TIME TO DEGREE

Advising Talking Points: Transfer Students

For each transfer student, time to degree may vary considerably. While some may have as many as 90 transfer credits that apply toward degree requirements, others may have fewer than 15 hours of applicable credits. Having come from a previous institution, transfer students may be frustrated due to ODU’s difference in requirements.

In early advising communication, it is important for students to identify a goal as the intended graduation date. Advisors can help students determine if this goal is feasible based on applicable transfer credits, choice of major, and expected course load each semester. “On time” may be just one year for a full-time student, or four or more years for a part-time student.

ACADEMIC RECOMMENDATIONS

I. There are three types of Associate Degrees:

   • **Transferable from the Virginia Community College System (VCCS):** Through which lower-division general education requirements at ODU are automatically met:
     • Associate of Arts (AA),
     • Associate of Science (AS),
     • Associate of Arts and Science (AA&S), and
     • Associate of General Studies (at approved institutions only).

   • **Non-Transferable from the VCCS:** Require a course-by-course completion of lower-division general education requirements at ODU (with the exception of those with Articulation Agreements noted at [https://www.odu.edu/newtransfer/articulation-agreements](https://www.odu.edu/newtransfer/articulation-agreements))
     • Associate of Applied Arts (AAA), and
     • Associate of Applied Science (AAS).

   • **Non-VCCS Associate Degrees:** The Office of Admissions completes evaluations on those degrees to ensure students have met the spirit of lower-division general education requirements. If students or advisors have questions about these non-VCCS degrees, they are welcome to contact the Office of Admissions or their department chair.
2. Questions advisors should ask all transfer students:

Did the student complete a VCCS Associate degree? If so, what type: AA, AS, AA&S; or AAA, or AAS?

- If AA, AS, AA&S, does DegreeWorks indicate Lower Division GE Requirements completed? If not—OFTEN—advisors should verify orally whether students have completed or will complete a transferable degree and explain that lower division general education requirements listed in DegreeWorks will likely be met—with some program-specific exceptions—and therefore the students should take NO lower division general education courses in spite of what DegreeWorks shows.

- If AAA or AAS, did the student complete an Articulation Agreement? If so or not—USUALLY—DegreeWorks will not indicate Lower Division GE Requirements completed? To verify that the student has completed/operated under an Articulation Agreement, advisors can seek oral verification, inspect the student record to see if substantial coursework matches the Articulation Agreement requirements, and ask the student whether he/she recognizes the Articulation Agreement curriculum sheet and has been following it. Instruct any likely articulation agreement student to take NO lower division general education courses in spite of what DegreeWorks shows, and refer student to the Transfer Advising Office.

3. Verify that final transcript from previously attended institution(s) has been submitted and is properly reflected in Leo Online.

4. The most important strategy for finishing on time is to avoid drops, failures, withdrawals, or incomplete grades (D,F,W).:

- The key to avoiding DFW or incomplete grades is for the student to use course and university resources.

- When taking online or hybrid classes, students must recognize the importance of self-motivation and communicating frequently with their professors.

5. Study Time: Students should plan to study for 2–3 hours for every credit hour of enrollment. For example, if a student is taking 15 credits, then he/she should be studying 30–45 hours a week.

6. Accessibility Issues: The Office of Educational Accessibility assists students and faculty to develop appropriate accommodations for both temporary challenges (e.g., injuries, illness, recuperation from eye surgery) as well as for diagnosed disabilities. Location: Student Success Center. Website: http://www.odu.edu/educationalaccessibility.

7. Refer students to Academic Support resources that will help them to be successful:

- Tutoring
  - Cumulative List of Campus Tutoring http://odu.edu/success/academic/tutoring/course-specific
  - Peer Educator Program http://odu.edu/peereducator
  - Math & Science Resource Center http://sci.odu.edu/msrc/ (assistance with Math 101M, 102M, 103M, 162M, 163, 200; assistance with CHEM 105N/106N, 107N/108N, 121N/122N, 123N/124N)
  - Language Learning Center http://llc.odu.edu/
  - Math Lab (assistance with math courses not supported by MSRC) http://sci.odu.edu/math/academics/lab.shtml
  - “Smart Thinking” on-line tutoring, https://www.odu.edu/success/academic/tutoring/online, free online tutoring available 24-7 via Blackboard
  - The Writing Center http://al.odu.edu/writingcenter/, free individual tutorials to undergraduates and graduates working on writing projects for any course

- Student Support Services: see website for eligibility criteria. Location: 2016 Student Success Center. Website: http://uc.odu.edu/sss/

- Physics Learning Center https://www.odu.edu/physics/resources/learning-center

- Mentoring & Academic Coaching
  - Academic Coaching and Success Workshops: http://www.odu.edu/success/academic/coaching
  - Monarch 2 Monarch https://www.odu.edu/life/gettinginvolved/service/community-service/monarch-2-monarch
TIME TO DEGREE: Advising Talking Points - Page 4

**Transfer Student Success Courses and Opportunities**

- Recommend UNIV 112: “Transfer Seminar.” This seminar provides resources and opportunities for students to build relationships with other transfer students and faculty and to explore individual strengths, values, skills, and interests.
- Encourage students to attend “Transfer Student Day” during Week of Welcome.
- Encourage students with GPA above 3.5 to contact the Tau Sigma Honors Society.

**Online Resources**

- Online Resources

TIME TO DEGREE: Advising Talking Points - Page 5

**MAJOR EXPLORATION**

1. Encourage students to use sample degree plans for their majors where courses are spread out over four years and transfer information is listed. Transfer sample degree plans can be found online: [https://www.odu.edu/academics/programs/curriculum-sheets/2014-2015-transfer](https://www.odu.edu/academics/programs/curriculum-sheets/2014-2015-transfer).
   - Sample degree plans are also available in DegreeWorks.
   - Encourage students to create their own plan by saving planned coursework in the DegreeWorks Planner tab.

