



Tips for a Successful Appointment with Your Transfer Credit Specialist



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Preparation

- Set a purpose and goal for the appointment.
- Organize your questions and concerns prior to the appointment.
- Review your check sheet, LionPATH, What If Audit, and/or Academic Requirements Report.
- Make sure that all transfer credits are noted in LionPATH. If they are not, discuss with your transfer credit specialist.
- Provide any information for the transfer credit specialist in Starfish appointment notes.
- Provide your preferred phone number to be used for your appointment.

Appointment time

- Ensure you are available during your appointment time. If your availability has changed, be sure to change or cancel your appointment.
- Find a quiet place for your appointment; minimize distractions.
- Sit at your computer.
- Have your check sheet, What If Audit, and/or Academic Requirements Report available for reference.
- Ask questions.

What your transfer credit specialist can do for you

- Review your transfer credits and consult with your academic department on how to best use the credits in your degree program.
- Explain processes and answer questions.
- Advocate on your behalf regarding transfer credits when appropriate.
- Keep your academic adviser informed about transfer credit review decisions.

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