

THE

GET

RESOURCE BOOK

GRADUATION, EMPLOYMENT AND TRANSFER SERVICES

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GRADUATION SERVICES

OUR ADVICE FOR SUCCESSFUL GRADUATION

- **Stay on track.** Check your Program Evaluation regularly using your Student Portal. Your Program Evaluation will show your progress toward your currently declared major. You can also select the “what if I changed my program of study” option to look into other degree possibilities.
- **Know your facts.** All degrees require some mixture of general education courses and major courses. Check the OCCC College Catalog for information about the specific general education and major course requirements for your degree.
- **Meet with your Faculty Advisor.** Make sure you meet periodically with your assigned faculty advisor to review your degree and get clearance to take your faculty-approved electives.
- **Apply for Graduation.** When have completed 45 hours, stop by Graduation, Transfer, and Employment Services to apply for graduation. You may also apply online. Applying to graduate is FREE.
- **Speak to a Graduation Advisor.** The GET office has advisors who are happy to assist if you have any questions about the process. You can also call us at 405-682-1611 ext. 7470
- **Check your OCCC email often.** Your OCCC email is the main way you will be contacted with updates on your graduation status and any degree requirements that still need to be met.

YOUR DEGREE MEANS SOMETHING, SO GO GET IT!

- ✓ A degree or certificate boosts your professional qualifications. Having an academic credential communicates to employers that you are able to commit and follow through with a major goal.
- ✓ An Associate of Science (A.S.) or Associate of Arts (A.A.) will satisfy general education requirements at most 4-year schools, giving you the ability to work on your major requirements sooner.
- ✓ Receiving an A.S. or an A.A. will allow for a smoother transfer process, as the 4-year college will take your credits as a package, rather than look at them course by course.
- ✓ You deserve recognition for all the time and hard work you invested into earning that college credit!

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EMPLOYMENT RESOURCES

JOB APPLICATION TIPS

- Read directions carefully and complete the entire application.
- Keep the application neat and write legibly in black ink.
- If a question does not apply to you, write “N/A” (Not Applicable)
- List specific skills: computer, 10-key, typing WPM, bilingual, etc.
- Check your spelling and grammar
- Be honest; false information could lead to future employment termination
- For “Salary Desired” questions write, “Negotiable” or “Open”
- Ask references before listing them. References should be professional (former employers/supervisors, co-workers, professors/teachers, coaches or clergy) not friends or family members
- Review online and on-site applications carefully before submitting

“Reasons for leaving a job” suggestions

Avoid

I was fired
No babysitter
Hurt on the job
Personality conflict
Didn't get along with supervisor
Arrested
Marital problems

Recommended

Returned to school/college
Temporary employment
Relocated
Promotional opportunity
Contract ended
New job/position
Career change

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself
2. Why did you leave your last job?
3. What would former co-workers say about you?
4. Why do you want to work for this organization?
5. Are you a team player?
6. Have you ever been asked to leave a position?
7. What irritates you about co-workers?
8. What would your professional strengths?
9. What are professional areas in which you need improvement?
10. Tell me about a problem you had with a supervisor.
11. Tell me about your ability to work under pressure.
12. Do you have any questions for me?

Tips for Interviewing

Practice answers for common interview questions before interview.

Never provide one-word answers to an interview questions.

Maintain a positive attitude with every answer.

Provide professional examples as often as possible.

Maintain eye contact with interviewers.

Research the company before the interview.

Employers often leave time for the candidate to ask questions. Prepare 2-3 questions to ask.

EMPLOYMENT RESOURCES

CHRONOLOGICAL RESUME EXAMPLE

Chronological Resumes have work experience organized with the most recent employer first, followed by the employment experience before that, and so on. This reverse chronological order helps the employer see the history of where you worked and is the most generally accepted resume type.

John Q. Public
1234 Main St. 405-111-0000
Oklahoma City, OK 73159 john.q.public@my.okcc.edu

EDUCATION

Oklahoma City Community College, Oklahoma City, OK
Associate in Science, Business, May 2012

INTERNSHIPS

ABC Accounting Firm Moore, OK June 2009 - July 2009
Student Intern

- Performed basic accounting duties
- Greeted new clients
- Participated in professional development training
- Attended South Oklahoma City Chamber of Commerce intern meetings

EXPERIENCE

IBC Bank Norman, OK August 2009 - Present
Bank Teller Part-Time

- Assist customers with bank deposits
- Open safety deposit boxes
- Process new check orders
- Set-up and maintain bank promotional displays
- Work part-time shifts plus holidays and weekends

