5/14/2013

Where excellence and opportunity meet™

C A P P™
Credit Transfer Boot Camp

You Made It!
CONGRATS!

Now Let’s Make the Most of It!

Orientation Days:
• Come Prepared!
  • Unofficial and/or Official transcript
  • “TIS” Info – UW System School
  • Syllabus

cooperative • academic partnership • program
Orientation Cont’d:
Transcripts

- Unofficial vs. Official Transcript
  - Titan Web
  - Schools will **ONLY** accept **OFFICIAL** transcripts
  - Use your unofficial transcript to:
    - Verify **ALL COURSES AND GRADES** are entered
    - Orientation if your official transcript is not complete (note that this **WILL NOT** transfer your credits – it only provides your advisor the knowledge you are enrolled in a college course!)

- Foreign Language Courses:
  - If you receive a "B" or better – you will earn retroactive credits which are granted by the UW Oshkosh Department of Foreign Languages & Literature
  - You earn credit for the courses preceding the course you are taking
  - Listed on transcript
  - Can take 2-3 weeks longer to have these credits added to your transcript after grade is posted – look at your unofficial transcript periodically
  - Speak to your admissions counselor as to how and if your transfers these credits – **NO GUARANTEES!**
  - See example
Orientation Cont’d: Transcripts

Calculus I – Madison Students:
- If your teacher is covering the following topics:
  - Anti-derivatives, indefinite integrals, and introduction to differential equations
  - Sums, areas and the definite integral – fundamental theorem of Calculus
  - U-substitution, applications of the integral: areas & volumes
- Take your syllabus and transcript to SOAR to file an appeal at the Registrar’s Office in Madison

The CAPP Office and UW Oshkosh do NOT automatically send your transcripts – this is your responsibility!!!

No complete official transcript = NO CREDIT!!!

If you are attending a UW System school:
- Go to Transfer Information System to determine how your UW Oshkosh CAPP course transfers to the UW school you are attending
- PRINT THIS PAGE OUT!!!!!!
- University of Wisconsin Transfer Information System http://tis.uwsa.edu/
Orientation Cont’d: 
Syllabus

- Bring a copy of your syllabus as well
- Keep your syllabus!
- Especially important for non-UW schools
- You may have to speak to the Chair of the Department in order to receive credit recognition….your syllabus will be critical!
- Contact the CAPP office if further documentation is required...

Orientation Cont’d: 
Placement Exams

- If you are attending a UW school, please see handout
- Non-UW schools may have you take a placement exam if you do not have a complete official transcript
- Be sure to bring transcript and syllabus
- Take the exam….may test out of an even higher level course

???Credit Recognition???

What should I say? 
How do I explain my coursework to my advisor???

Glad you asked!
- "I have college credits that I will need to transfer."
- "I have taken college credit courses."
- Have your official transcript!
What is a credit?

- A unit of study at a college or university usually represented by one hour of class per week per semester
- A 3-credit class means you spend 3 hours a week in that class for 14 or 15 weeks depending on the school

A UW Oshkosh Bachelor’s Degree, for instance, requires 120 credit hours of undergraduate university work.

These hours can be divided into:

- General Education Requirements
- Elective
- Degree Requirements
- Major Requirements

General Education
Degree Requirements
Major Requirements
Minor/Electives
Credit Recognition

- Credit recognition can vary by college/university/department and meaning:
  - Transfer of course with credits earned (elective, general education, major etc.)
  - Exemption from a required course because you completed a comparable course through CAPP
  - Placement in an advanced course because the introductory course was satisfied through CAPP
- Please refer to our "Credit Recognition" sheet as to schools where previous CAPP students have successfully transferred their credits

Again!

If you do not send your complete Official UW Oshkosh Transcript...you will never get your credits recognized!!!!
Thank you for your attention!!

Questions?
Titan Web Instructions

Initial Login to Titan Web:

1. Type your User ID in all CAPITAL LETTERS. It is the letter “W” followed by your 7-digit campus ID (ex: W0123456)

2. Type your initial password in all CAPITAL LETTERS. It is:
   a. The first 2 letters of your first name
   b. The first 2 letters of your last name
   c. The last four digits of your campus ID #

3. Click “Sign In”

   User ID: _________________________________
   Password: _________________________________

It’s highly recommended that you change your password after your initial login.

