

Academic Checklist for Transfer Business Student

- ❑ Print out a copy of intended major's curriculum sheet (www.odu.edu, click on *Current Students*, click on *Academic Advising*, click on *Curriculum Sheets*)
- ❑ Use Monarch Transformation to complete self-evaluation with Curriculum Sheet (www.leonline.odu.edu, click on *Admissions Menu*, click on *Monarch Transformation*)
 - Get University Identification Number. To retrieve this number, log on to Leonline. User ID = SSN, Password = 6 digit birthday (i.e. June 27, 1976 = 062776). Offices on campus cannot ask for the SSN number. We can only accept the UIN as identification. (www.leonline.odu.edu, click on *Enter Secure Area*, scroll down and click on *Enter Secure Area* again, enter login information)
- ❑ Final transcripts from all prior educational institutions (or military, if applicable) including last semester and/or confirmation of conferred degrees sent to Admissions (683-3685). This includes high school transcripts if you graduated before 1985 or if you took 3 years of one foreign language or two years of two foreign languages.
 - If CLEP, AP, etc. exams were taken, have scores sent to Testing Center (683-3699)
- ❑ Register for advising via Preview – required for all business students regardless of transferred credit; we recommend attending earliest possible date to ensure easier class registration process (www.odu.edu, click on *Admissions*, click on *Preview/Orientation*)
 - Day before attending Transfer Preview, print out Leonline transcript to check on transferred credit. If you see something missing that should have transferred (must be C or better), print old institution's transcript and use Monarch Transformation to determine what it should have transferred as. (Big help for the advising session). (www.leonline.odu.edu, click on *Enter Secure Area*, scroll down and click on *Enter Secure Area* again, enter login information, click on long *Admissions* link, click on *Student Records*, click on *Academic Transcript*)
- ❑ Math Placement Test – required if not transferring an equivalent of ODU's College Algebra, MATH 102M or higher; recommended for students who have not had math in a while (*See other flyer.*)
- ❑ Activate MIDAS account, which includes ODU email. Various departments use the ODU email address to send you important information (i.e. Registrar's Office, CBPA Undergrad Advising, etc.) You can have your ODU email forwarded to a personal account. However, please remember that when replying from a personal account, professors are not supposed to discuss a student's personal academic information unless through the ODU email system to ensure FERPA compliance. (*Setting up MIDAS account - midas.odu.edu, click on *Activate MIDAS ID*. To forward emails, visit season.odu.edu, click on *Forward Email to Another Account**)
- ❑ Become familiar with ODU important dates (www.odu.edu, click on *Calendar*)

Last day to add a class	Pre-registration dates
Last day to withdraw from classes	Final Exam Week
Financial Aid dates	
- ❑ Read and understand pages 1-65 and 102-111 of the University Catalog and pages 1-31 of the Guide to Enrollment. Ask questions if you don't understand the information contained in those two resources. A statement such as "I didn't know..." is not accepted as an excuse for not knowing University or College policies. (*Catalog: www.odu.edu, click on *Current Students*, click on *University Catalog*; *Guide to Enrollment: www.odu.edu, click on *Current Students*, click on *Office of Registrars*, click on *Guide to Enrollment**)*
- ❑ Become familiar with Career Management Center's web page for internship, co-op, post-college job search services and career information (www.odu.edu/cmc)



Transferring to a new school can seem perplexing and challenging. Remember that it will take about one semester for everything to sort itself out. However, our office will try our best to help make your transition as smooth as possible. If in doubt, feel free to email Jennifer Usis, Director, CBPA Undergrad Advising (Jusis@odu.edu) or Tambre McClenny, Program Advisor, CBPA Undergrad Advising (Tmccleenn@odu.edu).