

Transfer Advising Best Practices

Transfer students can present some unique situations when you advise them for the upcoming semester. Review these best practices as you prepare to advise transfer students.

General Notes

- Transfer advising can occur at any time during the semester. Typically, transfer students will need advising toward the end of each semester or over the summer.
- You will be contacted by Admissions or your Dean's office when a transfer advising appointment is scheduled. Note that if the email says "**Enrollment**," this is not a prospective student visit, but instead one who is ready to enroll for the term listed in the body of the email you receive (usually the next term).
- While these sessions may be conducted in person, they are typically scheduled for over the phone.
- The goal of these advising sessions is to have the student enrolled in courses for the upcoming term while you meet with them. They are expected to be online and ready to go.

Items to Have Prior to Advising Session

- You should be able to review your advisee's Degree Audit Report prior to the advising session.
- The Degree Audit Report will note any equivalencies that the student has completed at one of their transfer institutions. Student Records notes these equivalencies on their student's Degree Audit Report. Being logged into your myPSC account will be helpful as you review information about your student.
- Be ready to refer to the "Enrolling for Classes" handout from the Student Records site, look under Student Resources. Basically, the student will log into myPSC and click the Enrollment tab at the top to get started.
- You will likely want to have the degree requirements for your program handy.
- You should have a list of classes being offered for the upcoming semester (at least for your program).

Initial Questions to Ask Advisees

- Do you (or will you) have an Associate of Arts (AA) or Associate of Science (AS) degree?
 - If so, the student does not need to complete additional General Studies requirements from Peru State. (They may still have program requirements that are listed in General Studies areas.)
 - If not, the student will likely have General Studies courses to take at Peru State.
 - Note that an Associate of Applied Science (AAS) degree is not the same as an AA or AS degree and the student will likely have General Studies courses to take at Peru State College.
- Are you currently enrolled in classes for which we do not have a transcript? If they are, don't schedule them for these courses.
- What major do you wish to pursue? Verifying this information will make sure you are on the same page with what the student has previously indicated.
- How many classes do you wish to take? Do you have any time constraints on your availability?
- Transfer students may not have an ACT score, so they are not able to be placed in ENG 100 or MATH 100 easily. Ask them about their abilities in these areas and feel free to suggest they take those courses, if it seems like it will be useful for them.

Some Additional Notes

- If students have taken courses that are not reflected on their Degree Audit, follow up with your Dean or Student Records to review these courses.
- Be sure to know the difference between *equivalent* courses and *substitute* courses.
 - Equivalent courses mean that the course taken at the previous institution is essentially the same as the course we offer and would apply to all students who are transferring from that institution. Equivalent courses are noted in a nationwide database called the Transfer Equivalency System (TES).
 - Substitute courses are made on a case-by-case basis. It may be that we would accept for that student a course taken elsewhere to count for one of our requirements or courses. Consult with your Dean about substitute courses.
- A lower division course may fulfill the requirements of an upper division course, but the credits do not count towards the 40 credit upper division requirement. Students who have had only community college courses will need 40 upper division credits from us, even if they are not all required for the major. And they need 120 total credits to graduate.
- Students will have received an email prior to your meeting that includes information about Blackboard, myPSC, and textbooks. They are also told to have their NUID and password handy and be logged in to a computer on the Internet.
- If the student tries to register and gets an error message, follow up with Student Records to resolve the issue if you are not able to do so.
- Students are limited to transferring 66 credits from two-year institutions and up to 90 from four-year institutions. If they have more credits to transfer than this, there may have been some courses excluded from their degree audit that would more applicable than what was included on the audit. If you see a course that would be useful and does not appear to have been transferred because of this limit, contact Student Records and they can use that course instead of one that was transferred.
- If the student misses the appointment, email them to reschedule.

Follow Up Items

- After you meet with the student, release their advising hold.
- Remind them to order their textbooks.
- Follow up with an email to them confirming what you discussed.
- Remind them to check their To Do list in myPSC for any additional items that need to be completed.

Thank you for this important work to register our new students!