

Transfer Planning Guide



DUTCHESS COMMUNITY COLLEGE

Academic, Career & Transfer Center

Student Services Building 301

53 Pendell Road, Poughkeepsie, NY 12601

Phone: (845) 431-8600

<https://www.sunydutchess.edu/academics/academicsupport/act/transferplanning/index.html>

Transfer Questions? Attend a Transfer 101 Workshop

Transfer Tuesdays

Fall 2019 schedule

09/24/19 – 12:30pm Bowne 105

10/01/19 – 3:30pm – Bowne 122

10/29/19 – 12:30pm – Bowne 105

11/19/19 – 5:30pm – Bowne 105

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10 Reasons why you should COMPLETE your DCC Associates Degree:

1. **C**OST: Dutchess has the lowest tuition in the state!
2. **O**PPORTUNITY: Some 4-year colleges that award scholarships to those who transfer, award them only if you have the associates degree.
3. **M**OMENTUM: You are more likely to transfer as a junior. You will be well on your way to earn a bachelor's degree or career position!
4. **P**ROFESSIONAL OPPORTUNITIES: AAS degrees get you into your profession quickly!
5. **L**EADERSHIP: A college degree demonstrates your ability to navigate and lead through various challenges.
6. **E**XCEPTIONAL EDUCATION: DCC is ranked as one of the top community colleges in the state.
7. **T**RANSFER: When you have an associates degree, most of your credits will transfer to 4-year colleges and universities, and have junior status.
8. **I**NDEPENDENCE: It is easier to explore your options at DCC and still complete a degree.
9. **O**FFERINGS: Dutchess offers 50 degree programs and 14 certificate programs.
10. **N**UMEROUS OPPORTUNITIES AWAIT

A COLLEGE GRADUATE!

My Transfer Checklist

- Chose a major/area of study (if unsure take career assessments and **meet to review / discuss results with ACT Center staff**)
- Research Schools (**use tools in guide** to list potential schools)
- Talk to a Transfer Admissions Rep. (Every school has an admissions counselor who works with transfers, call / visit/ meet)
- Complete Application (online preferred – check deadlines)
- Send Transcripts & other Supporting Documents (utilize Writing Center for essay)
- Check if SAT or ACT test scores are required
- Apply for Financial Aid (update FAFSA with CEEB codes for schools you are applying to)
- Follow up to make sure all documents are in
- Visit Various Campuses if possible. Go to open houses. Ask a lot of questions (see pg. 6). Sit in on a class. Talk to other students.

Getting Started

Planning for transfer to a 4-year college after graduating from Dutchess Community College should begin early. Careful planning for a smooth transfer transition begins with counseling/advisement, career counseling, and financial planning.

The **Academic, Career & Transfer (ACT) Center** can guide you in this process by assisting you in finding the right academic program at DCC that prepares you for pursuit of the bachelor's degree, looking at transfer college programs, and guidance in filling out application materials.

There are some basic steps to follow when creating a plan for transferring which include:

Explore, Examine, Learn...

Begin having discussions with family, and with friends who have been through the transfer process. Visit websites designed for career explorations that include information about the educational requirements for the occupations/professions that interest you. Attend DCC workshops such as “**Transfer 101**”. Understand what you should know, and then.....take the next step. More information at <https://www.sunydutchess.edu/academics/academicsupport/act/transferplanning/transferlinks.html>

Meet with an Academic Coach at the ACT Center

Discuss transfer plans with a coach in the Academic, Career & Transfer (ACT) Center. Your meeting will include a discussion about your educational goals, academic progress and the application process. This is the time to have your transcript(s) reviewed by your academic advisor and to review your coursework for optimal transfer opportunities. You can schedule an appointment with your coach to discuss transfer plans by calling 845-431-8600 or through Starfish.

Identify a Career Path

Assessing your interests, skills, abilities, and values may help you in your career decision-making process. Career and Transfer Counselors are equipped to administer standardized “inventories” that can indicate personal preferences for reference in your career exploration. Counselors also can assist you in determining which majors are associated with specific career areas of interest, and what 4-year colleges offer those majors. <https://www.sunydutchess.edu/academics/academicsupport/cec/index.html>

Research Transfer Colleges/Universities

The more you know about your colleges of choice and the sooner you determine this, the smoother the transfer process will be. When selecting a transfer college you may want to consider the following: programs of study, internships/co-op opportunities, location, size, type (public/private), cost, campus life, housing, student body, overall entrance requirements, and articulation agreements. **Most transfer colleges/universities, especially those within the SUNY system, will accept between 50 – 70 credits from two-year colleges in transfer.** When researching pay specific attention to minimum GPA requirements, general education requirements (“Gen Eds”), core course requirements in your selected major, and other course or degree/certification requirements.

**Students take note: There are competitive and financial advantages to completing a degree from DCC and then transferring.

Research Scholarship, Grants and Financial Aid Information

Pick up the Transfer Scholarship information in the Academic, Career & Transfer (ACT) Center and explore grants and financial aid opportunities in the Financial Aid office.

