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.

   **Tip:** Search for the subject and course title that closely matches the course at Southern you need. For example, if Southern’s course is BIO 200 Anatomy & Physiology I, you would look for a course at a CT CC by searching under the subject of Biology and then for a course title that is closest to Anatomy & Physiology I. Most prereq/core courses are universal and will have identical subjects and titles.

   **Note:** Each college has their own prerequisites for courses. Be sure to research in advance and contact the school of choice with any questions you may have in advance.

2. Confirm that the course you find will indeed transfer to Southern as the course you are looking to fulfill by using this tool Transfer Articulation Request

3. Complete the Transfer Credit Request form and submit it to the registrar’s office as indicated on the form.

4. Discuss financial aid eligibility and/or Financial Aid Consortium Agreement with Financial Aid Office if necessary

5. While waiting for the Registrar’s office 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.

6. If approved, register and pay for the course at the institution of choice.

7. Do well in the course.

8. Have the school you attended send your official transcript to SCSU’s Registrar’s Office once your grade is posted.

9. Check your SCSU unofficial transcript to see that your course transfer was processed and contact the Registrar’s Office if it was not.

*Although transfer credits are not computed into your SCSU CUM GPA, certain program applications 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 (found under the “repeating a course” section)! The course would need to be repeated at SCSU for this option. Speak to your advisor for more information!