**Steps to Transfer Credits**

**STEP 1**
Look for Equivalent Course(s)

**STEP 2**
Get Pre-Approval

**STEP 3**
Sign-up & Complete the Course(s)

**STEP 4**
Send official transcripts to VT

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1. Look for Equivalent Course(s)

   For Virginia Community Colleges, submit course(s) info from the VCCS guide, example:

<table>
<thead>
<tr>
<th>VCCS Course Number</th>
<th>VCCS Course Title</th>
<th>VCCS Credits</th>
<th>VT Course Number</th>
<th>VT Course Title</th>
<th>VT Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 124</td>
<td>CALC: WORKING WITH DATA</td>
<td>4.5</td>
<td>MATH 1206</td>
<td>CALC OF SINGLE VARIABLE</td>
<td>4</td>
</tr>
</tbody>
</table>

   onto the VA Community Colleges Transfer Credit Request Form and email the form to the email address listed on the form. Approval is handled by Academic Affairs Office.

2. Get Pre-Approval

   For Virginia Community Colleges, submit course(s) info from the VCCS guide, example:

<table>
<thead>
<tr>
<th>Anne Arundel Community College</th>
<th>Virginia Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Title</td>
</tr>
<tr>
<td>MATH 182</td>
<td>Data &amp; Analysis: Sec 1</td>
</tr>
</tbody>
</table>

   onto the US Schools Transfer Credit Request Form and email the form to the email address listed on the form. Approval is handled by Academic Affairs Office.

3. Sign-up & Complete the Course(s)

   Upon receiving pre-approval [request form emailed back to you], sign up for the course at the other institution.

   Must earn a C or higher for credit to transfer. Credits transfer, grades do not.

4. Send Official Transcripts to Virginia Tech

   Upon completion of the course(s), be sure to hand deliver or request an unopened official transcript be sent to the Registrar's Office in order to receive the credit at Virginia Tech:

   Office of the University Registrar (MC 0134)
   Student Services Building, Suite 250, Virginia Tech
   800 Washington St., SW
   Blacksburg, VA 24061

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For more information on VA Community College course availability per semester, search the VCCS course site as available for all schools.

**NOTE:** For courses not listed in the database, you may submit a course syllabus via email with the form to be evaluated.