

TAKING COURSES AT A COMMUNITY COLLEGE POINTERS AND INSTRUCTIONS

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>
 - 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
 - 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%20%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**
- e) A list of all courses taught that semester which meet the criteria that you chose will be listed