



Toolkit for Building Co-Branded Transfer Guides

Keeping Students on Track for Transfer with Clearly Defined Degree Requirements



Initiative Leaders:

- Owner: _____
- Sponsor: _____



Total Est. Duration:

- ~3-4 months (consider starting with single program)
- Schedule 1 week quarterly to review feedback/need for changes after first-version guides published



Impact Areas/Suggested Metrics:

- New Transfer Student Enrollment
- Increased Yield
- Net Tuition Revenue
- Student Satisfaction
- College Advisor Satisfaction

Co-Branded Transfer Guide Blueprint (1 of 2)



Step	Step Description	Event Type	Stakeholders	Est Duration	Check When Complete
1. Coordinate	<ul style="list-style-type: none"> • Create a taskforce to meet quarterly to develop and manage the effectiveness of transfer guides as academic preparation materials for prospective transfer students, 2-year college advisors and transfer admissions • Subset of this group to setup regular meetings to review with 2-year college advisors 	Meeting	VPEM, Transfer Admissions, Marketing Communication, Registrar, 2-Year College Advisors	Quarterly Recurring	
2. Establish written transfer policies	<ul style="list-style-type: none"> • Clearly define and document academic, advising, and student communication policies in support of transfer to serve as a foundation for transfer guide development <ul style="list-style-type: none"> ◦ Allow departments to review and comment ◦ Allow academic department chairs to review and comment ◦ Allow 2-Year College Advisors to review 	To Do	VPEM, Transfer Admissions, Provost, Registrar	4-5 weeks	
3. Review competitor transfer guides	<ul style="list-style-type: none"> • Collect and review transfer guides in use by competitor 4-year institutions on state college campuses <ul style="list-style-type: none"> ◦ Review usefulness of competitor transfer guides through discussion with state college advisors ◦ Determine transfer guide requirements among state college advisors 	To Do	Transfer Admissions, Registrar	1-2 weeks	
4. Review course equivalencies and clarify equivalency paths	<ul style="list-style-type: none"> • Conduct a comprehensive examination of how 2-year courses articulate, especially in high-demand programs • Update course equivalencies where possible to streamline path to degree from 2-year colleges • Bring faculty together across institutions to discuss transfer pathway and curricular alignment 	To Do	Registrar	8-16 weeks	

Co-Branded Transfer Guide Blueprint (1 of 2)



Step	Step Description	Event Type	Stakeholders	Est Duration	Check When Complete
5. Develop transfer guides for all majors	<ul style="list-style-type: none"> • Create a standard transfer guide template that can be used for each academic major, starting with high-demand, 2-year college feeder programs <ul style="list-style-type: none"> ◦ Develop brief narrative to explain the use of the transfer guide and any specific information about degree requirements, including admissions requirements ◦ Develop a sample schedule to outline which courses should be taken at the state college (including proposed electives) in order to satisfy requirements and optimize transfer ◦ Define milestones to include grade requirements, prerequisites and expectations of timely progress 	To Do	VPEM, Transfer Admissions, Marketing Communication, Registrar	8-10 weeks	
6. Produce guides for offline and online	<ul style="list-style-type: none"> • Design and produce transfer guides with task force and department chair review and approval <ul style="list-style-type: none"> ◦ Secure agreement with 2-year colleges to co-brand, as available ◦ Create printable versions and link from university and 2-year college websites ◦ Post as university website content to enhance search 	To Do	Marketing Communication	30 days	
7. Establish training protocol	<ul style="list-style-type: none"> • Develop training programs for faculty, transfer-prospect-facing staff, and 2-year advising staff to educate them on pathways, course equivalencies, scheduling, and sequencing 	To Do	Transfer Admissions, Registrar, Marketing Communication	2 weeks	
8. Feedback and decision follow-up	<ul style="list-style-type: none"> • Review usefulness of transfer guides through feedback collected from transfer students (both enrolled and non-matriculantes), 2-year college advisors and Transfer Admissions, modify as appropriate 	To Do	VPEM, Transfer Admissions, Marketing Communication, Registrar	Quarterly	

Sample Institution-wide Transfer Guide

Sample: Transfer Admissions Guide

Your Logo Here

Vanguard University Transfer Guide

This Guide is Intended To Provide Guidance For The Development Of An Admissions Transfer Guide For Your Institution. You Should Replace Any Content That You Consider Inappropriate.

