First Year Students

TRANSFER CHECKLIST

Following is a simple guide to assist your smooth transfer from Highline Community College to a baccalaureate (four-year degree) institution.

First Year Students (from 0 to 45 college level credits)

- Request a faculty adviser at the Educational Planning & Advising Center, Building 6, or on the website at http://edplanning.highline.edu
- Stay on track by meeting with your adviser regularly. Talk to your adviser regarding classes you need for your intended major. Set up a solid two-year transfer plan.
- Discuss with your adviser the benefits of completing your Associate degree before transferring. Highline has transfer articulation agreements with most colleges and universities in Washington state.
- Be aware of when the courses you need are offered at Highline; especially classes offered in sequential order. Plan your schedule carefully and be sure to maintain good grades.
- Identify your career and major pathway.
- If unsure of a major, visit the Highline Counseling Center, Bldg. 6 or sign up for a Career 101 class.
- Do not delay completing math and writing courses in your college studies. Enhance your reading skills as much as possible.
- Sign up for an Honors 100 class, if possible. You will learn how to research colleges and scholarships.
- Learn about the admission requirements for the colleges you are interested in attending. Find out about majors offered, application deadlines, required GPA for both admissions to the university and to your major.
- Attend transfer fairs and information sessions offered by your transfer school. Meet with advisers in the Admissions office and in your academic department. Tour the campus and sit in on some classes.
- Meet with college representatives who visit Highline. Attend transfer fairs and workshops offered. Check the Transfer Center Calendar at the beginning of each quarter at http://transfercenter.highline.edu/calendar.php

Highline Community College
Educational Planning & Advising/Transfer Center

Building 6, 2nd Floor
Phone: (206) 878-3710, ext. 3295   E-mail: transfer@highline.edu
Website: http://transfercenter.highline.edu/index.php
Second Year Students

Second Year Students (from 45 to 90+ college level credits)

- Identify and visit several transfer schools you are interested in attending.
- Be aware of application deadlines for admissions, financial aid, scholarships, certain majors and housing.
- Be aware that some selective majors accept students only once or twice a year.
- Complete applications carefully. Most colleges prefer or may require online application. Keep a copy of all materials you submit.
- Attend Transfer Center sponsored workshops such as How to Write a Winning Personal Statement. Visit our website for a list of transfer related workshops.
- Request that official Highline transcripts (including transcripts from previously attended colleges) be sent to your transfer school. Be sure to send an updated Highline transcript if you are in the process of completing your degree.
- Fill out the Free Application for Federal Student Aid (FAFSA) form early (January). Do not wait to be accepted by your transfer institution before applying for aid.
- Locate housing, if needed. Resistance halls often have different deadlines and a separate application process.
- If required by your transfer institution, request letters of recommendation from instructors and be sure to allow them sufficient time to write a strong letter of support.
- Apply for graduation at Highline when you have earned 45 college-level credits applicable toward your degree. Complete a “Request for Graduation Evaluation” form.
- Once accepted by your transfer institution, be sure to attend their New Student Orientation program. Meeting other transfer students will help ease the transition to your new environment.
- Remember to keep in touch with your professors, staff and friends at Highline!

NOTES:

Celebrate your success and good luck at your new school!
We would love to hear how you are doing at your baccalaureate institution. Share with us your new experiences and include any advice or tips you may have for other Highline transfer students! Please keep in touch by sending an e-mail to transfer@highline.edu.