If you forget your password or have problems logging in, you will need to go to Academic Computing in Dempsey 207 with your TitanCard, or call (920) 424-3020 to have your password reset.

Write your log in and password below and keep this in a safe, private spot!!

Log In: ___________________________________
Password: _________________________________
Transcripts

Requesting Your Official Transcript

A University of Wisconsin Oshkosh Official Transcript is a complete record of a student's enrollment at the University and is maintained by the Registrar’s Office. An Official Transcript includes all undergraduate and graduate courses; this includes high school CAPP courses and Youth Options courses. Partial transcripts are not available.

This permanent record is considered confidential between the student and the University. No transcripts are released, except to authorized representatives within the University, without the written permission of the student. An Official Transcript will not be issued unless all obligations to the University have been satisfied. Faxed transcripts are not considered official.

Transcript Fees

- The fee for a transcript is $8.00. These requests are processed within 2 business days.
- For an additional fee, expedited delivery is available. For information, please contact the Registrar's Office at (920) 424-1199.
- The fee for transcript orders placed in-person for immediate pickup is $10.00.

Acceptable forms of payment include cash, check, money order, cashier’s check, American Express, MasterCard, and Visa.

Ordering Information

ONLINE: The University of Wisconsin Oshkosh has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the Internet. The NSC provides an online ordering service for students and alumni 24 hours a day, 7 days a week. You may order as many transcripts as you like using any major credit card. Your card will only be charged after your order has been completed. Order updates will be emailed to you. You may also track your order online using your email address and order number. Online orders will incur a service fee of $2.25 per transcript recipient. Orders placed after hours are processed the next working day by the University Registrar’s Office. Online transcript requests submitted outside our business hours will be processed in the order they were received when our office reopens.

Current students, or any student with a Titan Web account, may access NSC to request a transcript through his or her Titan Web account by using the drop-down menu in the academics sections of the student center. (Please check the Titan Web homepage for exact hours of availability.)

Alumni and former students who do not have a Titan Web account may request a transcript through www.getmytranscript.com anytime (24/7). The student's signed consent is required to fulfill the transcript order. For your convenience, a consent form will be generated for your order that you may return to the NSC via fax, mail or as a scanned email attachment. To place an online order, please follow the above link.

http://www.uwosh.edu/registrar/transcripts/ 11/26/12
If you have further questions regarding the NSC order process, please feel free to contact them at (703) 742-4200 or via email to transcripts@studentclearinghouse.org.

**IN-PERSON:** Transcripts may be requested in-person at the Registrar’s Office (Dempsey Hall 130) Monday through Friday, 7:45AM until 4:00PM. You must submit a completed, signed transcript request form and payment. Transcripts retrieved directly from the Registrar’s Office will require presentation of photo ID. If you designate someone else to retrieve your transcript, he or she will be required to present authorization bearing your signature.

**MAIL:** Transcripts may be requested by mailing a completed transcript request form and payment to:

Registrar's Office
Attn: Transcript Request
UW Oshkosh 800 Algoma Blvd.
Oshkosh, WI 54901

If you do not have a credit card or access to a printer, you may write a letter and mail it to the UW Oshkosh Registrar’s Office. In your letter, please include the following information:

- Your first and last name (include maiden name, if applicable)
- Student identification number or last 4 digits of your Social Security Number
- Current address and daytime phone number
- Email address
- Approximate dates of attendance
- Number of transcripts requested
- Names and complete addresses for all recipients
- Type of service requested: Standard or Expedited (Transcript Fees above)
- Student's handwritten signature
- Method of payment

If you have questions, please contact our office at (920) 424-1199 or e-mail us at records@uwosh.edu.

