

TRANSFERRING FROM THE UNIVERSITY OF WISCONSIN-RICHLAND

So, it's time to transfer. Since you've given careful thought to your transfer plan; have worked with your advisor to discuss your transfer and educational goals; and have either visited or made arrangements to visit your transfer campus, this quick and easy guide should serve as a useful "checklist" for you to assure you've completed the steps necessary for a smooth transfer.

For more details regarding UW System policies which assure your rights as a transfer student, we refer you to the informational brochure published by the UW Colleges entitled, "*Transfer information: Get the UW Colleges Advantage.*"

Whenever you have questions or concerns regarding your transfer, there are several potential sources for you to seek in gaining resolution, including:

- the transfer coordinator or admissions director at your four-year campus
- your advisor at your transfer campus
- the Student Services Director at UW-Richland
- your faculty advisor at UW-Richland

DON'T let a problem or concern "slide." You have a right to a clear understanding of how your credits are being transferred and you have a right to be treated with respect and consideration. In 98% of the transfer situations, there are no problems whatsoever; however, if you happen to experience what you even perceive to be a transfer-related problem, let us know. We will go to bat for you!

THE CHECKLIST

- File your application*** for admission as a transfer student as soon as possible. If you're transferring to another UW campus, **you do not need to pay** the application fee.

- Prior academic transcripts must be forwarded.*** Contact your high school and have them forward a high school transcript *directly* to your transfer campus. Do the same for any other colleges or universities you may have attended. Typically, universities will not recognize a transcript delivered by you as *official*.

- UW-Richland transcripts must be requested.*** Complete a Transcript Request Form in the Student Services Office. There is a \$6 per transcript fee assessed. ***Make sure you have a final transcript sent following your last semester on campus.*** (Note: Often students who request transcripts in the fall of the year for the next fall semester admission forget to request a final transcript in the spring term.)

MORE ON TRANSFER

While we encourage you to refer to the UW Colleges Catalog and the “transfer” brochure for details, some brief notes merit mention here.

- UW System Policy on Undergraduate Transfer governs transfer within the System. Your UW transfer campus should apply academic policies & procedures in the same manner they do for their continuing students.
- You should receive a credit evaluation which shows you how your UW-Richland courses & credits transfer--and you should receive that well in advance of registration at your new campus.
- The UW-Richland Associate of Arts & Science Degree, by UWS policy, will satisfy the university-wide, college & school general education breadth requirements at your UW System transfer campus. The degree may not fulfill certain proficiency, major and/or program-specific requirements.
- If you're a **Guaranteed Transfer Program or Joint Admission Program** participant, be aware of your rights and expectations under those programs.

FINANCIAL AID

If you'll be applying for financial aid, do so as soon as possible:

- For fall enrollment, as soon after January 1 as possible, but typically no later than April 1 (although some campuses may have earlier application deadlines.)
- For spring enrollment, see the Student Services Director at UW-Richland for assistance.

As you know from your UW-Richland experience, applying for financial aid is **free** and may be accomplished in one of three ways:

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. If you have a Renewal Application, use that.
3. You may apply on-line by accessing the FAFSA at: **<http://www.fafsa.ed.gov>**

Student Services will also be able to assist you with any other forms your transfer campus may require.

THANK YOU ...

for being a part of the UW-Richland community. We wish you well as you continue toward your educational goal. Be sure to keep in touch with us if you have questions or concerns.