Community College Logo Here

Welcome to Vanguard University!

Whether you've taken a few classes or are far along in your studies at [insert community college name], we want to make the process of transferring your eligible credits and enrolling as easy and seamless as possible. Whatever your age – you will fit in at Vanguard University!

You should know that [4%] percent of Vanguard's total student population are transfer students and had a unique set of challenges to overcome. As a transfer student, Vanguard University is focused on giving you all the tools you'll need to be successful on campus. We are here to help you in every step you take!

Transferring Credit

Transferring your credits to Vanguard University is a simple process. Once we receive transcripts from all previously attended institutions, we complete a transcript evaluation. This will inform you how your credits will transfer and what courses you would have remaining to complete your degree.

The [Department] determines acceptability of transfer credit towards general education and program production requirements. Transfer credit from regionally accredited universities or community colleges is normally accepted for advanced standing if the work is parallel in nature to programs offered at Vanguard University and a grade of "C" or better was earned. Evaluation of transfer work is subject to audit and revocation.

How To Apply

Students who qualify as transfer students have a different application than prospective freshmen. For these students, the university bases the admissions decision on the college transcript, rather than high school transcript and information. To request an application for admission or if you have questions about the application process, contact [Name] at Name@vanguard.edu or (XXX) XXX-XXXX in the Admissions Office. An application for admission can also be completed online at www.url.edu/apply/transfer.

To Complete Your Transfer:

- Complete the online application - www.url.edu/apply/transfer
- Request official transcripts from each college you have attended and have them sent to [Department]
- [4%] nonrefundable application fee
- Complete the FAFSA (fas.ed.gov)
- Essay
- Recommendations

* If you have less than (4) transferable credit hours, a high school transcript and ACT/SAT scores are required.

Transfer Deadlines

- April 15 – Fall Early Notification
- August 1 – Fall Final Deadline
- May 1 – Summer Deadline
- December 1 – Spring Final Deadline

CALL, MAIL, OR EMAIL THE ADMISSIONS OFFICE @ ADDRESS, STATE, ZIP @ XXX.XXX.XXXX @ WWW.URL.EDU

Sample: Transfer Admissions Guide (cont.)

Transfer Scholarships

Through the Financial Aid Office, Vanguard University offers scholarships specifically for transfer students with a minimum GPA of 3.00. Merit and need based awards are also available for eligible transfer students which can greatly offset the cost of tuition. Students who complete their transfer application by [Month, Day, Year] will automatically be considered for these scholarships. Other scholarships are available through the university and specific departments. To view all available scholarships, go to www.url.edu/transfer/scholarships.

Scholarship Name	Scholarship Amount	GPA Requirement
Scholarship 1	\$10,000	3.50+
Scholarship 2	\$12,000	3.55+
Scholarship 3	\$15,000	3.55+

Support For Veterans

Vanguard University provides support for veterans in their transfer to the university and throughout your college career. Our admissions counselors can answer your questions throughout the admissions process and help you fill out the application for admission. They can also help you with making sure that you obtain and submit all of your transcripts from prior schools and the military and assist in documenting learning from your prior life experiences that may result in college credit.

Vanguard University participates in the Yellow Ribbon Program, agreeing to make additional funds available without an additional charge to GI Bill® students. We are here to answer your questions throughout the admissions process and can help you complete the application for admission.

Housing Information

There are a variety of great housing options for transfer students both on- and off-campus. We highly encourage transfer students to review all of their housing options at www.url.edu/housing.

- **Residence Halls** are located close to campus and include an in-mail plan, making your transition to Vanguard University easy.
- **University Student Apartments** include several different housing options for transfer students, including apartments for families.
- **Off-Campus** housing options are available throughout the community.

