

# TRANSFER TIPS

## Transfer-In Students:

- Have your official transcript sent to Normandale.
- Credits from your previous college will be recorded on your Normandale transcript after the 10<sup>th</sup> day of the semester.
- The credits that transfer in will apply to priority registration for the next semester you wish to register for.
- You can access information on how your credits transferred in by going to DARS (Degree Audit Recording System) through your registration module under *Student*.
- The web site: **www.mntransfer.org** has many resources and links to help you understand transfer agreements, transfer guides, and course equivalencies.
- Further explore this Counseling website for transfer tables and course equivalencies.
- To confirm how your credits apply to your specific degree, make an appointment with a counselor.

## Transfer-Out Students:

- Utilize the resources in the Career & Academic Planning Center in person or on-line.
- Refer to the transfer guides and transfer binders in the Career Center.
- Make an appointment with a counselor to review the transfer guides and the transfer process.
- Talk with college representatives when they visit campus.
- Computer and on-line resources (i.e. **www.collegeboard.com**, **www.iseek.org**, etc).
- To determine how courses transfer to other colleges, and for course equivalencies and degree completion information go to: **www.minnesotacas.org** (CAS, Course Applicability System) as well as **www.mntransfer.org**.
- To have your transcript sent to another college, pick up a Transcript Request Form at the Records Office.

See a Normandale Counselor as soon as possible if you have any questions about transfer in or transfer out!!