

Advisor Transfer Credit Form

Student's Name: _____ Banner ID #: _____ Date: _____

Student's Major: _____ Advisor: _____
Print Name Signature

1. Course designation department only - Courses that need the equivalent changed.

- If the change applies to this student only put a "no" in the "Change Database" box next to the course (No Department Chair signature needed)
- If the change applies to both this student and the DARS database put a "yes" in the "Change Database" box next to the course and get the department chair to sign approval. (i.e.: Math dept. chair signs for Math course database changes, Psychology dept. chair signs for Psychology course database changes)

College Attended	Semester Taken	Course Number at Other College	Current NP Course Number On DARS	Change to this NP Course Number	Change Database
i.e.: SUNY Albany	SP 06	AMAT107	MAT001	MAT241	YES*

***Department Chair:** _____ Print Name Signature **Date:** _____

2. Missing courses or courses with an error.

College Attended	Semester Taken	Course Number at Other College	Explain the Error (i.e.: missing course, should be 3 credits not 2)	NP Course Number

If a course is coming in as an elective because there is no New Paltz equivalent and you would like it to fulfill a specific area of the major, please indicate the course number, title, and area of the major to be fulfilled below:

NOTE: For transfer courses that may meet a General Education requirement the student needs to take a course description of the transfer course to the Office of Undergraduate Admissions and get the approval of the Director of Transfer Admissions.

**Return this form to:
 Jennifer Wawrzonek
 Transfer Advisor
 Undergraduate Admissions
 Hopfer House**