

PROCESS FOR TAKING A COURSE ELSEWHERE

1. Go to the website for your school of choice to find course offerings for the intended semester.
 - If attending Connecticut State Community College, go to ctstate.edu > Academics > Find a Class > Browse Classes

2. Go to southernct.edu/transfer and review the following section:

Credit Information for Current SCSU Students: Transfer Credit Request

- [Complete the Undergraduate Transfer Request form](#) for each course you plan to take elsewhere.
 - Students may search our [database of transferable courses](#). See [instructions on how to use the TES Public View](#) (pdf).
3. Discuss financial aid eligibility and/or [Financial Aid Consortium Agreement](#) with [Financial Aid Office](#) if necessary.
 4. While waiting for Transfer Admissions to approve the Transfer Credit Request form, apply to CT State or your school of choice as a new transfer non-degree seeking, 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 and the institution of your choice gives you the green light to register, you will proceed with their next steps for registration.
 - Transcripts may be required as proof that you have successfully completed prerequisite(s) for the course(s) of interest
 - There is no guarantee that your institution of choice will give you permission to register for the class you desire
 6. Do well in the course. Courses must be completed with a C- or better in order to be transferred over.
 7. Once you have completed the course and final grades are posted, send the official transcript from the school to SCSU.
 8. Check your SCSU unofficial transcript and/or degree evaluation to confirm that your course transfer was processed.
 - For questions or concerns, contact the Transfer Admissions and Services office:
transferservices@southernct.edu

*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!