Sonic Corporation Oklahoma City, OK June 2008 - July 2008
Summer Camp Counselor

- Conducted classes for youth campers in swimming and diving
- Officiated athletic competitions in basketball, baseball and softball
- Accompanied youth campers on all off-campus field trips
- Observed and adhered to all camp safety guidelines
- Communicated on a daily basis with campers and co-workers

SKILLS

- Microsoft Office Suite
- Database management
- Type 50 WPM
- Strong 10-Key abilities

ACTIVITIES

- President, OCCC Business Professionals of America (BPA) Student Club
- Member, OCCC Student Accounting Club
- Volunteer, Habitat for Humanity

EMPLOYMENT RESOURCES

FUNCTIONAL RESUME EXAMPLE

Functional Resumes highlight groups of skills and capabilities rather than presenting them chronologically. For example, if you gathered technical skills from a variety of sources such as courses taken, and on-the-job training, you may want to use a functional resume to showcase those skills.

John Q. Public

213 Lane Tree Road 405-555-5555

Oklahoma City, OK 73065 John.q.public@my.okcc.edu

PROFESSIONAL SUMMARY

- Office experience involved increased training, responsibilities, and expectations
- Hired, trained, and supervised a team of 10 employees at Devon Energy
- Strong organizational skills, attentive, and able to prioritize and meet deadlines
- Skilled at providing clear communication to coworkers and able to maximize employee output

QUALIFICATIONS

- Supervised the work of office employees to ensure adherence to quality standards, and proper procedures
- Recruited, interviewed, and selected employees
- Assisted employees with difficult or complex problems
- Evaluated and discussed job performance with employees
- Approved payroll, inventory, and shipping orders
- Completed work schedules, managed calendars, and arranged appointments
- Conducted research, compiled data, and prepared papers for upper management

WORK HISTORY

Devon Energy Oklahoma City, OK January 2010 - Present

Office Manager

Hertz Oklahoma City, OK June 2008 - December 2009

Administrative Assistant

EDUCATION

Oklahoma City Community College, Oklahoma City, OK

Associate of Applied Science in Business, May 2005

Option: Business Management

RELEVANT COURSEWORK

- MGMT 2013: Small Business Management
- MGMT 2453: Mid-Management Seminar
- MGMT 2953: Supervisory Training

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual: English and Spanish
- Microsoft Office Suite: Word, Excel, Access, PowerPoint, and Outlook
- Quicken, Office Manager Pro
- Data/10-Key Skills
- 50 WPM5

EMPLOYMENT RESOURCES

COMBINATION RESUME EXAMPLE

Combination Resumes (PAGE 5) are the happy medium between the two other types. This type works well for someone who has been preparing for a particular career and has held recent positions which were related to the job they are applying for.

Pat Q. Person

213 Lane Tree Road 405-555-5555

Oklahoma City, OK 73065

pat.q.person@my.occc.edu

EDUCATION

Oklahoma City Community College, Oklahoma City, OK

Associate in Applied Science Nursing, May 2012

Moore-Norman Career Technology Center, Norman, OK

Licensed Practical Nurse, May 2012

PROFESSIONAL EXPERIENCE

Home Care Provider, Oklahoma City, OK June 2010–July 2012

Licensed Practical Nurse

- Developed activities and outings that inspired cognitive and social interaction
- Offered emotional support to clients and families
- Educated clients and families on medical topics
- Aided clients with transportation, appointments, shopping, cooking and housework

Nursing Home, Oklahoma City, OK January 2009–May 2010

Medical Assistant

- Assisted with daily living activities
- Collected and recorded patient vitals
- Maintained confidential patient records per HIPPA regulations
- Communicate effectively with residents and families concerning their medical needs
- Scheduled residents with physician rounds
- Answered telephones, returned messages, and forwarded calls

CLINICAL ROTATIONS

Integrus Baptist, Surgical/Medical November–December 2010

St. Michael's, Psychological January –March 2011

OU Children's Center, Pediatric April–May 2011

Integrus Baptist, ICU January–May 2012

LICENSURE/CERTIFICATIONS

- Registered Nurse, August 2012
- Licensed Practical Nurse, September 2010- July 2012
- Certified Nursing Assistant, May 2008-August 2010
- BLS (Basic Life Support), American Heart Association

EMPLOYMENT RESOURCES

JOB COVER LETTER EXAMPLE

A cover letter introduces you to the employer, presents your qualifications, and hopefully secures a job interview.

