



TRANSFER 101

PLANNING CHECKLIST

I WANT TO START MY BACHELOR'S DEGREE AT NPC

- ☐ **STEP 1:** Research transfer opportunities at NP.EDU/NPU to determine if NPC has a transfer degree that fits your career and academic goals.
 - ☐ **STEP 2:** Consult with NPC faculty or the NPU Transfer Center Coordinator to further explore and narrow your potential transfer opportunities.
 - ☐ **STEP 3:** Schedule an appointment with the NPU Transfer Center Coordinator to discuss:
 - Courses shown on the transfer degree plan.
 - Prerequisite courses you may need to complete.
 - Program format (online, on campus, or both) for the courses you will complete at the university.
 - Completing the *Student Academic Plan Change form* which is required to reflect your intended transfer degree plan.
 - ☐ **STEP 4:** Begin your transfer preparation by visiting the transfer school website to become informed about admission, housing, financial aid, extracurricular activities, and your specific program.
 - ☐ **STEP 5:** Plan to meet with the NPU Transfer Center Coordinator each semester for a progress check, current information regarding your transfer plan, and information about when to take next steps.
 - ☐ **STEP 6:** Participate in NPC transfer events which are announced on the NPC website, campus monitors, and online course management system.
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PREPARING TO TRANSFER

- ☐ **STEP 1:** Apply for **admission** to the transfer university before beginning your last semester at NPC.
 - Visit the transfer school website for more information.
 - Remember that you may need to also apply to the specific program you wish to study.
- ☐ **STEP 2:** If you receive financial aid, apply for **financial assistance** at the transfer university online at fafsa.ed.gov
 - Visit the NPU website for information about [transfer scholarships](#).
 - If you are a U.S. military veteran, you must activate your veterans' benefits. Contact the veterans' benefits office at the transfer school as soon as you complete the Federal Application for Student Aid (FAFSA).



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PREPARING TO TRANSFER

- ☐ **STEP 3:** Have your **transcripts** sent to the transfer university.
 - Send your official [NPC transcript](#). Check the school's application and/or catalog to determine what other transcripts you may need to send.
 - At the end of each semester you complete before transferring, remember to send updated NPC transcripts that show your grades.
- ☐ **STEP 4:** If you wish to live on campus, you should apply for **housing** as soon as possible. Call the school's housing office or visit the school website for information and an application.
- ☐ **STEP 5:** Watch for your **letter of admission**. If you do not receive any information, call the university (and program office, if applicable) and check on the progress.
- ☐ **STEP 6: Register** for courses as early as possible. Registering early will help maximize your chances of getting your desired classes and schedule.
- ☐ **IMPORTANT TIPS**
 - Participate in transfer/new student registration and **orientation**, which will help you make a smooth transition and meet new people.
 - Watch for your **billing** statement. It's extremely important that you make your payment by the due date.
 - Find out about **extracurricular activities**. The first few weeks on campus, take time to find out about all of the activities, clubs, and events on campus.

IMPORTANT CONTACTS

NPU ADVISING/TRANSFER SCHOLARSHIPS

Anne Benoit, NPU Transfer Center Coordinator
Anne.Benoit@np.edu • 501.760.4373

REGISTRAR

Enrollment Services
501.760.4159

STUDENT ACADEMIC PLAN CHANGE

Enrollment Services
501.760.4232

TRANSCRIPT REQUESTS

Enrollment Services
501.760.4159

VISIT NP.EDU/NPU FOR INFORMATION ABOUT:

Transfer Degree Plans • Transfer Advising • Transfer Checklists • Transfer Scholarships
Transfer Terms • Transfer Events Calendar • University Representative Visits • FAQs