with your Transfer Coordinator at the college or university to which you are applying to be sure you meet all admission requirements and deadlines. Questions to ask the counselor:

1. What is the minimum cumulative college GPA required for acceptance? This varies widely!
2. How many semesters/quarter hours and credits will be required to complete a degree in my major field of study?
3. What core/general education classes are required? Note that universities/colleges have different requirements for the courses they accept as transfer credits. Often it is more difficult to transfer credits earned in your third and fourth year of college.
4. Is there a maximum number of credits that can be transferred?
5. What courses and credits will be accepted for transfer credit and what are their course equivalencies?
6. How will the transferred courses and requirements help me to earn the degree I am seeking?
7. What scholarship opportunities are available for transfer students? Be sure to ask this early to ensure that you meet all application deadlines.
8. What type of living space is available? Every college has unique policies related to housing – be sure to ask what options are available to you as a transfer student.
9. When is the best time to meet with an advisor and register for classes?

10. Are there transfer orientation sessions or transfer student seminars offered to help me connect with other transfer students?

Transfer Checklist

First steps...

- **Identify the academic major you hope to pursue**
- **Research colleges and universities**
- **Visit the campus** (take a tour); or, if not possible, visit virtually on the web or use social media
 - Schedule an appointment with admissions and/ or the academic department that interests you
 - Ask about:
 - Transferability of credits
 - College/University cost
 - Financial aid (learn about availability of grants, scholarships and loans, as well as application requirements and deadlines)
- **Gather and prepare application and supporting documents such as:**
 - High school transcripts (if required) and, if also requested, SAT or ACT and AP scores
 - College/University transcripts from current college (if attending) and all other colleges previously attended
 - Military transcripts, DD214 Service Discharge documents,
 - Educational gap statement/essay (if you have taken time off from school, you may be asked to write an essay outlining what you have been doing during that time)
 - Letter(s) of recommendation
 - For international students: – Documentation of English proficiency – Immigration and Visa documents
- **Apply for financial aid**
 - Submit your FAFSA and any other college-specific aid applications
 - Apply for any scholarships, grants, other aid
- **Review your Transfer Credit Evaluation**
- **Meet with an advisor or transfer counselor to register for courses and complete enrollment**

- Pay deposit by deadline
- Decide on housing (if needed)
- Attend orientation session
- Submit health and immunization records
- Submit final college transcripts

Credit Transfer

Transfer credit refers to the credit a college or university grants for prior learning. When you move from one college or university to another, the credit from the courses and degrees you took at the old institutions might or might not be accepted by your new institution. Each educational institution makes its own decisions about accepting transfer credit. It is your responsibility to know about college transfer of credit policies.

How do I research transfer policies?

Academic institutions establish their own transfer credit policies and procedures. When you are thinking about transferring credit, you should find out what the institution's policies are so you can make the most of your credit recommendations. Here are some tips on how to research transfer policies:

- Look at the institution's catalog or bulletin.
- Search the institution's website. You may want to search for keywords such as transfer credit, military transfer credit, or transfer policies.
- Keep in mind that in some cases, academic divisions or departments establish supplemental policies on how credit can be applied, how much credit can be transferred, and the nature of credit accepted.
- Look for specific requirements for credit being transferred from:
 - Another accredited academic institution
 - The military
 - Professional training
 - Testing

For general information on transfer policies, read The Joint Statement on the Transfer and Award of Credit. The Joint Statement was developed by the three national associations whose member institutions are directly involved in the transfer and award of academic credit:

1. American Association of Collegiate Registrars and Admissions Officers
2. American Council on Education
3. Council for Higher Education Accreditation

College Credit Transfer policies

Here are more credit transfer policy examples:

SCCC Program Course Selection- Some classes at SCCC may fulfill a prerequisite for an upper division (that means junior and/or senior) class at a four-year school. Some classes at SCCC may not fulfill a prerequisite.

Complete Your Degree - Students who do not research transfer credits many need to take additional classes at the four-year school to meet its degree requirements.

Understand How to Successfully Follow the Transfer Process- While SCCC courses may transfer but not count toward a specific degree, the courses may count toward the program's elective requirements.

Articulation Agreements

Articulation Agreements are formal agreements between colleges and universities documenting the transfer policies for a specific academic program or degree in general. Articulation agreements are a type of educational partnership where a university agrees to accept certain credits that were earned at a different educational institution.

We are committed to affordability and helping students maximize their earned credit and experience. SCCC and the following institutions are committed to maximizing eligible transfer of credit between institutions. This means we will do everything possible to assure students get credit for their educational background.

Transferring from SCCC to Another Institution

Kansas Public Community Colleges - Kansas Public Universities

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate oriented sequence at a state and regionally accredited Kansas public community college, and whose program of study has met the requirements of the Kansas Public Community College-Kansas Public University Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Kansas public universities.

