

TRANSFER-ARTICULATION RESOURCES

Reference Guide

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Transfer-Articulation Resources

Reference Guide

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Transfer-Articulation Resources

Reference Guide

1 Worksheets

The “Transfer-Articulation” webpages from the Blue Ridge CTC homepage provide excellent resources for helping students select and prepare for their transfer to a four-year university/college after earning their associate’s degree at Blue Ridge CTC.

Once you visit [the Blue Ridge CTC website](#), click on the **Current Students** tab and while viewing the left-side column, scroll down near the bottom of the column and click on the **Transfer-Articulation** heading.

This web heading will bring you to the initial Transfer-Articulation webpage. Two transfer worksheets, which are helpful to review with students, are available here. The first worksheet will help students select an appropriate transfer four-year university based on their needs; for example, one which offers the major they are most interested in, or one based on location preference. [Selecting a Transfer Four-Year Institution](#)

The second worksheet serves as a checklist to help students gather documentation and prepare for their transfer to a four-year university after graduation. Copies of both worksheets are also provided to you in this reference guide. [Preparing for Transfer to a Four-Year Institution](#)

Selecting a Transfer Four-Year University/College

Worksheet

Current Major at Blue Ridge CTC: _____ [Click here to enter text.](#)

Current Advisor: _____ [Click here to enter text.](#)

Courses Completed: _____ [Click here to enter text.](#)

How to Plan your Transfer to a Four-Year University/College

Do I want a transfer university/college based on location? [Click here to enter text.](#) Yes No **OR**

Do I want a transfer university/college based on majors they offer? [Click here to enter text.](#) Yes No **OR**

Do I want a transfer university/college based on location **AND** the majors they offer? [Click here to enter text.](#) Yes No

How to Gather Information for your Transfer Four-Year University/College

Based on your answers, above, list some universities/colleges you are considering:

University/College Name / Website	Does Blue Ridge CTC have a Transfer Agreement with the University/College?	Does the University/College have the major you are considering?

Transfer Four-Year University/College **Campus Tour / Visit**

University/College Name	Admissions Contact Information	Campus Tour Meeting Date/Time	Completed Campus Tour	Thoughts

How to Analyze Information about your Transfer Four-Year University/College and Make a Decision

After you have gathered all of the information on the universities/colleges you are considering, it is now time to analyze the information to see what is needed to transfer and if you want to do what the schools are requiring of you:

Decision Making Strategies:

- Weigh the Pros and Cons of each University/College
- Compare and Contrast
- Process of Elimination
- Realistic/Feasible – Do I have the GPA, the funds, and/or the correct classes to transfer to this university/college?

Preparing for a Transfer to a Four-Year University/College after graduation from Blue Ridge CTC

Worksheet

Current Major at Blue Ridge CTC: _____ [Click here to enter text.](#)

Current Advisor: _____ [Click here to enter text.](#)

Courses Completed: _____ [Click here to enter text.](#)

Name of University/College in which you are planning on applying/transferring to: _____ [Click here to enter text.](#)

Application Deadline: _____ [Click here to enter text.](#)

Planned Major: _____ [Click here to enter text.](#)

Working with Faculty Advisor at Blue Ridge CTC

I have...

_____ Discussed completion of entire associate’s degree before transfer versus transfer of certain courses only

_____ Reviewed my Blue Ridge CTC curriculum and registration for each remaining semester

_____ Evaluated transferability of courses I have completed, including appropriate electives at Blue Ridge CTC

Planning your Transfer from Blue Ridge CTC

I have...

_____ Reviewed the university/college website(s)

_____ Contacted a transfer admissions counselor at the university/college (phone #: _____)

_____ Verified which courses are required for my major

_____ Obtained information on financial aid and scholarships

_____ Visited the campus and I am confident about my decision

Preparing Required Documents for Transfer from Blue Ridge CTC

I have...

- Completed the application to the selected transfer university/college (deadline: _____)
- Paid application fees or other applicable fees (deadline: _____)
- Requested official transcripts from Blue Ridge CTC / other colleges attended / high school
- Sent official transcripts from Blue Ridge CTC / other colleges attended / high school (deadline: _____)
- Sent SAT or ACT scores (deadline: _____)
- Sent recommendation letters (deadline: _____)
- Sent essay or personal statement (deadline: _____)
- Verified that my application is complete with the admissions office (phone #: _____)

Planning for a Back-Up Plan for Transfer from Blue Ridge CTC

I have...

- Contacted the admissions office to check on my application status
- Sought the assistance of a transfer admissions counselor at the selected transfer university/college
- Explored alternatives with the transfer admissions counselor if admission is denied

Confirming your Transfer from Blue Ridge CTC

I have...

