

# Transfer Student Checklist



Congratulations on choosing the AACSB accredited Ansell School of Business at WCSU! Planning is a critical part of meeting your college goals, especially during a change or transition.

## Academic Planning:

- Log on to your [Banner](#) account. Check that all your credits have transferred over to your WCSU record. Contact a [transfer counselor](#) for help with this process.
- Download your [program of study](#) and meet with your advisor to plan your course schedule. Not sure who that is or where they are located? This information will be listed in Banner but you can also ask the Academic Advisement office by calling 203-837-8397, or emailing: [aac@wcsu.edu](mailto:aac@wcsu.edu).
- Meet with your advisor at least once a semester, if not more frequently. Their role is to advise you on next steps in your program and your transition to campus.
- Set overall GPA goals as well as course goals.

## Career Planning:

- Visit the [Career Success Center](#), located on the Westside campus in the Campus Center (Suite 300), for information on careers, companies and internships/co-ops. They have a wide variety of resources!
- Join one of the many [Ansell clubs](#). Ansell has several clubs that represent degree areas including Accounting, Finance, Justice and Law Administration (JLA), and Marketing. These groups are a great place to meet people, build your network, and learn something new about your chosen field.
- Research and create a plan for your time at WCSU. Make it your goal to graduate with a job in your major. Plan for and get the skills and experiences that will help you be career ready.

## Time Management:

- Use a calendar and/or a planner to track assignments, tests and other [WCSU due dates](#).
- Schedule your study time and stick to your schedule. Plan to spend 2-3 hours studying outside of class per credit hour. Understand you will need to start studying for tests well in advance (at least a week) in order to be well prepared. Need help with this? Visit the [Ansell Commons](#) which offers free tutoring services and a [Presentation Coaching](#)
- Read course syllabi carefully. A syllabus is a contract between you and your professor. Professors will follow the schedule as outlined, unless they announce changes.
- Get to know at least one classmate in every course. This way, you'll have access to class notes if you miss a class, and you are building your network. Better yet, create a group chat.
- Learn your professors' names and visit them during office hours to ask questions about course material. Ask for help immediately if you find yourself dropping behind on assignments or if you get a poor grade on an exam.

## Connections:

- Join Student Government sponsored clubs or activities or spend time on campus to meet new people and to build your professional network.
- Download our [WCSU mobile app](#) or [podcast series on SoundCloud](#). Follow the main WCSU social media accounts like the WOW, as well as others that interest you.
- Attend campus events or participate in community service like [WCSU Day of Service](#).
- Visit our [TransferMation](#) webpage for more ideas on getting connected to WCSU!
- Use our [Quick Reference Guide](#) access resources for everything from academic support to leadership opportunities.