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students in the State of Kansas.

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Visit www.kansasregents.org/transfer_articulation for more information.

Seward County Community College has entered into articulation agreements with the following education partners

- Ashford University
- Baker University
- Emporia State University
- Fort Hays State University
- Friends University
- Hutchinson Community College
- K-State
- Kansas Wesleyan
- Mid America Nazarene
- National American University
- Newman
- OPSU
- Ottawa University
- Park University
- Pittsburg State University
- Southwestern College
- Tabor College
- KU
- Washburn

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Kansas Board of Regents System wide Transfer Courses 2018

The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the systemwide transfer courses listed below. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.



The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the systemwide transfer courses listed below. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

COURSE	EFFECTIVE DATE
Acting I	FALL 2013
Acting II	SUMMER 2014
American Government	FALL 2012
Anatomy and Physiology - 5 credit hours	FALL 2013
Anatomy and Physiology - 8 credit hours	SUMMER 2017
Art Appreciation	FALL 2013
Art History I	SUMMER 2014
Art History II	SUMMER 2014
Biology I and Lab for Majors	SUMMER 2016
Biology II and Lab for Majors	SUMMER 2017
Calculus I	FALL 2013
Chemistry I and Lab for Majors	FALL 2012
Chemistry II and Lab for Majors	SUMMER 2014
Childhood Growth and Development	SUMMER 2014
College Algebra	FALL 2012
Contemporary Math/Essential Math	SUMMER 2017
Descriptive Astronomy and Lab	SUMMER 2015
Descriptive Astronomy	SUMMER 2015
Descriptive Astronomy Lab	SUMMER 2015
Elementary Statistics	SUMMER 2014
Engineering Physics I with Lab	SUMMER 2016
Engineering Physics II with Lab	SUMMER 2016
English Composition I	FALL 2012
English Composition II	FALL 2012
Environmental Science and Lab	SUMMER 2018
Environmental Science	SUMMER 2018
Environmental Science Lab	SUMMER 2018
Ethics	FALL 2013
Financial Accounting	SUMMER 2018
First Aid and CPR	SUMMER 2017
French I	SUMMER 2014
French II	SUMMER 2015
General Biology and Lab for Non Majors	FALL 2012
General Calculus/Business Calculus	SUMMER 2017
General Chemistry and Lab for Non Majors	SUMMER 2016
Human Lifespan/Developmental Psychology	FALL 2013
International Relations	SUMMER 2015
Interpersonal Communication	SUMMER 2015
Introduction to Business	SUMMER 2017
Introduction to Computers and Applications	FALL 2013
Introduction to Criminal Justice	SUMMER 2016
Introduction to Cultural Anthropology	FALL 2013

COURSE	EFFECTIVE DATE
Introduction to Drawing	SUMMER 2015
Introduction to Education	SUMMER 2017
Introduction to Linguistic Anthropology	SUMMER 2014
Introduction to Literature	FALL 2012
Introduction to Mass Communication	SUMMER 2016
Introduction to Philosophy	FALL 2013
Introduction to Political Science	FALL 2013
Introduction to Psychology	FALL 2012
Introduction to Social Work	SUMMER 2016
Introduction to Sociology	FALL 2012
Introduction to Women's Studies	SUMMER 2017
Logic and Critical Thinking	SUMMER 2014
Macroeconomics	FALL 2012
Managerial Accounting	SUMMER 2018
Medical Terminology	SUMMER 2017
Microeconomics	FALL 2012
Music Appreciation	SUMMER 2013
Music Theory I	SUMMER 2014
Nutrition	SUMMER 2015
Personal and Community Health	SUMMER 2016
Personal Finance	SUMMER 2016
Physical Geology with Lab	SUMMER 2016
Physical Geology	SUMMER 2016
Physical Geology Lab	SUMMER 2016
Physical Science and Lab	FALL 2012
Physics I and Lab	FALL 2012
Physics II and Lab	FALL 2013
Public Speaking	FALL 2012
Social Problems	SUMMER 2014
Spanish I	FALL 2013
Spanish II	SUMMER 2014
Spanish III	SUMMER 2015
Stagecraft	SUMMER 2014
Theatre Appreciation	FALL 2013
Theatre Practicum	SUMMER 2014
Trigonometry	SUMMER 2015
US History to 1877	FALL 2012
US History Since 1877	FALL 2012
World History to 1500	FALL 2013
World History 1500 to Present	SUMMER 2015
World Regional Geography	FALL 2012
World Religions	SUMMER 2015

Additional courses may also be eligible for transfer. Please contact the Registrar's Office of your university or college for more information. Students are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

For more information visit: kansasregents.org/transfer_articulation

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