

Taking courses at another College or University

Fall/Spring term - [Taking Classes at Another Institution \(Limited\) Appeal](#) required for campuses other than Merced Community College. For courses at Merced College the [Intersegmental Cross-Enrollment](#) form is required. **Summer terms** do not require Advisor permission.

STEP 1: Is the Course Equivalent to the UC Merced Course? How do I know? **Community Colleges: Use Assist.org or Transferology** to determine if credits from a another College or University are accepted at UC Merced, students may use www.assist.org or <https://www.transferology.com/login.htm> to verify which classes can be accepted for credit. Both are an online student-transfer information system that shows how course credits earned at a college can be applied when transferred to a four-year university. ****Grades from community college will not be calculated into your UC Merced GPA. You will only receive subject credit (units).**

Agreements with Other Campuses: Select the Community College you are wanting to take the course at. ****Please be advised, if it lists a course “&” another course, then it will require all the listed courses, to meet the UC Merced equivalent. If it lists “OR,” then it would be either course to fulfill the requirement.**

Other assist.org info: Some Social Science and Humanities/ Arts (SSHA) general education courses are not listed on assist.org. If you are unsure if a class at a community college is equivalent to a UCM class, you should contact your Academic Advisor.

Other UC's or CSU's: If you plan on taking course at another UC or CSU, course approval will depend on the School the course is housed in, to verify the articulated course. For Engineering Courses, you will need to email your Engineering Academic Advisor to see if the course has been approved.

Transferology: <https://www.transferology.com/login.htm>

For Natural Science Courses (BIO, CHEM, ESS, MATH, PHYS), you would visit the Website for a list of Approved Cal State University (CSU) and UC Course Equivalents, visit: <http://ns-advising.ucmerced.edu/summer>.

Email your Engineering Advisor for information on approved Engineering Articulated courses.

If the course is **not already** on the approved lists, you will need to submit the Course Approval Form, to the School that houses the course, and upload a **course syllabus** (**not a catalog description**) for each course for which you are seeking approval. If you are submitting multiple courses for review, you must complete the form individually for each course.

If the course you would like to take is listed as an approved course; you do not need to submit this online form. The deadline for course review submissions is March 1. Students can expect a decision by the middle of April. Submissions after this date may not be reviewed until the next review period in Summer.

- School of Engineering Course Approval Form: <http://engr-advising.ucmerced.edu/form/course-approval>

- **School of Natural Science Course Approval Form:** <http://ns-advising.ucmerced.edu/form/course-approval-form>
- **School of Social Sciences, Humanities and Arts Course Approval Form:** <http://ssha-advising.ucmerced.edu/form/course-approval-form>.

Submit the **syllabus** as early as possible, as the process can take a minimum of 8 weeks upon submission for a decision to be made.

STEP 2: Is the Course you want to take available?

Check on other UC, CSU or CC website you are planning on attending, for the course catalog to see if the courses are available during the term you are wanting to take the course.

STEP 3: Apply to the other College or University.

Follow instructions for enrollment on the College or University website. **Make sure to request an Official transcript from UC Merced to send to the other college for course placing.**

<https://registrar.ucmerced.edu/services/transcripts>

STEP 4: Financial Aid. Before the registration period opens at the college/university of interest, check with their financial aid office to see if you qualify for any aid (Fee Waiver). Also, speak to a Financial Aid Advisor here at UC Merced, to understand the impact of receiving aid at another institution.

***SUMMER:** If taking courses at UC Merced or another UC, you would need to complete our UC Merced Summer Financial Aid application (**Application is available yearly, around March 1st. Funding is First Come First Serve**), as we would be the paying institution. You would be required to be enrolled in a minimum of **6 Semester equivalent units (9 quarter units)**, before any aid would disburse. Please visit our Summer Financial Aid website for more details. http://financialaid.ucmerced.edu/summer_aid

STEP 5: Proof of enrollment. If a class you are taking at another campus are a prerequisite for a class you will take at UCM in the following term, you will need to submit proof that you are enrolled in the class, before your advisor may enter an override for your planned upcoming term courses – **no exceptions**. At the end of the term, you must show proof of the final grade.

Note: It is recommended that students at UC Merced register in the Fall as though they are not taking coursework at a Community College during the summer, then adjust their Fall schedule once their summer registration at the Community College is confirmed.

If you take courses at another campus, you are required to submit a screen shot of your enrollment to your Advisor, for any overrides for the upcoming term. The screen shot will need to include: **The college/university, your name, the term and your registration in the course, before an override may be entered. Once your final letter grade is posted, you will need to send a screen shot of your final letter grade, which needs to include: The college/university, your name, the term, the course, and the final letter grade, to maintain the override in the system for the upcoming term.**

To Get Credit for the Course: To receive full credit for courses taken outside of UCM, you must submit official transcripts from the institution you attended.

**** Note - If you pick up the Official Transcripts to hand deliver them to UC Merced, DO NOT open the envelope, or the Transcripts would no longer be considered Official, and you will be required to request another Official Copy for verification of successful course completion.**

Send official transcripts to: UC Merced, Office of the Registrar 5200 North Lake Road Merced, CA 95343