**Printing an Unofficial Transcript**

Instructions for current and former students to print Unofficial Transcripts from Titan Web

1. Once logged into Titan Web, scroll down to Grades, STAR, and More under the Student Center.
2. Click the down arrow next to the word Grades under that heading causing a drop-down menu to be shown.
3. Select Transcript: View Unofficial from this menu.
4. Click the double arrow next to the box where you just selected Transcript: View Unofficial from.
5. On the new page that comes up, make sure next to Academic Institution UW Oshkosh is in the box.
6. Next to Report Type click the down arrow and select Unofficial Transcript then press go.
7. This will bring you to a page with your Unofficial Transcript on it. From here, you can click File, then Print and print the transcript out.

http://www.uwosh.edu/registrar/transcripts/
Unofficial Transcript
Print Date   :  2012-09-05
Name      :  Allison Banach
Student ID:  0492039
Birthdate :  1993-09-21
Sex       :  Female
Address   :  13035 Cardinal Crest Dr
Brookfield, WI 53005-6517
United States

University of Wisconsin Oshkosh
800 Algoma Boulevard
Oshkosh, WI 54901
United States

- - - - - Test Credits - - - - -
Test Credits Applied Toward Undergrad Special High School Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 110</td>
<td>Intro Spanish I (HU)</td>
<td>4.00</td>
<td>4.00 S</td>
<td>4.00</td>
</tr>
<tr>
<td>SPANISH 111</td>
<td>Intro Spanish II (HU)</td>
<td>4.00</td>
<td>4.00 S</td>
<td>4.00</td>
</tr>
<tr>
<td>SPANISH 203</td>
<td>Intermed Str. and Expr. I (HU)</td>
<td>3.00</td>
<td>3.00 S</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Test Trans GPA: 0.000  Transfer Totals: 11.00 11.00 0.000

- - - - - Beginning of Undergraduate Record - - - - -

Spring 2012

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 248</td>
<td>4th Sem Spanish CAPP (HU)</td>
<td>5.00</td>
<td>5.00 A</td>
<td>20.00</td>
</tr>
</tbody>
</table>

TERM GPA : 4.000  TERM TOTALS : 5.00 5.00 20.000

CUM GPA : 4.000  CUM TOTALS : 5.00 16.00 20.000

- - - - - Undergraduate Career Totals - - - - -

CUM GPA : 4.000  CUM TOTALS : 5.00 16.00 20.000
Transfer Information System

Transferring from UW Oshkosh English to UW La Crosse
Fall, 2012-13 (Current Term)

Note: This list contains only courses for which matching courses have been provided to TIS by the transfer school. If a specific transfer class is missing from the list, contact the Transfer Representative at the UWL or WICS transfer school you specified.

Note: If a course transfers as either a department elective or as a general elective (with no department specified), it usually means that the 'Transfer To' campus does not offer a course that is exactly the same as the course at the 'From Campus'. The good news is that many elective credits also meet general education requirements and many may also apply toward requirements in majors.

Date: September 10, 2012

<table>
<thead>
<tr>
<th>UW Oshkosh Course</th>
<th>UW La Crosse Matching Course/Courses</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>ENGLISH 110 College English I (En)</td>
<td></td>
</tr>
<tr>
<td>College Writing I</td>
<td>9.00 GEOL</td>
<td></td>
</tr>
</tbody>
</table>

Note: UWL La Crosse students may not attend another university to repeat a course in which a grade has already been earned at UWL La Crosse.

If you have questions about your transfer report, visit the Interpreting Your Transfer Report section.

Keys & Special Conditions

Level:
L = Lower

GenEd (General Education Categories):
GEOL = Communication

Transfer Information System Commitment
The Transfer Information System (TIS) contains official UW undergraduate transfer information which UW campuses have provided to show how they will award credit for transferrable courses. You may print this report to keep as a record of how your courses will transfer. The transfer course equivalences listed on the TIS report are guaranteed for courses you take this or next semester and, when you choose to transfer, will "count" as indicated above. The equivalences listed in TIS are accurate but may satisfy different degree requirements depending upon your specific major or program. In addition, course revisions or changes in requirements may cause equivalences to change. Therefore, it is your responsibility to (1) discuss specific circumstances with an advisor, (2) check TIS for periodic updates and (3) retain printed copies of dated TIS reports for the semester the course is taken to ensure documentation if questions arise upon transfer.

