Administrative Process Improvement Project
Quick Hits/ Recommendations
Transfer Student Transition

The Transfer Student Transition team met to review how the University facilitates the transition of incoming undergraduate, degree seeking transfer students, both traditional and non-traditional; recommend and implement enhancements, leveraging both in-person and technological transition opportunities; examine and incorporate best practices from other institutions; incorporate student input as appropriate; recommend an ongoing approach to maintaining what is developed.

Quick Hits:

Admission Letter: Completed
  ▪ Updated transfer student acceptance letter and created a step by step checklist

Transfer Student Orientation: Completed
  ▪ Offer more than two transfer orientation events or consider offering a combo session with the freshmen program

ACTRAN Webpages Improvements: Completed
  ▪ Admissions webpage enhance to recognize Transfer students (completed)
  ▪ Academic Center Transfer & Articulation website to streamline information for Pre-admitted and Enrolled transfer students
    o Ensure Academic and Campus resources are easily identifiable for the student

Recommendations:

Policy Recommendation:
  ▪ All students mandated to declare Major after 60 completed hours, in effect by Fall 2013

Advising Transfer Students
  ▪ Academic Transfer & Articulation office will only advise non-declared transfer students their first semester at the University. Beginning second semester, transfer students, who still have not declared a major, will be advised by the Academic Counseling Center (this is a shift from the current process)
  ▪ Same day advising provided during orientation, including departmental advisors. Coordinated by Office of Orientation. Student’s expectations are that they will be advised during this time period. Completed 2012
  ▪ Advisor use standardized check-list that is routinely updated, ensures that all pertinent information is provided to all students and post on Advisor webpage Completed September 2013

Hobsons Retain:
  ▪ Create communications specifically targeted for first-time transfer students after they are admitted

Academic Advising Webpage: Completed August 2013
  ▪ Academic Advising webpage be reviewed for improvements to allow for ‘Student Friendly’ use
    ○ Create an Advisor A-Z webpage that would list all advisors by majors

First Year Experience:
  ▪ Recommend Center Academic Retention & Enrichment Services develop a ‘First Year Experience’ plan for all first year students, including transfer, international and any other first year students
Future Recommendations:

Transfer Credit Evaluation:  Completed Spring 2013
- Recommend Admissions Office create a process to review transfer credit prior to advising appointment, will ensure that a student is not delayed in the registration process

Transfer Student Honor Society:
- Review TAU SIGMA guidelines and procedures to create a University chapter
- Consider potential location/ownership