Phase #1
Exploration: *(0 to 15 College-Level Credits)*

The primary focus of this phase is making a successful transition from high school to college-level academic work, while exploring and developing career goals. By doing this, students will begin to lay the foundation that is needed to start developing a comprehensive academic plan that incorporates transfer. By utilizing available resources at MassBay, students can ensure that they are taking the appropriate steps to transfer with purposes. In regard to transfer, students should attend a Transfer Workshop during their first semester at the college.

**Phase 1 Check list:**
- Develop a comprehensive Academic Plan with your first year academic advisor.
- Review resources on MassBay Transfer Advising Website ([www.massbay.edu/transfer](http://www.massbay.edu/transfer))
- Attend a Transfer Workshop during your first semester.
- Meet with a career counselor or complete a MassCIS profile ([www.masscis.intocareers.org](http://www.masscis.intocareers.org))

Phase #2
Comprehend: *(16 to 30 College-Level Credits)*

Students in this phase will begin to understand and utilize knowledge acquired during the Exploration process. Students are expected to thoroughly review MassTransfer information and current transfer agreements offered at MassBay. In addition to this, students should review their academic plan with their advisor to ensure they are in the appropriate academic program to transfer from MassBay and incorporate the use of course equivalencies when selecting courses. Students are encouraged to ask their academic advisor any questions they may have to address concerns they may have about the transfer information they have reviewed. Students will then develop specific goals for their transfer plan taking into consideration academic, social, and financial needs.

**Phase 2 Check list:**
- Review your academic plan and confirm that you’re in the right academic program.
- If available, utilize course equivalencies when selecting and registering for courses.
- Read the Student Transfer Guide on the Transfer Advising Website ([www.massbay.edu/transfer](http://www.massbay.edu/transfer))
- Schedule a meeting with a transfer counselor.
Phase #3
Connect: (31 to 45 College-Level Credits)

At this time, students are successfully completing the courses within their Program of Study and maintaining an appropriate grade point average to receive transfer benefits. Students have researched colleges and universities they are considering and have weighed the pros and cons of attending each institution. Specific transfer agreement requirements are reviewed for each school and timelines are created to ensure no deadlines are missed. Students in this phase are meeting the requirements of the transfer agreements, have identified their specific transfer options, and have an outline of the tasks required for successful transfer to any of their selected schools.

Phase 3 Check list:
- Identify three or more institutions to possibly transfer to.
- Connect with a transfer admission representative at the institutions your considering.
- Schedule time for a campus tour, actively participate in the transfer fair, or attend an open house event.
- Create a timeline based upon application deadlines and other important dates

Phase #4
Apply: (45 College-Level Credits to Program Completion)

Students in this phase are in the process of completing their Program of Study at MassBay and have met the requirements for the transfer agreement. Students will identify the schools they plan on applying to and will complete all required paperwork by listed due dates. Students will complete this process early during their final semester at MassBay.

After acceptance, students will utilize skills acquired to select the college that best meets their academic, financial, professional and social needs. As students complete their goals in this arena, new academic and professional goals are developed upon transferring to the baccalaureate institution of their choice.

Phase 4 Check list:
- Meet with Academic Advisor at MassBay to ensure degree requirements are completed.
- Review Student Transfer Guide for application assistance and other relevant information.
- Complete the appropriate transfer application by the required deadline.
- Review acceptance package, including transfer credit audit and financial aid information.
- Follow given instructions to complete enrollment at your selected institution.
- Submit final transcript(s) from MassBay and any other institutions you’ve attended.

Questions? Review the Student Transfer Guide at www.massbay.edu/transfer or email Transfer@MassBay.edu