

Code: A-024.1
Date: May 10, 1979
Approved: Jon Wefald
Revised: May 2002
Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY
PROCEDURE
INITIAL ASSIGNMENT OF
NEW TRANSFER STUDENTS TO ACADEMIC ADVISORS

1. As a general practice, new transfer students must submit an application for admission, a \$20 application fee, and an official post-secondary transcript. Once this information is on file, the student's information is entered into the Integrated Students Records System (ISRS).
2. Once a new transfer student is admitted, the Office of Admission is responsible for making a permanent folder for the student. The major area of study the student listed on his/her application for admission is used to determine the student's major.
3. The permanent folder is held in the Office of Admission until the beginning of the term indicated by the student on the application for admission.
4. The Office of Admission is responsible for constructing an advisory folder for each student. The folder contains:
 - Student's Personal Data Form (PDF) (generated from ISRS)
 - Course evaluation form for credits accepted
 - Copy of the post-secondary transcript
 - Advisor form (generated from ISRS)
5. The Office of Admission is responsible for distributing the advisor folders to the students. New Transfer Students are given their advisor folder at the beginning of each registration opportunity (listed below) and are required to return their advisor folder at the completion of the program.
 - Given to the students at check-in for Transfer Days
 - Given to the student on an individual basis
 - Given to the Advising Center or Learning Resources staff who would then distribute the file to the appropriate student. The Director of the Advising Center and/or the Director of the Learning Resource Center may request advisor folders at any time.
6. Each academic department is responsible for assigning specific advisors to the new transfer students, record the assignment on the list, and return a copy of the list to the Office of Registration and Records.
7. The Office of Registration and Records is responsible for entering the advisor assignment into the ISRS. The Advising Center then notifies all new transfer students of their advisor's name.

8. The departments are responsible for notifying the student as to who their academic advisor will be. At this point, the Office of Admission provides the academic departments with the appropriate student advisor files. This contact should occur during any pre-registration opportunity.
9. During the summer break, advisor folders will be held in the Office of Admission. Once academic advisors are assigned, the Office of Admission will implement steps 5, 6, and 7.
10. Students admitted on the day of registration will be referred to the appropriate department or to the Advising Center for advisement. They will be assigned to a permanent academic advisor according to the above procedures after the registration period is completed.

See also:

A-024 Student Advisement

A-024.2 Initial Assignment of New Freshmen (non transfer) to Academic Advisors

A-024.3 Administrative Change of Advisees and Disposition of Advisee Folders

A-024.4 Student-Initiated Change of Academic Advisor

A-024.5 Support Material and Procedures for Student Advising

A-024.6 Registration Advisor Access Code