

## Atlantic Cape Contacts and Links

### Advisement Center

**Mays Landing**            343-5621  
**Atlantic City**            343-4894  
**Cape May**                463-3958

**Enrollment Services**   343-5005  
**Career Resources**        343-5627

### Atlantic Cape Website

[www.atlantic.edu](http://www.atlantic.edu)



**Career & Academic Planning**  
**J-Building Lobby**  
**Mays Landing Campus**  
**Phone: 609.343.5107**  
**Fax: 609.343.5617**  
**wgray@atlantic.edu**



## College Transfer

**Taking That Next Step...**



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This guide is designed to assist you as you continue your education beyond Atlantic Cape Community College.

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The NJ Transfer website is designed to help you determine how the courses you take at your community college will transfer to New Jersey four-year colleges and universities, based on the degree you are seeking at the those institutions. You will find information on transfer recruitment events, financial aid and scholarships, as well as links to New Jersey college websites.

Go to [www.njtransfer.org](http://www.njtransfer.org):

1. Choose Plan Academic Program (RTP)
2. Atlantic Cape is the sending institution. Choose your receiving institution
3. Click NEXT
4. Select the degree you're interested in from the degrees listed

From this list, you can see which Atlantic Cape courses may be accepted to satisfy a particular requirement at the four-year college

You can evaluate your completed Atlantic Cape courses to determine what they would transfer as:

1. Choose Evaluate Courses from the main page
2. Enter course and grade information
3. Click on RTP Evaluation when all courses are entered

## What Colleges Look at When Making Their Decision

- Grades and cumulative GPA
- (Grade Point Average-usually at least 2.5 or higher, may be higher for specialized programs)
- Completion of Associate Degree
- List of extra-curricular activities
- High School Transcripts
- Letters of recommendation-may be requested from professors, counselor/advisor or employer

## Application Information to Remember

-Pay close attention to deadlines and requirements, as these may vary from college to college

-Know where to send your application materials, the address may vary for different programs within a college

-Keep a copy of whatever you submit as well as any confirmation numbers or contacts you may have spoken with

-Apply to more than one college, always have a backup plan

-If you miss the deadline, apply and you may be considered on a space-available basis

-If you apply and do not get accepted or do not start, you may be required to reapply

-You will usually be notified of the school's decision within 1 - 3 months

-If you are accepted at more than one school, review your options, make your decision and then notify each of the schools of that decision

-Keep an eye out for Instant Decision Dates some colleges will waive application fees and you'll walk out knowing if you're accepted and how your credits will transfer

## **Plan ahead for college success!**

### Required Documents for Transfer

- Completed application (make sure it is filled out and signed)
- Social Security Number and/or card
- Application fee (sometimes waived if completed online or during a campus visit)
- Official college transcripts, showing courses completed with final grades as well as courses in progress. A second official transcript should be requested after the semester has finished and the grades for the courses in progress have been submitted
- Official High School transcript (& copy of diploma), including all courses taken and final grades received (If you completed your GED, the official results must be submitted)
- SAT or ACT results may be required depending on how many college credits you have completed



### Supplemental Documents

- Personal statement
- Talent assessment or other testing—a portfolio, audition, interview or entrance test demonstrating your specific talent or body of knowledge-used when applying for admission to a specialized school
- Activities or experiences-information about your activities, employment, community service or personal experience
- Letters of recommendation-may be requested from professors, counselor/advisor or employer

## Doing Your Research

- Take advantage of college transfer fairs and information tables here at ACCC
- Make a list of what you want in a college
- Visit college websites and request information to be sent to you
- Determine the type of environment you're looking for: size, location and distance away
- What are your goals; does the school offer the program you are interested in
- Look at faculty-to-student ratios; what is the typical class size, format (online, lecture, hybrid), are classes taught by faculty or graduate students, are faculty instructors accessible
- What is the "personality" of the school environment
- Does the college provide internships or job placement assistance upon graduation
- What are the retention and graduation rates for the schools?
- Explore financial assistance opportunities; including financial aid, scholarships, grants, loans and work study
- Ask about campus activities and programs, including athletics, clubs, counseling and health services
- Visit the campus, usually by contacting admissions and setting up a visitation
- While on their campus talk with students, sit in on a class (with permission). If you're interested in a science major visit labs, if arts visit studios.