Attend College Transfer Fairs

Take full advantage of college transfer fairs at DCC (at main campus in the fall and at DCC South in the spring); they are perfect opportunities to get information from 4-year college representatives. Many colleges also routinely schedule “**campus visits**” throughout the year. The ACT Center posts announcements of these visits on TV screens on campus. ACT Center also hosts “Transfer Panels” that bring colleges together to present their

programs specific to DCC majors such as Nursing, Human Services, Criminal Justice, Business and Music. See events schedule at <https://www.sunydutchess.edu/academics/academicsupport/act/events.html>

Access and Utilize Electronic Resources

Virtual tours, web sites, online student chats, and promotional videos about the colleges that interest you can tell you a lot about the academic programs, the campus, student-body, etc. Check out the four-year transfer college's website for a course catalog, admission requirements and an on-line application.

*Students take note: My Space, Facebook and other social networking sites are considered during a college's review of your application for admission! Remove what may harm your competitiveness.

Visit Transfer Colleges

Call and make an appointment with the admissions office of the colleges that are your top priority choices and/or attend the "Open House" specifically scheduled for transfer students. In addition, make an appointment to meet with the department in which you plan to major. Discuss your transfer plan. **If feasible, do not accept admission to any college before visiting the campus at least once.**

Questions You Should Have the Answers To For Your Top College Choices:

- Who is the contact person for transfer students?
- Does my major have specific admission requirements?
- What DCC courses do you recommend I take to meet the general education requirements?
- What are the GPA requirements?
- Will C and D grades transfer?
- When should I apply for financial aid/scholarships?
- Can you evaluate my transcripts for transfer prior to my applying?
- Can I transfer directly into the specific school or major?
- How transfer students are assigned housing?
- How are transfer students advised for registration?
- How many of my credits will transfer toward my bachelor's degree?
- How many more credits will I need to complete my degree?
- Can I complete my remaining requirements within 2 years of normal full-time study?
- Do you have job placement information on graduates of the academic program to which I am applying?
- Are there specific scholarships and other forms of financial aid for transfer students?

The Transfer Application Process

*Start the process in December after finals for FALL admission **OR** start over the summer or in early September for SPRING admission*

Step 1 Complete your application(s) for admission to a 4-year institution(s)

The first step is to **submit your application** before sending transcripts, letters of recommendation, and the FAFSA. Make sure you complete all parts of the application that pertain to you as a transfer student. **You are responsible** for following up on the progress of your application, usually by checking the web link sent by the college when they verify receipt of your application. Do this regularly until the web page indicates that your application file is complete!

Pay very close attention to what each institution requires from transfer student applicants. The transfer information is most often found under the Admissions tab on the college website.

Online applications are preferred. You will need to create a login and password when you submit application online for the following:

SUNY Application: <https://www.suny.edu/gosuny/index.cfm>

An admission application worksheet with instructions is available to download.

Application Services Center
The State University of New York
State University Plaza
PO Box 22007
Albany, NY 12201-2007
SUNY Application Center: 1-800-342-3811

CUNY Application: <https://portal.cuny.edu/cms/id/cuny/documents/informationpage/006373.htm>

When filling out a CUNY application, please make sure to list your college in a prioritized order (i.e., list your top college first, then second top, etc). Your application will be considered by the first college first, and then, if you get denied, your application will be sent to your second school, etc. If the first college accepts you, the other three will not see your application.

CUNY / UAPC
PO Box 359023
Brooklyn, NY 11235-9023
CUNY Helpline: 1-212-997-2869

Common Application: <https://www.commonapp.org>

Many colleges are using the “common app”.

The Common Application is lengthy and can get complicated. If you have a choice of using a College-Specific Application (see below), it is recommended that you do that. The Common Application asks for an “Academic Evaluator’s” information in the “Education” section. The person/advisor you select to complete this portion should also be someone you would consider asking for a letter of recommendation. The individual should: know you well enough to speak on your behalf academically. It is also helpful if they are aware of your extra-curricular activities. You should also be confident that will speak only the best of you.

There are three additional forms you will have to print out for Common App: “**The Transfer College Report**”, “**The Transfer Mid-Term Report**” and “**The Final Report**”. You can access them under My Colleges > Recommenders and FERPA > “Additional Forms”. Bring these forms to the Registrar’s Office.

College-Specific Applications (they are accessible through the College web site, most are electronic, a few still accept hard copy) can be expected by private colleges and universities. Read instructions carefully.

Date Application(s) Sent: _____

SEND THE APPLICATION FEE AS DIRECTED.

Fees range from \$50-\$75. Colleges/universities will not process your application without this fee. Some colleges will give you an application fee waiver if you ask. Call and ask, you may save yourself some money.

Financial Need Based Fee Waiver: If you are eligible, see transfer counselor to help you fill out a fee waiver form. <http://www.nacacnet.org/studentinfo/feewaiver/Documents/TransferWaiverForm.pdf>
http://www.suny.edu/media/suny/content-assets/documents/application-forms/fee_waiver.pdf

Transfer Fee Waivers: The SUNY waives the \$50 application fee for up to SEVEN (7) college choices for students graduating from SUNY or CUNY two-year colleges who apply directly to State University four-year. Check the *transfer fee waiver* drop down at the end of the application. If you pay the fee but meet the eligibility for a waiver, you can write a letter requesting the refund (your name and address must be clearly identified in the letter) and mail it to:

Application Services Center
The State University of New York
State University Plaza
PO Box 22007
Albany, NY 12201-2007
P: 1-800-342-3811

