NIU Reverse Transfer Agreement Process

NIU-Registrar

1. Identify students with ≥ 30 transfer hours from WCC
2. Send communication to students
3. NIU processes transcript and sends it with a copy of the release to WCC (Counseling)

WCC-Counseling

4. Send transcript to Reg and rec
5. Perform degree audit
6. Evaluate/post transfer credit if needed
7. Eligible for degree?
   - YES
     - Notify NIU Registrar and student of degree audit results
   - NO
     - Degree awarded during awarding periods
     - Mail Letter & Diploma to student
     - Authorization scanned and indexed in WebXtender
     - Send copy of release to Registration and Records

NIU/WCC Student

8. Completes release of information form
9. Student completes course(s) at WCC
10. Notify WCC Graduation Analyst

WCC-Registration and Records

11. Scan and index NIU transcript in WebXtender
12. Process WCC transcript request (Send directly to NIU Registrar)
13. Complete NIU transcript request

NIU

14. Mail Letter & Diploma to student
15. Authorization scanned and indexed in WebXtender
16. NIU updates student record in SIS
17. Process NIU transcript request
18. NIU updates student record in SIS

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