

The Transfer Appointment

Essential components—

- A tenor or spirit of WELCOME should pervade . . . this may be the student’s very first one-on-one conversation with a UW staff.
- Begin by explaining what you’ll cover in the next 30-45 minutes.
- Briefly explain your major and explore how their interests dovetail with aspects of it. Explain how advising services work there.
- If you have orientation meetings for new majors, listservs, seminars, TRIGS, dept. or school/college resources, make sure they know how to engage.
- Go over their transcripts in EARS (and anything not yet transcribed), along with their Degree Audit, to show them how previously completed courses count for general education and major requirements.
- Flag courses for general education requirements whenever appropriate. Advisers all over campus are able to flag courses for C, FL, W, Q/SR, VLPA, I&S, and NW.
- Help them identify courses to take for this first quarter, even if you don’t put together an entire schedule with them. Since most of these students need to declare a major within a quarter or two, emphasis should be on admission requirements for Plan A and Plan B majors. Many students report the misperception that they need to be done with all of their general education by the time they get into their major. While gen ed courses *might* be helpful first quarter here (especially when all other options are full), completing them is less essential than getting into a major.
- You have more detailed information about the admission processes for your major than anyone in CUADSS . . . make sure to share with them what they need to know if they are applying soon.
- Give students your card so they know how to contact you again.

Useful components (nice to get to but can wait for another day if time does not allow)—

- Conversations about faculty interests and foci.
- Information about “outside the classroom” learning opportunities—internships, study abroad, research opportunities.
- Introductions to other useful offices on campus—Counseling Center, Career Center, CLUE, Instructional Center, etc.