

Transfer Toolkit

What students need to know about transferring their dual credit to their college or university of choice

Successfully passing dual-credit courses in high school is the most affordable way to earn college credit.

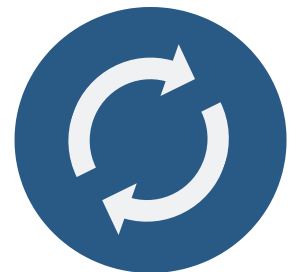
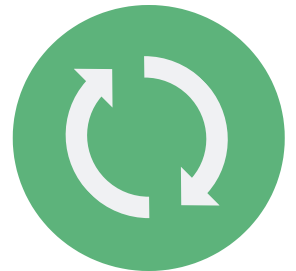
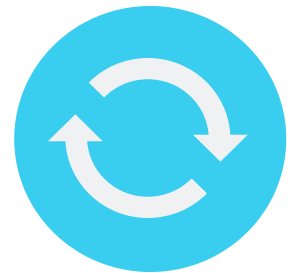
Successfully passing dual-credit courses in high school is the most affordable way to earn college credit. With the average cost of a single credit hour at a four-year institution nearing \$400, taking a three-hour course through TEL's partners can save students hundreds on each course.

At TEL, we work with a variety of well-respected colleges and

Education

universities and recognize that students may want to transfer the credit they earn to another institution to complete their degree.

This toolkit will provide you with information and questions you need to ask in order to successfully transfer your credit to your target college or university.



Things to Know When Transferring Credit

Below is some basic terminology and information that will help you better understand the process of transferring credit.

Credit Hours

The credit hour is the basis for college courses and degree programs. The credit hour determines the amount of time and work the student can expect. Typically a course worth one credit hour includes one hour of direct faculty instruction, such as videos or lecture, plus two hours of work on assignments or additional reading per week throughout a 15-week term.

Each college course is worth a certain number of credit hours, typically one to three. Some courses might be three hours and require a lab component worth one credit hour, totaling four credit hours.

Each degree requires a minimum number of credit hours to complete as well. Associate degrees are typically around 60 credit hours and bachelor's degrees require 120 credit hours.



Request

After successfully completing your dual credit course, request your transcript from the partner institution.

Research

Spend some time researching transfer policies at your target schools and talking with admissions reps.

Transfer

Complete the paperwork as part of the admissions process in order to get the credit applied to your new degree program.

Degree Plans

Within the degree plan, there are different types of requirements to earn your degree.

- General education (gen ed) courses are courses most students must take regardless of major and provide a general foundation for a topic.
- College requirements are specific to the school.
- Departmental requirements may be mid-level courses within your area of focus, but not specific to your major.
- Degree-specific requirements are courses that drill into the focus of your degree above your general education and departmental requirements.

You will have some freedom to select courses in each section. You will probably have the most course selection freedom in the general education section, then the college and department requirements, with very little wiggle room in the major requirements.



TEL courses will usually be in the general education section of your degree plan. Some TEL courses may apply to the college and departmental sections.

Transfer Credit

TEL works with regionally accredited universities, therefore our courses have a high transferability rate. Institutions can look at transfer credit three ways.