Campus Visits

You are invited to experience Vanguard University and see for yourself everything waiting for you. Campus visits are offered to provide information applicable to transfer students. Your visit will last about two hours and begins with an information session by an admissions counselor dedicated to answering the common questions unique to transfer students, including the transfer process, application deadlines, and scholarships. Learn more about upcoming campus visits at www.url.edu/transfer/visits.

Additional Admissions Support

To help you on track to transfer throughout your community college experience, course equivalency and transfer pathway guides have been developed with [insert community college name] to identify how prior college coursework can be transferred into and meet degree requirements. These materials are available at www.url.edu/transfer/pathways. Your admissions counselor is also available to assist you and is available by appointment at the Transfer Advancing Center on the [insert community college] campus. For your admissions counselor's visit schedule, go to www.url.edu/transfer/partner.

To schedule an appointment with your Admissions Counselor contact:

[Name], [Phone], [Email].

CALL, MAIL, OR EMAIL THE ADMISSIONS OFFICE @ ADDRESS, STATE, ZIP @ XXX.XXX.XXXX @ WWW.URL.EDU

Sample Program-specific Transfer Guide – Use of Flexible Course Selection & Co-Branding



Columbus State Community College
Associate of Arts (AA) Degree to
The Ohio State University
Bachelor of Arts (BA) Degree Major in Criminology
Sample Four-Year (3-2) Graduation Plan



Freshman Year (CSCC)

Autumn Semester	Spring Semester
English 1100 (3)	Natural Science (in lab) (4/5)
Mathematics 1118, 1130, or 1148 (3/5/4)	Social Science (not from Sociology and not from Oegs & Politics category) (3)
Sociology 1101 (3)	Foreign Language 1101 (4)
Visual/Performing Arts* (3)	Historical Study (3)
COLE'S 1100 (1)	ASC 1180 (1)
	(13-15)

Sophomore Year (CSCC)

Autumn Semester	Spring Semester
Intermediate Composition (3)	Literature* (3)
Natural Science* (3/4)	Historical Study* (3)
Foreign Language 1102 (4)	Foreign Language 1103 (4)
Sociology 2410 (3)	Criminology Minor Elective (choose from list below) (3)
Social Science (not from Sociology)* (3)	AA Elective (credits required to meet min. for AA) (0-4)
	(16-17)

*Course options to fulfill this requirement are listed on the last 2 pages of this document.

*Must have one Global Studies course. = 61 – 65 hours

AA AA students must satisfactorily complete at least 61 credit hours of approved courses to complete the degree

Junior Year (OSU)

Autumn Semester	Spring Semester
Sociology 3483 (3)	Sociology 3487 (3)
Major course (≥ 2000 level) (3)	Major course (≥ 2000 level) (3)
Major course (≥ 2000 level) (3)	Major course (≥ 2000 level) (3)
General Education Natural Science (3)	Elective (3)
Elective (3)	Elective (3)
Arts and Sciences 1100/04 (3)	
	(15-2)

Senior Year (OSU)

Autumn Semester	Spring Semester
Sociology 3540 (3)	Major course (≥ 4000 level) (3)
Major course (Integrated Elective) (3)	Major course (≥ 4000 level) (3)
Major course (≥ 4000 level) (3)	General Education Open Option (in global studies) (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
	(15)

CSCC General Education Requirement: Students should choose the General Education courses for the AA degree in consultation with their academic and faculty advisors.

CSCC Criminology Elective: Take one course selected from the approved list: Sociology 2202, 2209, 2210, or 2380.

June 2016

Columbus State course options that complete Columbus State Associate of Arts degree requirements and Ohio State General Education Requirements

Global Studies

Requirement: Select two Global Studies courses (bold and italic courses fulfill OSU Global Studies requirement).

Intermediate Composition

ENGL 2367	Composition II
ENGL 2567	Composition II: Writing about Gender & Identity
ENGL 2667	Composition II: American Working Class Identity
ENGL 2767	Composition II: Writing about Science & Technology

Historical Study

HIST 1111	European History to 1648
HIST 1112	European History since 1648
HIST 1151	American History to 1877
HIST 1152	American History since 1877
HIST 1181	World Civilization I: Non-Western to 1500
HIST 1182	World Civilization II: Non-Western since 1500
HIST 2223	African-American History I before 1877
HIST 2224	African-American History II since 1877

Social and Behavioral Sciences

Requirement: Select courses from two different categories.

