

IN FALL 2012

UC

TRANSFERRING TO A



CHECKLIST

SADDLEBACK COLLEGE
TRANSFER CENTER



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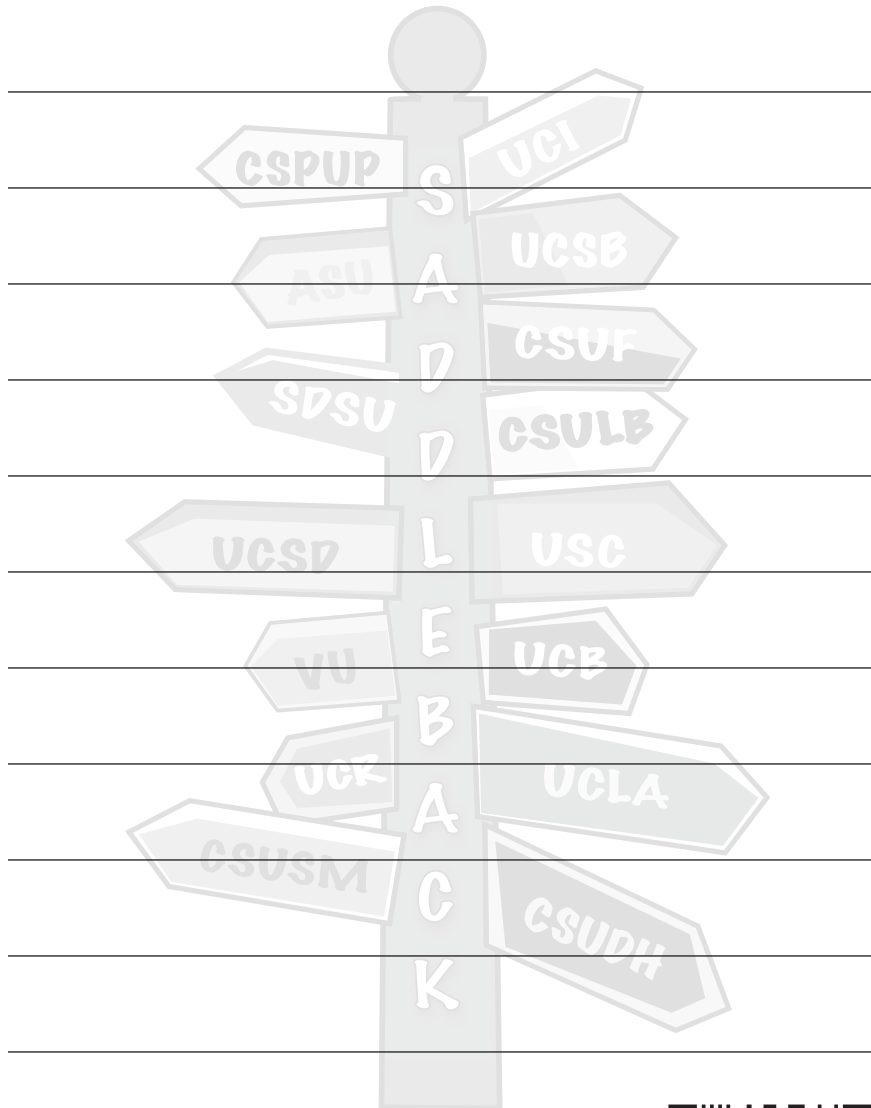
CHECKLIST

SADDLEBACK COLLEGE
TRANSFER CENTER



THINK TRANSFER!

