Congratulations on your acceptance to Illinois State University for the fall semester! As your official invitation to participate in the Transfer Day Program, this brochure provides instructions regarding academic advisement and class registration. You are strongly encouraged to attend the Transfer Day Program, as course and advisor availability will be limited after this program.

To ensure a smooth transition to Illinois State, follow these 5 steps

### 1. READ everything in this packet!

All new transfer students will be assessed a nonrefundable charge of $40 to cover costs associated with the Transfer Day Program and academic course registration. This charge will appear on your first tuition and fees bill and includes parking, continental breakfast, and a lunch voucher for you (the student), among many other services. This invaluable orientation is designed with your success at Illinois State in mind. Even if you are undecided as to whether you will attend Illinois State, you should still participate in this program. Failure to follow the included instructions could delay your enrollment.

### 2. Check out the Transfer Day Program at UniversityCollege.IllinoisState.edu/TransferDays.

Find answers to frequently asked questions and a list of Transfer Day Program events.

### 3. Arrange your advisement appointment.

Please note that your academic advisement appointment is only one part of a full-day program. In selecting your date, you should plan to spend the entire day on campus in order to complete the advisement and registration process.

**Schedule your appointment with the appropriate academic advisor**

Make an appointment with a University College Academic Advisor at (309) 438-3789—not with a major department—if you fall into one of these categories:

- You are an undeclared student who has not yet declared a major.
- You are an unclassified student.
- You will have 24 or fewer semester hours completed by the time you begin classes at Illinois State.
- You are an unclassified student.

**Important notes about your advisement appointment**

- Your advisor will not meet with you during the Transfer Day Program without an appointment. There are no exceptions.
- If you are currently serving in the military or live out of state, your academic advisor may suggest a phone appointment to develop your plan of study rather than require your attendance at a Transfer Day Program.
- Please note that Orientation and Transition services cannot schedule your advisement appointment. You must refer to the contact information on the back of this invitation.
- If you need to change your appointment, you must call the advisor you originally contacted.

**How to contact your advisor:**

Contact numbers are included on the back of this invitation. Dates fill up quickly, so do not wait until the last minute to make your appointment.

<table>
<thead>
<tr>
<th>Date of program</th>
<th>Advisement appointment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 18</td>
<td>March 11 by 4:30 p.m.</td>
</tr>
<tr>
<td>March 22</td>
<td>March 15 by 4:30 p.m.</td>
</tr>
<tr>
<td>March 25</td>
<td>March 18 by 4:30 p.m.</td>
</tr>
<tr>
<td>April 1</td>
<td>April 11 by 4:30 p.m.</td>
</tr>
<tr>
<td>April 22</td>
<td>April 15 by 4:30 p.m.</td>
</tr>
<tr>
<td>June 6</td>
<td>May 30 by 4:30 p.m.</td>
</tr>
</tbody>
</table>

These deadlines do not guarantee appointment availability on a specific Transfer Day Program date. Your advisor may ask you to schedule an appointment on a day that is not designated as a Transfer Day Program date due to appointment availability.

### 4. Complete the “courses in progress” form.

Once your advisement appointment is scheduled, go to UniversityCollege.IllinoisState.edu/TransferDays and click on “courses in progress” to submit a list of courses you are enrolled in at your current school or university (if applicable). You will not be allowed to complete the online “courses in progress” form until an advisement appointment has been made.

### 5. Submit your most recent academic transcript.

If you have not already done so, you must submit your most recent academic transcript to:

Illinois State University
Office of Admissions
Campus Box 2200
Normal, IL 61790-2200

If you would like to change your major, you must contact the Office of Admissions at (800) 366-2478 prior to making your advisement appointment.

**Transfer Day Program questions**

For more information or questions, please visit the Transfer Day Program website at UniversityCollege.IllinoisState.edu/TransferDays, or contact Orientation and Transition Services at (309) 438-3859 or TransferDays@IllinoisState.edu.

**Transfer Day Program confirmation packet**

Once you have made an advisement appointment, a confirmation packet will be sent to you with information about the Transfer Day Program pertaining to parking, check in, what to bring, information needed for your advisement appointment, placement testing, how to obtain your student ID, a campus map, and more. Plan to spend the entire day on campus.

**Transfer Day Program**

<table>
<thead>
<tr>
<th>Professor</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td><a href="mailto:john.doe@illinoisstate.edu">john.doe@illinoisstate.edu</a></td>
<td>Office of Admissions</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith@illinoisstate.edu">jane.smith@illinoisstate.edu</a></td>
<td>Office of Admissions</td>
</tr>
</tbody>
</table>

UniversityCollege.IllinoisState.edu/TransferDays
If you need a special accommodation to fully participate in this program/event, please contact Office of Disability Concerns at (309) 438-5853. TTY: (309) 438-2899. Please allow sufficient time to arrange the accommodation.

An equal opportunity/affirmative action university encouraging diversity.