

TRANSFERRING FROM THE UNIVERSITY OF WISCONSIN-MARINETTE

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, "*Tips for transfer within the UW system.*"

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

- the transfer coordinator or admissions director at your four-year campus
- your advisor at your transfer campus
- your UW-Marquette advisor

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-Marquette transcripts must be requested. Request to have an official transcript sent to your transfer institution. www.marquette.uwc.edu >> click on Quicklinks and request your transcript. There is a minimal charge for each transcript sent. *Make sure you have one 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.)

Check your PRISM account. Make sure you don't have any "holds" on your record that would prevent your transcripts from being mailed out.

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. Included:

- UW System Policy on Undergraduate Transfer (<http://www.uwsa.edu/acss/acis/acis6-0.htm>) 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-Marquette courses & credits transfer--and you should receive that well in advance of registration at your new campus.
- The Associate of Arts & Science Degree, by UWS policy, will satisfy the university-wide, college or school general education breadth requirements at your UW System transfer campus. Specific colleges or schools may require transfer students to complete additional general education credits beyond the university-wide total if required of continuing students. Consult an advisor regarding additional proficiency, college, school or program requirements not covered by this policy.
- If you're a **Guaranteed Transfer 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 Advisor at UW-Marquette for assistance.

As you know from your UW-Marquette 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.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-Marquette 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.