The HDFS Advisement Center Guide To

**Transferring Credits**

(for current UD students taking a course at another institution)

**THE PROCEDURE**

*This Guide will provide quick links but you should also consult an Advisor and the*[*UD Registrar*](http://www1.udel.edu/registrar/transfer/)

*policies.*

Look at the [Transfer Credit Matrix](https://udapps.nss.udel.edu/transfercredit/)to see if the course has already been approved for transfer and if so, submit the Transfer Credit Evaluation Form, take the class, and have a transcript sent

to UD when the class is over. If the course is not on the matrix, contact the respective academic unit and seek approval (see the Registrar's page).

* You must earn a C or better for a course to transfer.
* You must have 90 of your first 100 credits or 30 of your last 36 at UD.
* The credits will transfer but the grade will not be factored into your GPA.

**THE PAPERWORK**

1. After a class has been approved for transfer:

Fill out the [transfer credit evaluation form](http://www1.udel.edu/registrar/transfer/TransferCreditForm.pdf)and submit it to 111 ALW

2. After the class is complete and you have earned at least a C:

[Have a transcript sent](http://www1.udel.edu/registrar/transfer/transins.html#step6)to the UD Registrar's office

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**Transferring Credits**

(for students coming to UD from another institution)

**THE PROCEDURE**

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*policies.*

Your courses go through a preliminary evaluation and are assigned a UD course number (if they are

already on the [Transfer Credit Matrix](https://udapps.nss.udel.edu/transfercredit/)) or a Transfer Elective designation (166, 266 etc) if they are not yet on the Matrix.

Once you are a matriculated student, you can seek revaluation for courses with Transfer Elective

 designation by emailing a specific request to the departmental contact on the Registrar's page.

You may be asked to provide a copy of a course syllabus if more information is needed.

**NOTES**

You must earn a C or better for a course to transfer.

You must have 90 of your first 100 credits or 30 of your last 36 at UD.

The credits will transfer but the grade will not be factored into your GPA.

There is a special process for [ENGL 110 exemption](https://www.english.udel.edu/undergraduate/engl110/engl110-transfer-credit).

The HDFS Advisement Center Guide To

**Course Registration**

**THE PROCESS**

* Look at your planning guide, degree audit and [consult with an advisor](http://www.hdfs.udel.edu/advisement/)to see what

courses you still have remaining

* Review the [Course Search page](http://www.udel.edu/courses)for the available courses (always click the course

number to read the course description and pay attention to the NOTES section for information about pre-requisites or other restrictions)

* Create a mock schedule of your desired course schedule
* Once you are eligible for enrollment (based on your assigned appointment time) log into UDSIS and go to the "Registration & Drop/Add" link for the Web Reg system
* Enter each course number in individually and add courses
* Review your schedule to make sure everything was properly added

**THE PROCESS**

* Enrollment appointments are based on the number of credits you earned and are posted in

UDSIS about 10 days prior to registration

* Some courses require fingerprinting/TB clearances so visit ocs.uel.edu for details
* Visit the Advising Center or your advisor before you register
* Check your UDSIS Degree Audit after you register to see what requirements are satisifed with

the courses you added

* Register as soon as possible to have the best chance at getting a seat in a course
* Have several "back up" classes ready in case you cannot get into your top choices
* When possible, create a schedule that allows for study time, meals and personal time
* Contact the respective department office if you have issues getting into a class or add yourself

to a waitlist if one is available

* If you are on academic probation you must meet with an advisor before you can register and

you cannot take more than 14 credits

The HDFS Advisement Center Guide To

**Grading Scales and Options**

**GRADES**

* UD uses a system of letter grades with plus and minus designations (such as A, A-, B+, B, B- etc.) called Standard Grading
* A grade of Incomplete (I) may be issued by an instructor for reasons such as illness but

this grade will default to a grade of F by the second week of the next term if not

adjusted

* Instructors can give a grade of Z if a student has not attended a sufficient number of

classes or has missed assignments with no explanation; this counts the same way a

failing grade would

* If you retake a course, both the first and latter grades are factored into your GPA

**OTHER GRADE OPTIONS**

* Pass/Fail - A passing grade ofD- or higher allows you to earn course credit and the grade will not impact your GPA, but a failing grade of Z or F will negatively impact your GPA

with no earned credit (NOTE: unless it is designated as P/F, changing a course to P/F

may only count for free elective credit)