Step 2 Financial Aid

Complete and submit the FAFSA (“Free Application for Federal Student Aid”)

All colleges will need to receive notification of your eligibility for federal grants, loans, or work-study funds as part of the application process. States and schools also use the FAFSA information to determine your qualifications for additional aid including merit scholarships. Therefore, you must complete and submit the FAFSA form at the same time you are completing the first step in the transfer process. Processing of your FAFSA and sending it to the colleges you indicate on the form may take the federal government 4-6 weeks. FAFSA forms and instructions can be obtained in the DCC Financial Aid office. You can also complete the FAFSA on-line at: <http://www.fafsa.ed.gov/>

Date Sent: _____

TAP (Tuition Assistance Program)

If you will be attending a New York State college/university, you can apply for state financial aid by completing the TAP form. <https://www.tapweb.org/totw/>

College Scholarship Service Profile (CSS)

Many colleges require that students complete the CSS profile in order to determine eligibility for nonfederal student aid. The CSS requires more detailed information about your financial status than the FAFSA. There is a fee for each CSS profile sent. <https://profileonline.collegeboard.com/prf/index.jsp>

Institutional Financial Aid

Some colleges have their own financial aid forms that students are directed to complete and submit. You may contact the financial aid offices of the colleges you are applying to and request these forms.

Helpful Hint: Visit the DCC Financial Aid office for comprehensive information about financial aid and scholarship opportunities.

Apply for scholarships: See pg. 13 – 15 for more information.

Date Requested: _____

Step 3 Request DCC Transcripts

Transcripts are sent ELECTRONICALLY. You need to request a transcript at www.sunydutchess.edu/transcript for each college you are applying to. There is a \$5 fee per transcript. The electronic transcripts are easy and almost immediate, so your four-year colleges will receive them right away. If you choose a mail delivery (e.g., if a college doesn't support electronic version), it will take about a week. For general questions regarding transcripts, call the Registrar at (845) 431-8020.

COMMON APPLICATION:

Submit hard copies of the other Common Application forms to the Registrar's Office (SSB 201). There are three forms you will have to print out: "**The Transfer College Report**", "**The Transfer Mid-Term Report**" and "**The Final Report**". You can access them under My Colleges > Recommenders and FERPA > "Additional Forms". The registrar will process these forms along with your transcript requests. See Common Application Information Sheet on page 22.

Request other college transcripts

If you attended another academic institution before DCC, you will need to request official transcripts directly from the institution.

High School transcripts

Some colleges/universities will request your high school transcript or GED even though you have completed, or soon will complete, a degree at DCC. To request a copy of your high school transcript, contact your high school guidance office and ask them to send the transcript directly to the college/university. To request an official copy of your GED, contact the office stipulated on your certificate.

Helpful Hint: Some colleges may require you to send your SAT, SAT II, or ACT scores. There is a fee charged for having these records sent from the College Board or ACT.

<http://sat.collegeboard.org/scores/send-sat-scores>

Date Requested: _____

Step 4 Letters of Recommendation and Essays

Many colleges/universities will ask for one or two letters of recommendation from faculty members. It is useful to choose a faculty member who you have taken a recent class from, established a rapport with, and who knows your academic ability and potential. Your faculty advisor would be a good choice as well. You should make this request well in advance so they have time to write a well thought out letter. This letter should go directly to the admissions office(s) of the colleges/universities to which you are applying. Therefore, provide the faculty with stamped, self-addressed envelopes.

An essay may be required and the college website will indicate whether they are looking for an autobiographical essay or one that addresses a theme which they will define. The length (number of words) and other parameters such as margin size will also be defined. The DCC Writing Center can provide assistance in the development of your essay, so be sure to use this resource for this important requirement of the college application.

Date Requested: _____

Step 5 College Visit/Interview

Some colleges/universities require an interview as part of the application process. If not, plan a visit anyway to your top college choices shortly after completing the application requirements. Contact the admission office and ask for a tour and an interview. Bring your unofficial transcript and ask if they can review it and evaluate for course equivalencies. If you would like to speak with someone from Financial Aid, the Admissions office can arrange that. Others you may wish to visit include faculty from the program you plan to major in, students who recently transferred to the colleges, and athletic coaches if relevant. Try to meet with someone at the intended major department.

Dates of Visits: _____

Helpful Hint: The DCC Academic Coaching & Transfer Center can provide guidance and assistance throughout the Transfer Process; an appointment with a counselor before you start the process will help you plan appropriately for each step. Determining your top college choices, your academic program, and the approximate number of DCC credits that may be accepted by those colleges into your program choice are some of the issues that you can explore with a DCC transfer counselor.

You may choose to complete your online application in the Academic Coaching & Transfer Center office. There are workstations and computers available to use. If you complete your application in the office, you may ask for staff assistance as needed if a question arises.

Special Reminder

TRANSFER SUCCESS hinges on a strong GPA! Remember that you are promoting yourself as the best choice to the colleges/universities you have selected. You are also competing for admission into the major course of study you have selected to pursue for your bachelor's degree.

The published “minimum GPA” required by your college choice is just that – a minimum. You need to exceed that minimum to strengthen your application and be competitive. It is reasonable to assume that a 3.0 and higher will be required for admission by more competitive schools.

Transferring?

