

# Transfer and Advising Tips

Ms. Beth Michel and Ms. Tia Silva

# STEM Student Success Navigators



Beth Michel  
Phone: 313-317-6803  
Email: [bamichel@hfcc.edu](mailto:bamichel@hfcc.edu)



Tia Silva  
Phone: 313-317-6853  
Email: [tmsilva@hfcc.edu](mailto:tmsilva@hfcc.edu)

# AGENDA



How to schedule an  
advising appointment



My Program of Study:

\*Program Requirements

\*MTA

\*Transfer Guide Overlap and Comparison  
& Articulation Agreements

\*Financial Aid Eligibility

\*Explore Other Programs



Change of Program



Healthy Habits for  
Success



Contact Information

# How to schedule an appointment video

[https://www.  
hfcc.edu/steps/  
advising](https://www.hfcc.edu/steps/advising)

[https://www.youtube.com/watch?v  
=vJ3KQEP4UR4&t=6s](https://www.youtube.com/watch?v=vJ3KQEP4UR4&t=6s)



How to Schedule an Appointment

Video [https://www.youtube.com/watch?v=vJ3KQEP4UR4  
&t=6s](https://www.youtube.com/watch?v=vJ3KQEP4UR4&t=6s)



- 1. Apply
- 2. Documents
- 3. Placement
- 4. Orientation
- 5. Advising
- 6. Register
- 7. Payment
- Checklist

Academic advising is about your success.

We are here to help you define and reach your academic and career goals. All Henry Ford College students have an individual advisor at the Welcome Center. Your advisor knows your academic program and your overall goals, and will help you customize your schedule, semester by semester, to complete your degree or certificate successfully.

Schedule an appointment today with one of us. It's best to sign up early, well before the semester begins!

Schedule an Advising Appointment

SCHEDULE AN APPOINTMENT

Walk-in Advising

Walk-in advising is a 15-minute advising session on a first come, first served basis. Walk-in advising is ideal for quick

# Appointments Step 1

## Academic Advising Appointment Meeting

Nursing

*Welcome, Keyonte Ashford*

[Schedule an appointment with advisors from a different program area.](#)

Please select the desired option

Make Appointment

*No appointments have been scheduled*

View or Cancel Appointments

View Appointment History

Logout



## Search for Academic Advising Appointments

Please select the Contact, day of the week and time of day you prefer.

Day of Week

**All**  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday

Start Time

**8:00 AM**  
8:30 AM  
9:00 AM  
9:30 AM  
10:00 AM  
10:30 AM

Stop Time

5:30 PM  
6:00 PM  
6:30 PM  
7:00 PM  
7:30 PM  
**8:00 PM**

Contact Name

**All**  
Christine Munerantz  
Julie Fountain  
Lorraine Paffenroth  
Troy Gibson

Go Back

Reset

Search

## Step 2



## Appointment Search Results

Select	Date	Day	Time	Contact
<input type="checkbox"/>	5/21/2020	Thursday	2:00 PM	Christine Munerantz
<input type="checkbox"/>	5/21/2020	Thursday	2:30 PM	Christine Munerantz
<input type="checkbox"/>	5/21/2020	Thursday	4:00 PM	Troy Gibson
<input type="checkbox"/>	5/22/2020	Friday	9:30 AM	Troy Gibson
<input type="checkbox"/>	5/22/2020	Friday	10:30 AM	Troy Gibson
<input type="checkbox"/>	5/22/2020	Friday	11:30 AM	Troy Gibson
<input type="checkbox"/>	5/22/2020	Friday	12:00 PM	Troy Gibson
<input type="checkbox"/>	5/22/2020	Friday	12:30 PM	Troy Gibson

# Step 3

# Step 4

## HENRY FORD COLLEGE — FUTUREDRIVEN —

### Academic Advising Reason Selection

**Please select a reason then Click on Continue**

*You may select more than one reason.*

Academic Probation  
Currently a HFC Student  
Early Alert  
First semester at HFC  
For Perkins Reporting Purposes

Please verify your phone number, change as needed.

**Phone Number**

313-317-4028

**Cell Phone**

Phone Number

☒ Opt in

**Email address**

teststudent@hfcc.edu

**Confirm Email address**

teststudent@hfcc.edu

×

**Appointment Type**

-Please Choose-  
On-campus Appointment (Currently unavailable)  
Telephone

Go Back

Continue

# HENRY FORD COLLEGE

———— FUTUREDRIVEN ————

## eSARS On-line Appointment System

You have scheduled an academic advising appointment with:

**Troy Gibson on Friday, May 22, 2020 at 9:30 AM**

**Schedule Code: Available Appointment**

[Go Back](#)

# Step 5

If you encounter issues, contact

313-317-  
6845 or  
[advising@](mailto:advising@hfcc.edu)  
[hfcc.edu](http://hfcc.edu)



# Review of Student Planning File

Jerry T Student / #0395876

<https://sss.hfcc.edu/Student/Planning/Advisors/Advise/0395876#ENGINE.AS>





Program(s):  
INACTIVE DO NOT USE - SEE CONED.ND - Continuing Education

Review Complete

Course Plan last reviewed on 11/5/2019 by Gierada, Elizabeth A.

