USC
UNIVERSITY
OF SOUTHERN
CALIFORNIA

INTERPRETING YOUR PRE-APPROVAL REQUEST

The section titled, "INFORMATION ON PRE-APPROVAL REQUESTS" shows how a course may transfer if you take it in the term indicated (though no real units or grades have been given).

All courses that transfer for *elective* units are listed as, "COURSES AVAILABLE FOR TRANSFER". The "pre-approval" courses are easily identified because they are assigned to a future term (e.g., 152 = 2015, Summer), indicate "0.0" units, and are assigned a grade of "**".

If your request for *subject* credit has been approved, the course will also be listed under a header indicating the specific credit (e.g., "Equivalent to USC Course," "Diversity Requirement," "Language Requirement"). Courses listed **solely** in the, "Courses Available For Transfer" section are only available for elective unit credit; they will **NOT** receive subject credit. In order to be eligible for subject credit, courses **MUST** be listed **AGAIN** under a specific subject credit header.

Reminder: Neither General Education nor Writing Requirement subject credit is available for transfer courses taken after enrolling at USC.

Unless otherwise indicated at the top of this section, you may transfer at least eight elective units (based on current information available to our office).
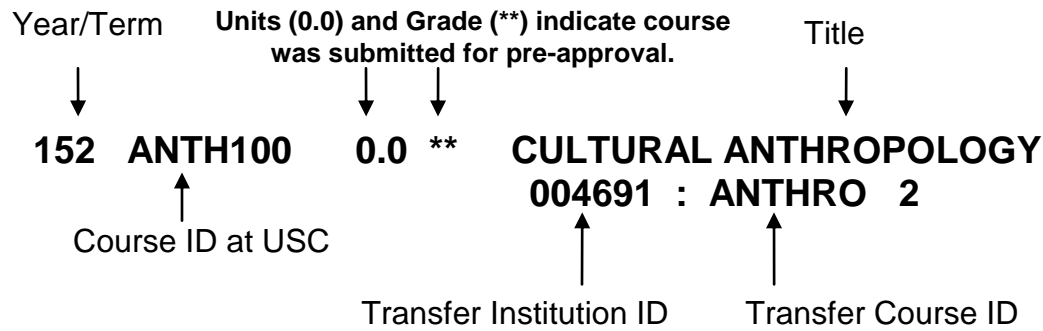
Pre-approved courses are eligible for transfer if the following conditions are met:
- The course must be completed in the term indicated (e.g. 152 = summer 2015).
- The course must be completed with a passing mark (C- or higher). Please be sure to consult your academic advisor regarding limitations if you intend to take a course Pass/No Pass.
- The course must be completed at the indicated institution (see "Transfer Institution ID" in the box below).
- A course must earn at least 2.67 semester units (or 4 units at a quarter calendar school) in order to receive subject credit.
- If subject credit depends on the completion of two or more related courses (e.g. lecture + lab), you must complete all the courses indicated in the "Transfer Course ID" field in order to receive the credit indicated. If there are plus signs (++) in the Transfer Course ID field, the number of connected courses has exceeded the report's display capacity. Please contact Degree Progress for details.
- Remember: To get specific credit in addition to elective units, the course must be listed under the relevant subject credit header.
- Only courses listed as Upper Division may be substituted for upper division major requirements, and then, **ONLY** if a Request for Exception to Residence has been submitted and approved.

Please pay close attention to the descriptive header for each section. Your requested courses may be found in more than one area. If you have submitted requests for multiple options to satisfy a subject requirement, only one of the indicated courses may actually be used. Please see your academic advisor if you have any questions regarding application of subject credit.

Requested courses that are not eligible for transfer or require further review will be indicated under appropriate headers. Please read the descriptions carefully. If "further review" is required, you may need to submit additional information. Otherwise, an update will be posted when the review is complete. Please contact Degree Progress (213) 740-4628 if you have any questions regarding courses labeled "Further Review."

How to Read the Courses Available for Transfer

Year/Term   Units (0.0) and Grade (**) indicate course   Title
             was submitted for pre-approval.

152 ANTH100   0.0 **   CULTURAL ANTHROPOLOGY
004691 : ANTHRO 2

Course ID at USC

Transfer Institution ID   Transfer Course ID

-- **Year/Term**: The first two digits indicate the year. The third, the term: 1 = Spring; 2 = Summer; 3 = Fall. Pre-approval is only granted for the term specified.
-- **Course ID at USC**: The articulated ID of the course to USC. Although a course may have the same ID as a USC course, it will only be eligible for equivalence if it is also listed under the "EQUIVALENT TO USC COURSES" header. Courses that are not USC equivalents may be listed with their Transfer Course ID or an elective ID assigned by USC.
-- **Units**: Courses submitted for pre-approval will be listed with 0.0 units. Courses must receive a minimum of 2.67 semester units (4-units from a Quarter calendar school) in order to be eligible for subject credit. **Note that courses granted subject equivalence may not necessarily have the same unit value as their USC counterparts**.
-- **Title**: The USC articulated title of the course.
-- **Transfer Institution ID**: A code which identifies the potential transfer institution.
-- **Transfer Course ID**: The course number and prefix as it appears at the transfer institution.

While we strive to completely and accurately list each course and credit, occasionally errors do occur. If course work is missing or listed incorrectly, please notify Degree Progress.

Please see, "Interpreting Your Transfer Credit Report" if your report also contains evaluated transfer work.

After completing your transfer work, submit an official transcript to Degree Progress for evaluation. For fastest service, you may hand carry it to our office (transcripts must be received in their original envelope with all security seals and marks intact.) You may also request that they mail it to the address below. If possible, please request that they reference your USC identification number.

Official transcripts (hard copy) should be mailed to:

USC Registrar One Stop Center
615 Exposition Blvd, TRO 101
Los Angeles, CA 90089-0912
(213) 740-7070
www.usc.edu/askusc

Official transcripts (secure pdf/electronic) should be emailed to:

USC Admissions
admscan@usc.edu

OFFICE OF ACADEMIC RECORDS AND REGISTRAR □UNIVERSITY OF SOUTHERN CALIFORNIA □UNIVERSITY PARK □ LOS ANGELES □CA □90089-0912

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