Frequently Asked Questions

- 1. When should I start planning for transferring after graduation from DCC to a 4 year school?**
It is never too early to start thinking about or putting together your individual transfer plan.
- 2. Is it helpful to get my degree or should I transfer before I complete my degree?**
*Generally, if you apply for transfer with fewer than 45 completed credits at the time of application, the campus will ask for your high school transcript, SAT or ACT scores, and all previous college transcripts. If you have more than 45 completed, the campus will ask you for previous college transcripts. Many schools prefer that you have an Associate degree and students with an Associate degree can be stronger candidates for scholarships. If you are transferring to a SUNY school, there are many perks for students who earned their A.A./A.S. degree prior to transferring (see **SUNY Seamless Transfer** in this guide).*
- 3. How can I research schools and programs I might be interested in?**
First identify potential schools by using some of the online search programs listed below. FOCUS is an excellent website. You can get your access information from the Academic Coaching & Transfer Center. Among many other useful websites start with these to find schools:
 - **RUGG'S Recommendations on Colleges** (available at ACT Center)
 - **O'NET** - <http://www.onetonline.org/>
 - **College Board** - <https://bigfuture.collegeboard.org/college-search?navid=bf-cs>
 - **College Navigator** - <http://nces.ed.gov/COLLEGENAVIGATOR/>
 - **College Source** - <http://collegesource.org/>
 - **University & College Accountability Network** - <http://www.ucan-network.org/>
 - **SUNY Colleges** - <http://www.suny.edu/student/transfer.cfm> or **SUNYVIEW BOOK**
 - **CUNY Colleges** - <http://www.cuny.edu/admissions/undergraduate/prepare/transfer.html> or **CUNY TIPPS**- <https://tipps.cuny.edu/>
 - **Private New York Colleges** - <http://www.nycolleges.org/>

Don't forget to use each college's home website to research programs offered at that institution.

- 4. What is the minimum GPA required for admissions to area colleges?**
 - **Marist College** - a 2.85 for a traditional age student and a 2.5 for an adult student.
 - **Mercy College** - a 2.0 or higher. All students are encouraged to apply because counselors consider other factors for the admissions decision
 - **Mount Saint Mary College** - a 2.5 (will consider 2.0 or above if academic progression is good) and a minimum of 2.75 (3.0 preferred) for Nursing and Physical Therapy.
 - **Albany** - a 2.5 or better and usually a 3.0 or higher in Business, Criminal Justice and Social Work. Nano-science 3.7.
 - **SUNY New Paltz** - a 2.75 or higher and usually a 3.0 or higher for Visual Art Education and Communication Disorders.
 - **SUNY Purchase** – 2.5 or higher for consideration. The average GPA for transfer students is a 3.0. Performing arts require auditions or portfolios.
 - **Western Connecticut** – a 2.0 is required for consideration, but does not guarantee admission and a minimum of 2.3 for business and 2.8 for education are required
 - **Siena, College of Saint Rose and the Sage Colleges** – a 2.5 or better, although Sage of Albany would consider 2.0 or better

5. What are the application deadlines for Transfer students for area colleges?

Admissions deadlines vary from institution to institution. In general, students should begin the application process two semesters before they intend to transfer.

For spring admission, the best times, in general, to submit applications are in the months of September and October. Many schools publish a November 1st deadline or, like CUNY schools, as early as January for Fall applications and September for spring applications.

For Fall admission, the best times to submit applications are in the months of December and January. Some individual programs may be more competitive and have earlier deadlines. In addition, some schools have rolling admissions which means they will continue to accept applications until they have reached capacity and could fill all their slots before the deadline. Therefore, our recommendation is to apply early.

6. What if I can't afford the application fee?

If you are an EOP (Educational Opportunity Program) student the Financial Aid office will give you a letter to include with your application that says that you are eligible for EOP and the application fee MAY be waived. Students with A.A or A.S degrees (or anticipate getting the degree) from DCC, are waived from the application fee for up to four SUNY schools. You may also be eligible for a fee waiver depending upon your financial need. If you are eligible for PELL grant, we can help you fill out fee waivers for private and out-of-state schools. Talk to a counselor for more information.

7. In addition to the Application, what other documents do I need to submit?

***Transcripts** are always needed. Many 4 year schools want you to send your transcripts from your high school (yes even if you have the degree from DCC) and transcripts from any and all colleges you have attended. To request your DCC transcript, go to the Registrar's office and fill out a transcript request form. It will cost \$5 per transcript. Also contact the Registrar's office of all other colleges you have attended. Some colleges also require a Mid-Term Report, Secondary School Final Report, and the College Official's Form.*

***Essays** are sometimes required and always recommended. Colleges may ask you to include a personal statement with your application. Sometimes they give you the topic, other times they don't. This is an opportunity for you to let them know who you are. You can talk about your past academic history, what you want to study at your next school and/or what career you are interested in. Whatever you do, make sure your writing is impeccable. The DCC Writing Center is prepared to assist you. Use them!*

***Recommendations** are sometimes needed. Check with the individual school for their requirements. The forms mentioned above, like the Instructor Evaluation, College Official's Form, Secondary School Final Report, and Mid-Term Report.*

8. What about Financial Aid?

*Complete the **FAFSA** immediately following submission of your applications and put all the schools you are applying to on it so that these schools can access your information. Some schools also require the [College Board Code](#). Many schools also require the **CCS Profile**. (The **DCC College Board Code / CEEB Code # is 2198**)*

