



TIPS FOR INCOMING TRANSFER STUDENTS

1. Log onto <https://my.pointloma.edu> and please check the following:

UNOFFICIAL TRANSCRIPT to view what courses and units transferred

ADVISING GUIDE to view which courses fulfilled GE/major requirements

2. If semesters are missing from your unofficial transcript (particularly Spring or Summer of the current year), please have final transcripts sent to: PLNU Records Office, 3900 Lomaland Drive, San Diego, CA 92106

3. Please remember the advising guide is unofficial and all students must abide by their academic catalog. If there are any questions about transferred courses, please contact Christina at x2503 if your last name begins with A-K or Ali at x2506 if your last name begins with L-Z.

4. Please examine your course schedule to make sure you are not registered for any courses you have already transferred.

5. If you are planning to graduate in the upcoming Spring semester or in the summer, please stop by the Office of Records THIS fall semester to schedule a graduation check. Otherwise, you may want to wait until next fall when you will be a junior or higher in standing.

6. If you have taken AP or CLEP tests, please have transcripts sent to the PLNU Records Office.

For AP, please visit:

www.collegeboard.com/student/testing/ap/exgrd.html

For CLEP, please visit:

www.collegeboard.com/student/testing/clep/scores.html