Parts of the cover letter:

1. Your name, address, phone and email address
2. The date
3. The name and address of the person and company to whom you are sending your resume
4. The salutation—"Dear Mr." or "Dr." or "Ms." Followed by the person's last name. Do not use "To Whom It May Concern." If the employer's name is not known, address the letter to "Dear Human Resources Representative"
5. A brief opening paragraph explaining why you are writing and indicating which position you are interested in.
6. The second paragraph describing your qualifications, education and experience related to the job.
7. A final closing paragraph that requests contact for an interview.
8. The closing—"Sincerely," followed by your signature in black ink with your name typed under it.

John Q, Public
1234 Main St.
Oklahoma City, OK 73159
John.q.public@my.occc.edu

May 05, 2013

Human Resources
Oklahoma City Community College
7777 S. May Ave.
Oklahoma City, OK 73159

Dear Human Resources:

The (Insert Job Title) position advertised on the OCCC job website greatly interests me.

This coming May 2013, I will graduate from OCCC with my Associate in Science Business degree, and I would like to utilize those skills in this student job opportunity. My professional work experience also reflects the abilities required for this position as I have and enjoy customer service and database entry work duties.

My additional strengths include advanced computer skills, and I type 55 WPM. It has also been my pleasure to serve in OCCC student club events such as Habitat for Humanity and Business Professionals of America (BPA) initiatives. It would be an honor to learn more about this job announcement.

Thank you for considering my application. I am available for interviewing at your discretion.

Sincerely,

John Q. Public

EMPLOYMENT RESOURCES

SAMPLE JOB DUTIES

Accounting/Bookkeeping/Banking

- Operate accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on spreadsheets and databases using accounting software.
- Operate 10-key calculators, typewriters, and copy machines.
- Receive, record, and bank cash, checks, and vouchers.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Code documents according to company procedures.
- Reconcile or note and report discrepancies found in records

Administrative Assistant/Clerical

- Answer telephones and give information to callers, take messages, or transfer calls.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, and correspondence.
- Operate fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.
- Complete forms in accordance with company procedures.
- Schedule and confirm appointments for clients, customers, or supervisors.

Assembly/Manufacturing

- Perform quality checks on products and parts.
- Package finished products and prepare them for shipment.
- Shovel, sweep, or otherwise clean work areas.
- Review work orders and blueprints to ensure work is performed according to specifications.
- Complete production reports to communicate team production level to management.
- Determine work assignments and procedures.
- Maintain production equipment and machinery.
- Provide assistance in the production of wiring assemblies.
- Supervise assemblers and train employees on job procedures.

Assistant/Receptionist/Customer Service

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment and direct or escort them to specific destinations.
- Schedule appointments and maintain and update appointment calendars.
- Hear and resolve complaints from customers or the public.
- Receive payment and record receipts for services.
- Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Analyze data to determine answers to questions from customers or members of the public.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.

EMPLOYMENT RESOURCES

SAMPLE JOB DUTIES

Automotive Mechanic/Bodywork

- Inspect vehicles for damage and record findings so that necessary repairs can be made.
- Estimate costs of vehicle repair.
- Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.
- Repair, overhaul, or adjust automobile brake systems.
- Test electronic computer components in automobiles to ensure proper operation.
- Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.
- Align wheels, axles, frames, torsion bars, and steering mechanisms of automobiles, using special alignment equipment and wheel-balancing machines.
- Repair, replace, or adjust defective fuel injectors, carburetor parts, and gasoline filters.
- Rebuild, repair, or test automotive fuel injection units.

Cashier

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Identify prices of goods or services; tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain orderly checkout areas, and perform other cleaning such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.

Childcare/Daycare

- Maintain a safe play environment.
- Dress children and change diapers.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities and behaviors
- Sanitize toys and play equipment.
- Keep daily records of children including observations, activities, meals served, and medications administered.
- Support emotional/social child development; encourage understanding of others and positive self-concepts.
- Identify signs of emotional or developmental problems in children and notify parent or guardian.
- Assist in preparing food and serving meals and refreshments to children.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.

