

PROCESS FOR TAKING A COURSE ELSEWHERE DURING THE SUMMER OR WINTER SESSION(S)

1. Review course offering at the institution of choice after meeting with your advisor
2. Discuss financial aid eligibility with Financial Aid Office if necessary
3. Complete the transfer credit "[undergraduate transfer request form](#)" located on the [Registrar's website](#) under *transfer credits*
 - a. Look at the link "How do I know What Courses from a CT Community College Will Transfer?" on the pre-nursing website to assist in completing the form (if you plan to attend a CT Community College, otherwise the course information will need to be sent to the department chair of the course subject you plan to take, e.g. BIO to the BIO Chair)
 - b. Have the SCSU department representative sign the form if required (would be notated on the form)
4. Submit the form to the Registrar's office located in the Wintergreen Building
5. Wait for the Registrar's office to approve course
6. If approved, register and pay for the course at the institution of choice
7. Do well in the course
8. Request that the institution of choice send your transcript to SCSU's Registrar's Office once your grade is posted (choosing to not send a transcript can disqualify you from acceptance to the nursing program, as it would be falsifying your application)
9. Check your SCSU unofficial transcript to see that your course transfer was processed and contact the Registrar's Office if it was not - within a reasonable length of time

*Although transfer credits are not computed into your SCSU CUM GPA, SCSU's Nursing Department will compute them into your CUM GPA for your nursing application.

**If you need to repeat a nursing prerequisite course, you should consider SCSU's [Grade Replacement option](#) located in the Undergraduate Catalog under Academic Standards! The course would need to be repeated at SCSU for this option. Speak to your advisor for more information!