



# Program & Student Handbook

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## About STEP

The Barstow Community College Student Transfer Enhancement Program (STEP) is a support program within the Transfer & Career Center designed to enhance the transfer of all students. STEP's goal is to provide students with the necessary knowledge to make informed decisions in their development of a plan that ensures a successful transition from BCC to a four-year university.

### Vision

- To increase the number and proportion of students who commit to transfer as an educational goal, especially disproportionately impacted populations.
- To increase the number of students who apply for, receive acceptance to, and enroll in a four-year institution, especially disproportionately impacted populations.

### Member Requirements:

- Attend a mandatory bi-monthly meeting.
- Meet with three (3) university representatives per semester.
- Complete three (3) virtual campus tours per semester.
- Meet with the STEP counselor once per semester.
- Have a willingness to mentor others.
- Stay committed to educational goal to transfer to a 4-year university.

### Benefits of Joining STEP:

- Up to \$200 in textbook assistance (based off financial need).
- Up to \$280 in 4-year university application fee's (must be a member for 1 semester prior to applying for admission to a university).
- Up to \$50 in school supplies assistance.
- Priority registration (Tier 2) for BCC classes.
- Free official transcripts for all universities applied to.
- Priority to sign up for trips/tours hosted by the Transfer & Career Center.
- Increased chance of receiving scholarships and internships.
- Close academic and social interaction with other BCC students and alumni-build a network of peers with similar goals.

## Program Facilitators Contact Information

- STEP Program Coordinator- Aleah Jameson Goodvich, [ajamesongoodvich@barstow.edu](mailto:ajamesongoodvich@barstow.edu)
- 1<sup>st</sup> Year Track Counselor- Eduardo Vasquez, [evasquez@barstow.edu](mailto:evasquez@barstow.edu)
- 2<sup>nd</sup> Year Track Counselor- Jaime Rodriguez, [jrodriguez@barstow.edu](mailto:jrodriguez@barstow.edu)

## Learning Outcomes

Members of STEP can expect to be immersed in the Transfer process. Transferring to a university requires understanding the sometimes-complicated transfer process, but that is

why the STEP program facilitators are here to help! Members will be provided with a wide-range and in-depth knowledge of the transfer process and receive on-going support through STEP. We are here to support you and help you make your dream university a reality! Below is a list of what you can expect to learn throughout each semester of the program.

### 1<sup>st</sup> Semester

- Students will learn:
  - The purpose of the STEP Group, requirements, and expectations.
  - The importance of focusing on GPA and the 15 to finish campaign.
  - How to utilize available Career Resources such as Career Cruising, RoadTrip Nation, Vault, and other FREE personality assessments to assist in the development of career goals.
  - About career exploration on careers in social science, arts & humanities, business & industry, and STEM.
  - Setting Life Goals and Goal Breakdown Explanation
  - How to create and utilize a vision board.
  - About what a bachelor's degree is and why to seek a bachelor's degree.
  - The difference between a state, private, and out-of-state college/university.
  - The state university systems in California (CSU & UC).
  - About the Mindful Space and managing stress, the importance of stress management, positive self-talk, and living a healthy lifestyle.
  - The importance of celebrating important milestones along the transfer pathway.

### 2<sup>nd</sup> Semester

- Students will learn:
  - About articulation agreements and transfer guarantees. And which colleges/universities offer a transfer guarantee to California Community College Students.
  - General Education Requirement Options (CSUGE & IGETC).
  - About transferring to a CSU (locations, admissions requirements, impact, tuition, financial aid, housing options, childcare center, campus resources (tutoring, students with disability services, transfer centers, job placement or assistance, etc.) and which CSU's are Hispanic Serving Institutions.
  - About transferring to a UC (locations, admissions requirements, impact, tuition, financial aid, housing options, childcare center, campus resources (tutoring, students with disability services, transfer centers, job placement or assistance, etc.) and which UC's are Hispanic Serving Institutions.
  - About transferring to a AICCU (locations, admissions requirements, impact, tuition, financial aid, housing options, childcare center, campus resources (tutoring, students with disability services, transfer centers, job

placement or assistance, etc.) and which AICCU's are Hispanic Serving Institutions.

- The transfer options and guarantee available at a Historically Black College & University (HBCU), including HBCU's that offer fully online programs.
- About being a well-rounded applicant, including the benefit of volunteer experience, and being actively engaged in groups and clubs available on the BCC Campus.
- The requirements to transfer to an out-of-state university and about the Western Undergraduate Exchange program.
- The financial options available to help fund their future at a university such as, grants, loans, scholarships, undocumented student resources, and repaying student loan options.
- How to identify a support system and prepare for the transfer process.
- How to express fears, concerns, and any anxiety regarding the transfer process.
- About CSU San Bernardino and UC Riverside, including admissions requirements, majors offered, services available to students, cultural centers, financial aid options, when to apply, and cost of attendance.

