

# Change of Program Process for New Transfer Students

*Since there is not a centralized check-in for new transfer students attending their on-campus advising session, this document provides guidelines for advisors and front line staff working with new transfer students wishing to change programs during their on-campus advising session. Your assistance is important to ensuring a student's experience is positive and productive. If you have any questions/suggestions regarding this document, call Michele O'Connor at x1-0550 or Jason Gasper-Hulvat at x1-7596.*

**SCENARIO 1 – Student wants to change to a major in a different school/college prior to scheduling an on-campus advising session or prior to the day of his or her scheduled advising session.**

- student completes and submits the “OFFICE OF UNDERGRADUATE ADMISSIONS CHANGE FORM” found at the orientation website: <http://www.temple.edu/studentaffairs/orientation/transfer-student-orientation/changing-your-major.asp>
- if the student has scheduled their on-campus advising session, after submitting the completed form to Undergraduate Admissions the student will need to contact the Office of Orientation to change their on-campus advising session to the new school/college

**SCENARIO 2 – Student arrives at your office the day of his or her scheduled advising session with the original school/college. Student does not have an appointment with you but wants to change to a major in your school/college.**

## **2a. If an Advisor is Available**

- new school/college will meet with student
- during the advising session student completes the “Change of Program Form (during Orientation)” form found at the OSVPUS website: <http://www.temple.edu/vpus/forms>
  - a. student does not receive a copy of this form – it is an internal document only
  - b. new school/college will send/fax the completed “Change of Program Form (during Orientation)” to the original school/college so the original school/college records can be updated
- new school/college will submit the Change of Program workflow to the Office of the University Registrar
- new school/college will make note of the change in the General/Faculty section of Advising Database

## **2b. If an Advisor is Not Available**

- the student will be given the option to set up a time to come back on another day or to attend the advising session scheduled with the original school/college.
- If the student chooses to meet with an advisor in the original school/college, this advisor will suggest courses using resources available (DARS, bulletin, evaluated transfer credits, etc.) so an initial roster can be developed.
- student completes the “Change of Program Form (during Orientation)” form during the advising session
  - a. student does not receive a copy of this form – it is an internal document only.
  - b. original school/college will send/fax the completed “Change of Program Form (during Orientation)” to the new school/college
  - c. new school/college will submit the Change of Program work flow to the Office of the University Registrar
  - d. new school/college will make note of major change in the General/Faculty section of Advising Database
- new school/college will review the student's roster and follow-up with the student to discuss any needed revisions, transfer credit needing further review, or any steps needed to finalize the change of major.

**SCENARIO 3 – Student comes to your advising office for his/her scheduled advising session but wants to change to a major in a different school/college**

- current school/college will contact desired school/college to determine if an advisor can meet with the student; if new school/college cannot meet with the student an advisor in the original school/college will suggest courses using resources available (DARS, bulletin, evaluated transfer credits, etc.) so an initial roster can be developed.
- student completes the “Change of Program Form (during Orientation)” form during the advising session
  - e. student does not receive a copy of this form – it is an internal document only.
  - f. original school/college will send/fax the completed “Change of Program Form (during Orientation)” to the new school/college
  - g. new school/college will submit the Change of Program work flow to the Office of the University Registrar
  - h. new school/college will make note of major change in the General/Faculty section of Advising Database
- new school/college will review the student's roster and follow-up with the student to discuss any needed revisions, transfer credit needing further review, or any steps needed to finalize the change of major.