

# GUIDE FOR TAKING TRANSFER COURSES

## WILL THE COURSE TRANSFER?

There is a difference between a course *transferring* and a course *counting* toward graduation requirements. You can access the Transfer Course Evaluation Guide database. Here, you can look up previously-evaluated courses. [https://www.admissions.psu.edu/my\\_admissions/tas/](https://www.admissions.psu.edu/my_admissions/tas/)

If a course is not in the database, print a Transfer Course Evaluation Form ([https://www.admissions.psu.edu/my\\_admissions/tas/transferCourseEvalForm.pdf](https://www.admissions.psu.edu/my_admissions/tas/transferCourseEvalForm.pdf)) and take it, along with a course description, to the Office of Admissions in 201 Shields.

## WILL THE COURSE COUNT? That depends on WHAT YOU PLAN TO TAKE?

- **General Education Requirement**

- If the course is a direct equivalent to a Penn State gen ed that you want to take, you are all set to take it.
- If the course comes in as general credits with a general education designation, you are all set to take it.
- If the course is not in the database, print a Transfer Course Evaluation Form ([https://www.admissions.psu.edu/my\\_admissions/tas/transferCourseEvalForm.pdf](https://www.admissions.psu.edu/my_admissions/tas/transferCourseEvalForm.pdf)) and take it, along with a course description, to the Office of Admissions in 201 Shields.

- **Major requirement**

- If the course is a direct equivalent, you are all set to take it.
- If the course comes in as general credits with a general education designation (i.e. GA, GH) send a course description or syllabus to your BBH adviser for review.
- If the course is not in the database, print a Transfer Course Evaluation Form ([https://www.admissions.psu.edu/my\\_admissions/tas/transferCourseEvalForm.pdf](https://www.admissions.psu.edu/my_admissions/tas/transferCourseEvalForm.pdf)) and take it, along with a course description, to the Office of Admissions in 201 Shields.

Note: When you find course that you want to take, take a screen shot or print out the equivalent for your records.

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**REGISTERING:**

- Each college determines the requirements and procedures to take courses as a “visiting” student. It is your responsibility to research the requirements and procedures. You can start by visiting the college’s website or contacting its registration office.
- This process can get complicated. Please plan ahead.

If registration requires...	Then...
Official or unofficial transcript from Penn State	Go to Lionpath to print an unofficial transcript or to order an official transcript from the Registrar.
Signature or letter of approval from Penn State adviser/college official	Contact your adviser and a form letter will be provided to you.
Evidence that you have met prerequisites	Provide the school with a Penn State transcript (see above) and course description of the course that lines up with their prerequisite.
Signature on their registration form from adviser/college official stating that you meet prerequisites	Drop off to your adviser or bring to drop-in hours: a. Completed registration form requiring signature. b. Course descriptions of the prerequisites from the other school. For example, if their Math 101 is a prerequisite, provide a description of their Math 101. c. Copy of your BBH Advising Checklist.

**TRANSFERRING THE CREDITS:**

1. Please be aware that grades do not transfer, only credits.
2. In order for the credits to transfer, a grade of C or better must be earned.
3. Upon completion of a transfer course, please request to have an official transcript sent to Penn State to the following address:

Penn State Undergraduate Admissions  
201 Shields Building  
University Park, PA 16802\*.

\*If you are taking or plan to take any graduation requirements as transfer courses in your final semester, there is no guarantee that your credits will be received and recorded by Penn State in time to officially graduate in your final semester. You may need to be removed from the graduation list if transfer credit is not received and recorded by the semester deadline set by the Registrar’s Office. If the school can fax or email your transcript to Penn State Admissions, this will ensure faster delivery. Fax: 814-863-7590. Email: admissions@psu.edu. Or, if the school has a system by which you can request that the transcript be sent electronically, please send your transcript electronically to Penn State.

4. There are nominal fees to get an official transcript sent and to have Penn State record the credits.
5. If the transfer course was not a direct equivalent to a PSU course, email your BB H adviser when you see the course on your Penn State transcript so that the credits can be moved to the proper place on your degree audit.