



IOWA WESTERN COMMUNITY COLLEGE

Transfer Checklist



Start early: It is important that you begin the transfer process in your first semester at Iowa Western. In order to maximize not only the number of classes that transfer but also the number of requirements those classes satisfy, you need to initiate contact with your transfer school early in your first semester. We also encourage you to use websites to access articulation information (a.k.a. which classes transfer) – both the IWCC website and the transfer institution’s website are good resources.



Visit with your assigned program advisor: Within two weeks of registering for your first semester of classes at Iowa Western, you will be assigned a program advisor. Your advisor will guide you to graduation and beyond, and he or she is also a valuable source for transfer information. Your advisor’s name and contact information are listed in Student Online Services, or SOS.



Determine what you want to study at a university: If you haven’t decided what your bachelor’s degree will be in, and many students have not, be sure to start your research early. Of course, not only do you need to select a major, but you also need to think about a career choice. A great resource is CHOICES Planner, which is an online tool available to you free of charge at www.icansucceed.org/lowaChoices. As a first time user you will be required to create a portfolio name and password. Make sure to remember these so you can access your information at a later time. This tool can help you evaluate your interests, connect majors with careers and compare transfer colleges, so login soon and visit the site often.



Explore your options: Research the various colleges and universities that you are possibly interested in attending by looking at their programs, transfer policies, graduation requirements, and admissions processes. The IWCC transfer website is a great place to begin your exploration. Simply click on Current Students and then Transfer Information.



Attend the Transfer Fair and college rep visits: Every semester Iowa Western hosts a Transfer Fair where institutions from throughout the region have a representative present to give you information and answer any questions you may have. In addition, representatives from various schools are on campus throughout the year to meet with students, so be sure to watch the calendar for the dates and times that institutions you are interested in will be here.



Visit your top choices: Once you have narrowed down your options to two or three schools, it is a good idea to arrange a visit. Institutions offer individual tours as well as large visit days, both of which give you the opportunity to see if that school is right for you. Hint: when you visit, take a copy of your transcript for an unofficial evaluation.



Submit your application materials: Unlike Iowa Western, many institutions have deadlines that you must be aware of and adhere to. They may have deadlines for your **application for admission, housing, financial aid, and scholarships**. Don’t forget to send transcripts from IWCC, high school transcripts and anything else they request well in advance of the deadline.



Apply for graduation: In your final semester at IWCC, you need to apply for graduation. There is a deadline, so it is a good idea to complete the application in the first few weeks of the semester in which you plan to graduate. You also need to request to have a transcript sent to your transfer institution, and you can do this at the same time you apply for graduation and even on the same form.