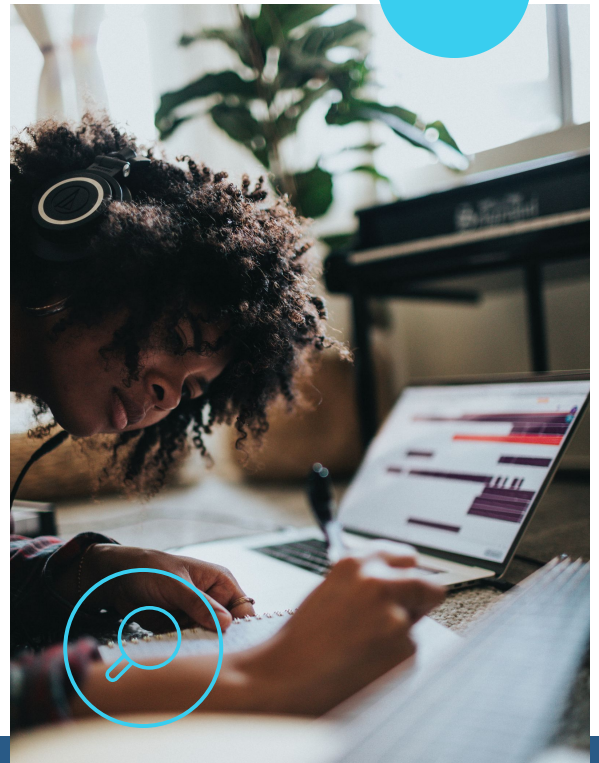
- The school can accept it as a direct, one-to-one equivalent to their own course or a similar course in the school's catalog.
- The school can accept the transferred course credit as elective credit. In this case, the course counts as a general elective credit that can be applied to a degree. In this scenario, the student might have to take the course again to fulfill the credit.
- The school can deny it, and the student would take the course again at the new institution. This is uncommon.

Sometimes, even institutions that accept courses as one-to-one equivalents may make exceptions for courses within the student's major. For example, if the student is majoring in Chemistry, the institution might want the student to take the introductory Chemistry lecture and lab courses at their college or university. In that case, the Chemistry course taken with TEL would count as elective credit.

How To Know If Your Credit Will Transfer

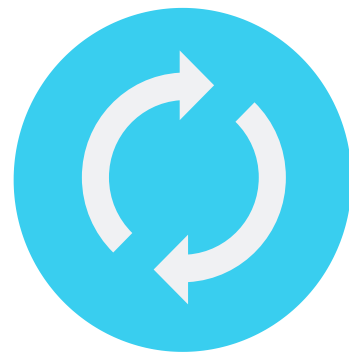
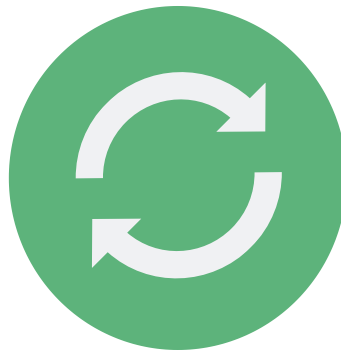
The easiest way to know if your credit will transfer is to contact the admissions office and inquire about the course equivalent.

You can also search external databases such as [Transferology](#). If your target institution participates in this, you should be able to see if your courses will be accepted and what they will transfer as. You can also contact an admissions counselor and ask them which database, if any, they recommend you check for their institution.



