

Transfer Programs

If you are advising a student who plans to transfer to a four-year college or university, at a minimum, you should:

1. Discuss the appropriate MAPS Guide components with students.
2. Help the student to register on STARS and print a STARS Guide for his/her program of study. Explain to the student how to use the STARS Guide and that it is only applicable to a specific major transferring to a specific institution. The student must print a new STARS Guide every time he/she changes majors or changes transfer institutions.
3. Assist students in planning for registration by helping them work through the MAPS Registration Worksheet (A).
4. Encourage students to work on their MAPS Goals Worksheet each semester (P).
5. Using your knowledge of course rotations, help the student to develop a plan that will achieve an AA or AS degree and will meet requirements for transfer.
6. Register the student for his/her courses, or (at the appropriate time) authorize him/her to register online. (ADVISORS MUST MEET WITH STUDENTS FOR **AT LEAST THE FIRST TWO SEMESTERS**).
7. Encourage the student to apply for the appropriate (AS or AA) degree.
8. Provide students with a graduation application (provided by the Vice President's Office) and remind them of the importance of completing their MAPS Academic Career Goals Questionnaire (S).
9. Sign off on the student's degree application and fill out the degree sheet, before having the student return the paper work to the Vice President's Office for approval.