Date: September 10, 2012

Start New Search | TIS Home

Orientation & Placement Exam Information

In order to be the best prepared, students should bring the following to their orientation day:
1. Either official or unofficial transcript from UW Oshkosh
2. Transfer Information System print out
3. Syllabus

Please note: Students who have taken a math course through CAPP have already taken the UW System Math Placement Exam. They can ask their advisor to access the database for their scores. This should be done well in advance of your orientation date. Please contact your school to alert them that you have taken the exam.

The following table contains placement exam information for CAPP students attending:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Eau Claire</td>
<td>No*</td>
<td>If students receive a “C” or better in 101, students may then take Writing 120, 2 cr.</td>
<td>109 Stats Yes</td>
<td>All others No*</td>
<td>No*</td>
<td>No*</td>
</tr>
<tr>
<td>Green Bay</td>
<td>No*</td>
<td>Eligible for GB Engl. 105. UW Oshkosh Eng.101 meets GB English Comp requirement</td>
<td>No*</td>
<td></td>
<td>No*</td>
<td>No*</td>
</tr>
<tr>
<td>-------------</td>
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<td>------------------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>LaCrosse</td>
<td>Yes</td>
<td>If students have an official transcript with English grade entered, no test. If a student does not have a complete official transcript, then student must take exam.</td>
<td>No – see notes</td>
<td>If students have received an acceptable score from exam taken for CAPP (not over 2 years ago), then no, otherwise, yes.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Madison</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td>No</td>
<td>Automatically placed in next Spanish course.</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>Yes</td>
<td>UW M requires English 101 &amp; 102. A student possibly could test out of 102 by taking placement exam.</td>
<td>No</td>
<td>Call &amp; let Sarah know exam has been taken 414-229-2210</td>
<td>Optional</td>
<td>Students may enroll in the next course or take the placement exam to see if they would place beyond the next course.</td>
</tr>
<tr>
<td>Oshkosh</td>
<td>No*</td>
<td></td>
<td>No*</td>
<td>Students must follow prerequisites of course they wish to enroll in.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Platteville</td>
<td>No*</td>
<td>May then enroll in English 1230</td>
<td>See Notes</td>
<td>Students should contact Eric Farrell for placement 608-342-1125</td>
<td>No*</td>
<td>Students may enroll in next course with 2940 as a prerequisite</td>
</tr>
<tr>
<td>Stevens Point</td>
<td>No*</td>
<td>Students may enroll in the next level course.</td>
<td>No*</td>
<td>Students may enroll in the next level course.</td>
<td>No*</td>
<td>Students may enroll in the next level course.</td>
</tr>
</tbody>
</table>

Information as of May 14, 2013
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stout</td>
<td>No*</td>
<td>Students need to bring unofficial or official transcript and earn a “C- or better” in UW Oshkosh 101 in order to be placed in Stout English 102. Students should ask advisor to place them 102.</td>
<td>No*</td>
<td>Students need to bring unofficial or official transcript.</td>
<td>No*</td>
<td></td>
</tr>
<tr>
<td>Superior</td>
<td>No*</td>
<td>Students may enroll in next level course.</td>
<td>No*</td>
<td>Students need to contact Mr. Lon Bagley 715-394-8087 so he can access their placement exam scores. Students may enroll in next level course.</td>
<td>No*</td>
<td></td>
</tr>
<tr>
<td>Whitewater</td>
<td>Placed based on ACT English Score (not composite)</td>
<td>Bring either official or unofficial transcript to your ‘Planet Purple Date’ along with your syllabus and let the advisor know you have taken or are currently taking a UW Oshkosh English course.</td>
<td>Placed based on ACT Math Score (not composite)</td>
<td>Bring either official or unofficial transcript to your ‘Planet Purple Date’ along with your syllabus and let the advisor know you have taken or are currently taking a UW Oshkosh Math course.</td>
<td>See Notes</td>
<td>Bring either official or unofficial transcript &amp; talk to Foreign Language Department Chair, who is in lab during Planet Purple advising time so you may be placed in the next course.</td>
</tr>
</tbody>
</table>