*All Financial Aid applications should be completed **EARLY** to maximize the amount of financial aid. Many schools start giving out in-house grants in February for fall enrollment.*

- FAFSA: <http://www.fafsa.ed.gov/>
- CSS Profile: <https://profileonline.collegeboard.com/prf/index.jsp>

*Needs-based and merit **scholarships** also help meet college expenses. The Financial Aid office and the Academic Coaching & Transfer Center have website listings.*

SCHOLARSHIP OPPORTUNITIES FOR TRANSFER STUDENTS

Scholarships by four-year colleges

Many four-year colleges and universities offer scholarships specifically for transfer students. **Find out more on the DCC's Transfer webpage (under Academic Coaching & Transfer Center).** Go to <https://www.sunydutchess.edu/academics/academicssupport/act/transferplanning/transferscholarships.html>

For example, RPI annually gives out **The Award for Excellence** (This scholarship is for the top student transferring into a non-engineering program from two-year affiliated colleges, including DCC) and **The Joseph H. Smith Jr. '45 Award** (This award was created for the most outstanding student in the engineering science program with the highest cumulative average). See http://admissions.rpi.edu/aid/transfer_scholarships.html

Scholarships may be merit-based and/or need-based, and some have been established for students with special qualifications. Students should complete a Free Application for Federal Student Aid (FAFSA-www.fafsa.gov) in order for a college to consider eligibility for the scholarships available from the college.

On the other hand, the websites in this document link to scholarships sponsored by others outside the academic community. Eligibility requirements for these scholarships vary, so students are encouraged to carefully examine each website to determine whether they qualify and what is required to be considered.



Have a smartphone?

Many students find it helpful to use **Scholly: Scholarship Search App** on their phones. You can download it from an App Store for a few dollars.



Become a PTK member if you are eligible!

Phi Theta Kappa (PTK) is the official community college honor society. You are invited to be a part of it if you successfully complete 12 or more credits with a min. GPA of 3.5 in your first semester. There are many four-year colleges that recognize and award PTK members with significant scholarships (sometimes ½ of the tuition).

DCC Scholarships

DUTCHESS COMMUNITY COLLEGE FOUNDATION awards scholarships for graduating transfer students every year. You can apply February – March. Go to <https://www.sunydutchess.edu/scholarships/index.html> to apply.

WHAT HAVE YOU SET YOUR SITES ON?

WWW.PIN.ED.GOV

YOUR FIRST STEP IN APPLYING FOR FINANCIAL AID

WWW.FAFSA4CASTER.ED.GOV

GIVES YOU AN ESTIMATE OF YOUR FINANCIAL AID ELIGIBILITY

WWW.FAFSA.ED.GOV

FEDERAL AND STATE AID APPLICATION

WWW.FINAID.ORG

A GUIDE TO FINANCIAL AID

WWW.FASTWEB.COM

FREE SCHOLARSHIP SEARCH

WWW.COLLEGEBOARD.ORG

INFORMATION ON FINDING AND PAYING FOR COLLEGE

WWW.NSLDS.ED.GOV

HISTORY OF ALL AID/LOANS YOU'VE RECEIVED

WWW.SCHOOLSOUF.COM

FREE SCHOLARSHIP SEARCH

WWW.STUDENTAID.ED.GOV

INFORMATION ON AID FROM THE FEDERAL GOVERNMENT

FEDERAL STUDENT LOAN FORGIVENESS PROGRAMS

In certain situations, you can have your federal student loan forgiven, canceled, or discharged. Find out whether you qualify due to your job, disability, the closure of your school, or other circumstances.

STUDENTAID.ED.GOV/SA/REPAY-LOANS/FORGIVENESS-CANCELLATION

INTERNATIONAL STUDENTS: (SCHOLARSHIPS AND GRANTS)

WWW.INTERNATIONALSCHOLARSHIPS.COM

WWW.IEFA.ORG

WWW.USNEWS.COM/EDUCATION/BLOGS/THE-SCHOLARSHIP-COACH/2012/03/22/AN-INTERNATIONAL-STUDENTS-GUIDE-TO-US-SCHOLARSHIPS

LINKS TO SCHOLARSHIPS SPONSORED BY ASSOCIATIONS/ORGANIZATIONS

Community Foundations of the Hudson Valley [https://communityfoundationshv.org/Scholarships-\(1\)](https://communityfoundationshv.org/Scholarships-(1))

Gallagher Student and Health and Special Risk-scholarships <https://www.gallagherstudent.com/scholarship/>

Jake Kent Cooke foundation

<http://www.jkcf.org/scholarship-programs/undergraduate-transfer/>

The Elks National Foundation

<http://www.elks.org/scholars/>

The Kaplan Group Annual Scholarship

<http://www.kaplancollectionagency.com/scholarship/>

New York State Transfer & Articulation Association

<http://www.nystaa.org/transfer-scholarship/>

The Roothbert Fund Scholarship Program <http://www.roothbertfund.org/scholarshipsprogram.php>

Scholarship America

<https://scholarshipamerica.org/students/browse-scholarships/>

LINKS TO GENERAL INFORMATION ABOUT SCHOLARSHIPS

College Scholarships - <http://www.collegescholarships.com>

College Tool Kit - <http://scholarships.collegetoolkit.com/scholarship/main.aspx>

