



WASHINGTON  
ADVENTIST UNIVERSITY

# TRANSFER STUDENT Q & A

Common questions and answers for transfer students.



# WHAT DO I NEED TO DO TO GET MY CREDITS TRANSFERRED TO WASHINGTON ADVENTIST UNIVERSITY?

The first step is to have all of your official transcripts sent to our Admissions Office, regardless of if you think the credits will transfer or not.

## Why?

- WAU needs all of your official transcripts on file in order to make an appropriate evaluation of your previous college history.
- Federal guidelines require all previous college/university transcripts to be on file.



# WHAT DOES OFFICIAL TRANSCRIPT MEAN?

Your college/university's official transcript(s) must be in the original sealed envelope provided by the institution you are transferring from. An official transcript is typically on special transcript paper and has the schools seal/stamp and the Registrar's signature verifying it is official.

It is preferred that the institution mail your transcript directly to our WAU Admissions Office. However, you can hand deliver the transcript if need be.

***Please note that if the envelope has been tampered with and/or opened by someone other than a WAU employee in the Admissions or Registrar's Office, it can no longer be considered official by the university. In such a case you will be required to submit another official transcript.***



# DOES WAU ACCEPT ELECTRONIC TRANSCRIPTS?

Yes. However, in order to be considered an official electronic transcript it needs to be sent directly from the institution through a secure site (i.e. Parchment Exchange, National Student Clearinghouse, etc...)

Electronic transcripts sent from you are not considered official transcripts and cannot be used to transfer credits.



# I HAVE A TRANSCRIPT FROM OUTSIDE THE UNITED STATES. WHAT DO I NEED TO DO?

If you took any classes at a foreign college/university you will need to have your transcripts sent to World Education Services and request a **WES ICAP** evaluation of your credits.

WAU will **NOT** accept an evaluation from any other company. The Admissions office can provide additional information on how to get the transcripts evaluated by World Education Services.



# WHAT HAPPENS AFTER I SUBMIT MY TRANSCRIPTS?

After the Admissions Office has accepted you, and you have confirmed you would like to attend WAU, your file will be transferred to the Registrar's Office for an evaluation of your credits.



# HOW LONG WILL IT TAKE FOR MY CREDITS TO TRANSFER?

Once the Registrar's Office has received your file, with all of your transcripts, it can take up to two weeks to evaluate your records and determine what credits to transfer.

***Please note that the two week timeframe is the maximum amount of time it could take to evaluate. This does not mean your transcripts will take two weeks to be evaluated. It means they may take up to two weeks, depending on if your file was received during a peak time for the Registrar's Office or not.***



# CAN I SUBMIT MY TRANSCRIPTS DIRECTLY TO THE REGISTRAR'S OFFICE INSTEAD OF ADMISSIONS?

No. All transcripts must be processed through our Admissions office first. If an official transcript is mailed/brought to the Registrar's Office we will bring it to the Admissions Office for processing. The transcript will not be evaluated until the Admissions office returns the transcript to us.



# HOW DO I KNOW IF MY CREDITS WILL BE TRANSFERRED?

You will not know for certain what will be accepted by WAU until the Registrar's Office has evaluated your transcripts. However, the following are some general rules we abide by, so that you can have an idea of what may or may not transfer. Keep in mind these are the general rules, not the more detailed course specific policies concerning individual schools:

- We only transfer credits from Regionally Accredited institutions
- Grade must be "C" or above
- English as a Second Language courses will not be transferred
- Remedial or developmental courses will not be transferred
- Pass/fail grades will not be transferred
- Will transfer up to 70 credits from a 2 year institution and up to 90 credits from a 4 year institution (up to 90 credits total of combined 2 year and 4 year institutions).



# HOW DO I KNOW IF MY SCHOOL IS REGIONALLY ACCREDITED?

The following slide lists what the regionally accredited agencies are. Your institution will need to be accredited by one of these agencies, in order for WAU to accept credits from them.

You can go to the following site if you wish to do a search to see if your school is accredited regionally:

<https://registration.highline.edu/faq-items/regional-accreditation/>



REGIONAL ACCREDITATION AGENCY	MEMBER STATES
<u>Northwest Commission on Colleges and Universities</u> (NWCCU)	Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington
<u>Higher Learning Commission</u> (HLC)	Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, Wisconsin, West Virginia, Wyoming
<u>Middle States Commission on Higher Education</u> (MSCHE)	New York, New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Puerto Rico, US Virgin Islands
<u>New England Commission of Higher Education</u> (NECHE)	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
<u>Southern Association of Colleges and Schools</u> <u>Commission on Colleges</u> (SACSCOC)	Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia
Western Association of Schools and Colleges (WASC) <u>Senior Colleges and Universities</u> <u>Community and Junior Colleges</u>	California, Hawaii, Guam, American Samoa, Micronesia, Palau, Northern Marianas Islands



# WHAT HAPPENS IF MY SCHOOL IS NOT REGIONALLY ACCREDITED?

Still send your transcripts regardless of their accreditation.