- Confirmed the admissions acceptance as a transfer student
- Completed all required fees and documentation
- Secured housing (if applicable)
- Contacted Financial Aid to verify any grants, scholarships, or loans (if applicable)
- Registered for upcoming semester of courses

Best of luck to you from Blue Ridge CTC!

Notes: [Click here to enter text.](#) _____

2 Transfer Policies

From the initial Transfer-Articulation webpage, a Frequently Asked Questions web link provides helpful information for faculty as advisors and for students researching transfer policies at respective four-year universities. Pertinent transfer information, including admissions requirements, financial aid deadlines, etc., is available by reviewing the [Helpful Transfer Policy Information for Students](#) link for current transfer information to individual four-year universities/colleges after graduation from Blue Ridge CTC.

Students will also have access to a [TES - Transfer Evaluation System for Students](#) link here, which lists course equivalencies between completed Blue Ridge CTC courses and articulated courses at individual four-year universities.

3 Transfer Agreements

A link consisting of a list of all current articulation agreements established between Blue Ridge CTC and participating four-year universities/colleges is located on the initial Transfer-Articulation webpage as well as the Frequently Asked Questions webpage. The individual agreements may be viewed by students to review any requirements such as GPA or restrictions; for example, a limited number of transferrable credits.

[Current Transfer-Articulation Agreements](#)

From the initial Transfer-Articulation webpage, a link consisting of a list of names representing the four-year transfer institutions with their contact information, including phone numbers or email addresses, or both to provide answers to any questions you may have regarding the course requirements.

The web link is also available here:

[Articulation Contact List](#)

4 Transfer Contacts

5 Transfer Expo

Information on the most recent or upcoming Blue Ridge CTC Transfer Expo is listed on the initial Transfer-Articulation webpage.

Encourage students to visit the numerous transfer admissions counselors available at their respective tables during the biannual Transfer Expo event to prepare them for their upcoming transfer into a bachelor's degree program or to discuss transfer opportunities available to them after graduation from Blue Ridge CTC.

The event is held each October during the fall semester and each March during the spring semester. More information will follow via email announcements regarding specific Transfer Expo dates and times, and participating four-year universities and colleges.

[Biannual Transfer Expo Information and Testimonials](#)

[Biannual Transfer Expo Event Information](#)

6 Articulation Procedures

Blue Ridge CTC faculty follow specific procedures in developing articulation agreements, which include:

- Program coordinators/faculty seek out articulations with four-year universities/colleges as part of their duties and/or performance goals and reach out to the individual transfer universities/colleges or request this through the academic program specialist. Individual four-year universities/colleges also contact the program coordinators/faculty and/or the academic program specialist with inquiries for articulation.
- The academic program specialist ensures each transfer university/college has proper accreditation and approval before the discussion begins for the creation of an articulation agreement.
- The program coordinators/faculty and the academic program specialist follow an [articulation checklist](#) to begin the creation of an articulation agreement.
- The [TES \(Transfer Evaluation System\)](#) with participating universities/colleges may be used to evaluate course-by-course articulation.
- An [articulation process chart](#) is followed with back-and-forth discussion and review.
- An articulation template is used to develop the articulation agreement; a MOU (Memorandum of Understanding) and an exhibit file, displaying individual articulated courses, which include the following:
 - Title/Purpose/Elements of the Agreement
 - Blue Ridge CTC will...
 - University will...
 - Amendments
 - Eligibilities (GPA, etc.)
 - Effective Date, Review, and Termination
 - Contact Information
 - Signature Lines (for Both Parties) to include Name/Title/University Name/Date
- Regular reviews of each articulation agreement are conducted by the academic program specialist to identify special terms of each agreement to include tuition waivers, textbook discounts, etc.
- Regular reviews are conducted to ensure deadlines for re-examinations of agreements are met.
- Individual articulation agreements include cancellation clauses if needed.

7 Articulation Disclosure

8 Transfer-Articulation Contact

The current articulation agreements between Blue Ridge CTC and four-year transfer universities/colleges are disclosed to students in the following ways:

- Listing all of the current articulation agreements on the [“Transfer-Articulation”](#) webpage under “Current Students”;
- Promoting newly-finalized articulation agreements through press releases to local newspapers and college publications;
- Providing finalized copies of articulation agreements to Enrollment Management for student inquiries;
- Providing finalized copies of articulation agreements to program coordinators (involved in articulation completion) for effective academic advisement;
- Providing finalized copies of articulation agreements on files as students inquire via email and/or phone; and
- Providing marketing materials; i.e., brochures, flyers, postcards, etc., from transfer universities/colleges for Blue Ridge CTC students.

The Blue Ridge CTC academic program specialist may be reached at (304) 260-4380, ext. 2351.

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