Individuals and States

ANTH 2202	World Prehistory
ANTH 2202	Peoples & Culture
PSY 1100	Introduction to Psychology
PSY 2261	Child Development
SOC 2240	Sociology of Deviance
SOC 2380	American Race & Ethnic Relations

Organizations and Politics

ECOM 2201	Principles of Macroeconomics
POLS 1200	Introduction to American Government
POLS 1200	Comparative Politics
SOC 1101 -or-	Introduction to Sociology
SOC 1500	Intro to Rural Sociology

Human, Natural and Economic Resources

ECOM 2200	Principles of Microeconomics
GEOG 2780	World Regional Geography
GEOG 2400	Economic & Social Geography
POLS 1300	International Relations

Literature


CLAS 1232	Classical Mythology
ENGL 2201	British Literature I
ENGL 2202	British Literature II
ENGL 2220	Introduction to Shakespeare
ENGL 2240	Introduction to Poetry
ENGL 2274	Introduction to Non-Western Literature
ENGL 2276	Women in Literature
ENGL 2280	The English Bible as Literature
ENGL 2281	African-American Literature
ENGL 2290	U. S. Literature I
ENGL 2291	U. S. Literature II

Visual and Performing Arts

HAART 2201	History of Art I
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June 2016

Sample Program-specific Transfer Guide – Private University Value Proposition Built into Guide

 B.S. IN BUSINESS ADMINISTRATION Transfer Guide from Regis Bulletin 2016-17 <small>*Cms for accelerated programs in the College of Business & Economics, College of Computer and Information Sciences, and College of Contemporary Liberal Studies</small>		
Transfer Guide Covers Credits Earned from any Colorado Community College		
Core Requirements	Transferable Community College Courses	Credits
Oral Composition	COM 115	3
Written Composition	ENG 121	3
Advanced Oral/Written Communications	ENG 122; COM 216	3
Global Awareness and Language	ANT 101, 215; ARA 111 - 112, 211; ASL 121 - 123, 221 - 222, 224; BUS 203; CH 111 - 112, 211; COM 220; FRE 111 - 112, 211 - 212; GEO 105; GER 111 - 112, 211 - 212; HIS 101 - 112, 205, 243 - 255, 259 - 260; HUM 115; IFA 111 - 112, 211 - 212; JPN 111 - 112, 211 - 212; MAR 240; POS 205, 225; RUB 111 - 112, 211 - 212; SPA 111 - 112, 211 - 212	6
Engagement with Literature and Arts	ARA 111 - 112, 211 - 212, 211; ART 110 - 167, 205 - 266; ASL 101 - 125, 221 - 244; BUS 217; CH 111 - 112, 211; COM 125, 209 - 226; ENG 131 - 132, 201 - 235; FRE 111 - 112, 211 - 212; GER 111 - 112, 211, 212; HUM 103 - 164; IFA 111 - 112, 211 - 212; JCU 105 - 121, 215 - 243; JPN 111 - 112, 211 - 212; LIT 115 - 125, 201 - 268; MUS 109 - 168, 210 - 231; RUB 111 - 112, 211 - 212; SPA 111 - 112, 211 - 212; THE 105 - 141, 211 - 255	3
Required Humanities Course, must be taken at Regis University	HU 336 Leading Lives That Matter	3
Quantitative Literacy (Math)	MAT 120 - 166, 201 - 266 (No Substitution for MT 270)	3
The Natural World	AST 101 - 102; BIO 105 - 115, 201 - 222; CHE 101 - 112, 205 - 212; CH 118, 124; CSC 160 - 161; EN 101; GEO 105 - 165; GEY 111 - 135, 205; PHY 105 - 112, 211 - 213	3
Philosophical Inquiry and Reflection	PHI 111 - 142, 201 - 220	6
Exploring Religious Traditions	HUM 118; PHI 114 - 118, 123 - 124, 140 - 142, 202 - 204, 214	6
Understanding Human Behavior, Diversity and Culture	ANT 101 - 126, 201 - 263; CRJ 110 - 145, 205 - 268; ECE 101 - 111, 120 - 161, 220 - 266; EOC 101, 201 - 245; EDU 111 - 141, 124 - 276; GEO 105 - 106, 200; HIS 101 - 122, 203 - 265; POS 105 - 136, 205 - 225; PSY 101 - 102, 205 - 265; SOC 101 - 102, 205 - 265; WST 200 - 249	6
Total Core Requirements		45
Lower Foundational Requirements		Credits
AC 320A - Principles of Accounting I	ACC 121	3
AC 320B - Principles of Accounting II	ACC 122	3
BA 250 - Introduction to Business	BUS 115	3
BA 311 - Business and Professional Communication	BUS 217	3
BA 366 - Management Essentials	MAN 226	3
BACS 382 - Introduction to Information System	Regis University	3
EC 320 - Principles of Macroeconomics	ECO 201	3
EC 330 - Principles of Microeconomics	ECO 202	3
MKT 325 - Marketing	MAR 216	3
MT 270 - Introduction to Statistics	BUS 226; MAT 125	3
MT 330 - Business Calculus	Regis University	3
Total Lower Foundational Requirements		33

