

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.