

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
 - 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