2. Show students how to use the “What If” tab in DegreeWorks to explore any of ODU’s major and minor programs, discover how well their interest and earned credit fit the major/minor requirements, and create an academic plan that puts them on track to graduate on time. Then, encourage them to discuss their completed plans with their advisors and/or appropriate chief departmental advisors.

3. Streamline students’ major options so they fulfill the proper requirements.
   - Inform students of classes that must be taken in sequence; otherwise, they may get off track towards finishing course work in a timely manner.
   - Some classes in the major are not taught each semester. Advise students to check with the department regarding the availability of classes and then to plan accordingly.

4. When students have not yet decided on a major, help them to generate a list of possible majors. Choose courses that will fulfill requirements for both general education courses and their possible majors of interest.

5. Refer students to the major videos to find out information on various majors at ODU. View the Major Videos at [http://www.odu.edu/success/programs/finishin4](http://www.odu.edu/success/programs/finishin4).

6. Refer students to Advising Centers where staff members in each college provide a variety of academic advising resources and expertise in majors and careers: [http://www.odu.edu/success/academic/advising](http://www.odu.edu/success/academic/advising).

7. Refer undecided students to the Center for Major Exploration (CME): [www.odu.edu/cme](http://www.odu.edu/cme) and [www.facebook.com/oducme](http://www.facebook.com/oducme). To schedule an appointment, students may call (757-683-4805) or go to Suite 1500 in Webb Center.

8. Encourage students to make contact with the CDA in the majors they are considering. See Directory of Advisors: [https://www.odu.edu/success/academic/advising/advisors](https://www.odu.edu/success/academic/advising/advisors). The Chief Departmental Advisors (CDAs) are excellent sources of information on majors and careers.
9. Refer students to the advisor of their intended major in order to declare their major. Advise students to do a DegreeWorks plan for their intended major.

10. Encourage students to participate in Major Exploration Classes and Events
    - Recommend UNIV 120: “Career Exploration” (1 Credit). UNIV 120 is a systematic exploration of individual interests and skills and career resources. Emphasis is placed on defining goals and developing strategies to achieve goals. Career Interest Inventory assessments and individual conferences are included.
    - Encourage students to attend the “MAJORS FAIR” (Webb Center, North Mall) to learn about majors at ODU and interact with advisors and faculty from the colleges. The fair is offered each spring in March.
    - Recommend attending a Decision-Making Workshop offered by the Center for Major Exploration. See schedule on the CME website: https://www.odu.edu/success/academic/majorexploration.

CAREER EXPLORATION

1. Encourage students to identify a career path early to set a direction for internships and other requirements for graduation.

2. Refer students to the Career Management Center (CMC) to research careers related to their area of interest and to receive career assistance. Contact information: http://www.odu.edu/cmc 2202 Webb Center, 757-683-4388.

3. Recommend students view and plan to attend the Career Fairs offered by the Career Management Center Website (Career fairs: https://www.odu.edu/cmc).

4. Research Majors/Careers on FOCUS, an online career exploration program on the Career Management Center website (http://www.odu.edu/success/careers/tools).

5. Refer students who are unsure of career opportunities in a specific major to “What Can I do with this Major?” (http://whatcanidowithismajor.com/major/).

6. Refer students to the following online resources:
    - “Occupational Outlook Handbook” (http://stats.bls.gov/ooh/)
    - “Jobs Made Real” (http://www.jobsmadereal.com/)

7. For those students who have an idea of their initial career path, discuss their plans for internships, the requirements needed for their ideal career choice, and other opportunities they can take advantage of while at ODU (via study abroad, student activities, undergraduate research, etc.).

8. Encourage students to register for a Career Exploration Class
    - UNIV 200 (Career Implementation) 1 credit. UNIV 200 is a practical examination and application of resume and cover letter writing; job search strategies, including electronic job search and networking; interview skills; and negotiating job offers. Designed to prepare students for internships or cooperative education experiences and/or for post-graduation employment.
    - UNIV 400 (Career Engagement) 1 credit. UNIV 400 is a practical examination of a number of job-related activities: writing applications, resumes and cover letters, job search strategies (including electronic job search and networking) interview skills, and evaluating employment offers. Topics include the transition to the world of work and professional development. Designed for students seeking post-graduation employment.
TIME AND MONEY

1. Students must successfully complete a minimum of 120 credits to graduate (some majors require more). For those using financial aid, transfer students need to pay special attention to total number of credits completed and those remaining. To receive financial aid, the number of transfer credits combined with ODU credit cannot exceed 180 credits.

2. For some students, summer school attendance is an opportunity to get back on track if they have fallen behind. For others, summer school allows them to get ahead and complete the degree in less time than originally planned. For online students, summer attendance may be required as some courses are offered online only during the summer.

3. Students should develop a DegreeWorks plan for their intended major to determine whether they are on track to graduate within their intended timeframe. For assistance, students should consult their academic advisor or an academic coach in the Student Success Center.

4. Students should understand the financial Implications of extending their graduation date.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (15) Credits*</td>
<td>$4,500</td>
</tr>
<tr>
<td>Block Meal Plan</td>
<td>$1,928.00</td>
</tr>
<tr>
<td>Room (Quad) Average</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>General Service Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>$76.00</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td><strong>$9,813.00</strong></td>
</tr>
</tbody>
</table>

*Based on In-State, Undergraduate Tuition & Fees
Out of state tuition = $10,056.00

*Not including books and personal expenses
*Consider your lost potential wages in your new career

FINISHING ON TIME IS PRICELESS