

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 [Transfer Admissions page](#) and complete and submit the Transfer Credit Request form for each course you plan to take elsewhere.
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 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!