



### **Before your first Appointment:**

- Please check to see if transfer students are fully matriculated to the university and are able to enroll. If a student is not able to enroll when they meet with you, refer them to the appropriate office to resolve their issue.
- Common holds include Admissions, VA Enrollment, and Financial. Holds can be seen on the front page of a Student Center on my.tcu.edu. Another frequent issue is when a student has not paid their enrollment deposit, which can be done through Financial Services.
- Check with your academic department for instructions on how to properly start the re-evaluation process for transfer credits.
- Recommend that transfer students go to Academic Orientation before the fall or spring semester so they can receive more information about TCU and have a specific time to enroll in their courses for the upcoming semester.

### **During your Appointment(s):**

- Please go over major and degree requirements with transfer students so they have an understanding of what they have left to complete at TCU.
- Remember that all student must complete 58 hours at TCU and 42 of those hours must be upper division hours (30000 and above). Also, students must complete the CA, GA, CSV, and WEM requirements for the core curriculum at TCU.
- Encourage transfer students to get involved on campus, but also be aware of the other commitments (work, family, etc.) they may have that could make taking 15 hours a semester successfully difficult.

### **Throughout the Semester:**

- Remember that some transfer students may go through a more difficult transition to TCU than others and may need some extra guidance on course selection and referrals to different resources on campus.
- Please send out reminders for important events such as academic deadlines (last day to add/swap, elect pass/no credit, dropping a class, etc.) and when you would like students to come in for advising.