

J. WARREN McCLURE SCHOOL OF INFORMATION AND TELECOMMUNICATION SYSTEMS TRANSFER POLICY

You must meet the minimum college transfer requirements, one of which is an earned g.p.a of at least 2.5, to be eligible to apply for transfer into the School of Information and Telecommunication Systems.

You may apply for transfer at any time.

Enrollment in the school is limited to ensure quality instruction and advising. Additional transfer procedures may be adopted if enrollment should become a problem.

IMPORTANT: Depending upon the number of hours and courses already completed, transfer students may not be able to complete all their requirements within a four-year period. **If you are accepted into the School, you should expect to spend at least 6-8 quarters in order to fulfill all requirements.**

Steps to follow for admission:

1. Talk to the Director or Associate Director of the McClure School about the program.
2. Fill out a **Transfer Information Sheet**.
3. Fill out an **Application for Update of Program(s)**. If you are currently in the University College or Honors Tutorial College, take the **Application for Update of Program(s)** form to your college office for a signature.
4. Bring your completed **Application for Update of Program(s)** and **Transfer Information Sheet** to:

McClure School of Information and Telecommunication Systems
278 Lindley Hall
5. Please be advised that while you will be considered a major for the School's internal purposes (you will be assigned an advisor, you can participate in the student group functions, etc.) it will take until the next quarter for your paperwork to be finalized. Transfer forms are completed only during the first two weeks of the quarter. This means you may have to go to your former college to pick up pre-registration material for one quarter.
6. If you have any questions, please ask at the School Office or call 740/593-4890.

**J. WARREN MCCLURE SCHOOL
OF INFORMATION AND TELECOMMUNICATION SYSTEMS
Transfer Information Sheet**

Date: _____

Name _____ Gender _____

Student ID No. _____ Birthdate _____

Home Address _____

Local Address _____

Home Telephone (____) _____ Local/Cell Telephone _____

Email Address _____

Current Major _____ Current College _____

Rank (**circle one**): Freshman Sophomore Junior Senior

Grade Point Average _____ Credit Hours to Date _____

If you have taken the following courses, please list the grade earned. If the course has not been completed, leave the space blank:

Accounting 101/201 _____ Economics 103 _____ Economics 104 _____ Communication Studies 103

Are you a U.S. citizen? ___ Yes ___ No

If no, what country are you a citizen of _____

Anticipated graduation date _____.

(over ->)

More questions on next page.

Applicant Survey Questions:

- How did you find out about this major?

___ another student in the major

___ Information and Telecommunication Systems faculty member

___ university counselor

___ other _____

- Why did you select this major?