MR Jerry T. Student  
Student ID: 0395876  
✉ [jkondrac@hfcc.edu](mailto:jkondrac@hfcc.edu)

Notifications 0

- Course Plan
- Timeline
- Progress
- Course Catalog
- Notes
- Plan Archive
- Test Scores
- Unofficial Transcript
- Grades
- Petitions & Waivers
- Graduation Application

< > Pre-Engineering AS Degree (2 of 2 programs)

View a New Program

Load Sample Course Plan

Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

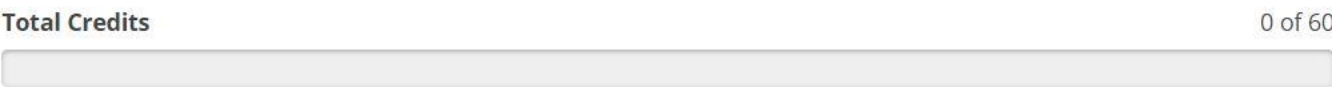
At a Glance

Cumulative GPA: (2.000 required)  
Institution GPA: (2.000 required)  
Degree: Associate in Science  
Majors: Pre-Engineering  
Departments: Engineering  
Catalog: 19-20  
Alternate Catalog Year: Select catalog year...

Description  
The Pre-Engineering program covers the courses in ... more

Program Notes  
[Show Program Notes](#)

Program Completion must be verified by the Registrar.





# Requirements

Ending Summer 2025

Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

## General Education MTA Courses

Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

### A. Social Sciences

Complete any one, from a different discipline (other than BEC), including: ANTH-131, ANTH-151, ANTH-152, ANTH-153, ANTH-154, CRJ-126, CRJ-131, CRJ-132, CRJ-134, CRJ-136, CRJ-138, CRJ-140, CRJ-141, CRJ-234, CRJ-251, CRJ-252, CRJ-253, CRJ-285, CRJ-291, CRJ-292, EDU-256, EDU-296, GEOG-131, GEOG-132, GEOG-138, HIST-111, HIST-112, HIST-113, HIST-151, HIST-152, HIST-222, HIST-226, HIST-239, HIST-243, HIST-248, HIST-250, HIST-252, HIST-254, HIST-256, HIST-258, HIST-261, HIST-268, HIST-270, HIST-273, HIST-281, HIST-283, HIST-285, HIST-286, POLS-101, POLS-110, POLS-111, POLS-131, POLS-135, POLS-152, POLS-155, POLS-200, POLS-201, POLS-202, POLS-295, PSY-131, PSY-152, PSY-161, PSY-251, PSY-253, PSY-254, PSY-256, PSY-257, PSY-260, PSY-296, SOC-131, SOC-132, SOC-151, SOC-152, SOC-212, SOC-253, SOC-254, SOC-295.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	<div>Search</div>	Grade	Term	Credits
ⓘ Not Started					

### B. Humanities/Fine Arts

Complete 2 humanities and fine arts courses from 2 different disciplines, including: ARA-130, ARA-131, ARA-132, ARA-141, ARA-231, ARA-232, ARA-290, ART-107, ART-108, ART-110, ART-119, ART-121, ART-122, ART-123, ART-130, ART-135, ART-172, ART-209, ART-221, ART-224, ART-225, ART-226, ART-227, ART-229, ART-290, ASL-130, ASL-131, ASL-132, ASL-135, ASL-231, ASL-232, CHN-130, CHN-131, CHN-132, ENG-139, ENG-231, ENG-232, ENG-233, ENG-234, ENG-235, ENG-236, ENG-237, ENG-239, ENG-241, ENG-243, ENG-245, ENG-246, ENG-248, FRE-131, FRE-132, FRE-231, FRE-232, GER-131, GER-132, GER-231, GER-232, HON-251, HUM-101, HUM-250, INTR-180, INTR-181, INTR-185, INTR-283, ITAL-131, ITAL-132, JOUR-131, MUS-130, MUS-132, MUS-133, MUS-134, MUS-138, MUS-139, MUS-141, MUS-142, MUS-232, MUS-233, MUS-238, PHIL-130, PHIL-131, PHIL-133, PHIL-135, PHIL-137, PHIL-138, PHIL-139, PHIL-201, SPC-131, SPN-131, SPN-132, SPN-231, SPN-232, SPN-290, TCM-131, TCM-132, TCM-241, THEA-131, THEA-135, THEA-138, THEA-238, VTL-262, VTL-263, VTL-264, WR-130, WR-131, WR-232, WR-233, WR-234, WR-236, WR-238, WR-239, WR-240, WR-241, WR-242, WR-280.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 2 Courses Completed. Minimum Subjects Not Met. [Hide Details](#)



