

ADVISING ANSWERS FOR NEW TRANSFER STUDENTS AT PHILADELPHIA UNIVERSITY

- 1. I will be a new transfer student at Philadelphia University; will I have an academic advisor? If so, how will I find out who they are?**

All new transfer students at Philadelphia University are assigned to a faculty advisor in the Learning and Advising Center for their first year at the University. During the first weeks of the semester, you will receive a “Welcome Email” from your faculty advisor. You can also visit the Learning and Advising Center located in Haggard Hall on a drop in basis to meet with any first year faculty advisor.

- 2. I have taken studio courses in design, drawing and/or a computer graphics/animation at my previous institution; is there a special review process to determine whether I will get credit for these studio courses?**

*Once your transcripts are received in the Office of Admissions, your courses will be evaluated for transfer credit. At that time, a determination will be made as to whether any of your actual course work will need to be reviewed by a faculty member who teaches in that subject area. **A letter will be sent to you indicating which of your courses will need to have a “portfolio review” along with information on how to schedule one in advance of your START session.** It will be your responsibility to call to schedule the portfolio review.*

- 3. I am scheduled to have a portfolio review completed, what materials do I need to bring?**

You will want to bring any of the actual material that you made during your studio class, including assignments and final projects. It would be helpful if you would bring the course syllabus and any other listing of assignments or course goals. In some cases, you may be contacted by the faculty reviewer with requests to bring specific types of work to the review. The expectation is that you will have work from the studio course available for the reviewer to assess. It will be the faculty reviewer who will determine whether you will receive transfer credit for your studio course(s).

- 4. How long does a portfolio review last?**

Portfolio reviews can last anywhere from a half hour to an hour depending on the number of courses and materials being reviewed for transfer credit.

5. **I have received transfer credit for WRTG 101; will I need to take a placement exam?**

No, you will not need to take the writing placement exam if the Office of Admissions has verified that you are receiving transfer credit equivalent to WRTG 101 at Philadelphia University.

6. **I did not receive transfer credit for WRTG 101 at Philadelphia University; will I have to take a placement exam?**

Yes. All new transfers who did not receive transfer credit for WRTG 101 are required to complete a timed, on-line Writing Placement Essay prior to attending their START session. Writing Placement essays will be graded by faculty members from the College of Science, Health and the Liberal Arts writing faculty. Writing assessment scores will determine the best writing course placement for student success in the freshman year. If a student places into WRTG 100 they will receive free elective credit for this course and after successfully passing this course with “C” or better they will take WRTG 101 to meet their WRTG 1 graduation requirement.

*** Writing Placement essays should take no longer than 50 minutes to complete a thorough thesis driven essay. However, all students will be allotted a maximum of 85 minutes (1 hour and 25 minutes) for the writing placement essay to ensure that students who are entitled to extended time under the Americans with Disabilities Act, will have appropriate time for this essay.*

7. **I have not taken any Math courses at my previous institution; how will I be placed into a math course at Philadelphia University?**

Transfer students with no college math transfer credit are encouraged to speak with a member of the advising staff about their Math placement during the afternoon advising session.

Math placement is determined by examining three distinct data points for all students. These include students’ SAT scores, their answers to a trigonometry self-screening test administered on-line prior to their START session, as well as the Mathematics requirements of the major to which students have been admitted. Students who took Advanced Placement examinations in Math may, in some cases, have their Math placement determined by their advanced placement exam score.

8. **I have some questions regarding my transfer credits; who do I speak to about this?**

Throughout your application process you will refer all of your questions to the Office of Admissions regarding transfer credit. Once you have started classes at Philadelphia University, you can visit the Learning and Advising Center to speak with the faculty transfer advisor regarding transfer credit questions.

9. Will I be able to change my schedule during DROP/ADD?

Yes, a new transfer student at Philadelphia University can “drop” a course and “add” another course in its place through the first seven days of the new semester. We advise new transfer students to consult with the Learning and Advising Center staff or a faculty advisor BEFORE performing a drop or add.

10. I am an Undecided transfer student; when do I have to declare a major?

Philadelphia University encourages all students who are Undecided to work with the Learning and Advising Center advisors and staff as well as the Careers Services Center to declare a major by the middle to end of their second year at Philadelphia University. Students must declare a major by the time they have earned 60 credits at the University.