

Building a Transfer Team



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Overview



- Background of formation
- Overview of Transfer Team
- Examples of cross collaboration/recruitment
- Recommendations on how to build a team on your campus

Background



- 2009/2010 – Increase in the number of undeclared transfer students
 - Advising
 - ✦ Students were trying to register on their own and unaware of requirements
 - ✦ Designated university resources to serve this population
 - Admissions
 - ✦ Students were asking very specific questions beyond admissions expertise
 - ✦ Had to close undeclared admission this year due to the surge in student applications
- Today
 - Advising – Two full time
 - Admissions – Two full time
 - Constantly work and interact together
 - ✦ One admissions rep 3 days/week at Heartland Community College

Overview of Transfer Team



- **Program Purpose**

- To provide academic advising to students who are considering transferring to Illinois State University.
- Topics include:
 - ✦ Major specific requirements
 - ✦ Course recommendations
 - ✦ Unofficial transcript evaluations
 - ✦ Readmission information
 - ✦ Time to degree
 - ✦ Career/major options

Overview of Transfer Team



- **Target Population**

- Prospective pre and post admission transfer students
- Incoming high school students looking to take summer transfer courses
- Students looking to be readmitted

The transfer advisors have also reached out to community college partner institutions throughout the state to make them aware of the services we offer.

Overview of Transfer Team



- **Number Served**

- 450+ annually
- This includes students emailing, calling and referrals from the Admissions Office. Promotion of these services has continued to build over time with a consistent increase in the number of students served.

- **Intended Outcomes**

- To ensure students are best prepared to transfer to Illinois State University after attending another higher education institution.

Cross Collaboration



- **Why?**
 - Strong working knowledge of admissions and advising requirements
 - Transfer policies and updating of information
- **Information Sharing**
 - Transfer Council
 - Transfer advisors present to Admissions staff
 - Admission staff present to advising community
 - Transfer Day Program
 - PTK application
- **Recruitment**
 - Community College Counselor Day
 - On the Spot Admission
 - Transfer Student Visits
 - Transfer Admission Guide/2 year plans of study

Cross Collaboration Examples



- **Visit opportunities**
 - Sara is visiting from ICC. She has questions about classes to take, admission and financial aid.
- **Not admissible students**
 - Steven was not admitted to desired major. Has questions about his options.
- **Students transferring back**
 - Jasmine was dismissed and wants to return. She asked what she has to do to be readmitted.
- **CC Advisor interaction**
 - Jane from IVCC asked us to review all of their transfer guides.

Recommendations



As a result of these services offered, the transfer advisors and transfer admissions staff have built a strong working relationship to best aid our students in the transfer process.

How to build:

- Start small
 - ✦ Conversations between Advising and Admissions
 - ✦ Cross training
 - GPA calculation
 - Admission Guide
 - Articulation Guides
 - When does admissions become advising and vice versa?
 - ✦ Customer Service
- Buy-in from Advising and Admissions
 - ✦ Identifying who
 - Time commitment
 - Caseload for advisors
 - Recruitment vs. advising
- Communication
- Takes time to build

Questions??



THANK YOU!