CollegeNET - <http://www.collegenet.com/mach25/app>

Find the Right Scholarship - http://www.findtherightscholarship.com/?campaign_id=13263806

Go College - <http://www.gocollege.com/financial-aid/scholarships>

MeritAid - <http://www.meritaid.com/index.jsp>

Military Scholarship Finder (for members of the Military community) -

<http://aid.military.com/scholarship/search-for-scholarships.do>

My Apartment Map Housing Scholarship (for on-campus/off-campus housing) -

http://www.myapartmentmap.com/housing_scholarship.php

Scholarships.com - <http://www.scholarships.com/>

Scholarship America - <http://scholarshipamerica.org/>

Scholarships 101 - <http://scholarships101.com>

Student Scholarships - www.studentscholarships.org

LINKS TO SCHOLARSHIPS AND FINANCIAL AID OFFERED BY GOVERNMENT AGENCIES

Central Intelligence Agency <https://www.cia.gov/careers/student-opportunities/undergraduate-scholarship-program.html>

Free Scholarship Search

<http://www.finaid.org/scholarships/>

Information on Finding and Paying for College and History of All Aid/Loans You've Received

<http://Www.Finaid.Org/>

U.S Air Force

<https://Www.Afrotc.Com/Scholarships>

U.S Army

<https://www.goarmy.com/rotc/scholarships.html>

U.S Department Of Health & Human Services

<http://Nhsc.Hrsa.Gov/Scholarships/Index.Html>

LINKS TO MERIT-BASED SCHOLARSHIPS

Jake Kent Cooke Foundation

<http://www.jkcf.org/scholarship-programs/undergraduate-transfer/>

The Kaplan Group Annual Scholarship

<http://www.kaplancollectionagency.com/scholarship/>

National Merit Scholarship Corporation <http://www.nationalmerit.org/s/1758/start.aspx?gid=2&pgid=61>

PHI Theta Kappa Honor Society

<http://www.ptk.org/scholarships.aspx>

TAU Sigma National Honor Society

<http://www.tausigmanhs.org/index.cfm/scholarships/>

LINKS TO SCHOLARSHIPS FOR STUDENTS WITH DIVERSE BACKGROUNDS

A Better Chance

<https://www.abetterchance.org/>

Accredited Schools Online scholarships <http://www.accreditedschoolsonline.org/resources/college-scholarships-for-minority-students/> American Indian College Fund

<http://www.collegefund.org/content/scholarships>

American Indian Education Fund <http://collegefund.org/student-resources/scholarships/scholarship-programs/>

Asian & Pacific Islander American Scholarship Fund

<https://apiascholars.org/>

Collegescholarships.com

<http://www.collegescholarships.com/types/minority-scholarships>

Daughters of the American Revolution Scholarships <http://www.dar.org/national-society/scholarships>

Hispanic Scholarship Fund

<http://hsf.net/en/scholarships/>

Immigrant Families Scholarship from Western Union

<https://foundation.westernunion.com/wuscholars/index.html>

Latin American Education Foundation

<http://www.laef.org/index.php?s=7566>

The National Italian American Foundation

<https://www.niaf.org/programs/scholarships/>

National Society of Black Engineers <http://www.nsbe.org/Programs/Scholarships.aspx#.VaAtRPIVhHw>

Ron Brown Scholar Program

<https://www.ronbrown.org/section/apply/rbsp-application>

United Negro College Fund

<http://www.uncf.org/scholarships>

LINKS TO SCHOLARSHIPS FOR WOMEN

American Association of University Women <http://www.aauw.org/what-we-do/educational-funding-and-awards/>

American Geosciences Institute

<http://www.americangeosciences.org/scholarships/>

Collegescholarships.com

<http://www.collegescholarships.com/types/scholarships-for-women>

The Educational Foundation for Women in Accounting

<http://efwa.org/scholarships.php>

Jeannette Rankin Women's Scholarship Fund

<http://www.rankinfoundation.org/>

The International Society of women Airline Pilots

http://www.iswap.org/content.aspx?page_id=22&club_id=658242&module_id=69813

NAPS National Scholarship

<http://www.napsintl.com/national-scholarship/>

The Ninety-Nines, Inc.

<http://www.ninety-nines.org/scholarships.htm>

Patsy Takemoto Mink Education Foundation (must be a mother)

<https://www.patsyminkfoundation.org/education-support-application>

Scholarships for Women

<http://www.scholarshipsforwomen.net/>

Sallie Mae <https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/scholarships-for-women-and-single-mothers/>

The Sunflower Initiative

<https://www.thesunflowerinitiative.com/scholarship/>

Society of Women Engineers

<https://swe.org/scholarships/>

Truth in Aging National Scholarship

<https://www.truthinaging.com/national-scholarship>

Unhinge Hardware National Scholarship

<http://unhingehardware.com/national-scholarship/>

SUNY Seamless Transfer Policy

YOU ARE IN

Guaranteed admission

(https://www.suny.edu/sunypp/documents.cfm?doc_id=345) to a SUNY four-year campus for New York students transferring directly from a SUNY campus with an AA or AS degree.

Guaranteed Admission: New York residents who have graduated from a 2 year SUNY school with an A.S. or A.A. degree are eligible for guaranteed admission to a 4 year SUNY school. *However, it is not guaranteed that the student will be admitted to his/her school of choice.

