

Course Articulation Process (Transfer Courses)

Course articulation is the process of *comparing* the information taught in the accredited transfer institution's course to determine if the information is offered in an equivalent Southern University accredited course.

1. If you've been accepted, **review your SUBR unofficial transcript to determine if your courses were accepted.** If your Southern University Undergraduate Unofficial Web Transcript courses read "ENGL XXXX, BIOL XXXX, HIST XXXX, MATH XXXX, etc." this indicates the University has not yet evaluated if your transfer coursework can be counted toward your degree.

>>>To view your "Undergraduate Unofficial Web Transcript," [Log into Self-Service Banner](#) | Under the "Student" tab, click "Student Records" > "Academic Transcript" > then click "Submit"

2. **Fill-Out a "Transfer Course Evaluation Form"**

NOTE: You should not attempt to register for classes without completing the "Transfer Course Evaluation Form"

Completing this process properly will ensure you do not repeat coursework unnecessarily, giving you as much credit as possible for the work you've already done.

3. **Obtain a "Signature for Approval"** from the office of the (1) College Dean or (2) Department Chair for each transfer course by visiting the first available individual from one of the offices listed.

**If you experience difficulty contacting the dean or chair, call (225)771-4500 and ask to be connection to the dean or chair's office.*

4. **Submit the Form to the Registrar's Office.** The Registrar's Office will receive and review the completed "Transfer Course Evaluation Form" to verify each course has the appropriate "College Dean, Department Chair Signature for Approval." If the course is properly approved, the Registrar's Office will adjust your Southern University transcript to reflect all the equivalent coursework approved.

**Processing may take up to 10-15 business days after final submission to the Registrar's Office.*

TRANSFER COURSE EVALUATION FORM

Use this form if you've been accepted, and your Southern University Undergraduate **Unofficial Web Transcript** has courses that read "ENGL XXXX, BIOL XXXX, HIST XXXX, MATH XXXX, etc." indicating the University has not yet evaluated if your transfer coursework can be counted toward your degree.

Note: If you have not been admitted, contact the Admissions Office immediately, www.subr.edu/admissions

Please **READ** carefully. All steps **must** be completed in order to be considered for evaluation.

NOTE: Processing may take up to 10-15 business days after final submission to the Registrar's Office.

Student's Full Name: _____

SUBR Email: _____

Student's Phone #: _____

Student ID#: _____

SUBR Major _____

SUBR College (i.e. College of Nursing and Allied Health) _____

Name of Transfer Institution: _____

Student's Signature: _____

Date: _____

Step 1 – Student Instructions:

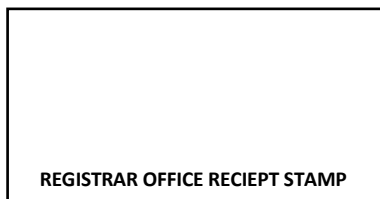
- Use a separate form for each transfer institution
- Complete the chart below to request that your transfer work be evaluated for possible acceptance at Southern University
- **Attach a course description** from the transfer institution **(1) official course catalog - or - (2) official course syllabus** for each transfer course being evaluated
- **Attach an (3) unofficial final transcript** from the transfer institution **(Make sure an official final transcript has already been submitted to the Southern University Office of Admissions and Recruitment or the Registrar's Office)*
- Obtain a "Signature for Approval" from the office of the Department Chair or College Dean for each transfer course by visiting the corresponding department. >>> For Office Contact Information <http://www.subr.edu/index.cfm/subhome/45>

Step 2 – Academic Department Chair or College Dean Instructions:

- Evaluate the transfer credit of the above student for possible acceptance at Southern University
- Please inform the student if more information is needed to make a decision at the above email and/or phone number
- Sign and instruct the student to submit the completed evaluation form with official transcript attached

Transfer Course Prefix	Transfer Course No.	Transfer Course Title	Transfer Course Credit Hrs.	SUBR Prefix	SUBR Transfer Course No.	SUBR Course Title	SUBR Credit Hrs.	(1) Department Chair OR (2) College Dean SIGNATURE FOR APPROVAL

FOR REGISTRAR'S OFFICE USE ONLY



Record Adjusted
Processed by: _____