

TRANSFER STUDENT REGISTRATION PROCESS

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Please view this document at <https://gustavus.edu/advising/>
Click on Transfer Student Registration to access the underlined links.

START YOUR PREPARATION HERE:

Assignment #1: Set up your Gustavus accounts

Assignment #2: Prepare for your registration appointment

Assignment #3: Register for classes!

Assignment #1: Set up your Gustavus Accounts

1. Follow directions that have been sent to your email to **set up your Gustavus email account**. If you have questions, please contact the Technology Helpline at 507-933-6111.
2. Follow directions that have been sent to your email to **set up your WebAdvisor account**. WebAdvisor is the web-based system that allows Gustavus students to access important academic and financial information, register for courses, and check grades. If you have questions, please contact Mary Milbradt in Gustavus Technology Services at 507-933-7672.

Assignment #2: Prepare for your registration appointment

1. Have your final transcript(s) sent to the Registrar's Office.

- Importance of an official transcript of previous work:
 - To determine transfer of credit and progress toward your degree
 - To register for Gustavus courses accurately
 - To determine athletic eligibility
- Your choice of courses for the semester you begin is directly related to the credits you are transferring to Gustavus. You might have had preliminary conversations with Tom McHugh to give you an indication of how you might continue coursework here; however, your final transcript is the key to your course registration.

2. Take placement exams if appropriate.

- Are you planning to take a foreign language or calculus during your first semester at Gustavus?
 - If you take the calculus and/or language placement exams, do so at least one week before speaking with an advisor. These placement exams are only for placement into your next course, NOT to fulfill the MATHL or Non-English Language requirement.
 - [Language Placement and Equivalency Exam Information](#)
 - [Math Placement Exam Information](#)
 - We recommend that transfer students complete the Non-English Language requirement in the first two semesters at Gustavus.

3. Identify majors you are considering and classes required. gustavus.edu/academics

- Are any of them among those that must be started right away?
 - Not all courses are offered every semester, especially science, math, music and language courses. Be careful to start a sequence in the fall for majors in biochemistry, biology, chemistry, elementary and secondary education, foreign languages, nursing, physics, and sciences for pre-professional interests, music, math and computer science.
- Are you planning to complete pre-requisites for interests in health professions, etc.?
 - If you are considering a pre-professional interest (like pre-med, pre-PT, pre-OT, pre-vet, pre-pharmacy) please refer to the [Academic Catalog](#) or [Health Professions](#) for information about how to proceed in that sequence in order to be ready for the professional school admission test. (A Pre-professional interest is not a major. You must major in an academic department while taking prerequisite courses to be ready for the professional school admission test.)
 - See specific program requirements if considering [Nursing](#) or [Elementary and Secondary Education](#).

4. Identify other classes you would like to take.

- Which **general education requirements** (referred to as Liberal Arts Perspective – LAP) do you need to fulfill?
 - Refer to the complete list of [Requirements for Graduation](#).
 - Make a list of all classes you are bringing in as transfer credits, [AP, IB, & Other Credit](#). Also, see Transferring Credit on the [Transfer Student Admission](#) web page for detailed information.

Departments that offer courses that fulfill general education areas:

The Arts (ARTS):

Art
Classics
French
Greek
Latin
Music
Philosophy
Theatre/Dance

Biblical and Theological Studies (THEOL):

History
Religion

Literary and Rhetorical Studies (LARS):

Classics
Communication Studies
English
French
Greek
Japanese
Latin
Religion
Russian
Scandinavian Studies

Lifelong Fitness .5 (FIT) and .5 (ACT) from HES

Historical and Philosophical Studies (HIPHI):

Classics
Geography
Gender/Women/Sexuality
History
Latin
Philosophy
Political Science
Religion
Scandinavian Studies
Spanish
Theatre/Dance

Mathematical and Logical Reasoning (MATHL):

Math/Computer Science
Philosophy

Natural Science Perspective (NASP):

Biology
Chemistry
Geography
Geology
Health and Exercise Science
Physics

Human Behavior and Social Institutions (SOCSCI):

