1. How do I find out if there is an *equivalent course* at my local community college to a course that I need to take at Rowan University?

   a) Go to this link: [http://www.rowan.edu/provost/registrar/courseequiv.html](http://www.rowan.edu/provost/registrar/courseequiv.html)
   b) Scroll down and find your community college.
   c) Select it and search for the course that you want to take at the community college.
   d) If there is an equivalent, you can take the course and have a transcript sent to Rowan.
   e) If there is an equivalent, you don’t need any forms or permission, the course is pre-certified.
   f) If you got at least a C you will get credit for the course.
   g) Only the credits transfer, not the grade.
   h) Your GPA will not be affected.

2. How do I request a transcript from my community college?

   a) Go to the home page of the college where you took the course that you want transferred to Rowan University.
   b) Find the “Search” link – it is usually at the top of the home page.
   c) Enter “Transcript Request”
   d) You will find links to online and paper form request options.
   e) This usually costs about $5.00

3. What if there is no equivalent for the course I want to take but I would like to see if I can use the course that I am interested in as a General Education course?

   a) Go to this link: [http://www.rowan.edu/provost/registrar/forms/Approval_another_inst.pdf](http://www.rowan.edu/provost/registrar/forms/Approval_another_inst.pdf)
   b) Print out the form, fill it out [ only required for courses that don’t have an equivalent listed, see question 1 ].
   c) Get signatures from your advisor and department chair.
   d) Take the form to the Registrar’s office.
   e) After you take the course have a transcript sent to Rowan.
   f) If you got at least a C you will get credit for the course.
   g) Only the credits transfer, not the grade.
   h) Your GPA will not be affected.

4. How do I know which courses qualify as General Education courses?

   Method 1:
a) Go to this link:  
http://www.rowan.edu/provost/registrar/forms/5%20General%20Education%20InformationSP2012.pdf

b) Scroll down to page 71 – you will see a listing of all courses that qualify as Gen Ed.

Method 2:

a) Go to the Section Tally link on the Registrar’s webpage,  
http://www.rowan.edu/provost/registrar/courseschedule.html

b) Choose the term that you are currently in or registering for (or the term that you took a particular course that you want to check for general education status) from the pull-down menu (e.g. Spring 2012) then click on Select Term

c) Open the pull-down menu titled Attribute

d) Choose ACE, SBS, HHL, LIT or MCUL then click on Search

ee) A list of all courses taught that semester which meet the criteria that you chose will be listed