Transfer Advising Checklist

Please complete this before selecting your desired courses

* **I have declared my major and it is correct on my DegreeWorks Progress Report**

(If not, submit the Declaration of Major form, [**linked here**](mailto:linked%20here), to Amy Witkus at Witkusa@newpaltz.edu)

* **I have reviewed the Major Plan (either virtually or in group advising) and understand which courses I need to take**

(If not, please review the materials provided.)

* **I have submitted my MOST RECENT OFFICIAL transcript reflecting FINAL GRADES in courses taken in Spring ‘22** (If not, let the advisor know which courses you have completed since the ones shown on your DegreeWorks Progess Report.)
* **If I have taken courses in my major** and SUNY New Paltz hasn’t accepted the credits, I understand the petition process: I must provide the syllabus to my advisor **before the Add/Drop period ends September 4, 2022** to have the course accepted (\*Important for any pre-requisites for courses you want to take this semester and next semester)
* **I have earned an Associates of Art (AA) or Associates of Science (AS) degree**

(If so, you have met all of SUNY New Paltz General Education requirements! If you’re unsure which degree you have earned, please double-check **now** and let your advisor know. It makes a difference in registering for courses. Students with an AAS degree still must take some GE courses at New Paltz.)

* **I am interested in a Business or Marketing minor or Accelerated MBA program**

(For the MBA, you must have a Math Placement level of 5. If this isn’t the case, please inquire about the Math Department’s math placement test or plan to take courses to raise your math level.) The MBA program info can be found here: <https://www.newpaltz.edu/mba/> The School of Business Advising center can be reached at: [businessadvising@newpaltz.edu](mailto:businessadvising@newpaltz.edu) to declare a major or minor.

* **I am receiving TAP funding (NY State grants) or the Excelsior Scholarship**

(If so, you must register for a minimum of 12 or 15 credits that count toward GE, Upper division, Liberal Arts or your Major. All electives can be taken above those credits.)

* **I have read and agreed to the Department Internship Policy** and have signed and returned the Internship Policy Acknowledgement Form ([linked here](https://cpb-us-w2.wpmucdn.com/hawksites.newpaltz.edu/dist/6/3989/files/2020/06/INTERNSHIP-POLICY-ACKNOWLEDGEMENT-FORM-FOR-NEW-MAJORS_6.16.2020_FILLABLE.pdf)) to Amy Witkus at [witkusa@newpaltz.edu](mailto:witkusa@newpaltz.edu)