

Transferring College Credit Courses

Gehlen Catholic cannot state if or how college credits will transfer to the college you attend. Individual colleges and universities will determine whether and how they will accept transfer college credit and how that credit will impact a student's college GPA. It is the student's responsibility to obtain this information from colleges. The following information may be useful when speaking with colleges.

A Few Definitions

General Education Requirements (AKA – Gen Ed; Core Curriculum) - A program of study that all students must fulfill at a specific university. Some universities have the same Gen Ed requirements for all majors. Some universities have different Gen Ed requirements for specific majors or for each college (for example, College of Business, College of Engineering, College of Liberal Arts and Sciences, etc.). Most universities have a specific number of credits within several general categories that must be fulfilled (for example, 12 credits within Arts & Humanities, 11 credits in Math and Natural Sciences, and 9 credits in Social Sciences).

Elective – Usually, a course that will count toward overall credits needed to graduate, but does not fulfill a specific requirement.

Transfer Credit Evaluation – A process completed by a registrar, admissions counselor, or academic adviser that will determine if/how the transfer credit will be awarded.

Registrar – College official who handles student records, often including class schedules, course listings, transcripts, and transfer credits. Usually, the registrar will complete the final, official transfer evaluation once your college transcripts have been submitted in May or June of your senior year.

Who to Contact

- Admissions office or your assigned admissions counselor - this is who you should contact first. You can find that email address and phone number using a quick Google search.
- If needed, you could contact the adviser or department chair of the specific program you plan on entering.
- If needed, you could contact the registrar. Typically the registrar will become involved once you submit your final college transcript.

Information You Need to Share

1. "I am a high school senior taking a college course through _____ (name of college), and I am applying for admission as a full time student in Fall 20__."
 2. The majors you are considering. (Some departments have different general education/core requirements).
 3. For each course you want to transfer – the course number, the course title, the number of credits, and which college or university is awarding the credit.
- Only if requested - The syllabus from the course and/or course description. (This may be requested if the course has not previously been transferred to that college).

Some Questions to Ask

- How will this course transfer?
Specifically: What are the general education/core requirements, and does this class fulfill one of those requirements? Will this course transfer as an elective? Will this course transfer into my major?
- Do I need to earn a certain grade in order for this course to transfer?
- Will the grade I earn in this course count toward my college GPA?
- Are there any requirements my instructor must meet in order for this course to transfer?

Other Tips

- Take good notes – Keep notes of the dates you talk to college reps and their names, and save all email correspondence.
- Requirements can change from year to year, so don't rely solely on information from older siblings or recent graduates.
- Mrs. Hausmann will provide information in April on how to have your college transcripts sent to the college you will attend.

This may seem complicated, but you can do it! Admissions counselors are very used to getting these questions, and they will help you out. It's important to take ownership of this process yourself, because you will be on a college campus in a few short months. Colleges want to hear directly from you, and you are much better off if you start the conversation with them now and understand the process.