Applying for Program Transfer

A Guide for Students
Contents

HOW TO APPLY FOR A DEGREE TRANSFER ................................................................. 2

HOW TO ACCEPT YOUR DEGREE TRANSFER OFFER ........................................ 10

ACADEMIC COLLEGE CONTACTS FOR PROGRAM AND COURSE ADVICE ............ 12
How to Apply for a Degree Transfer

These instructions are for students intending to transfer degrees. Once you have selected your new degree go to the ANU Student Gateway to start: http://www.anu.edu.au/
Select Current Students and then press the ISIS button.

Use the STUDENT ID NUMBER and PASSWORD given to you to LOGIN.
If at any time during your session ISIS times out, you will need to refresh your browser in order to log back in.

Select Apply for Degree Transfer using the drop down menu.
This is found by selecting Main Menu (Compass in top-right of screen) > Navigator > ISIS > Degree Management > Apply for Degree Transfer
Read through the information on the Apply for Degree Transfer page and then select the Next button to start your application.

The top of the application will show your current degree. If any details are incorrect, please contact Student Central at student@anu.edu.au or 135 ANU (268) for assistance.
Select the **Admit Term for your Degree Transfer**. The Admit Term is the semester/session/trimester that you wish to commence studying courses under the new degree. This will only allow you to select the semester/session/trimester for which you are eligible. If the deadline has passed you will be required to apply for the next available session.

**Single Degrees**

Select that you would like to apply for a **Single Degree** from the options and then select **Next**. If you intend to transfer to a **Flexible Double Degree** please go to page 6. If you intend to transfer to a **Vertical Double Degree**, please contact your Academic College (see page 12).

![Degree Transfer Options](image)

*Details of your current degree(s) are shown below. If any details are incorrect, please contact student@anu.edu.au or phone 135 ANU (268) for assistance.*

<table>
<thead>
<tr>
<th>Career</th>
<th>Academic Program</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>3600 Bachelor of Science</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

Select the session that you wish the transfer to take effect from

- **Admit Term**: 1 - Second Semester, 2016

![Degree Transfer Options](image)

*Details of your current degree(s) are shown below. If any details are incorrect, please contact student@anu.edu.au or phone 135 ANU (268) for assistance.*

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Select the session that you wish the transfer to take effect from

- **Admit Term**: 1 - Second Semester, 2016

What would you like to transfer to? *
- Single Degree
- Flexible Double Degree
Type in the degree you wish to transfer to in the Search Bar (for example Engineering) and then select Search.

A list of degrees will appear matching the search. Select the degree you wish to apply for and select next. If nothing appears try broadening your search terms. If you cannot find your desired degree, please contact your Academic College for further information.

To continue please go to page 9.
Flexible Double Degrees

Select **Apply for Degree Transfer** using the drop down menu. This is found by selecting **Main Menu > ISIS > Academic Records > Apply for Degree Transfer**

Read through the information on the **Apply for Degree Transfer** page and then select the **Next** button to start your application.
The top of the application will show your current degree. If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Select the Admit Term for your Degree Transfer. The Admit Term is the semester/session/trimester that you wish to commence studying courses under the new degree. This will only allow you to select the semester/session/trimester for which you are eligible and are currently open for application. If the deadline has passed you will be required to apply for the next available session.

Select you would like to apply for a Flexible Double Degree from the options and then select Next.
Type in the degree you wish to transfer to in the Search Bar (for example Engineering) and then select Search. Please note if you are currently enrolled in a single degree and would like to add degree component it will give you the option to keep your current degree and add another. If you are currently enrolled in a flexible double degree, it will give you the option to keep one of the degrees if you wish, and then swap the other.

A list of degrees will appear matching the search. Select the degree you wish to apply for and select next. If nothing appears try broadening your search terms. If you cannot find your desired degree, please contact your Academic College for further information.

Repeat the previous step for second degree and then select Next.
Review the information at the top of the page to ensure that the degree you are applying for is correct. If you have any further comments you would like to provide you can enter them into the Comments section. If you are intending to graduate at the end of the semester/session you are applying to transfer to, you will need to note this in the comment section.

Once you have made any relevant comments you will need to read and agree to the Student Declaration and then select Submit. Your application has now been successfully submitted.
How to Accept your Degree Transfer Offer

Once your application has been assessed, you will receive a notification via your student email. If you are successful, you will be able to accept or decline your degree transfer offer through your ISIS account.

Log into your ISIS account and select Degree Transfer Acceptance using the drop down menu. This is found by selecting Main Menu > ISIS > Academic Records > Degree Transfer Acceptance.

An offer will be present for you to accept or decline. Select Next to continue.

The top of the offer will show the degree that you have been approved for. Select whether you would like to accept or decline your offer and select Next.

If you received an email notification and there is no offer to accept, or any of the information is incorrect, please contact Student Central on student@anu.edu.au or 135 ANU (268) for assistance.
Review the offer to ensure all the information is correct and then select submit.

**Review and Submit**

Please confirm your selection below and ensure it is correct before submitting

![Accepted](image)

Your offer acceptance has now been successfully submitted. You will receive a confirmation email to your student email account as confirmation of your acceptance. Please allow 5 working days for your transfer to be finalised before you enrol into courses for your new degree.
Academic College Contacts for Program and Course Advice

ANU College of Asia and the Pacific
For both undergraduate and graduate students
Student Centre, ANU College of Asia and the Pacific
Room 7013, H C coombs building (9)
E: cap.student@anu.edu.au
T: 6125 3207

ANU College of Arts and Social Sciences
Undergraduate: students.cass@anu.edu.au
Graduate: graduate.students.cass@anu.edu.au
T: 6125 2898

ANU College of Business and Economics
For both undergraduate and graduate students: info.cbe@anu.edu.au
T: 6125 3807

ANU Colleges of Science
Undergraduate
The Science Office is located on Level 2 Building 42.
Appointments with Sub Deans are available Monday 10-12, Tuesday 2-4, Wednesday 10-12, Thursday 2-4 and Friday 10-12. Appointments can be made in person at the reception desk or by emailing science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:
For program and course advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au or phone 6125 2809.

ANU College of Engineering and Computer Science
For both undergraduate and graduate students
CECS Student Services Office
N202, CSIT Building (108)
Email: studentadmin.cecs@anu.edu.au
T: 6125 4450

ANU College of Law
For Bachelor of Laws/Juris Doctor Program and Course advice is available from the Sub-Dean,
E: subdean.law@anu.edu.au
T: (02) 6125 3483 to make an appointment

Graduate
Contact the ANU College of Law Student Administration on enquiries.law@anu.edu.au or telephone (02) 6125 3483 for specific program adviser contacts.

If you are receiving errors that are not addressed in this document please contact Student Central at student@anu.edu.au or on 135 ANU (135 268) for assistance.