Upper Division Major Requirements

		Credits
BA 430FIN 400 - Business Finance	Regis University	3
BA 454 - Organizational Behavior	Regis University	3
BA 481A - Business Law I	Regis University	3
BA 495E - Ethical Decision Making In Business	Regis University	3
BUS 493 - Capstone: Applied Project OR BA 475 - Business Policy and Strategy	Regis University	3
	Choose three hours from the following:	
BA 457 - Process Mapping and Improvement	Regis University	3
BA 458 - Project Management	Regis University	3
BA 465 - Strategic Management	Regis University	3
MKT 465 - Value Chain Management	Regis University	3
	Choose nine hours in a Specialization	
Upper Division Specialization	Regis University	9
Total Upper Division Major Requirements		27

General Electives

	Credits
Electives Courses completed at Community College or Regis*	15
Total General Electives*	15
Total Needed for Graduation	120

*Up to 24 Technical Occupational Specialty (TOS) credits may be considered for General Electives.


REGIS.EDU/TRANSFER | 1.800.944.7667 | ATOB@REGIS.EDU

84	TOTAL COMMUNITY COLLEGE CREDITS	+	36	UPPER DIVISION LEVEL CREDITS AT REGIS UNIVERSITY	=	120	TOTAL CREDITS FOR DEGREE
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NEXT STEP: Request unofficial transcript evaluation from atob@regis.edu

Regis University undergraduate students in CII, CC&E, CII&E accelerated programs must complete 30 semester hours (10 at the upper division level at Regis University). This document is an official informational guide. Please review Regis University's Academic Bulletin for transfer policies and degree requirements.

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Engagement with Literature and Arts	ARA 111 - 112, 211 - 212, 211; ART 110 - 167, 205 - 266; ASL 101 - 125, 221 - 244; BUS 217; CH 111 - 112, 211; COM 125, 209 - 226; ENG 131 - 132, 201 - 233; FRE 111 - 112, 211 - 212; GER 111 - 112, 211, 212; HUM 103 - 164; IFA 111 - 112, 211 - 212; JPN 109 - 121, 215 - 243; JPN 111 - 112, 211 - 212; LIT 115 - 125, 201 - 268; MUS 109 - 168, 210 - 231; RUS 111 - 112, 211 - 212; SPA 111 - 112, 211 - 212; THE 105 - 141, 211 - 255	3
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BA 366 - Management Essentials	MAN 226	3
BACSIS 382 - Introduction to Information System	Regis University	3
EC 320 - Principles of Macroeconomics	ECO 201	3
EC 330 - Principles of Microeconomics	ECO 202	3
MKT 225 - Marketing	MAR 216	3
MT 270 - Introduction to Statistics	BUS 226; MAT 125	3
MT 330 - Business Calculus	Regis University	3
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