

HOW TO DO AN UNOFFICIAL REVIEW OF TRANSFER COURSES

I am afraid that we do not do unofficial reviews outside of the Registrar's office. As advisors, we are not qualified or trained to give you an accurate idea of what your transfer conversion will look like. But, there is good news! We have an online tool that will allow students to see how many of their courses will transfer to Southeast and there is additional information for transfer students, and specific schools, at <http://www.semo.edu/registrar/transfer/index.htm>. You can use our online TRANSFER COURSE CONVERSION tool if the school you attended is one of the following:

Alhosa University
American College of Higher Education
Arkansas Northeastern College
Arkansas State University at Bebee
Arkansas State University
Austin Peay State University
Black River Tech College
Blue River Community College
Brigham Young University
Broward College
Central Methodist University
Centre for American Education
College of the Ozarks
Columbia College
Community College of the Air Force
Crowder College
Crowleys Ridge College
Culver-Stockton College
Drury University
Dyersburg State Community College
East Central College
Evangel College
Fontbonne University
Freed-Hardeman University
Frontier Community College
Hannibal Lagrange College
Harding University
Harris-Stowe College
Illinois Central College
International College of Seville
Inti College
Jefferson College
John A Logan College
John Wood Community College
Kaskaskia College
Kolj Damansara Utama
Lewis and Clark Community College
Lincoln Land Community College

Lincoln University
Lindenwood University
Linn State Technical College
Longview Community College
Louisiana State University
Missouri University of Science and Technology
Manipal University (India)
Maple Woods Community College
Maryville University
Mesa Junior College
Metropolitan Community College (MO)
Mineral Area College
Missouri Baptist University
Missouri Southern State University
Missouri State University – West Plains
Missouri State University
Missouri Valley College
Missouri Western State University
Moberly Area Community College
Murray State University
North Central Missouri College
Northwest MO State University
Olney Central College
Osaka College of Foreign Language
Ozarks (MO) Tech Community College
Park University
Penn Valley Community College
Pj Community College
Purdue University
Quincy University
Ranken Tech College – St. Louis
Rend Lake College
Rima College
Southeast Missouri Hospital – College of Nursing and Health Sciences
Shawnee Community College
Southeastern Illinois College
Southern Illinois University – Carbondale
Southern Illinois University – Edwardsville
Southwest Baptist University
Southwestern Illinois College
Sri Lanka Institution of Information Technology
St. Charles Community College
St. Louis Community College – Florissant Valley
St. Louis Community College – Forest Park
St. Louis Community College – Meramec
St. Louis Community College – Wildwood
St. Louis College of Pharmacy
St. Louis University

State Fair Community College
Sunway University College
Three Rivers College
Tribhuvan University
Truman State University
University of Phoenix
University of Southern Colorado
University of Arkansas
University of Central Arkansas
University of Memphis
University of Mississippi
University of Central Missouri
University of Missouri – Columbia
University of Missouri – Kansas City
University of Missouri – St. Louis
Wabash Valley College
Washington University
Waukesha County Technical College
Webster University
Western Kentucky Community and Technical College
William Jewell College
William Woods University
Williams Baptist College

NOTE: If your school is not on the list above please see further instructions later in the document. Also, if you have a Bachelor's Degree please contact the Registrar's Office at registrar@semo.edu for more information.

The web address for the conversion tool is: <http://www.semo.edu/rl/Registrar/index.asp>

To see how a course will transfer to Southeast:

- Locate the name of the school in the drop-down box.
- Choose the first letter of the course number at the transfer institution.
- Enter the year and semester you completed/plan to complete the course.
- Courses taken through a community college, while transferable, will not grant senior division credit regardless of course number used in transfer.

Compare your findings to the requirements of the degree you are seeking at Southeast. This should give you a rough estimate of what is still required for the degree.

If your school is not listed you have two choices.

First, you can follow the instructions below to conduct an informal conversion or second, you can submit an approval request to the Registrar's office...instructions also below.

To complete your own informal review for the core courses required at most colleges, complete these steps:

You will be comparing a list of courses from your transcript to courses listed in the University Studies Handbook and then matching them up with the degree requirements. Our core courses (University Studies) are separated into categories. Recognizing what each category each of your courses will fall in should not be difficult.

First you will need to determine which Southeast degree you are interested in and then you will need to see the required courses for that degree. Find them on our website at: <http://online.semo.edu/content/AdvisingCenter/> or request them from us at southeastonline@semo.edu.

To see the University Studies categories and courses follow this link: http://www.semo.edu/ustudies/handbook_2012/nonflash/desc.html. Compare the courses on your transcript to the courses listed in the University Studies Handbook online to see if they will meet a stated requirement for the degree you are seeking.

For example, most of our degrees require an Artistic Expression course. Click on Artistic Expression in the University Studies Handbook. If any of the courses listed look like they would be a match for any artistic class that you have already had then you may have met that requirement. You will not know for sure if it actually meets the requirement until you have received approval from the Registrar's office or apply for admission and send official transcripts. Your informal conversion will give you a rough idea of what requirements you have met and what you might still need.

If there are upper-level courses (300-500, Jr/Sr) that you want to check, you would need to compare your transcripts to the course listings in the Undergraduate Bulletin, but there may not be as much flexibility as in the University Studies courses...it will depend on the degree you are seeking and their specific upper-level requirements. Find the Undergraduate Bulletin Course Listings here: http://www.semo.edu/bulletin/pdf/2012_Courses.pdf

If you want official approval for a course before being admitted to Southeast and submitting official transcripts, please follow these instructions:

For approval in writing, complete the Request for Approval of Transfer Credit form in the [Registrar's Office](#) or download the form from <http://www.semo.edu/registrar/forms.htm>. You may also email approval requests to registrar@semo.edu.