Requirements: Must apply by October 1 for spring admission and by March 1 for fall admission and must apply on the SUNY application.

CREDITS COUNT

Guaranteed junior standing for SUNY students who graduate with an AA or AS degree and transfer to a parallel program at a SUNY four-year campus.

COMMON FOUNDATION

Satisfactorily completed general education requirements (<https://www.suny.edu/attend/academics/genedreq/>) at one SUNY campus will meet the same requirement at another SUNY campus.

YOU'RE ON THE RIGHT PATH

SUNY Transfer Paths (<https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/>) outline core coursework for specified majors that is common to all SUNY campuses offering those majors to maximize credit acceptance. See Transfer Paths below.

TRANSFER STUDENT FEE WAIVERS

Fees for seven (7) campus choices will automatically be waived for transfer students graduating with an AA or AS degree from a SUNY or CUNY two-year college and who apply directly to State University four-year campuses for baccalaureate programs. To be eligible you must complete all questions in the transfer application section. Failure to answer those questions will delay processing.

Transfer Paths

Transferring to a four-year SUNY School?

- **How do I know which classes to take at Dutchess to transfer into my program at a SUNY four-year school?**

Pathways:

1. Go to SUNY.edu
2. Scroll over “Prospective Students” and click on “Transfer”
3. Click on “SUNY Transfer Path”
4. Select the curriculum or major you are looking to study. Click on “View Transfer Path” and then click on the PDF link below it.
5. Review the information provided to identify which classes will transfer in to your program at a SUNY four-year college.
6. If you have chosen the SUNY colleges you are looking to apply to, you may go to the bottom of the PDF and click on “Campus Requirements” for the General Education requirements specified by each school.

SUNY Program Search

https://www.suny.edu/student/search_programs/currfd_oas_main.cfm

- **How can I find out which SUNY campuses offer my major?**

1. Use the link above and perform Search by Major.
2. Enter all the parameters and select a major.

Course Equivalencies

SUNY Course Equivalencies for Individual SUNY Campuses https://www.suny.edu/student/transfer_equiv.cfm

- **How can I see the equivalencies of the courses I’m taking at Dutchess compared to the courses at another SUNY school?**

1. Go to SUNY.edu
2. Scroll over “Prospective Students” and click on “Transfer”
3. Click on “Course Equivalencies”
4. The list shows the SUNY schools that provide their course equivalency tables.
5. Select the school you want to transfer to
6. Enter Dutchess Community College



What is O*Net?

O*Net stands for Occupational Network. O*Net is a federal government interactive website on occupations. The website takes data from the census and the United States labor market trends. It serves as the nation's primary source of occupational information. The website provides individuals with a free and easy way to research every detail you would want to know about specific occupations.

How do I get onto O*Net?

- 1) Google "O*Net"
- 2) Click on "O*Net OnLine"
- 3) Or go to www.onetonline.org

Find Occupations: Career Search

- 1) Click on "Find Occupations" at the top of the screen
- 2) If you know what job you are interested in, type in the name of your desired job in the box under "Keyword or O*NET-SOC Code". Then click GO.
- 3) Click on the job that matches or is similar to the job you desire and explore the career.

Find Professional Affiliation/Association

- 1) Type your desired profession into the "Keyword" box and click search. Then click on your desired profession.
- 2) Scroll to the bottom of the page in the "State and National" section, under the "Wages and Employment" title. Then select "New York" and press "Go".
- 3) Click on "Business Center" at the top of the page. Scroll your mouse over "Toolkit" and then click on "Find Professional Associations".
- 4) Type your profession into to the "Keyword" box and click search. Click on the links provided to research the professional affiliations and associations in your field.

Find Training and Education

- 1) Go to a specific occupation's page
- 2) Click on or scroll down to "Credentials"
- 3) Click on "Find Training"
- 4) Choose a state
- 5) See what colleges offer the degrees (undergraduate and graduate) for that occupation

Dutchess Community College Transfer Finder Fact Sheet

Transfer Finder is a tool in Degree Works which allows students to go “Degree Shopping” at all 63 of our SUNY partner schools.

It should be used to help students who want to see a snapshot of how their courses may transfer to another SUNY school in a degree program of their choice.

By logging into the portal and then into Degree Works students and faculty may compare SUNY schools and see how and where their Buffalo State courses fill degree requirements in various degree programs.

The tool creates a “What if” by pulling in the student’s Dutchess Community College coursework and running a degree audit against a selected program. You may compare up to 3 different programs/colleges at once and see the results displayed in an audit display similar to Dutchess Community College’s.

Each institution accepts transfer courses differently. The number of credits and the grades that are acceptable for transfer are dependent on each institution unique transfer policies. Students should speak with a representative at the transfer school if they have questions.

Only three programs/colleges can be compared at once. If the student wants to compare more than three programs/colleges, they have the option to save the transfer audit as a PDF. There is a link to do so on the Transfer What If Audit detail page.

The Transfer Finder tool is especially useful in ensuring that all General Education courses are transferring seamlessly. Seven out of ten General Education categories must be completed at all SUNY institutions in order to earn a degree. When a General Education course is transferred and meets one of these categories, you will see “GETA Class Used” in the audit which indicates a course has been applied to that specific category. (The categories are Mathematics, Basic Communication, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, and Foreign Language).

