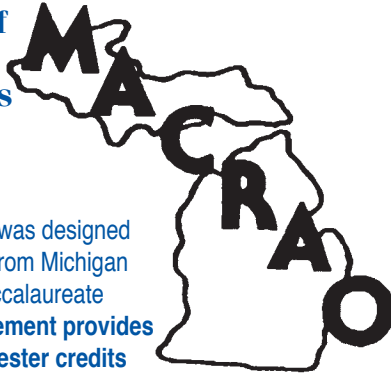


# MACRAO Transfer Facts



## Michigan Association of Collegiate Registrars and Admissions Officers



### MACRAO Transfer Agreement

The MACRAO Transfer Agreement was designed to facilitate the transfer of students from Michigan community colleges to Michigan baccalaureate colleges and universities. **The agreement provides for transferability of up to 30 semester credits to meet many (in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities.** Students may complete the MACRAO Transfer Agreement as part of an associate degree or as a stand-alone package.

Students completing the 30 credit hour program **must request their transcript to be stamped "MACRAO Transfer Agreement Satisfied."**

**a. English Composition .....6 credit hours**

**b. Science and Math.....8 credit hours**

- At least one course must include a laboratory.
- Courses taken must be in more than one subject area.
- Courses may include, but are not limited to, the following: Biology, Chemistry, Geology, Math, or Physics.

**c. Social Science .....8 credit hours**

- Courses taken must be in more than one subject area.
- Courses may include, but are not limited to, the following: Anthropology, Economics, Geography, Psychology, Political Science or Sociology.

**d. Humanities .....8 credit hours**

- Courses taken must be in more than one subject area.
- Courses may include, but are not limited to, the following: Art, Foreign Language, History, Literature, Music, Philosophy or Theater.

**Prior to enrolling in courses, it is HIGHLY recommended that students:**

- Contact their community college for the institutional policy for granting credit toward the MACRAO Agreement.
- Check with your community college advisor AND an admissions representative from the four-year college/university to select courses to fulfill the MACRAO Agreement and to discuss provisions, limitations and exceptions.

## Transfer Student Information

### How to Start

#### TRANSFER STUDENT ADVISING

1. Students who plan on transferring to a senior institution should talk to a community college and the senior institutions' transfer advisor before or within the first semester of their enrollment.
2. Transfer students are encouraged to utilize senior institutions' catalogs and current publications which are available on-line.

#### SELECTION OF COURSES FOR TRANSFER

1. A pre-published transfer guide is an extremely important planning tool which should be used when selecting courses for transfer to a senior institution for a particular program of study. This guide provides a list of courses from which transfer students may choose. Also included may be the senior institution's general education, competency, and degree requirements for a bachelor's degree.

**NOTE: Students who are enrolled in a transfer program and change their program of study, or change their mind about which senior institution they plan to attend should check with their transfer advisor. These changes may affect transferability of some classes.**

2. It is important for students to find out how their credit hours will be accepted at a senior institution in their chosen programs of study. Many senior institutions limit the number of credit hours which can be transferred in from a community college.

**NOTE: Not all credits that are considered transferable to a senior institution's general education requirements may be used for specific programs of study. Students must be careful in researching credit transferability.**

## Preparing to Transfer

### ADMISSIONS

1. Transfer students must apply early for admission to the senior institutions they have selected. An application fee may be required. Many schools have application deadlines, as well as a limit on the number of new students to be admitted.
2. A certain cumulative grade point average earned at the community college and/or the SAT or ACT test are usually admission requirements at senior institutions. There may also be additional admission or program requirements.  
EXAMPLE: A specific program may have Fall admissions only.
3. Transfer students need to be aware of all deadlines, such as; payment for tuition and fees, residence hall reservations, financial aid and scholarships, placement testing, etc.

### VISITING THE UNIVERSITY

1. Before transferring, students should visit the institution to which they plan to transfer during its daytime campus hours. During a campus visit, it is important that students talk to an advisor in their program of study.

**NOTE: Many university and college representatives visit community college campuses every semester to talk with transferring students about their college or university.**

2. Students in need of off-campus housing should start looking at least four to five months in advance for the best selection.

**NOTE: Most senior institutions have on-campus or family housing available. In some cases, transfer students must qualify in order to live off-campus.**

### TRANSFERRING CREDIT

1. Students must submit a written request for an official copy of their community college transcripts to the Registrar/Student Records Office at their current college. Transcripts must be sent directly from the Registrar's Office to the college or university of their choice. Upon admission, the senior institution will perform a credit evaluation of the student's transcript.

**NOTE: Hand-carried transcripts will not be accepted for credit evaluation purposes.**

2. When students transfer to a senior institution that operates on terms or quarters rather than semesters, they need to be aware of possible credit hour differences. EXAMPLE: Two (2) semester credits = Three (3) term or quarter credits.

### FINANCIAL AID

1. Students applying for Financial Aid, whether they receive financial aid from their community college or not, must request a **Financial Aid Transcript Form** from the Financial Aid Office of the institution to which they are transferring. Students should complete their part of this form and submit it to the Financial Aid officer for certification.

**NOTE: There is no charge for this form. The financial aid transcript differs from an academic transcript. (Students must request both forms to be sent from their community college.)**

2. Transfer scholarships to senior institutions may be available to students transferring from the community college. Scholarship application deadlines usually fall between December and March each year.

**NOTE: Some schools have separate scholarship application forms.**

### CHECK OUT THE WEB

Many colleges and universities have web sites that are packed with information for prospective students. Available information includes: campus maps, scholarship information, equivalency guides, housing information and more.

When visiting the MACRAO homepage, visit the MACRAO College Mall, which contains links to all MACRAO member colleges and universities.

For additional information, check out the MACRAO web site at: <http://www.macrao.org>