

## ART TRANSFER STUDENT INFORMATION

Fall 2009

**UNIVERSITY REGISTRATION** refers to a set of administrative tasks you have to do each semester to be considered a full-time student. To be [registered](#), you must:

- settle all financial accounts, including current semester tuition;
- clear any holds (financial, health, college, other) - verify that you have no holds beginning August 17 on [Student Center](#);
- satisfy New York State health requirements; and
- complete [course enrollment](#) according to individual college requirements.

All incoming Fall 2009 students are required to attend New Student Registration. You can get jump on what you need to take care of beginning August 1 on Registration Preview.

**REGISTRATION PREVIEW** is a personalized administrative check-list to help you complete your matriculation to Cornell. It does not include every task but does include many of the requirements you must fulfill before arrival. The more items you take care of now, the less time you'll need to spend at New Student Registration and the more relaxed your first day will be.

Starting August 1, you can check your preview online at <http://newstudents.cornell.edu/>.

**NEW STUDENT REGISTRATION** will be held on Friday, August 21, 8am-5pm in Bartels Hall. This is your "one-stop-shop" for tying up loose-ends that may hold up your matriculation. You will receive a folder containing vital administrative materials including your Cornell Student ID Card. Departments from across the university will be present. All new students are required to attend.

**COURSE ENROLLMENT** refers to the process of selecting and enrolling in classes. To make decisions about appropriate courses, you need to meet with your advisor to complete your transfer credit evaluation and plan your schedule. You should attend the department informational meeting on Monday, August 24, to meet with your advisor in a group and then individually. The University add/drop period begins on August 26, 2009.

**TRANSFER CREDIT EVALUATION** refers to a form you will receive which outlines the course work you completed prior to attending Cornell and how that course work will be applied toward your Cornell degree requirements. Your transfer credit evaluation cannot be completed without a final transcript from every institution you have attended. Please send an official final **transcript** from each college you have attended to: AAP Registrar's Office, College of Architecture, Art, and Planning, B-1 West Sibley Hall, Cornell University, Ithaca, New York 14853.

The AAP Registrar's Office will review all non-art courses, except English, math, and computer science courses. Those courses are reviewed by the offering department at Cornell. Course descriptions and course syllabi which include the textbooks used are generally required before credit can be applied. If possible, please send these materials to the AAP Registrar's Office immediately.

All art courses will be reviewed by your department. Course descriptions and syllabi (including the textbooks used) are required to review any art courses. A portfolio of work is required to receive credit evaluations for studio art classes.

When you meet with your transfer advisor in August, you will be able to discuss the details of your credit evaluation.

**FIRST-YEAR WRITING SEMINAR:** If you have not taken two college-level writing course at your previous college(s), you will be required to take a First-Year Writing Seminar while at Cornell. Writing transfer credit must be approved by the Knight Institute for Writing in the Disciplines. Information on receiving credit for writing courses is available online at [http://www.arts.cornell.edu/knight\\_institute/](http://www.arts.cornell.edu/knight_institute/).

**PHYSICAL EDUCATION:** All undergraduate students must complete two semesters of physical education. External transfer students are credited with one course of physical education for each semester previously enrolled full-time (12 or more credits) at another college before matriculation.

**SWIM TEST:** The Faculty Advisor Committee on Athletics and Physical Education has established a basic swimming and water competency requirement for all entering undergraduates. External transfer students who have completed two or more full-time semesters at another college prior to transferring to Cornell are exempt from the swim test requirement.

**QUESTIONS?** Please contact the AAP Registrar's Office by phone at (607) 255-6251 or e-mail at [aap\\_registrar@cornell.edu](mailto:aap_registrar@cornell.edu).