

New Jersey Institute of Technology

Transfer Student Profile

1 out of 3

May 2022
baccalaureate
graduates entered
NJIT as a
TRANSFER STUDENT

TOP FIVE MAJORS FOR TRANSFER STUDENTS

Computer Science
Information Technology
Mechanical Engineering
Business
Civil Engineering

21%

of all NJIT
students
are **TRANSFER
STUDENTS**

44%

of **TRANSFER
STUDENTS** are
Pell Grant
recipients

49

is the average
number of credits
TRANSFERRED
to NJIT



DIVERSE COMMUNITY

39% of **TRANSFER STUDENTS** are members of
underrepresented populations

9% of international students **TRANSFERRED**
credits

2% of **TRANSFER STUDENTS** were members of
the U.S. armed forces and received
military-related benefits

TOP TRANSFER COMMUNITY COLLEGES

Bergen Community College
Middlesex College
Essex County College
County College of Morris
Union County College

AGE RANGE

18 to 67
average age **25**

TOP TRANSFER UNIVERSITIES

Rutgers University
Montclair State University
New Jersey City University
William Paterson University
Rochester Institute of
Technology

Getting on the Same Page: Creating a Collaborative Committee to Improve Transfer Student Onboarding

Committee Invitation Email

Good afternoon,

I hope this message finds you all safe and well.

In alignment with the [*Building on a Strong Foundation – NJIT 2025 Strategic Plan*](#), the university would like to “Support transfer students as they integrate into the NJIT community and adjust to the rigorous academic environment. Transfer students face many challenges that can be eased through targeted services, resulting in a smooth transition to NJIT.”

(Include home campus strategic plan and/or policy)

Similar to incoming first-year students, we want to ensure our undergraduate incoming first-time transfer students receive coordinated assistance as they get acclimated to NJIT. Therefore, **(insert name here)** and I would like to invite you all to be members of the Incoming Transfer Student On-Boarding Committee. As the inaugural co-chairs, we know that your guidance will enable us to streamline many processes for assisting in the transition of our incoming transfer students from admission through the end of their first enrolled semester.

We welcome your participation for **(insert year here)** and will plan to meet approximately twice every **(month/semester/other)** to include the summer term. This committee will inform and share ideas with the staff/faculty working with incoming transfer students about processes, in place and to be developed, that will facilitate a smooth transition to NJIT for our incoming transfer students.

If, for any reason, you would like someone else from your office/department to be a committee member in your place or if you feel someone should be added to this committee, please let us know, by response to this email, before **(insert date here)**.

After we hear from you, we can then begin planning our meetings for this semester.

Thank you and we hope you have a great week!

Best,

(Insert name here)

**Getting on the Same Page Creating a Collaborative Committee to Improve
Transfer Student Onboarding**

First Meeting Agenda

Incoming Transfer Student On-boarding Administrative Committee Meeting:

Date: **Time:** **Location:**

Attendees:

Regrets:

Welcome

(Committee Chair/Co-Chairs)

Introductions – Department, Position & Current Work with Transfer Students

Rationale for Committee

- Increased transfer student enrollment – Over 1,000 new transfer students annually
- [*Building on a Strong Foundation – NJIT 2025 Strategic Plan*](#) (p. 13)
“Support transfer students as they integrate into the NJIT community and adjust to the rigorous academic environment. Transfer students face many challenges that can be eased through targeted services, resulting in a smooth transition to NJIT.”
(Include home campus strategic plan and/or policy)

Committee Work/Focus

- Address all aspects of the onboarding process
- Streamline transition processes for incoming transfer students from admission through the end of their first enrolled semester
 - Effective and Consistent Communication – Students and NJIT Personnel
 - Campus Community Engagement
 - Academic Support**(Include home campus focus, vision and/or goals)**

Current Updates for Incoming Fall 2021 Transfer Student Processes

- Admissions – # Transfer Admits (to date), Enrollment Goal for Fall 2021 & New Communication
- Registrar – Transfer Credit Evaluations
- Tentative Incoming Transfer Student Academic Advisement & Registration Plan
- New Student Orientation
- Placement Testing
- International Students
(Include time for each department/area represented to share updates)

Questions, Comments or Concerns

Before Next Meeting:

- PowerPoint slide – transfer student processes/interaction timeline for each area
- Compile questions, areas of concern and/or considerations for committee to take action
(If applicable, highlight action steps to be completed before the next meeting)

Upcoming Meeting Dates

- April 29th 11:00am-12:00pm
- Other – Plan to Meet Monthly vs. Twice a Semester
(List upcoming meeting date(s) – Note: *The Incoming Transfer Student On-boarding Administrative Committee met monthly for the first academic year and, as a committee, decided we needed to meet bi-weekly*)

Getting on the Same Page: Creating a Collaborative Committee to Improve Transfer Student Onboarding

Strategies

1. Commit to Shared Vision & Goals

- a. Develop an initial focus for the committee; overarching vision and specific goals
 - i. Recommendation: collaborate with at least one other stakeholder
 - ii. Be open to adjusting these as the needs of transfer students change
- b. Be sure to openly discuss enrollment goals/numbers
 - i. Gives context for all committee members
 - ii. Provides qualitative data for administrators to make decisions/changes to transfer onboarding processes

2. Create the Space

- a. Be intentional with who is invited to join - think *impact!*
- b. Capitalize on relationships across campus
- c. Set expectations for time commitment depending upon frequency of meetings

3. Utilize the Space to Make Change!

- a. Highlight case studies of incoming transfer student interactions and challenges
- b. Ask “Can this be changed?” and discuss the issue/concern/policy during the meeting to alleviate another email
- c. Ensure consistent and accessible information
 - i. Develop agendas where each department represented can report updates, share concerns, and ask questions
 - ii. Send the agendas to members beforehand
 - iii. Use a shared Google Drive folder or equivalent that is accessible to all members
 - iv. Take minutes during the meeting via screen share so everyone knows exactly what is being documented
 - v. Email those minutes to members after the meeting

4. Measure Effectiveness

- a. Record outcomes as a result of the committee
- b. Use these outcomes to advocate for additional incoming transfer student supports and services

Important Reminders

- Agree to Disagree - We are not going to agree about everything and that is okay
- Compromise may allow for change even if it is a smaller step than initially anticipated
- Building collaborations across departments may be progress in itself!
- Remember that “Rome wasn’t built in a day” and some things take time
- We are all on the same team!
- You are a Connector for Transfer Student Success!