

HOW TO SUCCEED IN THE HONORS TRANSFER PROGRAM

Keep this handbook until you have completed the HTP. Every semester, **review the HTP Requirements** listed on page 3. **Read and save** all correspondence that you receive from us. If you have a question about something we send you, please bring it with you to the office.

Keep original copies of your own official paperwork: high school transcript, placement test scores, AP test scores, etc. Make photocopies to give to offices that request them.

The **HTP Application Form** is at the end of this handbook. Fill out, detach, and submit it to the HTP office along with the other required application materials described on page 15.

The **HTP Completion Form** is page 12. Write the names and dates of honors courses, seminars, and counseling appointments as you complete them, then detach and submit the form to the HTP office **as soon as you have registered for your fifth honors course**. At that time, you may not yet have completed all required seminars and counseling appointments.

Read your email every day, because we send time-sensitive information regularly. If you cannot open an attachment, come to the HTP counter for a paper copy. If you do not receive an email at least once a week, come to the HTP office to **read our email bulletin board**.

Keep your contact information current. If anything changes (your name, address, phone number, or email address), please tell us, or you will miss important announcements.

When you come to school, always **bring something to write with**. Asking to borrow a pen is unprofessional. **Print or write legibly** on anything you turn in to us.

Complete at least one honors course each semester. **Attention science and math majors:** during a semester in which you take an eligible science or math course as your honors course, it is **strongly recommended** that you **also** take a designated general education honors course. Scheduling flexibility is likely to decrease as you get close to transferring, and must complete major prep requirements. A list of current honors courses is always available on the HTP counter.

Attend at least one seminar each fall and spring semester. **Be on time;** we lock the door when the presentation begins. Seminar credit is given only for HTP planned seminars or Alternate Enrichment Activities (these lists are available on the HTP counter), serving as an officer of the Honors Transfer Club, or writing for the Club newsletter.

Attend at least two counseling appointments while you are in the HTP. Your first appointment should include an educational plan prepared by any ECC counselor; bring the HTP a copy of the written plan. Your second appointment may be another educational plan (if you need one) or a conversation with a transfer counselor, about your university plans. Bring the HTP a note from the transfer counselor, documenting the conversation.

Each semester you will be notified of your **priority registration appointment** for the following semester. If you are not meeting HTP requirements each semester, you will be suspended from the HTP and will not be able to reinstate until you have corrected the deficiency. **You will not receive priority registration while suspended.**