### 3<sup>rd</sup> Semester

- Students will learn:
  - About the UC Transfer Admissions Guarantee (TAG), what it is, how to qualify, when to apply, and receive assistance submitting the application.
  - How to prepare to submit the CSU & UC admissions applications, what documents are required, deadlines, and application fee waivers.
  - About the transfer admission information directly from CSU, UC, AICCU, & HBCU admissions representatives.
  - Learn about the next steps after applying to a university such as, updating admissions applications (TAU), requesting official transcripts, logging into university student portals to locate "to-do" lists, staying organized, and signing a statement of intent to register (SIR).
  - Learn about the parts of the CSU & UC Admissions Applications including do's and don'ts of the application, entering transfer credit information, AP scores, military credit, personal insight statements, and submitting the application.

### 4<sup>th</sup> Semester

- Students will:
  - Receive assistance in completing the transfer academic updates required for the CSU & UC's.
  - Receive information on the estimated timeframe to receive an admissions decision and how to appeal a denial of admission.

- Receive information on financial aid resources and a reminder regarding the annual financial aid priority deadline of March 2<sup>nd</sup>.
- Participate in an information session with the CSU & UC Financial Aid departments so that they can better understand financial aid offers.
- Learn about the transfer admission information directly from CSU, UC, AICCU, & HBCU admissions representatives.

## Preparing for Bi-Monthly Meetings

- Bi-monthly meeting attendance is mandatory. Students who fail to attend the bi-monthly meetings may be dismissed from the program. If you are having trouble attending the meetings due to time conflicts, please notify us by emailing [transfer@barstow.edu](mailto:transfer@barstow.edu)
- Members will make every effort to access the meetings from a computer or laptop with a front-facing camera. Camera's will be on during the meeting for both group facilitators and members. You cannot complete the group activities if you login to the meeting on your phone.
- Members will participate from a private area where others cannot overhear. Driving while participating in meetings is NOT allowed.
- Members will commit to being actively engaged in the meeting and participating as needed.
- Members will strive to be open to social interactions and increasing skill set and knowledge regarding the transfer process.

## How to Fulfill Program Requirements

Do NOT wait until the last few weeks of the semester to start working on fulfilling the program requirements! Members are required to attend three (3) university information sessions and three (3) virtual university campus tours. In addition, members are required to meet at least once per semester with the STEP counselor.

There are lots and lots of university information sessions taking place each semester. To check out upcoming workshops/information sessions hosted by 4-year universities check out our Virtual Bulletin Board by clicking [HERE](#).

In addition, all the CSU and UC Campuses offer virtual tours.

- Click [HERE](#) to take a virtual tour of a CSU Campus.
- Click [HERE](#) to take a virtual tour of a UC Campus.

To schedule an appointment with your STEP Counselor, please send them an email and they will coordinate with you the best date and time for your appointment.

- 1<sup>st</sup> Year Track- [evasquez@barstow.edu](mailto:evasquez@barstow.edu)
- 2<sup>nd</sup> Year Track- [jrodriguez@barstow.edu](mailto:jrodriguez@barstow.edu)

## Submitting Proof of Completing Program Requirements

You are required to submit proof of completing program requirements through our online electronic form. Once you click on the applicable form below, you will answer a few questions about the information that you learned during the information session or virtual tour. That's it! We will immediately receive your submitted form and mark you off as receiving credit.

Virtual Campus Tour- Click [HERE](#) to fill out the online form and submit.

Virtual Information Session- Click [HERE](#) to fill out the online form and submit.

## Finishing a Two-Year Degree in Two Years

Want to graduate on time? Get better grades? Then you're going to love 15! The math is clear: in order to graduate on time, you must take at least 15 units per semester or 30 units per year.

The majority of students are taking unit loads that automatically put them on a 3- to 4- year plan for an associate degree. Each extra semester comes with a cost, and the longer it takes, the more life gets in the way – decreasing the likelihood that you will ever earn your degree. Further complicating the matter, federal financial aid policies require students to be enrolled in just 12 units each semester to be eligible for assistance, creating a de facto standard that 12 units is “full-time.” The result: students **graduate late**, if at all, and rack up **unnecessary time and debt** in the process. In addition, data also shows that students who take 15 units do better academically and are more likely to persist.

Therefore, commit to completing at least 15 units per semester or 30 units per year to stay on track to finish and transfer within two years. Work closely with your counselor to create a 2-year plan since some STEM majors may require more units in order to meet transfer requirements.

