I. PURPOSE

To obtain and disseminate information about transfer requirements of public and private senior institutions with which MDC has established agreements with. This information is sent to Career/Transfer Center directors, academic advisors, international student advisors, Honors College directors, Academic Unit advisors, Department chairpersons, Registrars, and School Directors.

II. PROCEDURE

A. Updated transfer information is obtained by:

1. Inviting academic advisors, Career/Transfer directors and other student services personnel to attend Transfer Advisor Workshops held by the four-year institutions (private and public) at their campuses.

2. Consulting with representatives of the senior institutions.

3. Referring to the senior institution’s transfer website.

4. Corresponding with departmental advisors, transfer center staff, and university articulation officers to clarify issues transfer requirements or problems.

5. Referring to catalogs, counseling and advisement manuals, and other special publications provided by the senior institution.

6. Referring to the Florida Academic Counseling and Tracking for Students (FACTS), which is the state’s official student advising website.
7. Referring to the State of Florida “Common Prerequisites Manual” which provides information regarding the courses students need to take to be admitted into upper division programs.

B. Transfer information is disseminated by:

1. The District Director of School and College who sends updated material received from senior institutions on a regular basis to Career/Transfer Center directors, academic advisors, Honors College directors, departmental advisors, chairpersons, etc.

2. Presentations organized by the Career/Transfer Centers to targeted student groups (e.g. Honors, PTK, Engineering, Business, Math and Science clubs, etc.)

3. Transfer orientation sessions organized by the Career/Transfer Centers at each campus.

4. Providing the list of institutions MDC has established articulation agreements with, and a brief highlight of each agreement on MDC’s website.

5. Organizing annual College fairs at each campus with representatives from public and private local and out-of-state institutions.

6. Inviting university representatives to meet with faculty, student clubs and interested students to talk about their program offerings, transfer requirements, scholarships, and internship opportunities.

7. Inviting senior institutions to visit the campuses on a regular basis during the semester for them to set up tables in high-volume student areas to provide information.