* Audit/Listener - You are enrolled in the course and need to attend, but do not have to

participate; you do not earn credit nor do you receive a grade

* Withdrawal - you discontinue enrollment, attendance and participation in the course;

you do not earn credit nor do you receive a grade

**ACADEMIC PROBATION**

* Students with an overall GPA below 2.0 are on academic probation and cannot enroll in more

than 14 credits

* Students are also required to meet with an advisor prior to course registration
* Continued probation status may result in dismissal from the University

**CALCULATE YOUR GPA**

* Utilize the [UD GPA calculator](http://www1.udel.edu/registrar/students/gpa-calc.html) to estimate your grade point average

The HDFS Advisement Center Guide To

**Grad School and Career Planning**

**SUGGESTIONS**

*A few helpful pieces of information to take into consideration:*

* Find programs with strong connections to the community or with faculty members who have

similar research interests

* Review college rankings through sites such as US News and World Reports
* Visit the Career Services Center to complete inventories/assessments to help you explore career paths and graduate programs
* Nationally accredited graduate programs are recommended
* Visit the schools and ask questions of admissions, faculty and current students

**TIMELINES**

*A few helpful pieces of information to take into consideration:*

*Junior Year:*

Begin researching schools/programs to find a good fit and see what is required for admission, study for

the GRE and take the test at least once (if required), begin drafting your personal statement, speak with Career Services or professors for career guidance.

*Senior Year:*

Take the GRE again (if necessary), update your resume, ask for letters of recommendation, get copies of your transcript, apply for programs.

*Psychological and Brain Sciences has a* [*helpful Student Guide*](https://www.psych.udel.edu/undergraduate/advisement/planning-for-the-future/graduate-school) *to the Grad School Search on their website.*

**ALTERNATE ROUTES**

Students may be considering [alternative “gap year” programs](http://www.hdfs.udel.edu/wp-content/uploads/2017/01/GapYear-Document.pdf) such as AmeriCorps, Teach for America or Fulbright Scholarships.

**COMMON GRAD PROGRAMS**

[Social Work](https://www.cswe.org/Accreditation.aspx), [Education or Special Education](http://www.ncate.org/accreditation/caep-accreditation/accreditation-decisions), [Human Development and Family Sciences](https://www.ncfr.org/degree-programs), [Human Resources](https://www.shrm.org/academicinitiatives/students/pages/hrprogramdirectory.aspx), [School Counseling](https://www.schoolcounselor.org/school-counselors-members/careers-roles/school-counseling-degree-programs), [Marriage and Family Therapy](https://www.coamfte.org/COAMFTE/Directory_of_Accredited_Programs/MFT_Training_Programs.aspx), [Public Health](https://ceph.org/accredited/), [Public Policy/Administration](http://www.naspaa.org/students/graduate/schsearch.asp)

The HDFS Advisement Center Guide To

**Changing Majors and Adding Minors**

**MINORS**

*Feel free to visit the Advisement Center to learn more about declaring a minor and how the courses fit*

*into your academic plans*

* Review the [Undergraduate Catalog](http://catalog.udel.edu/index.php?catoid=18)to learn more about course requirements for the minor
* Go to the specific department website to learn more about the minor and if there are any

admissions restrictions

* If there are no restrictions, submit the "Change of Major, Minor, Concentration" web form

through UDSIS (right menu under "FORMS")

* If there are restrictions (GPA requirement, prerequisites, credit count etc), work with an advisor to plan for future application and determine which classes you are currently able to enroll in
* Most minors are 15-18 credits but some may be 21 or more; some credits may be able to overlap with your degree requirements so speak with an advisor to confirm.

**MAJORS**

*The Advisement Center may be able to help you learn about other majors but we do encourage you to meet with someone in the department you wish to transfer to*

* Visit Career Services Center to learn more about your career interests and the best academic discipline to meet your career goals
* Review the Undergraduate Catalog to learn more about requirements for the major
* Go to the specific department website or office to learn more about the major and [if there are any admissions restrictions](http://www1.udel.edu/registrar/students/restmajorsinfo.html) and/or if there would be any change to your graduation term.  Review the Registrar's Major Change Restrictions page below.
* If there are no restrictions, submit the "Change of Major, Minor, Concentration" web form on UDSIS (right menu under "FORMS")
* If there are restrictions, work with an advisor to plan for future application and determine which classes you are currently able to enroll in or follow the provided directions to apply, if eligible