

# Advising Transfer Students

Advising Center Presentation  
Spring 2010

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# Transfer Students Defined

- Applicants who are admitted to LSUA with satisfactory academic records from other regionally-accredited colleges or universities.
- Applicants who have taken Early Start (Dual Enrollment) classes in high school are not considered transfer students.

# Admission Requirements for Transfer Students

1. Students who wish to transfer to LSU-A must have earned at least 12 hours of college-level (non-developmental) credit *and*
2. have an overall college GPA of at least 2.0.
3. Students who wish to transfer to LSU-A with fewer than 12 hours of college-level credit must have an overall college GPA of at least 2.0 and meet admissions criteria for First Time Freshman.

# Admission Process (Student)

1. Understand admissions requirements and verify that they have been met;
2. Submit admissions application (and include unofficial transcripts);
3. Request official (complete) transcripts from all colleges previously attended;
4. .
5. Apply for financial aid.

# Admission Process (Institution)

1. Load application information into Power Campus;
2. Review application for missing information and send applicant a letter stating what is missing;
3. Provisionally admit student if admissions requirements can be verified;
4. Admit applicant, once all official transcripts are received.

# Evaluation of Transfer Work

- Transfer students will never lose credits earned from another regionally-accredited institution.
- Credits will be accepted as either the *direct equivalent* of credits earned at the other institution or as *generic credit*.
- Courses that are the direct equivalent of courses taken at the other institution appear as follows on the transcript: *LSUA course rubric, number, & title*.
- A course for which there is no direct equivalent will appear as follows on the transcript: ENGL 1\*\*\*\*).

# Evaluation of Transfer Work

- The prefix TRAN is used when LSUA does not offer any courses that resemble the course for which the student seeks credit (Chinese, for example).
- Courses for which generic credit is awarded can be used to meet elective requirements.
- A student can also request that a course for which generic credit has been awarded be substituted for a specific course required by the student's curriculum.
- Students should request such substitutions well in advance of their graduating semester; they can obtain the form from their department office.

# The Evaluation Process

- Records reviews every transcript that is received for an applicant.
- If a ruling on a course is needed, Records sends the course description to the Dept. Chair of the corresponding LSUA Academic Dept.
- Department chairs make rulings- sometimes consulting dept. faculty.
- Rulings are received by Records and are entered into the PowerCampus transfer tables.
- Once all equivalencies are verified and rulings are received, an Admissions Analyst enters all transfer work on the LSUA transcript.



# Important Rules Regarding Transfer Evaluations

- Academic Department Chairs make transfer equivalency decisions, not Admissions & Records.
- Transfer courses are evaluated based on the catalog of the academic year in which the student's transfer course was taken. (LSUA Catalog, 2009, p. 30).
- Equivalences involving a 2 level jump (ex: 2000 to 4000) require faculty input.

# The Advisor's Role

- If the evaluation of the student's coursework has been completed, the advisor can access the student's unofficial transcript in Self Service.
- If the evaluation is not complete, the advisor should refer to the copy of the student's transfer transcript in the advising folder.

# The Advisor's Role

- Advisors cannot make any official decisions about how transfer coursework will be evaluated. They are making an informed guess and they should make sure that students are aware of that.
- Advisors should consult their department chairs if they are unsure about how a course taken at another institution will be evaluated.

# Tools Available to Advisors

- If the transfer work is from a public college in Louisiana, then start with the Board of Regents articulation matrices.

<http://www.regents.state.la.us/>

# BOR Articulation Matrices

- Matrices are specific to the year the student took the course.
- Matrices can be found on the BOR website under Data/Publications.
- Bookmark the BOR Data/Publications page.

# BOR Articulation Matrices Con't

- LSUA is obligated to transfer the student's work as indicated in the matrix for the appropriate year.
- \* **Please note: LSUA is bound by the equivalency. This may effect but does not determine how the course fits into a degree program.**

# LA Courses not on BOR Matrix

- Treat the course the same as one from an out-of-state or private institution.

# Private or Out-of-State

- If course has been evaluated before, the equivalency can be found in the PowerCampus transfer tables.
- Chairs, Administrative Assistants and Professional Advisors have access to the transfer tables.



# Private or Out-of-State

- Course not in PowerCampus transfer tables:
  - Use TES Transfer Evaluation System
    - Go through dept. Admin. Asst. to get a TES account
    - Make a decision on the likely equivalency or substitution based on the course description.

<http://tes.collegesource.org/>

# Summary

- Find out if the equivalency is covered under the BOR articulation matrix.
- Make an informed guess based on info in TES.
- Use your best guess on an equivalency/substitution to determine class schedule and to determine what pre-reqs are complete.

# Pre-requisites & Overrides

- Transfer work that is un-evaluated will not be picked up in the pre-req check.
- You will have to assist in an override, if your advisee wants to take a course that requires a pre-req and that course has not been evaluated.

# Overrides

- Advisee should enter as much of their schedule as possible.
- Call the dept. offering the course the student wants to schedule.
- Dept. will need: Student's name, PC ID#, exact course & section # student wishes to take.
- Dept. will also need info on transfer course: Transfer institution, course id of transfer course believed to meet pre-req., and semester and year course was taken.
- That dept. chair will determine if student has met pre-req. based on the info provided and will add the course to the student's schedule.

Questions?