Construction

- Control traffic passing near, in, or around work zones.
- Clean or prepare construction sites to eliminate possible hazards.
- Signal equipment operators to align, move, or adjust of machinery, equipment, or materials.
- Read plans, instructions, or specifications to determine work activities.
- Load, unload, or identify building materials, machinery, or tools and distributing them to the appropriate locations.
- Measure, mark, or record openings or distances to layout areas where construction work will be performed.
- Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Mix, pour, or spread concrete, using portable cement mixers.
- Tend to pumps, compressors, or generators needed to power equipment used to heat or move materials.
- Erect or dismantle scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures.

EMPLOYMENT RESOURCES

SAMPLE JOB DUTIES

Drivers – Trucking/Deliver

- Obey traffic laws and follow established traffic and transportation procedures.
- Turn in receipts and money received from deliveries.
- Read maps and follow written or verbal geographic directions.
- Verify the contents of inventory loads against shipping papers.
- Load and unload trucks, vans, or automobiles.
- Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards.
- Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations.
- Monitor and maintain gas, oil, tires, water, tires, and brakes; ensure that vehicles are in proper working condition.
- Present bills and receipts and collect payments for goods delivered or loaded.
- Report any mechanical problems encountered with vehicles.

Farming/Ranching

- Feed and water livestock and monitor food and water supplies.
- Drive trucks, tractors, and other equipment to distribute feed to animals.
- Examine animals to detect illness, injury, or disease or check physical characteristics such as rate of weight gain.
- Administer medications and vaccinations; arrange for veterinarians as needed for more extensive treatment.
- Mix feed, additives, and medicines in prescribed portions.
- Inspect, maintain, and repair equipment, machinery, buildings, pens, yards, and fences.
- Move equipment, poultry, or livestock from one location to another, manually or using trucks or carts.
- Clean stalls, pens, and equipment, using disinfectant solutions, brushes, shovels, water hoses, or pumps.
- Mark livestock to identify ownership and grade, using brands, tags, paint, or tattoos.
- Herd livestock to pastures for grazing or to scales, trucks, or other enclosures.

Fast Food/Food Industry

- Serve customers in eating places that specialize in fast service and inexpensive carry-out food.
- Accept payment from customers, and make change as necessary.
- Request and record orders, and compute bills using cash registers, multi counting machines, or pencil and paper.
- Clean and organize eating, service, and kitchen areas.
- Notify kitchen personnel of shortages or special orders.
- Communicate with customers regarding orders, comments, and complaints.
- Prepare daily food items, and cook simple foods and beverages, such as sandwiches, salads, soups, pizza, or coffee, using proper safety precautions and sanitary measures.
- Select food items from serving or storage areas and place them in dishes, on serving trays, or in take-out bags.
- Relay food orders to cooks.
- Prepare and serve drinks, frozen drinks, or desserts using drink-dispensing, milkshake, or frozen custard machines.

Healthcare/Nursing/CAN (Certified Nursing Assistant)

- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Turn or reposition bedridden patients.
- Assist patients in daily activities, such as bathing, dressing, using the toilet, standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Monitor food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate.
- Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or activities.
- Observe or examine patients for symptoms that may require medical attention, such as bruises or open wounds.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Remind patients to take medications or nutritional supplements.

EMPLOYMENT RESOURCES

SAMPLE JOB DUTIES

Housekeeping

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Clean rooms, hallways, lobbies, lounges, restrooms, elevators, stairways, corridors to meet health standard.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Observe precautions for protecting hotel and guest property; report damage, theft, or found articles to supervisors.
- Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampoos.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.

Janitorial

- Service, clean, or supply restrooms.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.

Lawn Care/Horticultural

- Operate equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow or edge lawns and prune or trim trees, shrubs, or hedges.
- Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Perform mulching, aerating, weeding, grubbing, removing thatch, trimming, and edging for established lawns.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Maintain or repair structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Administer fertilizers, herbicides, or insecticides onto landscaping, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, or other grounds.

Retail

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Prepare sales slips or sales contracts.
- Maintain knowledge of current sales and promotions, payment and exchange policies, and security practices.
- Maintain records related to sales.
- Demonstrate use or operation of merchandise.
- Place special orders or call other stores to find desired items.

EMPLOYMENT RESOURCES

SAMPLE JOB DUTIES

Shipping/Receiving

- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Deliver or route materials to departments using hand truck, conveyor, or sorting bins.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Determine shipping methods, routes, or rates for materials to be shipped.
- Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.