## Timeline for Transfer Students

It's important to stay on top of the transfer process. Transfer starts from day one! It is never too early to start planning for your future. The below timeline will assist you in understanding and knowing what is needed from YOU to ensure a successful transition to a 4-year college/university!

### 1<sup>st</sup> Semester:

- **MEET WITH A COUNSELOR.** Even if you're still not sure what questions to ask, they can help you form a game plan.
  - Be aware that while some classes may work as prep for several major universities, there is no such thing as a generic plan. Each student is provided with an individualized plan based off your career goals and your universities of interest. The sooner you know what you want to do and where you want to go, the more specific and efficient your education plan will be.

- ❑ **GET YOUR TRANSFER ON!** Find out where to get help from using the campus resources on page \_\_\_\_\_. Transfer is an institution-wide initiative and the whole campus is here to support you on your journey!
- ❑ **REALLY THINK ABOUT YOUR MAJOR.** Ask friends, peers, family, counselors, advisors, faculty, and the Transfer & Career Center for help!
- ❑ **TAKE A CAREER ASSESSMENT.** The Transfer & Career Center offers a career assessment through Career Cruising & RoadTrip Nation. Career assessments can help you to better understand your interests and which occupations fit YOU. Watch interviews with people already in the occupation you want to pursue.
- ❑ **PARTICIPATE & GET INVOLVED!** Attend workshops hosted by the Transfer & Career Center and our 4-year University Partners. Tour 4-year university campuses. Consider volunteering for a cause that you are passionate about, or join a club, or create your own club.

### 2<sup>nd</sup> Semester:

- ❑ **DO YOUR RESEARCH.** If you haven't decided on which universities you want to apply to yet, do your research. Check out university websites for details on majors/programs, student life, housing, scholarships, etc.
  - Request brochures from the universities that you are interested in and have them add you to their mailing and/or email list.
- ❑ **MAKE APPOINTMENTS WITH UNIVERSITY REPS.** Meet with university representatives. By meeting with university representatives, you give yourself the opportunity to see if the staff is friendly, can they answer your questions, and find what resources or information they may have that is not available on a website.
- ❑ **FIND SOME MONEY.** Check out Financial Aid Office's to learn how to apply for grants, scholarships, and loans, and what will be available for you when you transfer. Click [HERE](#) to learn more about Funding Your Future at a University!
- ❑ **WRITE DOWN YOUR LIST.** By now you should have a list of at least 4 universities that you want to apply to. Start writing down important dates such as, admission application deadlines, housing deadlines, and contact information for each university to which you plan to apply to.
- ❑ **MEET WITH YOUR COUNSELOR** to ask questions, get more answers and to refine your education plan.

### 3<sup>rd</sup> Semester:

- ❑ **UNIVERSITY APPLICATION TIME!**
  - If you are applying to a UC, don't forget about the TAG program. Six UC's offer a Transfer Admissions Guarantee based off GPA, completed units, and your intended major. The TAG Application Filing Period is May 1<sup>st</sup>-31<sup>st</sup> for Spring/Winter and Sept 1<sup>st</sup>-30<sup>th</sup> for Fall admission.
  - Spring UC Applications open July 1<sup>st</sup>-30<sup>th</sup> and CSU Spring Applications open August 1<sup>st</sup>-30<sup>th</sup>. Fall CSU Applications open Oct 1<sup>st</sup>-Nov. 30<sup>th</sup> and UC is open Nov. 1<sup>st</sup>-30<sup>th</sup>. Keep in mind you apply almost one year in advance so for

example if spring 2022 is your last semester at BCC, you will be submitting your admissions application to the CSU's & UC's between Oct 1, 2021-Nov. 30, 2021 for Fall 2022 admission.

- Private and Out-of-State university deadlines vary tremendously, so check with the Transfer & Career Center, Counselor, or directly with the university for details.
- **ATTEND APPLICATION WORKSHOPS**
  - Admission Applications can sometimes be long and confusing. Check out the Transfer & Career Center website to see available admissions application assistance workshops by clicking [HERE!](#)
  - Even if you do the application on your own, it is always a good idea to have the Transfer & Career Center look it over for errors before you submit it!
- **CREATE A COLLEGE PORTFOLIO**
  - Organize sections for Admissions, Advising, Financial Aid, Scholarships, etc.
  - Stay organized! Be sure to write down important dates and deadlines!
  - Read and save all correspondence from the universities that you apply to.
  - Thoroughly read all emails; you don't want to miss anything important.
- **MEET WITH YOUR COUNSELOR** to fin-tune your education plan and to make sure you will finish all admissions requirements by stated deadlines.