Economics/Management
Education
Geography
Gender/Women/Sexuality
History
Nursing
Peace Studies
Political Science
Religion
Scandinavian Studies

Non-Western Cultures (NWEST):

Art
English
French
Geography
Gender/Women/Sexuality
History
Japanese
Modern Languages
Music
Philosophy
Political Science
Religion
Sociology/Anthropology
Scandinavian Studies
Theatre/Dance

- What courses would you like to take as **electives**? Which subjects interest you? Which subjects do you know nothing about?
 - After choosing your main courses fit lab times, physical activities (ACT) or personal fitness (FIT) from the Health and Exercise Science department (HES) around your academic courses. They have more than one time option.
 - Browse classes listed in [WebAdvisor](#) – Click on: Search for Classes – at top of screen, click on various Course Lists to see what is available.
- Are you planning to audition for **music** ensembles or take music lessons?
 - Contact Carol Jutting (cjutting@gustavus.edu) to make arrangements.
 - Please register for the audition found in the MUS section of the Search for Classes screen.
- Do you have a special [scholarship](#) (art, music, theatre) that requires you to register for a course or lessons?
- Have you been in contact with a coach about playing on a [varsity athletic team](#)?
 - You can get credit toward your ACT (activity) requirement by playing. Register for that team in HES (150's). Your last class of the day for varsity sports can begin as late as 2:30. Look at HES in [WebAdvisor/SearchForClasses](#). **Your final transcript(s) must be received and reviewed in order for you to participate.**

5. Search for classes using WebAdvisor on the Gustavus website.

- Make a long list of open courses that interest you and Plot them on the [Weekly Planning Sheet](#) to see how they fit by time. Be sure to include the 5 digit number found in parenthesis after the course number and section. (e.g. PSY-100-001 (32277) General Psychology)
- Review the [Academic Catalog](#) for requirements, course descriptions, prerequisites, and level of difficulty. Browse [WebAdvisor/SearchForClasses](#) – at the top click on Gen. Ed. Approvals and on the semester you are registering for to see a list of courses offered that fulfill one or more general education (LAP) requirements.
- You are registering for your entering semester only. Register for at least 3.75 courses but no more than 4.8. (one semester course = 4 semester hours)
- The Rule of Thirds: You need 34 courses to graduate, about 1/3 for your major, 1/3 for Liberal Arts Perspective (general education) and 1/3 for elective courses – anything you want to take. 34 course credits come from 31 semester courses, 2 January-IEs, .5FIT from HES and .5ACT from HES

Assignment #3: Register for Classes

1. Please call Tracey at 507-933-7027 to schedule a registration appointment with Margo W. Druschel, Director of Academic Support Center. Margo will be available to advise you by phone or in person on one of the following days: **Thursday, May 7**

Monday, May 11

Monday, May 18

Thursday, May 28

Tuesday, June 2

Thursday, June 25

Thursday, August 6

Tuesday, August 11

Friday, August 21

- For your first registration, Margo will review your previous work and assist you with registration.
- When you arrive on campus, you will receive an email with the name of the person who will serve as your advisor until you are ready to declare a major. If you are ready to declare a major right away, discuss this when you register with Margo and the Academic Support Center will assign a faculty advisor in your intended major.

Additional Information:

Orientation:

The 2-day Transfer Student Orientation begins on Sunday, September 6th and is intended to assist you with your transition to Gustavus and sense of belonging in this community. Our full new student orientation will be taking place concurrently and offers several opportunities for ALL new and transfer students to get to know one another and create lifelong relationships. You can find a complete schedule online at www.gustavus.edu/oncampus/orientation or feel free to contact me if you have questions. Classes begin September 8, 2015.

Are you a Student with a Disability who may need Academic Accommodations?

If so, please consult the [Disability Services](#) website about the services offered and how to contact staff with your questions. We welcome all students, and it is the policy of Gustavus Adolphus College to provide appropriate accommodations for enrolled students who have disabilities.

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