* Student must earn “C” or better
“How To” Info on Transcripts

- Be sure to view your unofficial transcript before ordering your official transcript to make sure it is complete and error free

- In order to view your UNOFFICIAL transcript for free,
  - Log on to Titan Web
  - Under “Grades, STAR & More” drop down, choose “View Unofficial Transcript” click “Go”
  - Choose Academic Institution & Type, click “Go”

- Remember to check your transcript for accuracy

- To request your OFFICIAL transcript:
  - Log on to Titan Web
  - Under “Grades, STAR & More” drop down, choose “Transcript Request Official” click “Go”
  - Choose “Clearinghouse Secure Site”
  - Choose “Order or Track Transcript” and follow directions from there

“How To” Transfer Information System (TIS)

Be sure to print out your “Transfer Information System” information about your course and bring it with your transcript (either unofficial or official depending on when you completed your course) to your orientation:

- Go to tis.uwsa.edu/wizards/
- Select Course Wizard
- Select UW Oshkosh as the “Transfer From” campus.
- Select the campus you are going to attend as the “Transfer To” campus.
- Hit “Next Step”
- Select the Department you took the course in
- Hit “Match All Courses” or “Pick a Single Course”
CREDIT RECOGNITION

Colleges and Universities that have recognized
University of Wisconsin Oshkosh credits earned through CAPP

The following list of colleges and universities is based on annual survey responses from former Cooperative Academic Partnership Program (CAPP) students and our office contacting these schools. This is not an all-inclusive list and can change. Please ask at your college or university about transferring your credits. Consistently, 99% of the students who request credit recognition for their UW Oshkosh credits earned through CAPP are successful. This list of colleges and universities recognizing UW Oshkosh credit earned through CAPP is NOT definitive!

Please keep in mind:

- If a specific school does not appear on this list it does not necessarily mean it does not recognize credit. It may mean no former student has attended there or requested to know about going there.

- This list does not represent a guarantee that all UW Oshkosh credits earned through CAPP will be automatically recognized by every college or university listed. Recognition of credit varies from department to department within the same university or college. We encourage every student to save the syllabus and written work from their CAPP courses, and to request credit recognition directly from the appropriate department at the college or university to which they are applying. Please contact and refer to the policies of that college or university to properly transfer your credits.

- Remember to request an official transcript from UW Oshkosh in order to transfer your credits.

- Credit recognition can mean various things and varies by college/university and departments:
  1. Transfer of course with credits earned (as elective, general elective course, or degree course)
  2. Exemption from a required course because a comparable course was successfully completed through CAPP
  3. Placement in an advanced course because the introductory level course was successfully completed through CAPP

