



Transfer Advising Appointment Checklist

This step-by-step advice should help smooth your transfer to a baccalaureate (four-year) institution. Please come to your appointment prepared by completing the following. We want your meeting with the Transfer Counselor to be productive.

Early planning is key to a successful transfer!

The First Step to Transfer Readiness is Career Planning

Your college major and course choices impact a successful transfer. Choosing an academic major that connects to your career plan is essential to the college selection process.

If you are undecided, become familiar with Focus2. Meet with a career counselor to discuss your results. This will help you decide if you are in the proper major for your career and/or interests.

To access FOCUS2:

- Go to www.middlesex.mass.edu/focus2
- Select Create a New Account
- Access code is MCC

Research and Explore Possible Transfer Schools

Once you have picked a major, create a list of colleges that meet your needs in terms of majors offered, location, cost, etc. Look at each school's website or college catalog for a listing of required courses. Print this information to bring with you to your Transfer Advising appointment. Check out <http://nces.ed.gov/collegenavigator/> or <https://www.collegeboard.org/> to help you with your research.

Middlesex DegreeWorks Audit

Review your DegreeWorks Audit so you know what degree requirements are completed and what requirements are remaining. How to find your audit:

- Log into the MCC Portal and Middenet
- Select Enrollment Services and Financial Aid
- Select Student Records, Billing Records, Transfer Information, Degree Evaluation (degree audit)
- At the Student Records screen, select DegreeWorks
- Once your degree audit appears on the screen, select the **Process New** button to update the audit

College Information Sheets/Charts

Create a chart or Transfer College Information Sheets for your use. This document will help you remain organized throughout the application process and complete all required steps on time.

Include: Application, Financial Aid, Housing and Orientation deadlines, MassTransfer Eligible, Application Fee, Recommendations, Essay

Check Out Course Equivalencies

Review the Course Equivalencies section of the MCC Transfer Advising Website. If one is available for the school you are considering, please keep this resource in mind to assist you when selecting courses for your academic program at Middlesex.

Middlesex Community College Transfer Advising Website: <https://www.middlesex.mass.edu/transfer/>

Bring a List of Questions