

# AN EASY GUIDE TO TRANSFER COURSE APPROVAL FORMS

Before filling out a Transfer Course Approval Form, check WJU's articulation agreements by going to [www.jessup.edu/currentstudents](http://www.jessup.edu/currentstudents). WJU has made agreements with many local community colleges. **If you find the class you need on one of these agreements, you do not need to complete this form!** If the course you need is not on an articulation agreement, follow these simple steps to make the Transfer Course Approval Form process as easy as possible.

## TRANSFER COURSE APPROVAL STEPS

- Step 1 – Select a college/university: Decide which institution you would like to attend and find their catalog, either a hard copy or online.
- Step 2 – Select a course: Compare the course you are required to take at WJU with the courses offered at that institution. Select the one that sounds the most similar and print out a copy of the course description. Here are a few things to keep in mind when comparing courses:
- Most community colleges will notate if a course is UC/CSU transferable. If this notation is made, this course will most likely be acceptable for transfer to WJU.
  - Make sure the course you wish to take is degree applicable. Many schools have remedial or continuing education courses which are non transferable. Course numbering information is found in the college's catalog, usually just before the course listings, or sometimes in the academic information section.
- Step 3 – Fill out the Transfer Course Approval Form: Take care to fill in the following sections accurately:
- Address:** Make sure to print clearly. Most responses will be sent to your WJU box.
- College/University:** List only one institution per form.
- Course#:** Example: ENG113 or ART232; please do not use the registration reference number.
- Course Title:** Example: Composition or Beginning Ceramics
- Student Signature:** Make sure to read the italicized information above the signature line before signing.
- Step 4 – Attach your course description to the form and turn it in to the Registrar's Office.

## COURSES NOT APPROVED FOR TRANSFER TO WJU:

- Non-credit bearing coursework
- Remedial coursework
- AA or AS degree applicable only coursework
- Witchcraft/Satanic studies
- Coursework from a school that is not regionally or ABHE accredited