Telemarketing/Telephone Sales

- Deliver prepared sales talks, reading from scripts that describe products or services, to persuade potential customers to purchase a product or service or to make a donation.
- Contact businesses or private individuals by telephone to solicit sales for goods or services, or to request donations for charitable causes.
- Explain products or services and prices, and answer questions from customers.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Adjust sales scripts to better target the needs and interests of specific individuals.
- Obtain names and telephone numbers of potential customers from sources such as telephone directories, magazine reply cards, and lists purchased from other organizations.
- Answer telephone calls from potential customers who have been solicited through advertisements.
- Telephone or write letters to respond to correspondence from customers or to follow up initial sales contacts.
- Maintain records of contacts, accounts, and orders.

Warehouse

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keep records on the use or damage of stock or stock-handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

EMPLOYMENT RESOURCES

SAMPLE SKILLS

- Microsoft Office Suite: Word, PowerPoint, Excel, Access, and Outlook
- CPR/First Aid Certifications
- A+, Network+, MCP, MCDSE, DSE
- Basic/ Intermediate/Advanced typing skills (WPM)
- Data entry /10-key skills
- Bilingual or Multi-lingual
- Faxing/filing/copying
- Shipping/Receiving
- Operation of multi-line telephone system
- Inside/outside sales
- Purchasing
- Inventory management
- Public speaking
- Driven to achieve workplace goals and success
- Geographic familiarity with greater Oklahoma City
- Able to learn quickly and adapt to new situations and environments
- Excellent communication skills both written and verbal
- Work well with limited supervision
- Exceptional telephone etiquette

SAMPLE ACTIVITIES

- OCCC Student Clubs:
- Community Charitable Organizations: Habitat for Humanity, American Cancer Society, Regional Food Bank, Salvation Army, Special Olympics, AmeriCorps, March of Dimes, etc.
- Oklahoma Blood Institute
- Boy Scouts of America – Eagle Scout
- Girl Scouts of America
- Big Brothers/Big Sisters of Oklahoma
- Faith-based/Church program volunteer
- National Honor Society
- YMCA Volunteer (Youth Coach and/or Counselor)
- Marching Band
- Intramurals (Team Captain, Sports Referee)
- Chess, Math, Science, and/or Spanish Club
- 4-H and/or Future Farmers of America (FFA) Member
- Family, Career and Community Leaders of America (FCCLA) Member
- President's or Dean's Honor Roll
- Student Council
- Lifeguard
- Corporate Charities: Ronald McDonald House, etc.
- Sports Team Membership
- Choir

TRANSFER RESOURCES

TRANSFER CHECKLIST

- Start Early!
- Ask questions!
- Decide what program of study or major you want to pursue after you graduate.
- Verify the classes you are currently taking will transfer to your chosen university.
- A high GPA helps increase scholarship opportunities.
- Apply for graduation from OCCC after 45 completed credit hours. Get more information about graduating from OCCC at <http://www.occc.edu/records/pdf/graduation.pdf>
- Make a list of questions to ask and write down the answers once you get them.
- Attend Transfer Fairs.
- Fully research the universities you are considering; check out their websites. This will make your first appointment with the university representative more productive.
- Visit with academic advisors at OCCC and with advisors at the university of your choice.
- Get multiple copies of your official transcripts from your current college.
- Pay attention to application deadlines.
- Visit the university of your choice or even your top 3 picks for a tour and an information session.
- Ask about available scholarships, especially transfer scholarships and scholarships within your chosen major.
- Make a list of costs.
- Apply Early! Many universities allow you to do this online.
- Submit official transcripts to the university that you will be transferring to.
- Verify that you have met the admission requirements.
- Confirm all the requested materials have been submitted and received.
- Complete the steps for Financial Aid and notify your current Financial Aid Department that you will be transferring and ask to have your financial aid transferred.
- Review the class schedule and catalog carefully.
- Get enrolled at your new university!

TRANSFER RESOURCES

CHOOSING YOUR UNIVERSITY

Choosing the right university is key to your success and educational progress. You will be at that university for 2 + years and it could be one of the most important decisions you make in your life. Ask yourself these questions:

- Do they offer the degree program you are seeking?
- Do the credits from that institution transfer to public universities in Oklahoma?
- What is the size of the school?
- Do you meet their admission qualifications?
- What is the tuition cost?
- What scholarships / funding assistance do they offer to transfer students?
- Do they have a variety of class offerings; i.e. night classes, online classes?
- What is the faculty to student ratio?
- What is the campus atmosphere like?
- If you plan to live on campus, what are the accommodations like?
- What are the school's retention and graduation rates?
- Does the university have a Career Services department to assist you in finding employment?
- How many of their graduates join the professional world?
- What academic organizations and clubs do they have?
- Is the university within a comfortable driving distance?
- Is the university a good fit for you and your needs?
- Does the university have a good reputation?