Status	Course	Search	Grade	Term	Credits
ⓘ Not Started					

Required Core Courses

Complete the following item. ⓘ 0 of 1 Completed. [Hide Details](#)

A. Core Courses

Completed the required Core Courses.

Complete all of the following items. ⓘ 0 of 1 Completed. [Hide Details](#)

ⓘ 0 of 8 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
ⓘ Not Started	CHEM-141 Prin Gen & Inorgan Chem I				
ⓘ Not Started	ENGR-130 Intro to Engineering				
ⓘ Not Started	PHYS-231 Engineering Physics I				
ⓘ Not Started	PHYS-232 Engineering Physics II				
ⓘ Not Started	MATH-180 Calculus 1				
ⓘ Not Started	MATH-183 Calculus II				
ⓘ Not Started	MATH-280 Calculus III				
ⓘ Not Started	MATH-288 Differential Equations				

Required Support Course



### Required Support Course

Complete the following item.  0 of 1 Completed. [Hide Details](#)

### A. Support Courses

Complete the required Support Courses.

Complete all of the following items.  **0 of 3 Completed.** [Hide Details](#)

1.

Take course ENG-131.  **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<div>Search</div>	Grade	Term	Credits
<div><div><div></div></div><div>Not Started</div></div>	<div><div><div>ENG-131</div></div><div>Introduction College Writing</div></div>				

2.

English Composition/Communication: Complete ENG-132 or ENG-135  **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<div>Search</div>	Grade	Term	Credits
<div><div></div>Not Started</div>	<div>ENG-132</div> College Writing and Research				
<div><div></div>Not Started</div>	<div>ENG-135</div> Bus & Tech Writing & Research				

3.

Economics: Complete BEC-151 or BEC-152  0 of 1 Courses Completed. [Hide Details](#)

Status	Course	<div>Search</div>	Grade	Term	Credits
<div><div></div>Not Started</div>	<div><div><div>BEC-151</div></div><div>Prin Macro Economics</div></div>				
<div><div></div>Not Started</div>	<div><div><div>BEC-152</div></div><div>Prin Micro Economics</div></div>				

Complete the following item.  **0 of 1 Completed.** [Hide Details](#)

### A. Computer Technology


Complete one computer technology course from: ART-275, CIS-100, CIS-221, CIS-223, HCS-131, TAFD-117.

Complete all of the following items.  **0 of 1 Completed.** [Hide Details](#)

 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started	ART-275 Advanced Projects				
Not Started	CIS-100 Intro Info Tech				
Not Started	CIS-221 Instruction Tech for Educators				
Not Started	CIS-223 Instruct Tech Secondary Teach				
Not Started	HCS-131 Computers in Health Care				
Not Started	TAFD-117 Industrial Computer Applicatio				

## Elective Course

Complete the following item.  **0 of 1 Completed.** [Hide Details](#)

### A. Elective

Complete 1 additional credit hour of 100-level or above courses as necessary to reach the 60 credit hours required for the Associate in Science degree.

Complete all of the following items.  **0 of 1 Completed.** [Hide Details](#)

 **0 of 1 Credits Completed.** [Hide Details](#)

Status	Course	<div>Search</div>	Grade	Term	Credits
--------	--------	-------------------	-------	------	---------

# Michigan Transfer Agreement / MTA

## Michigan Transfer Agreement (MTA)

[For students planning to transfer to a university either before or after completing their Associate Degree at HFC.]

Satisfying the MTA requirements is designed to facilitate the transfer of general education requirements from one institution to another. A student whose community college transcript is endorsed by the HFC Registrar as "**MTA-Satisfied**" has completed General Education requirements for universities located in Michigan.

**STEP 1. Check your MTA progress.** Make an advising appointment to see your Academic Advisor. They can provide unofficial verification of MTA completion.

**STEP 2. Get your transcript endorsed as "MTA-Satisfied."** Fill out an MTA Certification Request form (online at the HFC website or from your Academic Advisor) and fax it to the Registration and Records Office at (313) 845-0404 or submit it in the drop box located in the Welcome Center. You will receive a response within 10 business days.

