

Tip #1 – Begin with the End in Mind

Congratulations! You have started your first semester at CCC! Plan well for your future by considering where you want to transfer after graduation. Consider the tips below:

1. Before you register your first semester, review the City Colleges of Chicago (CCC) graduation requirements for an [Associate in Arts \(A.A\)](#) or [Associate in Science \(A.S.\)](#) degree. More 4-year institutions accept these associate degrees than any others.
2. Discuss your education and career goals with your [Academic Advisor](#) and Transfer Director during your first semester. Your Advisor will help you accomplish your graduation goals and will begin conversations about transfer and the options available to you.
3. Some 4-year institutions and specialized majors may require special courses.
 - a) Speak to your Advisor or Transfer Center Director to see how your classes will transfer and to create an appropriate academic plan.
 - b) Ask about how other associate degrees will transfer to better understand your options.
4. Talk to your Advisor or Transfer Director about the articulation and transfer agreements that CCC has with 4-year institutions.
5. Identify 2 - 3 colleges that interest you after considering: programs of study, general location, size, atmosphere, graduation rate, graduate placement, admission requirements, and cost.
6. Plan visits to the 4-institutions of greatest interest. Speak with the admissions or transfer counselors during those visits.
7. Speak with your Advisor or Transfer Director about questions about transfer, campus visits, special transfer events, and to understand the 4-year institution admissions process.
8. Pay very close attention to all deadlines for applications, financial aid, scholarships, and housing if you intend to live on campus. **Complete your applications early!**
9. Request transcripts from every community college or 4-year institution you have attended prior to CCC. Have them sent directly to the 4-year institutions where you have applied.
10. [Complete an academic transcript](#) form for your CCC transcripts. Have CCC transcripts sent directly to the 4-year institutions where you have applied.
11. One term before your planned graduation, make an appointment with your Advisor to have your CCC transcripts evaluated and your academic record audited.
12. Important: see your Advisor before you apply for graduation. Stay in contact with your Advisor throughout your career at CCC.
13. Follow-up on your application for admission and evaluation of transfer credits. If you have questions or problems, contact the 4-year institution or stop by the Transfer Center at your CCC college for assistance.

For more transfer tips, go to: <http://www.ccc.edu/departments/Pages/Transfer-Tips.aspx>

