

December 22, 2003

Dear Graduate,

Congratulations on your achievement, and best wishes on your future plans! If those plans include continuing your education at one of the universities or another community college in Arizona, there are resources available in case you experience any difficulties with the transfer of your YC credits. Each community college and university in Arizona has designated at least one **Transfer Student Ombudsperson (TSO)** who is responsible for assisting transfer students. The Yavapai College TSOs are Paula Fuhst (Prescott, Prescott Valley, Chino Valley) and Donna Coffin (Clarkdale, Camp Verde, Sedona).

As a recipient of a Yavapai College AGEC or degree, you are entitled to unconditional admission to Arizona State University, the University of Arizona, and Northern Arizona University. You are not however, guaranteed admission to selective colleges within the universities (for example, the College of Business at ASU), as these programs may require a certain grade point average and have other selective admissions criteria. How your YC credits are accepted depends on certain conditions, as explained below.

If you received the Arizona General Education Curriculum (AGEC) 35-credit block as part of your degree, this guarantees that you will have satisfied all of your lower division general education requirements, and in most cases, all of those credits will be accepted at the three universities. Your major may require additional general education requirements.

If your YC degree included an AGEC, please check your official transcripts that are included with your diploma to make sure the "Arizona General Education Curriculum Completed" is notated (near the end of the transcript). If it is not notated, contact your Yavapai College academic advisor to verify that your AGEC is in fact completed. **An official transcript must be sent to your university with the AGEC completed notation in order to have your courses properly evaluated.** You may contact the Registration and Admissions office at 928-776-2150, or nationwide call our toll-free line at 1-800-922-6787, ext 2150, for instruction on how to request official transcripts. This information is also available on our website: www.yc.edu. Official transcripts cost \$3.00 per copy.

If you completed the requirements for a "transfer pathway," related to your intended major, this should also be noted on your transcript. This allows most students to be able to graduate with their Bachelor's degree upon completion of 56 relevant credits at the university. If you did not receive a pathway, the courses which were not part of the AGEC will transfer on a course-by-course basis: as direct transfer courses, as electives, or not at all. Consult with your advisor, or visit the following web site to learn how Yavapai courses transfer: <http://az.transfer.org/cas/students/index.html>

Most YC students do not experience difficulties when they transfer to an Arizona university or community college. However, occasionally a student experiences a situation where credits which were expected to "count" are not applied to the Bachelor's (or Associate's) degree. Most of the time, these issues can be resolved quickly and easily, by the collaborative efforts of the community college and university TSOs.

Please feel free to call or email your academic advisor or your TSO if you encounter any problems with the transfer of your Yavapai credits or admission to the universities. You may have graduated, but we are still available to help if we can!

Sincerely,

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