Colleges & Universities known to accept CAPP credits

1. Allegheny College - Meadville, PA
2. Alverno College - Milwaukee, WI
3. Ball State - Muncie, IN
4. Bellin College - Green Bay, WI
5. Binghamton University, SUNY - Binghamton, NY
6. Boston College - Chestnut Hill, MA
7. Boston University - Boston, MA
8. Bradley University - Peoria, IL
9. Brigham Young University - Provo, UT
10. Butler University - Indianapolis, IN
11. Cardinal Stritch - Milwaukee, WI
12. Carroll College - Helena, MT
13. Carroll University - Waukesha, WI
14. Carthage College - Kenosha, WI
15. Central Michigan University - Mt Pleasant, MI
16. College of Charleston - Charleston, SC
17. College of William and Mary - Williamsburg, VA
18. Columbia College - Chicago, IL
19. Concordia University - Chicago, IL
20. Concordia University - Mequon, WI
21. Cornell College - Mt Vernon, IA
22. DePaul University - Chicago, IL
23. Drake University - Des Moines, IA
24. Eastern Michigan University - Ypsilanti, MI
25. Edgewood College - Madison, WI
26. Emory University - Atlanta, GA
27. Florida Institute of Technology - Melbourne, FL
28. Franciscan University of Steubenville (OH)
29. Hillsdale College - Hillsdale, MI
30. Hope College - Holland, MI
31. Kent State University - Kent, OH
32. Lakeland College - Sheboygan, WI
33. Lawrence University - Appleton, WI
34. Loyola University - Chicago, IL
35. Luther College - Decorah, IA
36. Marian University - Fond du Lac, WI
37. Marquette University - Milwaukee, WI
38. Martin Luther College - New Ulm, MN
40. Michigan State University - East Lansing, MI
41. Michigan Technological University - Houghton, MI
42. Milwaukee Institute of Art and Design - Milwaukee, WI
43. Milwaukee School of Engineering - Milwaukee, WI
44. Minnesota State - Mankato, MN
45. New York University - New York, NY
46. Northeast WI Tech College - Green Bay, WI
47. Northern Illinois University - DeKalb, IL
48. Northern Michigan University - Marquette, MI
49. Northland College - Ashland, WI
50. Notre Dame - South Bend, IN
51. Ohio Northern University - Ada, OH
52. Ohio State University - Columbus, OH
53. Pennsylvania State University - University Park, PA
54. Purdue University - West Lafayette, IN
55. Rice University - Houston, TX
56. Ripon College - Ripon, WI
57. St. John's University - Queens, NY
58. St. Louis College of Pharmacy - St. Louis, MO
59. St. Mary's Univ. of Minnesota - Minneapolis, MN
60. St. Norbert - De Pere, WI
61. Stanford University - Stanford, CA
62. Taylor University – Upland, IN
63. Texas A&M University - College Station, TX
64. Texas Tech - Lubbock, TX
65. Univ. at Albany, SUNY - Albany, NY
66. Univ. at Buffalo, SUNY - Buffalo, NY
67. Univ. of California - Berkeley
68. Univ. of California - Los Angeles
69. Univ. of California - Irvine
70. Univ. of Central Florida
71. Univ. of Chicago - Chicago, IL
72. Univ. of Colorado - Boulder
73. Univ. of Iowa
74. Univ. of Kentucky
75. Univ. of Massachusetts - Amherst
76. Univ. of Minnesota
77. Univ. of Minnesota - Duluth
78. Univ. of Minnesota - Twin Cities
79. Univ. of North Carolina - Chapel Hill
80. Univ. of Nebraska - Lincoln
81. Univ. of Nevada - Las Vegas
82. Univ. of Oklahoma
83. Univ. of Oregon
84. Univ. of South Alabama
85. Univ. of South Florida
86. Univ. of St. Thomas - St. Paul, MN
87. Univ. of Washington – Seattle
88. UW Colleges (all 13 2-year campuses)
89. UW-Eau Claire
90. UW-Green Bay
91. UW-La Crosse
92. UW-Madison
93. UW-Milwaukee
94. UW-Oshkosh
95. UW-Parkside
96. UW-Platteville
97. UW-River Falls
98. UW-Stevens Point
99. UW-Stout
100. UW-Superior
101. UW-Whitewater
102. Valparaiso University - Valparaiso, IN
103. Virginia Commonwealth Univ. - Richmond, VA
104. Virginia Tech - Blacksburg, VA
105. Viterbo University - La Crosse, WI
106. Wartburg College - Waverly, IA
107. Western Michigan University - Kalamazoo, MI
108. Western Oregon University - Monmouth, OR
109. Western Washington University - Bellingham, WA
110. Winona State University - Winona, MN
111. Wisconsin Lutheran College - Milwaukee, WI

Colleges & Universities that will not accept CAPP courses for credit (at this time), BUT may use enrollment for admissions or placement in to higher level courses.
1. Claremont McKenna College – Claremont, CA
2. Georgetown University – Washington, DC
3. Macalester College – St. Paul, MN
4. Northwestern University – Evanston, IL
5. U.S. Military Academy – West Point, NY
6. Univ. of Michigan – Ann Arbor
7. Vanderbilt University – Nashville, TN
8. Washington University in St. Louis
9. Williams College – Williamstown, MA

Updated 3/22/13