The Transfer Finder Audit will show the degree completion percentages displayed in a progress bar. Degree progress is divided into two separate categories: Requirements and Credits.

The requirements bar indicates the percentage of requirements that the student has completed or is registered and working towards. The credits bar indicates the percentage of credits that the student has successfully completed.

Copies of the Transfer Finder audits are not saved anywhere within the system. The only way to save the audit for future use or comparison is to use the Save Audit as PDF functionality.

Some SUNY institutions are still working to implement the Transfer Finder tool on their campuses.

**If you have any questions or concerns regarding Transfer Finder,
please email registrar@sunydutchess.edu**

Dutchess Community College Transfer Finder Guide

What is Transfer Finder?

Transfer Finder is a tool accessible through Degree Works that students/advisors can use to see how their completed credits would transfer to another SUNY institution.

This tool is a resource for students to utilize and plan for transfer. SUNY General Education courses and Transfer Pathway courses should automatically fulfill requirements at differing SUNY Institutions.

How to access Transfer Finder

1. Login to your MyDCC account, under Student Tools select Degree Works.
2. Degree Works will open at the main student view page. The worksheet will display
3. Click on the “Transfer” tab to open the transfer finder tool

How to use Transfer Finder

Once you click on the Transfer tab, there are a variety of options



1. My Courses:

“My Courses” will show a condensed list of the courses taken at Dutchess Only. My courses will not show courses that have transferred in to Dutchess. To add courses taken through different institutions or AP credits, click “Search/Add SUNY Schools” or “Add Other Schools.” Select the institution you wish to add. Once the institution is showing, click “Add New class.” You may then enter the courses which were taken at a previous institution. These courses will remain in your history until you delete them yourself. Using this feature will assure your coursework earned from other institutions other than Dutchess appear in your Transfer What If Audit to provide a more complete picture of your progress.

2. Transfer What if Audit:

“Transfer What if Audit” allows the student to see how their completed courses would transfer to another SUNY institution.

The first choice is to select either a SUNY Transfer Pathways, an Academic Discipline or a specific Campus. Students can select up to the three programs to compare. SUNY Transfer Pathway- When programs are part of a Transfer Pathway, the transfer is essentially seamless, and the student will receive credit for all courses completed in that pathway. If the program the student wants to pursue is part of a Transfer Pathway, select this option. The student will be able to see which SUNY institutions recognize the program as a Transfer Pathway. Click on the “SUNY Transfer Pathway” link. Select the desired pathway and click ok. All institutions that offer that pathway will show. Select up to three programs and click “See Comparison”.

Academic Discipline- If the student wants to pursue a specific discipline at another SUNY Institution, select this option. The student will be able to see what other SUNY institutions offer that program. Students can select up to three majors to see how their credits would apply to that program and see what their degree progress would look like. Click on “Academic Discipline,” select the discipline the student wants to pursue and then click ok. A list of available institutions with those programs will show. Select up to three programs and click “See Comparison”. Be sure to be hitting “clear criteria” as you make different selections. Campus- If the student is looking to transfer to a specific SUNY institution, select this option. The student will see what programs that college offers. This option allows students to choose up to three colleges that they can compare their degree progress toward completion.

Select the desired pathway and click ok. All institutions that offer that pathway will show. Select up to three programs and click “See Comparison”.

3. Find Equivalent Courses within SUNY:

This function allows students to search to see if a specific Dutchess Community College course is equivalent to any other course at another SUNY institution.

Input the course and number you wish to search, and select the institution where it was taken. For example, if the student took CIS 111 at Dutchess Community College, input “CIS 111” in the course box, and select Dutchess Community College in the School box. Click “Search for Equivalents.” A list of all SUNY equivalents will be displayed. You can sort the School Name and Course Name by clicking on the column headers. NOTE: The schools returned are all of the various institutions where one of their courses has been equated to our “CIS 111”.

How to Read the Comparisons/Transfer Audits

1. when exploring under “SUNY Transfer Path”, and you click on “See Comparison” the degree progress bars will show for each selected program/institution. To view each program/institution, click “View Detail.” The student can then see how their credits would transfer to that institution in a degree audit format.

2. Course Equivalencies- The course equivalencies are shown at the top of the audit once the student clicks on “View Detail.” The course equivalency record will show how the courses transfer.

3. All General Education courses should transfer between SUNY Institutions. If a student receives General Education credits at one SUNY Institution, he or she should receive General Education credits at another SUNY Institution for the same course.

4. The courses that have an equivalent at the transferring institution will populate in the degree audit

5. NOEQ 100 indicates that there are no equivalents. You will see a display message that says “Insufficient grade- no credit awarded.” NOEQ 100 does not always indicate an insufficient grade, but most commonly an error where the transferring institution can’t accept that course due to no equivalency. Some schools may assign a generic code to accept such as ENG XXX.

DISCLAIMER: Transfer Finder is a new tool open for all advisers and students starting the Spring 2019 semester. Its results are not Official and in no way represents a contract between Dutchess Community College and another SUNY institution.

This is a SUNY-wide initiative and much effort has gone into its development. Thanks for your patience as other schools are slowly going live as well.

Please submit any feedback, recommendations or questions to registrar@sunydutchess.edu