#### **4<sup>th</sup> Semester**

- **DON'T MISS A DEADLINE.** When you apply for admission, the universities will inform you of any items needed (such as updating your submitted admissions application, sending official transcripts) and provide you with a deadline to provide them with the stated material. Missing a deadline may result in your admissions application automatically being withdrawn from consideration.
- **CAREFULLY REVIEW OFFERS OF ADMISSION AND DENIALS OF ADMISSION.**
  - If you are offered admission, congratulations, you did it! However, the journey doesn't stop there. Be mindful of the next steps which typically consist of signing your statement of intent to register (SIR) paying a deposit that is forfeit if you change your mind about attending and registering for new student orientation.
- **UPDATE YOUR FINANCIAL AID INFORMATION.** The Financial Aid Priority deadline is March 2<sup>nd</sup>. Make sure to add the school codes for all the universities that you applied to. You can add up to 10 school codes.
- **APPLY FOR SCHOLARSHIPS.** Most universities offer scholarships. You can check out our list of CSU & UC Scholarships by clicking [HERE!](#)
- **DON'T FORGET TO PETITION TO GRADUATE.** Graduation is not an automatic process. In order to receive your degree and be included in the commencement ceremony you must petition to graduate by submitting the appropriate form. You can access and submit the Petition to Graduate form by clicking [HERE!](#)
- **REGISTER FOR THE TRANSFER RECOGNITION CEREMONY.** The Commencement Ceremony (aka graduation) and the Transfer Recognition Ceremony are two very

important but different events. At Commencement you will be conferred your degree and/or certificate. This is the official event to recognize that you have earned your degree and or certificate. The Transfer Recognition Ceremony is specifically to honor the students who have been accepted to and are transferring to a 4-year university. Not all students transfer, therefore, we want to honor this additional accomplishment. Keep an eye out on your student email for more information on registering for the Transfer Recognition Ceremony or check out our [website!](#)

- **SEEK OUT SUPPORT when you have questions.** If you get an email from a university that just doesn't make sense forward it to [transfer@barstow.edu](mailto:transfer@barstow.edu) so that we can assist you in better understanding what it is that you need to do next. We are here to offer guidance and support as you prepare for your transition to the 4-year university.

## Barstow Community College Resources

- ***Academic Support – Tutoring and Library:***

Our Free tutorial services offer students one on one tutoring sessions for available classes and well as Online Navigation services. Email : [TLSC@barstow.edu](mailto:TLSC@barstow.edu)

Library Questions? Please email the library at [library@barstow.edu](mailto:library@barstow.edu)

- ***Counseling:***

Our counselors are dedicated to providing accurate and timely information regarding the academic process, transfer, career, resources, and educational planning.

(760) 252-2411 ex. 7351

[success@barstow.edu](mailto:success@barstow.edu)

- ***HHIP:***

The Homeless and Housing Insecurity Program (HHIP) assists our students who require stable housing and connects students with college and community resources.

Contact: Melissa Meadows, Interim Program Manager:

[housinginsecurity@barstow.edu](mailto:housinginsecurity@barstow.edu)

- ***The Mindful Space:***

The Mindful Space provides our students with individual psychotherapy, coaching, group therapy, assessment, crisis intervention, consultation, and referrals to additional services in the community. All services are free to students.

Email [themindfulspace@barstow.edu](mailto:themindfulspace@barstow.edu)

*If you are in a crisis during the weekday from 8:00am - 5:00pm, please contact Dr. Banton at [Cbanton@barstow.edu](mailto:Cbanton@barstow.edu) or 760-252-6875.*

- ***Promise Program:***

The Promise program makes the first two years of community college free for qualifying students.

Contact us at 760-252-6769

- ***Special Programs and Services (SPS):***

Special Programs and Services provides access and support services to educationally disadvantaged students to overcome social, physical, and economic barriers and reach their academic, career, and personal goals. Programs included in SPS are ACCESS, EOPS/CARE, CalWORKs, VETS, Food Pantry, and YESS.

Contact us at [eops@barstow.edu](mailto:eops@barstow.edu)

- ***Student Life:***

The Associate Student Government (ASG) provides various activities that enhances and enriches our student's education.

Contact us at [mwilson@barstow.edu](mailto:mwilson@barstow.edu)

- ***Transfer and Career Center:***

The transfer and Career center offer a variety of resources and services to help transition students to enter into the workforce and transfer to a four-year institution.

Email: [transfer@barstow.edu](mailto:transfer@barstow.edu)

- ***Welcome Resource Center:***

The Welcome Center provides new, current, and returning students guidance on completing the necessary steps to enroll at Barstow Community College.

Email: [Welcome@barstow.edu](mailto:Welcome@barstow.edu)

Phone: (760) 252-6769