TRANSFER RESOURCES

SUGGESTED TRANSFER TIMELINE

SEMESTER 1

- Meet with an advisor** to discuss your transfer plans.
- Start thinking** about your interests, aptitudes, and career goals, especially if you haven't yet decided on a major.
- Start researching** the universities you might be interested in attending. Consider factors such as location, size, degree programs, cost, academic and social environment, and job/internship communities.
- Attend** TRANSFER FAIRS! Fairs are a great way to find detailed information from many different schools at once.
- Look** for schools that offer articulation agreements with your current school. Articulation agreements can facilitate your transition to a new institution by guaranteeing transfer of your earned credits.

SEMESTER 2

- Take** a Campus Tour and continue your university research. The more information you get about other schools, the better your chances of choosing the university that's the right fit for you.
- Meet** with your advisor regularly.
- Develop** a list of four or five schools that match your goals that are compatible with your academic record.
- Contact** schools you're interested in and determine which of your credits will transfer to their degree program.
- Visit** the universities on your list.
- Talk** to an admission counselor and a professor at the new school, ideally from the department of your major.
- Collect** applications from schools where you want to apply. Start thinking about essay topics, recommendations, and other materials you will need. Give recommendation writers plenty of time to complete their letters.
- Carefully** record and keep track of all application and material deadlines. Plan to apply as early as possible.
- Start** looking into financial aid. Look for scholarships, loans, and grants. Don't forget to file your FAFSA on time.

SEMESTER 3

- Request** a copy of your transcript and review it carefully. Make sure the information is accurate and complete.
- Send** applications to the schools you are interested in attending.
- Keep** a copy of all materials you send. Don't forget to note the date you sent each application.

SEMESTER 4

- Analyze** your credit evaluation before you decide on the university or sending a deposit. Your credit evaluation lists which courses and credits will transfer toward your bachelor's degree.
- Review** your financial aid package and compare the bottom line for each university.
- Consult** with your faculty advisor before you make a final decision. He or she can help answer any questions you might have, or clarify any details that might affect your choice.
- Double check** deadlines. Deadlines for deposits, registration forms, and other materials are very important!
- Take** advantage of orientation programs and other opportunities for transfer students at your new school. Meeting other transfer students and getting acquainted with campus life will help ease the transition.

TRANSFER RESOURCES

PREPARING FOR A CAMPUS VISIT

- **Plan ahead.** Call the admissions office or visitor center to learn about when tours and admissions information sessions are available.
- **Timing is everything.** When you call, find out if your intended dates to visit coincide with any major campus events like commencement or spring break, when students aren't likely to be on campus much. Summer, even though it's convenient for visitors, is also an atypical time when few students are around and the campus is not really in its "normal" mode of operation.
- **Dress appropriately.** You'll be walking a lot so wear comfortable shoes. Remember that the kind of clothing you wear helps create the image you aspire to.
- **Target your questions.** You'll have lots of questions, so make sure you ask the right ones to the right people. Students, for example, will be better at answering your questions about the social life and dining hall food than admissions officers will. Likewise, very few students will be able to give you answers about financial aid and how your credits will transfer.
- **Try it yourself.** This applies to everything from food to sports to classes. Find out how the softball team is by going to a game. See if you can check out the size and quality of classes by actually attending one – most colleges will allow visitors to sit in on certain courses.
- **Relax.** Try to relax and remember that you're there to find the best education you can.
- **Check out the surroundings.** Whether the school you're visiting is in a rural setting or a big city, you'll want to make feel comfortable in your surroundings. Make sure the campus and surrounding area feel safe to you.
- **Reflect and write.** After each visit, take a moment to jot down a few of your thoughts. What impressed you the most? The least? These notes will later help you to remember the college and pull your thoughts together.
- **Questions to ask when you call to plan a visit:** What activities do you recommend for prospective students visiting the campus? Are reservations required?

GET INVOLVED ONCE YOU TRANSFER

Once you arrive on your new campus find ways to get involved. You might feel a little overwhelmed with the size of your new institution, but getting involved can help you make connections with faculty, staff and fellow students. Visit the student life website of your new university for a list of recognized student organizations you can get involved in. There are also opportunities to participate in student government, student union programming boards, as well as many on campus job opportunities. Networking is important and making relationships with individuals on campus will help you feel connected to your new university.