Transfer Checklist

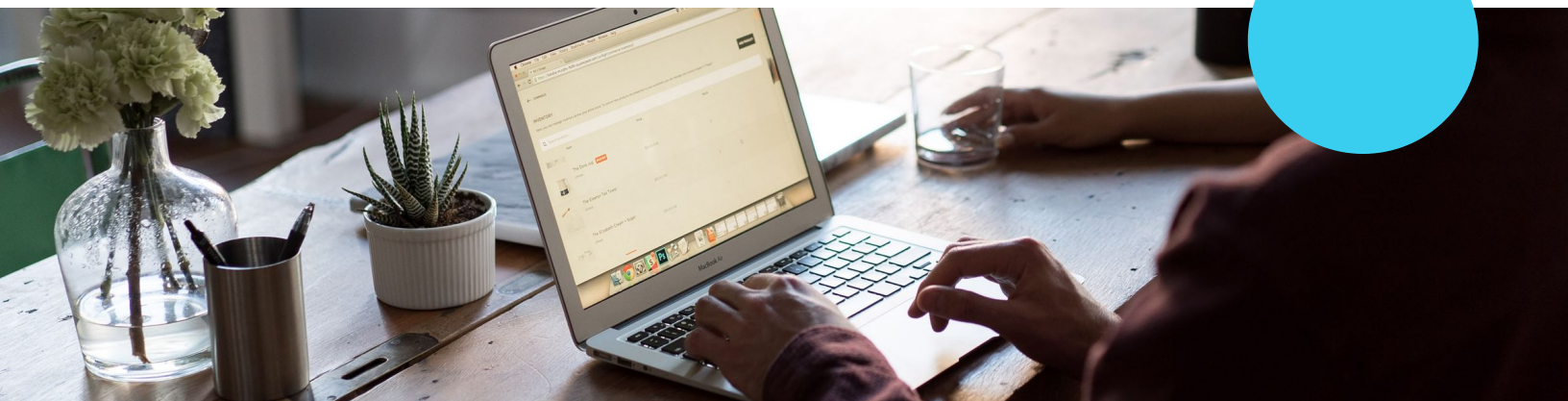
- Are your courses listed on the target institution's transfer database? Are they on Transferology?
- Are the course descriptions at the two institutions similar? If you cannot tell from the description, a course syllabus may help.
- Is the course you wish to transfer a requirement for your major? Did you take the "For Majors" version at your previous institution? (TEL science courses are not the "For Majors" version. If your degree plan requires the "For Majors" version, this credit will transfer as elective credit or not at all.)



How to Transfer Credit

Transferring credit to the institution where you earned the credit

This is the simplest way to transfer credit because technically you are already a student. This would apply to students who earned credit through TEL while they are in high school and plan to continue college at the partner institution that transcribed their credit. If you are transferring to an institution you already have credit from, the institution should already have your course record. When you talk with your admissions counselor, let them know you have college credit through the dual credit courses you took through TEL and the school.



Transferring credit to another institution

This would apply to students who earned TEL credit and are applying to a target school different from the school on the student's transcript.

Who to talk to

An admissions counselor is always a great place to start. They know all the specifics at their institution and they are the best way to know what you need to do in order to get your transfer credit submitted for review. Talk to an admissions counselor as soon as you think this might be a school you want to apply to and be prepared to ask them about transfer credit. Skimming the admissions website and learning more about the process in advance will make for a more productive first meeting.

What information to provide the school

Most college applications ask if you have college credit and where it was from. Include your TEL courses on the application, and identify the partner school (not TEL) because that's where your transcript is from. Tell the admissions counselor upfront that you have taken dual enrollment courses and you have a transcript from the partner institution. Your admissions counselor will have the best knowledge of how to proceed.

Step-By-Step Checklist

- Successfully complete your TEL course. As soon as you are ready to start applying to colleges, request a transcript from the TEL partner school. There will be a small fee (around \$20) to order this but it's good to know exactly what your transcript says. You will need to order another transcript to be sent directly to the school you apply to when you are ready.
- Do an unofficial review of your transfer credit by using a tool such as Transferology or by seeing if your school has a transfer database. Search for the school on your transcript and the target school you will be applying to. If it doesn't show or if it shows less than 100% certainty, don't worry. You just have more information when you talk with your admissions counselor.
- Speak with an admissions counselor. As you are talking with them about the application process, ask them about the transfer credit process for dual-credit. They can give you more tailored advice on how to make the rest of the process smoother.
- Submit your admission application to your target schools or schools.
- Send your transcripts and required documentation.

Quick TIP

Don't forget to fill out your FAFSA! You should start this step as early as possible. As a general rule, the earlier you apply, the more grants and scholarships you'll be eligible for. The FAFSA is open from Oct. 1- June 30 for the academic year beginning the August after it closes.

You worked hard to earn college credit while in high school. It's important to make sure as much of that credit as possible transfers to your target school. When you are researching colleges, get to know the website of your target institution and learn as much about their transfer credit policies as possible

before you make a final decision. It's important to have a good idea of the transfer status before applying because you don't want any of your credits to go to waste. You may make a different choice in college depending on the thousands of dollars you save by making sure all your credit transfers.