- Depending on certain circumstances your department can review your transcripts and determine if they will let you take a validation exam to receive credit.
- There may be other possible options to help optimize your ability to complete your degree requirements in a timely manner.

Please note that this option is only reviewed upon the specific request of a student in conjunction with their department. A fee is involved for certain options, such as validation exams



# WHEN WILL I KNOW WHEN MY CREDITS HAVE BEEN TRANSFERRED?

## **I have set up my portal access already:**

You can check MyWAU to see if your credits have been transferred or not.

Click on “My Academics” followed by “Grade Report”

## **I have not set up my portal access yet:**

You can speak to your Admissions Counselor to see if the credits have transferred.



# I TOOK A COURSE AT MY PREVIOUS SCHOOL WHY ISN'T IT SHOWING?

There can be a number of reasons why you may not see a course you took:

- The grade was below a “C”
- You don’t need the course to complete your program requirements.
- It is possible it did transfer, but its equivalency to a WAU course is not what you thought it should be.
- The transcript WAU has on file is not your updated transcript (typically happens when students have transcripts sent before the term they are currently enrolled in is over).



# WHY DIDN'T MY COURSE TRANSFER LIKE I THOUGHT IT WOULD?

- There is not a direct WAU equivalency for your course. In this situation courses are transferred as electives in the subject area they belong.
- The Registrar's Office does not know if the course you took is actually a direct equivalent to a WAU course. Some courses require specific content to have been covered before it can be considered equivalent to a specific WAU course.
- The course is actually equivalent to a different course than you thought it would be.



# HOW DO I GET SPECIFIC COURSES TRANSFERRED TO MEET A PARTICULAR WAU COURSE?

## **If the course is within your major requirements**

Your advisor can review your course (you may need to provide a course syllabus) and determine if it is equivalent to a specific course within your major requirements. If so, they will submit a Modification Form to the Registrar's Office.

## **If the course is a general education requirement**

You will need to submit an Academic Petition request form to the Registrar's office. This form would need to be signed by your advisor as well as by the department chair of the area the course is housed. You will need to provide a course syllabus for them to review.

***Please note that these options are done only after someone has become a WAU student.***



# I TOOK A COMPOSITION II COURSE, WHY IS IT NOT FULFILLING WAU'S COMPOSITION II REQUIREMENT (ENGL 102)?

In order for a course to be considered equivalent to WAU's ENGL 102 it must have a literature component. Some schools do not have a literature component as part of their Composition II course.

If your course is not equivalent you will be required to take LITR 190, at WAU, to supplement the missing material. However, the LITR 190 will also fulfill the Literature requirement for graduation.



# I TOOK A RELIGION COURSE AT MY SCHOOL, WHY ISN'T IT COUNTING AS A RELIGION COURSE AT WAU?

Religion courses taken outside of our Seventh-Day Adventist school system do not meet our religion requirement, but are used to help fulfil another general education requirement area instead.

All transfer students who have 24 credits or more accepted by WAU will receive a religion waiver, depending on the number of credits that have been accepted.

- 24-55 credits receive a 3 hour religion waiver
- 56-90 credits receive a 6 hour religion waiver



# QUARTER VS. SEMESTER HOUR

Each school runs under a specific academic calendar. The two most common are Quarter Hour and Semester Hour. Typically schools in the western part of the U.S. follow the quarter hour calendar, while those on the eastern part of the country follow the semester hour calendar.

If you are transferring from a quarter hour school there is a credit conversion that needs to occur, so that the credits equate with the semester hour that WAU uses. This means that you will see what will appear to be less credits accepted than you thought would (i.e. 3 quarter hours = 2.7 semester hours)



# HOW DO I KNOW WHAT COURSES I NEED TO REGISTER FOR?

After your courses have been transferred you can meet with your departmental advisor to discuss what you will need to register for each semester.

If you do not know who your departmental advisor is Admissions can direct you to the appropriate person.



# THINGS TO KEEP IN MIND

- All official transcripts need to be sent to the Admissions Office
- Foreign transcripts need a WES ICAP evaluation done
- Evaluation of your credits may take up to two weeks (plan accordingly)
- There are specific guidelines in regards to what gets transferred, as well as what each specific course will transfer as
- You can check MyWAU portal to see what has been transferred
- Your advisor will help you determine what courses you need to take



# WAU RESOURCES

- Admissions Office
- MyWAU portal
- WebAdvisor Portal
- Academic Advisor
- Registrar's office





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Please e-mail me with any specific questions that have not been answered in this presentation.

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