

TRANSITIONS

A NEWSLETTER FOR NEW TRANSFER STUDENTS

Academic Advisement

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A Message from the Office of Admissions

If you have not sent in your final transcript from your last college, remember you will not be able to register for next semester until you do so.

You can check to see if you have a hold by going to webservices under Registrar.

If you have any concerns, contact Kathy Tobiassen, 436-3499.

TIPS FOR YOUR FIRST SEMESTER AT ONEONTA!

1. **Make sure you understand your ARROW sheet and Transfer Credit.** The key to staying on track and not taking unnecessary coursework is to read and understand your ARROW sheet. Not sure how? See your advisor or make an appointment with Academic Advisement.
2. **Get to know your faculty.** Talk to them early and get to know them before there is a problem. If they know you as a person, they can suggest activities or courses that you might enjoy. Plus, they can write you a letter of recommendation for jobs, internships or graduate school in the future.
3. **Meet with your faculty advisor early.** Forgot who your advisor is? If you run your ARROW sheet, his/her name and contact information are listed in the upper right hand corner. See the section on how to run your ARROW sheet later in newsletter.
4. **Manage your time.** Know your time traps and be disciplined. Develop good habits early on. It will make a huge difference later.
5. **Ask for help early.** There are many people on campus willing to assist you with your transition; you just need to ask. Don't know where to go? Start with your RA or our office.
6. **Know where to park.** Avoid parking tickets! They can add up and result in holds on your account.
7. **Be prepared for more reading.** If you have concerns about your reading comprehension, check out CADE (Center for Academic Development & Enrichment) in 225 Alumni Hall. They can also assist you with reading and writing.
8. **There's stuff to do on campus – you just need to watch for it.** Read the posters and check out the weekly Broadcast sent to your email.
9. **Go to the programs that are offered.** You may not meet your best friend at a social or hall program, but one friendship leads to another. Before you know it, you'll be building a strong network of friends.
10. **Relax and enjoy your time at Oneonta.** Know when to be serious. Know when to have fun.

ONEONTA TRANSFER STUDENTS— YOU ARE NOT ALONE!

Did you know?

- 489 students transferred to Oneonta in Fall 2007 and another 232 students transferred this Spring.
- Our transfers students come from a wide range of schools. Many are from SUNY two-year, CUNY two-year, and as far away as Florida.

**Feel like everyone started here as a Freshman? Well, they did not.
 You may see some familiar faces from your transfer institution at Oneonta.**

***17% of the new Fall
2007 transfers made
Dean's List
(cum gpa 3.5 or higher).***

***Way to go
Transfers!***



**REMINDER:
Withdrawal
Deadline**

**April 21st is the last day
to drop a full semester
course.**

HOW DO I KNOW WHO MY ADVISOR IS?

Your faculty advisor was assigned to you at Orientation. You should have received a copy of his/her name and contact information. Don't know what you did with that? Don't worry. Just run your ARROW sheet and that information can be found on the first page in the upper right hand corner.

You should plan on seeing your faculty advisor before you need to register for the Fall 2008 semester. Remember, your advisor has many advisees, so it is not a good idea to wait until the last minute. Plan to see your advisor soon to plan out the rest of your degree.

HOW DO I RUN MY ARROW SHEET (ADVISEMENT DOCUMENT)?

- To start, go to Webservices. You will be asked to login using your Oneonta ID# (A00 # or social security number) and your PIN. This is the same number you use for registration, viewing your grades, etc.
- This brings you to the request form. Here you can either select to run your current declared major(s) and/or different majors.
- After you submit your request, it may take up to 20 minutes to process.
- Return to the Academic Advisement Center website to "View a Requested Document" or you may do this on webservices also.

POLICIES THAT CAN TRIP UP TRANSFERS!

- All students must have 48 credits of upper division coursework. At Oneonta, any course 200 level or higher is considered upper division.
- At least half of your major must be completed at SUNY Oneonta.
- After you have completed 66 credits, the only coursework you can take at a 2 year school is 100 level required coursework.
- There are a maximum number of credits allowed in each major. Check to make sure you know the maximum number of credits you are allowed to take in your major.
- Only 6 credits of physical education activity may be applied to your degree.

If you have any questions about these policies, please come by the Academic Advisement Center and ask.

MY TRANSFER CREDIT

One of the most important tools you'll have to track your academic progress at Oneonta is your ARROW sheet. Your ARROW sheet lists all of your General Education as well as your major requirements.

