



**SADDLEBACK COLLEGE
TRANSFER CENTER**

CHECKLIST



TRANSFERRING TO A

UC

IN FALL 2018

BEFORE YOU APPLY

- Complete a **UC Transfer Admission Planner** at: uctap.universityofcalifornia.edu/students
- Send **Official Transcripts** from all high schools & colleges attended to the Saddleback College Admissions & Records Department.
- Send **Official AP and/or IB test scores** to the Saddleback College Admissions & Records Department.
- Schedule an appointment with a counselor for one or more of the following pre-application processes:
 - To complete an AP and/or IB petition (if applicable).
 - To review your courses from another college to determine applicability to the Saddleback College general education patterns (only if you attended a college other than Saddleback College or Irvine Valley College).
 - To find out if you're eligible for a guaranteed transfer admission with a UC campus through the Transfer Admission Guarantee (TAG).

MONTH TO MONTH CHECKLIST

AUGUST 2017

- Get a head start on your UC application! Log on to ucal.us/apply to set up your user name & password, begin working on your UC application & UC Personal Insight Questions.
- Complete your UC Personal Insight Question responses in a word processing document such as Microsoft Word. When they are ready, copy them into your UC application.
- Need help? Check the Transfer Center website for UC application workshops & open labs at www.saddleback.edu/transfer/workshops. Click the button on the top of the page to sign up for workshops using your **student ID number & birthdate** or call the Transfer Center at (949) 582-4328.

SEPTEMBER 2017

September is UC Transfer Admission Guarantee (TAG) Month

- Six UC Campuses offer a TAG for qualified community college students.
- Review the requirements for the six campuses: Davis, Irvine, Merced, Riverside, Santa Barbara & Santa Cruz and submit your TAG application between **September 1-30** at: admission.universityofcalifornia.edu/transfer/guarantee/

OCTOBER 2017

- The **Free Application for Federal Student Aid (FAFSA®)** will open on **October 1, 2017** (New!) for the 2018-2019 academic year. Your expenses will definitely increase after transferring so complete your application at fafsa.ed.gov and get a head start on planning for your future expenses.
- Continue to refine your personal insight questions, meet with a counselor in the Transfer Center, ask about our drop-off service, or check with the Saddleback College Writing Center (LRC 210) for writing assistance.
- Start researching scholarship opportunities at the colleges in which you plan to apply and on the Saddleback Student Financial Assistance & Scholarship Office website: www.saddleback.edu/fao. Some scholarships can be used after you transfer.

NOVEMBER 2017

November is the UC Application filing period

- Now it's time to **submit** your UC Application! Gather your transcripts & AP/IB scores before logging on to ucal.us.apply to complete your application.
- Even if you completed a TAG in September, you still need to submit your UC applications during the filing period of November 1-30, 2017.

NOVEMBER 2017 (CONTINUED)

November is the UC Application filing period

- We recommend that you complete your application before **November 15**, since the UC servers become overloaded near the end of November.
- The Transfer Center has **UC Application Workshops** available to assist you with applications in October & early November.
- When you are finished with your application, be sure to print copies & keep a file of your application materials.
- Participate in the Transfer Center's **UC/CSU Open Labs** if you still need assistance after November 15 or in case you want a final check of your UC application before submitting.
- If your final courses for an AA, AS or ADT degree are in-progress this semester, submit your degree petition by going to MySite > My Information > Degrees/Certs/Transfers. You can file your petition (request for degree) between November 1, 2017 – March 1, 2018. See a counselor if you're not sure about your eligibility for a degree.

DECEMBER 2017

- Sign up to attend a **UC, Now What Workshop** in the Transfer Center.
- Check your email & student portals daily for messages from the UC campuses. Don't forget to check your junk or spam folders just in case.

JANUARY 2018

- The UC Transfer Academic Update (TAU) is due January 31, 2018. Look for an email from the UC System Office regarding updating your online application. You need to input your **fall 2017 grades & spring 2018** in-progress coursework online.
- Even if you do not have any in-progress coursework, you still must log in to your application & complete a UC TAU.
- Failure to complete your UC TAU on time can result in denial of your UC application.**
- Remember to check your email, UC Portals and spam or junk folders often for supplemental applications, deadlines and/or supplemental materials.
- Petition for your IGETC Certification this month. To petition, go to MySite > My Information > Degrees/Certs/Transfers > Apply for Award > Transfer Certification. Then, choose the transfer pattern you are completing (either UC IGETC or CSU IGETC).
- If your final courses for an AA, AS or ADT degree are in-progress this semester, submit your degree petition by going to MySite > My Information > Degrees/Certs/Transfers. You can file your petition (request for degree) between November 1, 2017 – March 1, 2018. See a counselor if you are not sure about your eligibility for a degree.
- If you are in the Saddleback College Honors program & applied to UCLA through the Transfer Alliance Program (TAP) or the UCI Honors to Honors (H2H) program, schedule an appointment with the Transfer Center for completion of your certification forms for fall 2018.
- Appointments for Honors Program students are made on Wednesday mornings for the following week by calling the Transfer Center (949) 582-4328.

FEBRUARY 2018

- Transfer scholarships are available to students transferring to four-year institutions in the fall semester 2018, visit **www.saddleback.edu/fao** for information and an online application.
- To be eligible for a Saddleback Transfer Scholarship, you must have completed at least 24 units at Saddleback College & be enrolled in a minimum of six (6) units in the spring 2018 semester. If you received a transfer scholarship from Saddleback College in the past, you are not eligible.

MARCH 2018

- UC campuses notify students of admission between March 1– May 1, 2018. Please refer to each campus's admissions website for more information.

MAY 2018

- Congratulations on your UC college admission...let's celebrate! RSVP for the **Transfer Celebration & Honors Recognition Event** scheduled for Friday, May 11, 2018. Please RSVP well in advance with the name of the college you plan to attend & your name will be included in the Saddleback College commencement program (inclusion in program subject to deadline).
- Saddleback College has a commencement ceremony for students completing degrees & certificates. If you are completing a degree or finished your IGETC certification, please participate in the commencement on Thursday, May 24, 2018. For details, visit: www.saddleback.edu/commencement.

JUNE & JULY 2018

- If admitted to a UC campus, submit your **Statement of Intent to Register (SIR)** with a deposit by **June 1, 2018**. Check with the Transfer Center for more information.
- Send your **Final Transcripts** from all high schools & colleges attended as well as AP & IB score reports to the university you plan to attend before the deadline of **July 1, 2018**.
- Before you send your transcripts, check your **academic history** on MySite to make sure that your spring 2018 grades & IGETC Certification (if applicable) are posted on your transcripts before sending.
- If you skip this important step, it can delay processing of your application or you might miss deadlines.
- To request final official transcripts, visit the Admissions & Records website to request delivery of transcripts to the university you will attend. Saddleback College will only send your Saddleback transcript. **If you attended Irvine Valley College (IVC), please request a separate transcript from IVC.**
- The fastest method for requesting transcripts is to use the online request system at: www.saddleback.edu/admissions/transcripts#order.
- You must also submit official transcripts from other colleges & universities attended to the UC you plan to attend in fall 2018. Your UC campus may also request official high school transcripts or other documents. The deadline to submit your IGETC certification and official AP/IB scores is July 15, 2018.

Please note: This information is accurate as of 10/2017, please check with the Transfer Center for any updates. The Saddleback College Transfer Center is located in SSC 225B. Call us at (949) 582-4328 or stop by during normal business hours.



TRANSFER CENTER

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