HELPING STUDENTS GET FROM HERE TO THERE

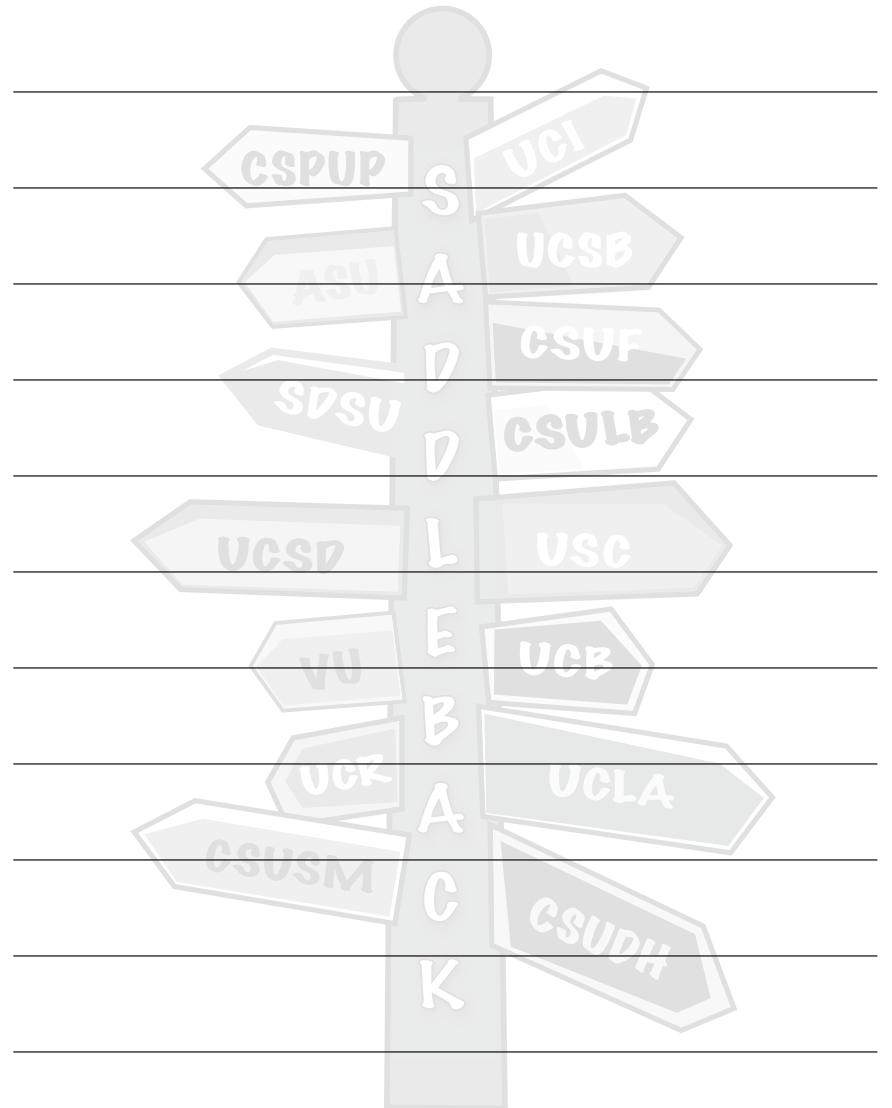


 **TRANSFER CENTER**
28000 Marguerite Parkway
Mission Viejo, CA 92692
sctco@saddleback.edu
www.saddleback.edu/transfer



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1. OFFICIAL TRANSCRIPTS

- a. Request official transcripts from ALL high schools, colleges/universities to be sent to the Admissions & Records Office at Saddleback College.
- b. Request official Advanced Placement (AP) and/or International Baccalaureate (IB) test results and have them sent to the Admissions & Records Office at Saddleback College.
- c. AP and/or IB Petition form(s) signed by a counselor, must be on file in Admissions & Records if you plan on using AP and/or IB scores to fulfill any part of IGETC certification.
- d. If you have taken courses from other community colleges (except Irvine Valley College) or 4 year colleges, make a "pass along" appointment with a counselor. Bring a copy of your transcript and course descriptions to your appointment. A counselor will advise you what courses may be used for general education certification.

2. SUBMIT YOUR APPLICATION

- a. Submit your online application(s) between **Nov. 1-30, 2011 for Fall 2012 at: www.universityofcalifornia.edu/apply**
- b. You may begin working on your online application starting **October 1st**. Complete your online application(s) no later than **November 15th**, as the servers can get overloaded.
- c. Attend Transfer Center workshops to complete your UC Application and Personal Statement:
www.saddleback.edu/transfer/workshops.html

3. FALL 2011 GRADES

- Beginning **January 2012**, check email for request to update your online application. Fall 2011 grades and Spring 2012 coursework will need to be reported. Failure to do so can result in denial of your application.

4. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Beginning **January 1, 2012**, students can apply for 2012-2013 federal and state financial aid using the FAFSA application. The deadline to submit a FAFSA application is **March 2, 2012**. Saddleback College scholarship applications are available online beginning December 2011. Refer to the Financial Assistance Office: www.saddleback.edu/fao for scholarship dates and deadlines.

5. SADDLEBACK COLLEGE PETITION FOR DEGREE

- a. Download and file a Petition for Degree to the Office of Admissions and Records between: **December 1, 2011 and March 1, 2012**. The form is available on the Admissions website: <http://www.saddleback.edu/admissions/>
- b. UCLA Transfer Alliance Program (TAP) certification for Honors Program students begins Tuesday, January 17, 2012. Schedule an appointment with a Transfer Center counselor for completion of the UCLA TAP certification form for Fall 2012.

6. STATEMENT OF INTENT TO REGISTER (SIR)

- Submit your Statement of Intent to Register (SIR) with a deposit by **June 1, 2012** to the campus you will attend. Failure to follow the deadline can result in denial of your application. Check with the Transfer Center for further information.

7. PETITION FOR IGETC CERTIFICATION

- a. Download and file a Petition for Certification in the Office of Admissions and Records. The form is available at the Admissions website. (A transcript request form or online authorization form for online transcript orders must be attached.)
- b. FINAL TRANSCRIPTS: After final exams, check to see that all your grades have been submitted for the semester in progress. Your unofficial grades may be reviewed through MySite. Once you see all your grades have been submitted, visit the Admissions and Records web page and submit a request for a transcript to be sent to the university that you will attend in Fall 2012. (The online request system is the quickest method.) **Be sure to check the appropriate boxes in the "Hold for Certification" section. (Attach transcript request or online authorization form to the Petition for IGETC Certification.) The deadline is July 15, 2012.**
- c. Be sure to have official transcripts sent from all colleges and universities attended, including Irvine Valley College, to the college/university you will be attending. The UC may also require official high school transcripts, official AP and/or IB test scores.
- d. It is VERY important that you apply for lower-division general education (GE) certification (UC IGETC) and that the last official transcript that is sent to your chosen university contains IGETC certification. Credit for completion of lower-division GE completed at a community college will be certified by the UC ONLY if this is done.

- e. VERY IMPORTANT! Read your UC email and check your student portal on a regular basis.

8. ATTEND SADDLEBACK COLLEGE'S TRANSFER CELEBRATION ON THURSDAY, MAY 3, 2012 • 3-5 pm

- To have your name and your college of acceptance included in the Commencement Program, contact the Transfer Center.

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