

## Reminders when working with transfer students:

- There are many reasons a student may want to transfer from their current school; they could contact an advisor at any time during a semester for advice and/or advisement regarding their potential enrollment; a transfer-friendly approach is required
- Know how to use the Missouri Western transfer website [Transfer Website](#) and the equivalencies link [Transfer Credit Guidelines](#)
- Remind the student to submit an official transcript to our Admissions Office for evaluation; if they are coming to campus for an appointment ask that they bring a copy of their attempted coursework for you to use during the meeting
- Make sure the transfer student has a clear understanding of how transfer credits are evaluated at Missouri Western; students need to understand the difference between course equivalencies, electives, courses that do not transfer and courses that do not count toward graduation
- Refer students to Understanding Your Transfer Credit Evaluation [Understanding Your Transfer Credit Evaluation](#) on the MWSU website
- Transfer students who attended a college or university after high school graduation and have attempted 1 credit hour or more are eligible to pursue the CORE 42 curriculum instead of Missouri Western's general studies curriculum. Please refer to the [CORE 42](#) website for questions.
- Transfer students will most likely have credit hours that transfer to MWSU as electives; although electives count toward overall hours earned they do not fulfill a specific course requirement; you can offer a student advice on if they should appeal for a particular transfer course to count as a specific requirement:
  - General education courses are reviewed by the Admissions Office; contact the Admissions Transfer Coordinator (816-271-4307) for re-evaluation of the course; further appeals are made to the Admissions and Graduation Committee in the Registrar's Office; a course description and syllabus must be included with the appeal
  - Course equivalencies outside of general studies are determined by the academic department offering the course. Appeals should be made through the offering department Chair
  - Transfer coursework not determined to be an equivalent can be substituted for a major requirement; a substitution is approved by the major department Chair
- Help the transfer student have a clear understanding of your academic programs and requirements; if you recognize the student will not be successful in a certain path, speak up immediately and help them through their education goals; it is important to be realistic and help the student save time, money, and energy while leading him/her toward graduation in a timely manner
- It is important for advisors to be willing to work with prospective freshmen and transfer students prior their enrollment at Missouri Western to ensure their questions and concerns are answered and addressed

- Determine if a student needs placement testing, if so, refer them to the Placement Exams in Goldlink for information to go to the [Placement Exams](#) website
- Encourage involvement; help connect the student to the campus and other transfer students
- When it is in the best interest of the student, it may also be necessary sometimes for an advisor to assist a current student in transferring from Missouri Western to another institution

Specific information regarding Transfer Admissions is available in the University Catalog at this link: <http://catalog.missouriwestern.edu/undergraduate/university-information/admission/transfer/>

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