PROCESS FOR TAKING A COURSE ELSEWHERE

- 1. Go to school of choice website to find course offerings for intended semester. If attending a CT Community College, you can search courses for any of the 12 CT CC's through the course search link on the top of the www.gatewayct.edu website.
- 2. Review the Transfer Credit information for Current SCSU Students from the <u>Transfer Admissions page</u> and complete and submit the Transfer Credit Request form for each course you plan to take elsewhere.
- 3. Discuss financial aid eligibility and/or <u>Financial Aid Consortium Agreement</u> with <u>Financial Aid Office</u> if necessary
- 4. While waiting for Transfer Admissions to approve the Transfer Credit Request form, apply to the CT CC of choice as a visiting and/or non-matriculated student to become activated in their system in preparation for registration.
- 5. If/when the Transfer Credit Request form is approved, register and pay for the course at the institution of choice.
- 6. Do well in the course.
- 7. Have the school you attended send your official transcript to SCSU once your grade is posted.
- 8. Check your SCSU unofficial transcript to see that your course transfer was processed and contact the Transfer Admissions and Services office (transferservices@southernct.edu) if it was not.
- *Although transfer credits are not computed into your SCSU CUM GPA, certain programs use these grades in GPA and/or required course GPA calculations.
- **If you need to repeat a course you took at SCSU, you should consider SCSU's Grade Replacement option. The course would need to be repeated at SCSU. Speak to your advisor for more information!