All students have access to run their ARROW sheets on Webservices, under Academic Advisement. You can run your document for your current major or for another major other than what you have declared. This is a great way to see how your transfer credit applies to a different major without formally changing your major.

You should review your document early on to make sure all of your classes transferred. Remember, your transfer courses are indicated on your ARROW sheet by a T in front of the grade (TB+). If you have any questions, please see your advisor or make an appointment at Academic Advisement.

I ALREADY TOOK THAT COURSE. WHY DO I HAVE TO TAKE IT AGAIN?

Many times transfer students have courses that transferred in from their previous institutions that are counting for electives, but could possibly count for a requirement in their major. There are two different processes that a student can pursue to see if the course could be used. The main difference is whether or not you believe the course you took is exactly like a course required in your major or just similar in general.

Credit Re-Evaluation Process

This is used to re-examine your previous course to see if it could be equivalent to a course at SUNY Oneonta. The forms are available in most department offices and the Academic Advisement Center. The completed form and a course description are taken to the head of the department in which the course is taught. For example, if you are a Biology major, but the course in question is a Chemistry course, then you would take the form to the Chemistry department. The Department Chair will review your request and send the form to the Academic Advisement Center to process. If it is approved, we make the change and send you a new advisement document.

General Education Re-evaluation

If you believe you have transferred in a course that should be filling a general education requirement, you need to bring a course description to the Academic Advisement Center to have it evaluated. You do not need to go to the department.

Substitution Process

This is used when the course you took is not equivalent to an Oneonta course but you believe it could be used to fill the requirement. For example, you are a Music Industry major which requires you to take BUS 111 - Introduction to Business. You have transferred in a course: BUS 10E -The Business World. This course is not the same as our Introduction to Business, but it may be able to be used to fill the requirement of BUS 111. To do this you would need to see the Department Chair of your major to determine if he/she feels the course you took could be substituted for your requirement. In the above example, the student would go to the Music department with a course description. If it is approved, the Department Chair will fill out a substitution form and send it to Academic Advisement to be processed and a new arrow sheet will be sent to you.



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SUNY Oneonta

Academic Advisement Center
100 Netzer Administration Bldg.

Appointments are made:

Mondays:
11:00am – 12:00pm
1:00pm – 4:00pm

Tuesday – Friday:
10:00am – 12:00
1:00pm – 4:00pm

Walk-ins taken:
Tuesday – Friday
8:30am – 9:30am

Phone: 607-436-3390
Fax: 607-436-3392

THINKING ABOUT TAKING SUMMER CLASSES?

Summer classes can be a great way to catch up on requirements, get prerequisites out of the way, or lighten your Fall semester. Here are some things to think about before you take a course this summer.

Should I take it at Oneonta? If you are trying to raise your gpa, or retake a course you did not do well in, the only place you can take a course is at Oneonta. Grades from other institutions do not transfer in and therefore do not impact your gpa. If you have already taken the course, the only place to repeat it is at Oneonta.

Can I take it at home? Once you have completed 66 credits, the only course you can take at a 2-year school is a 100 level required course. So if you are trying to take an elective or a course that is equivalent to a 200 level course here, you will not be able to transfer that in. You will need to go to a 4-year school. You also need to make sure that you are going to be meeting the College's residency policy of 45 credits completed at Oneonta, 30 of the last 60 credits of your degree at Oneonta, and at least one-half of your major courses taken at Oneonta.



Remember - Anytime you are going to take a course at another institution you need prior approval from the Academic Advisement Center. The prior approval form can be obtained either at our office or on-line.

GET INVOLVED!

Whether you're into music, current events, or just meeting new people, there is something for everyone at Oneonta. Getting involved not only makes you feel part of the Oneonta community but it also helps build your resume. These are just a few places to look to get involved.

- **Campus Activities Office:** 320 Hunt College Union; www.oneonta.edu/development/huntunion
- Check out the **weekly broadcast of events**, sent to your email.
- **Student Association:** (student government)- 9 Hunt College Union
List of Clubs and Organizations: www.oneonta.edu/general/saclubs.asp
- **Center for Social Responsibility:**
Community Service, 101 Alumni Hall
- **Gender and Sexuality Resource Center:**
219 Hunt College Union
- Get involved with your **residence hall:**
Hall Government, become a Resident Assistant.
- Become an **ATM (Academic Team Member):**
Academic Advisement Center, 100 Netzer.
- Look for the Club Fair in the Fall 2008!



VISIT US ON
THE WEB!

[www.oneonta.edu/
development/advise](http://www.oneonta.edu/development/advise)