

## CAREER & TRANSFER CHECKLIST

Welcome to Citrus College! This checklist will give you an overview of the resources and steps you should take as you explore careers and prepare to transfer to a university.

### EXPLORE YOUR MAJOR & CAREER OPTIONS

- In order to transfer, you will need to first decide on a major. Complete a free career assessment through Focus 2** – Career and major exploration begins with self-assessment. [Complete Focus 2](#) and then schedule an appointment to discuss your results with a career counselor at the Career/Transfer Center (CTC).
- Take a Counseling Course at Citrus College** – The counseling department offers several courses aimed at helping guide students through the career and transfer planning process. Below are examples of courses offered. Visit the [class schedule](#) for a full list of counseling courses.
  - COUN 101: Career Self-Assessment – CSU transferrable course (1 unit)
  - COUN 145: Career/Life Planning – CSU transferrable course (3 units)
  - COUN 158: Transfer Preparation – CSU transferrable course (2 unit)
- Additional Online Tools for Major and Career Exploration**
  - [O\\*Net OnLine](#)
  - [California Career Zone](#)
  - [Occupational Outlook Handbook](#)
  - <https://bit.ly/ICanGotoCollege>
  - [Salary Surfer](#)
  - [Candid Career](#)
  - [Career Cruising](#)

Still undecided about your major? [Schedule an appointment](#) with a career counselor to explore majors and careers of interest. Career counselors are here to help!

### TRANSFER PLANNING

- Know where you want to transfer to** – Explore the types of universities you are interested in transferring to by researching online, going on campus tours, talking to alumni, and attending a Citrus College transfer fair. As you explore, ask yourself the following questions:
  - Is your major offered? Are there internships or other opportunities related to your major?
  - What size school do you prefer? What about class sizes?
  - How far are you willing to travel/move? Do you prefer an urban/rural/suburban area?
  - What is the net price, and what are the financial aid options?
- Prepare for your major** – In addition to transfer requirements, you will want to get ready for your major by taking “lower division major preparation.” By taking these courses at Citrus, you will save time, energy, and money. Also, in some cases, these courses may be required or will make you a more competitive applicant. Visit [assist.org](#) for more information on major preparation for UCs and CSUs.
- Attend as many transfer related workshops and events as possible** – Transfer events such as college fairs and application workshops are designed to make you aware of your options and help you successfully transfer. For a full list of workshops and events, visit the [CTC Calendar of Events](#).
- Make appointments with visiting university representatives** – Schedule an appointment today to get your questions answered and learn more about the university. For a list of upcoming university representative visits, check the [university representative schedule](#).
- Get experience related to your major or career interests** – Participating in internships, volunteer work, student clubs, and research are extremely valuable. These experiences will not only help prepare you for your career, they will make you a more well-rounded and competitive applicant for transfer. For more information, see the CTC’s [Job/Internship Guide](#).

## TRANSFER PROGRAMS

| Campus Type   | Program   | Details   | Website   |
|---|---|---|---|
| California State University                         | Associate Degree for Transfer (ADT)                                     | Guaranteed admission into a non-impacted CSU and admission benefits like a GPA bump for all campuses. | <a href="https://bit.ly/ICanGotoCollege">https://bit.ly/ICanGotoCollege</a> |
| University of California                            | Transfer Admission Guarantee (TAG)                                      | Guaranteed admission into a participating UC. Has very specific requirements.                         | <a href="http://bit.ly/CTC-UCTAG">http://bit.ly/CTC-UCTAG</a>               |
| Historically Black Colleges and Universities (HBCU) | Transfer Guarantee Agreements   | Qualifying applicants can receive an admission guarantee.   | <a href="https://bit.ly/PathwaytoHBCU">https://bit.ly/PathwaytoHBCU</a>     |
| In-State Private Colleges                           | Association of Independent California Colleges and Universities (AICCU) | Certain in-state private schools honor the ADT admission guarantee.                                   | <a href="http://aiccu.edu">aiccu.edu</a>                                    |
| Out of State Universities                           | Western Undergraduate Exchange (WUE)                                    | With WUE, out-of-state students pay no more than 150% of in-state tuition at participating schools.   | <a href="http://wiche.edu/wue">wiche.edu/wue</a>                            |

## TRANSFER APPLICATION & NEXT STEPS

- Apply Online and Apply Early** – Visit these websites for application filing periods:
  - [California State University \(CSU\)](#)
  - [University of California \(UC\)](#)
  - [Private colleges and universities](#)
  - [Historically Black Colleges & Universities \(HBCU\)](#)
- Comply with any additional requirements by the university** – Check your email and university portal frequently including your email’s spam/junk folder. Please note that deadlines vary by campus.
- Send Transcripts** – Make sure to send transcripts and other documents when the university requests them. You must request and submit transcripts from each college attended. If you are requesting a general education certification (CSUGE or IGETC), make sure to indicate this when you are requesting your final Citrus College transcripts. This short [video](#) will walk you through the steps of ordering your Citrus College transcripts and requesting certification.
- Transfer Achievement Reception** – Congratulations, you did it! Let’s celebrate your acceptance to a university.

## ADDITIONAL RECOMMENDATIONS

- Make an appointment with a counselor at least once every semester** – Create and update your Student Education Plan (SEP) with a counselor and receive important transfer updates.
- Apply and renew your financial aid application each year** – Filing your [FAFSA](#) before March 2 will ensure a better chance of receiving money. AB 540 students should complete the [California Dream Act Application](#) by the same deadline of March 2. Both applications are available to complete October 1 for the next academic year.
- Maintaining a Competitive GPA** - As a transfer student, your college GPA is important for you to be eligible and competitive. Utilize on-campus resources including tutoring to ensure you are academically successful.