How to Transfer External Credits
including ‘Other Transfer College,’ and ‘Petitions & Waivers’

Before starting this tutorial, complete the “Online Nursing Application Tutorial.”
This second tutorial will guide the student through the process to “Transfer External Credits.” This is required for all coursework completed outside the Los Rios Community College District.
Courses taken outside the Los Rios District will not automatically show up in your prerequisite list.

This displays prerequisites that are currently missing from the application.
Missing prerequisites can be added manually by clicking ‘Go to Transfer External Credits’.
Each school you transfer credits from requires its own model.

One model per school. Different schools cannot share a model!
Select the receiving college for your Transfer Credits.

* Related questions include:
  - Which college are you interested in applying your transfer credits to?
  - Where are you interested in attending?
  - When will you begin your course of study?

* Required Field
  - Select the receiving college.
Select your college from the drop down list. If your college is not listed, choose ‘z-other transfer college’. If you are using a class with a petition or AP scores, use “z-petitions and waivers”.

Select the college from the list and click next.
Fill out the form for each prerequisite course taken at this college.

Fill in the form

Having unofficial transcripts in front of you will make this process much easier!
When you are ready to fill in a field that has a magnifying glass next to it, be sure to click the magnifying glass.
External term refers to the semester or quarter you took your course.

Click the link that corresponds to your term.
Click on the magnifying glass for the subject field.
Click on the subject for the course. This will be the department, not the specific course.

Click the link to select
Click on the magnifying glass for the course number field.
Click on the course. If you are using ‘z-other transfer college’, the course number will be ‘TR-1’.

Click the link to select
Fill in the number of units/credits and the grade you received. All transcripts will be verified!

AP Scores are entered as follows:

5 = A
3 or 4 = B
You can transfer all prerequisites and corequisites you have taken at this college.

* Prerequisite and corequisite courses taken at a non-Los Rios College
You may choose to view the transfer equivalency details to see which courses matriculate to Los Rios.
This Page Shows Known Matriculation Courses From Outside Colleges to Los Rios Colleges.

All colleges will show which courses matriculate to Los Rios unless you selected ‘z-other transfer college’.
Click on the link to return to the Online Nursing Application

View your results below. Click the View Transfer Equivalency Details button for further information.

Return to Los Rios Nursing Programs
Now the prerequisite page shows your courses. Repeat this process for all colleges outside the Los Rios District.
All prerequisites are now listed and the applicant may continue to the next step.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>College</th>
<th>Semester &amp; Year Completed</th>
<th>Grade</th>
<th>Units Taken</th>
<th>Los Rios Equivalent Course</th>
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</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>5</td>
<td>Introductory Human Anatomy</td>
<td>Sierra College</td>
<td>SPR 2008</td>
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<td>Human Physiology</td>
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</table>

Missing Prerequisite Course

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
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</thead>
</table>

Go to Transfer External Credits

External Transfer Credit Disclaimer:

1. It is the applicant's responsibility to submit official transcripts and course descriptions for each course entered on this page.
Special Note:
Courses taken in the Los Rios District Before 1993

- Create a new college model.

- Under colleges, select “z – LRCCD Crses prior to 93.”

- When you click on the looking glass for ‘Course Nbr’ click on the link “PR93.”

- This will be the same process for every course you have taken in the Los Rios Community College District before 1993.
Still have questions? We’re here to help!

All questions about the ARC Nursing Application should be directed to our application email:

ARCNursingApplication@losrios.edu

We use email rather than phone calls so that both you and our office have a record of all exchanges.

Response time is quick!