

## Transfer Orientation Preparation Checklist

### ACTIVITIES TO DO BEFORE YOU COME TO ORIENTATION:

- Update Your Summer Mailing Address** - Please be sure to change your mailing address with Undergraduate Admissions and on Hokie Spa if you are leaving a residential college or university and have been receiving your Virginia Tech mail at that address. If you have questions on this request please contact the Admissions Office.
- Start using *Hokies in the KNOW* Scholar site** for transfer specific academic and resource information at VT and in the College of Liberal Arts and Human Sciences. To access Scholar go to Scholar/Blackboard under Quick Links on the VT homepage ([www.vt.edu](http://www.vt.edu)) and sign in using your PID and password
- Request that a final transcript** showing your spring grades be sent to the Virginia Tech Admissions Office at the end of spring semester even if you are going to summer school.
- Request that any AP/IB exam scores** from high school be sent from the testing agency to Virginia Tech. We do not award transfer credit for AP scores that show up on transcripts from other colleges, **original scores from the testing agency are required.** For more detailed information on AP or IB scores and how they are awarded at VT please click on the "AP and IB" button on the CLAHS orientation webpage (<http://www.uaao.clahs.vt.edu/Orientation>).
- Create your PID** according to the instructions on Hokie Spa ([www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)). Remember your password.
- Register for Orientation** via Hokie Spa
- Learn your student number** (the "90" number given to you when you were offered admission.)
- Download medical history form from: <http://www.healthcenter.vt.edu/healthhist.htm>. Complete it and mail it to Schiffert Health Center (0140, Virginia Tech, Blacksburg, VA 24061)
- Check your VT email periodically** using webmail under Quick Links on the VT homepage ([www.vt.edu](http://www.vt.edu)). Your Email is your PID with @vt.edu added [\\_\\_\\_\\_\\_@vt.edu](mailto:_____@vt.edu).
- Review all of the orientation information** pertaining to you found on the web pages [www.uaao.clahs.vt.edu/Orientation](http://www.uaao.clahs.vt.edu/Orientation) and [www.orientation.vt.edu](http://www.orientation.vt.edu).
- Gather the following items** to bring with you to your college information/academic advising session in the afternoon
  - Transcript from former school(s)** – Bring with you a transcript from your former school. For information about transfer credit please click on the "Transfer Credit" button on the CLAHS Orientation webpage: (<http://www.uaao.clahs.vt.edu/Orientation>).
  - AP/IB Exam Scores** – Bring with you a copy of your scores if we have not received them yet. For more detailed information about AP/IB scores and how they are awarded and what credit is awarded at Virginia Tech please click on the "AP and IB" button on the CLAHS orientation webpage. (<http://www.uaao.clahs.vt.edu/Orientation>).
- Review the academic advising information** on the University's advising webpage ([www.advising.vt.edu](http://www.advising.vt.edu))

### ACTIVITIES TO TAKE CARE OF DURING ORIENTATION:

#### Personal/Student Life (Morning Orientation Session):

- Have your ID picture taken and Hokie Passport (Student ID Card) made at the Student Services Building.
- Pick up Microsoft Campus Agreement Desktop Bundle of software in the Student Services Building after picking up your Hokie Passport
- Get a copy of the Blacksburg Transit map and learn the times of route departures for your bus

#### Academic Life (Afternoon Orientation Session):

- Obtain a copy of a major requirement checklist or information on courses required for your major
- Discuss your transfer credits with a departmental representative so you will understand how those transfer credits will fulfill requirements for your major. If your transcripts or spring courses are not here yet show your departmental representative a copy of your transcript or grade report that you brought with you so that you are not duplicating course work

## College Contacts to know and make note of:

My College Question Email – [CLAHS.questions@vt.edu](mailto:CLAHS.questions@vt.edu)

My Academic Dean's Name: To be Announced, 540-231-6770, [malewis@vt.edu](mailto:malewis@vt.edu)

My Director of Academic Support: Dr. Karen Watson, 540-231-6770, [watsonk@vt.edu](mailto:watsonk@vt.edu)

My Orientation Advisor's Name: \_\_\_\_\_

Name of the Department for my major: \_\_\_\_\_

Department's Phone Number: \_\_\_\_\_

Department's Office Address: \_\_\_\_\_

## ACTIVITIES TO TAKE CARE OF BEFORE YOU LEAVE BLACKBSURG:

- Turn in Medical History Form (if not already done. If this is not done your academic schedule will be blocked from your viewing or processing of any academic information.)
- Go to the bookstore. Buy something orange and maroon!
- Make lodging arrangements for Family Day (October 24, 2009)

## ACTIVITIES TO DO ON THE WAY HOME.....CONVERSATION SUGGESTIONS IF PARENTS HAVE ACCOMPANIED YOU TO ORIENTATION

- Discuss how often you and your parents will communicate and the method, telephone or email
- Expectations for your finances, use of checking account and credit cards, cell phone
- Expectations for your visits home during fall semester, how many, and when
- Expectations for parent's visit to campus, family day, or other
- Discuss keeping line of communication open about your grades, choice of major and career decisions

## ACTIVITIES TO DO AT HOME THIS SUMMER:

- Continue exploring Hokies in the KNOW Scholar site
- Order textbooks
- Explore Hokie Spa ([www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)) and all the information available to you
- Review for accuracy your transfer credit awarded at VT using the "Transfer and Other Additional Credits" menu on the "Grades Menu" on Hokie Spa. Compare the VT credit awarded to you and your transcript to be sure that you have all courses listed and know if they will transfer. (This is to be done once your transfer work is posted to your student records which may take up until August to be completed.) (See the Transfer and AP/IB flyers in your orientation packet on what to do and who to contact if there are problems with your transfer credits or if they have not been awarded by late July)
- Explore the College of Liberal Arts and Human Sciences using the webpage [www.clahs.vt.edu](http://www.clahs.vt.edu)
- Familiarize yourself with the University Catalog available on-line from the website [www.undergradcatalog.registrar.vt.edu](http://www.undergradcatalog.registrar.vt.edu)
- Read the Hokie Handbook available on-line from the website [www.hokiehandbook.vt.edu](http://www.hokiehandbook.vt.edu)
- Familiarize yourself with the University's Curriculum for Liberal Education available on-line from the website <http://www.cle.prov.vt.edu>
- Familiarize yourself with the information on the Undergraduate Academic Affairs Office webpage ([www.uaao.clahs.vt.edu](http://www.uaao.clahs.vt.edu))
- Read the information about requirements for your chosen major (see Orientation menu on <http://www.uaao.clahs.vt.edu/Orientation/TransferStudents.html> for links to all departments and majors)
- Buy a planner you like. Use the Academic Calendar(s) and Timetable of Classes link on the web at [www.uaao.clahs.vt.edu/Orientation](http://www.uaao.clahs.vt.edu/Orientation) and record all important dates and deadlines in your planner
- Continue checking your VT email using webmail.
- Register for Connect to the CLAHS Community event, August 31<sup>st</sup>, via the web at [www.clahs.vt.edu](http://www.clahs.vt.edu) and put the date in your planner
- Load your Microsoft Campus Agreement Desktop Bundle of software on your computer
- Get excited about being a Hokie!

When you have checked off all of these activities your transfer journey is complete and you are well on your way to being a successful student at Virginia Tech. Knowing your responsibilities and then completing your tasks are the first steps for taking ownership of your education. Congratulations for being a student in the College of Liberal Arts and Human Sciences. We look forward to working with you as you learn and experience Virginia Tech over the next two to three years.