Tips for a Successful Appointment with Your Transfer Credit Specialist

PennState
World Campus

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.