**NOTE:** If you need MTA Certification on your transcript, please wait until you receive a Hawkmail email notification that your certification request has been processed **PRIOR** to requesting that your transcript be sent to a university.

Complete a minimum of 30 credits from the six categories below.\* A minimum grade of **2.0** is required in each course. A student must earn a minimum of any one credit-bearing course at the sending institution.

- 1 course in English composition
- A second course in English composition or a course in communication
- 2 courses in Natural Sciences (one lab) – two disciplines
- 1 college-level course in Mathematics
- 2 courses in Humanities – two disciplines
- 2 courses in Social Sciences – two disciplines

\*If needed, additional courses in any category above to satisfy the minimum of 30 credits.

# Michigan Transfer Agreement (MTA)

[For students planning to transfer to a university either before or after completing their Associate Degree at HFC.]

Satisfying the MTA requirements is designed to facilitate the transfer of general education requirements from one institution to another. A student whose community college transcript is endorsed by the HFC Registrar as "**MTA-Satisfied**" has completed General Education requirements for universities located in Michigan.

**STEP 1. Check your MTA progress.** Make an advising appointment to see your Academic Advisor. They can provide unofficial verification of MTA completion.

**STEP 2. Get your transcript endorsed as "MTA-Satisfied."** Fill out an MTA Certification Request form (online at the HFC website or from your Academic Advisor) and fax it to the Registration and Records Office at (313) 845-6464 or submit it in the drop box located in the Welcome Center. You will receive a response within 10 business days.

**NOTE:** If you need MTA Certification on your transcript, please wait until you receive a Hawkmail email notification that your certification request has been processed **PRIOR** to requesting that your transcript be sent to a university.

Complete a minimum of 30 credits from the six categories below.\* A minimum grade of **2.0** is required in each course. A student must earn a minimum of any one credit-bearing course at the sending institution.

- 1 course in English composition
- A second course in English composition or a course in communication
- 2 courses in Natural Sciences (one lab) – two disciplines
- 1 college-level course in Mathematics
- 2 courses in Humanities – two disciplines
- 2 courses in Social Sciences – two disciplines

\*If needed, additional courses in any category above to satisfy the minimum of 30 credits.



# Comparison of Transfer Guides and Articulation Agreements



<https://wayne.edu/transfercredit/plans/>



<https://umdearborn.edu/admissions/undergraduate/transfer-students/will-my-courses-transfer/transfer-hubs>



ARTICULATION AGREEMENT= A formal agreement between colleges and universities that documents transfer policies and courses which fulfill requirements for a specific academic program or degree.



Advantage? Can save you time and money



<https://catalog.hfcc.edu/programs/pre-engineering-associate-science-associate-science> (Eastern Michigan University)

# Change Your Program (Officially)

<https://www.hfcc.edu/sites/hfccmain/files/attachments/change-of-program-form.pdf>



# Change of Program

## Instructions

Change of major/program (includes certificate):

If you are adding the Culinary Arts (Bachelor's degree), Health Careers, or Nursing program, other than "Pre", the Culinary Arts/ Health Careers/ Nursing Advisor must provide his/her signature. The signature will indicate you have been accepted into the specific program.

Note: Certain certificate programs are not eligible to receive federal financial aid. Please contact the Office of Financial Aid to determine if your desired certificate program is aid eligible.

## Student Information

Student Name:

HANK ID Number:

Email Address:

Phone:

Are you a Financial Aid recipient?

☐ Yes☐ No

Do you receive Veteran's benefits?

☐ Yes☐ No

Are you on an F-1 VISA?

☐ Yes☐ No

Reason for Program Change:



## Registration and Records

# Change of Program

Name of program to be **Added**: Example: Associate in Business, Business Administration program. Please refer to <https://www.hfcc.edu/catalog/programs> for the exact program you want to add. You will be placed in the current catalog version. Please note previous declared programs will be ended.

Program/Certificate to be Added:

I hereby authorize the Registrar's Office to make the designated changes to my program (major). I also understand that developmental credits will not be used toward my graduation requirements and program changes may extend my anticipated date of graduation.

Student Signature: \_\_\_\_\_

Date:

Adviser/Counselor Signature: \_\_\_\_\_

Date:

(Required for all students EXCEPT admitted to Culinary Arts, B.S. Health Careers, Nursing)

Dept. Signature: \_\_\_\_\_

Date:

(Required for students admitted to: Culinary Arts B.S., Nursing, Ophthalmic Tech. Radiographer, Respiratory Therapy, Physical Therapy Asst., Surgical Tech.)



# Healthy Habits for Transfer Success



**Schedule an appointment with an HFC STEM Advisor at any point during the transfer process!**

