Admissions process for transfer students

1) Admissions accepts transfer student and the next day forwards transcript to DGC dean’s office. DGC should then LOG student name and date into records. Admissions then notified financial aid.

2) Admissions notifies student about e-campus access and the fact that the dean will notify the student when the credit evaluation is done. DGC have 15 days to conduct the credit evaluation.

3) Student is instructed as to how to view unofficial credit evaluation on-line, before submitting a required deposit.

4) Once an enrollment deposit is made, DGC will be notified and asked to post credits on e-campus. Enrollment services then removes the negative service indicator that kept the student from enrolling.

5) DGC notifies student of acceptance and advisement procedures.