

# STEPS TO TAKE A COURSE AT ANOTHER INSTITUTION FOR TRANSFER BACK TO BGSU

Administration Bldg, Rm 205 // Bowling Green, Ohio 43403-0133 // Phone: (419) 372-2015 // Email: [contactcas@bgsu.edu](mailto:contactcas@bgsu.edu)  
Fax: (419) 372-8548

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- Talk to your academic advisor and check your degree audit to ensure you understand the courses you need for your major
- Look for equivalent courses on Transferology. View a tutorial video demonstrating how to use Transferology at this link: <https://www.transferology.com/index.htm>
- Meet with Transfer Evaluation Services in the Administration Building Room 110 to complete a Guest Student Certification Form; this ensures that any courses you take elsewhere will meet BGSU degree requirements.
- Check with the Office of Financial Aid if you receive grants or loans. Financial aid could possibly be used at the other institution you plan to attend.
- Apply as a guest student to the college where you intend to take the course(s).
- Register for the course(s) you intend to take at the other college.
- After you have completed the course(s) at the other college and grades have been posted, immediately have that college send BGSU your official transcript. The address is:

Transfer Credit Evaluation  
110 Administration Building  
Bowling Green State University  
Bowling Green, Ohio 43403

- If you have questions, please email Transfer Evaluation Services at: [Transfer@bgsu.edu](mailto:Transfer@bgsu.edu)

## Please Keep in Mind...

Course credit will be transferred to BGSU but not the grade; taking a course at another college will not affect your BGSU GPA.

Some academic scholarships require that all courses be taken at BGSU. Talk to the Financial Aid Office if you have questions.

If you are taking a course at another college over the summer, please realize that most summer sessions are shorter than a typical fall or spring semester. Make sure that you are aware how long the semester will be and understand that assignments, readings and tests may occur weekly.

If a student receives a grade of “F,” “I,” “U,” or “WF” in a course and then receives credit for that course by successful completion of a similar course at another college, the credit hours and quality points for the first registration will continue to be used in computing the student’s grade point average. Therefore, it is typically better to retake a course at BGSU than to take it at another college.