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

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>VTCredits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 124</td>
<td>CALC 1: PREALGEBRA</td>
<td>4</td>
<td>MATH 1224</td>
<td>CALC 1: PREALGEBRA</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.

For 4 year schools in Virginia ANY Out of State School (4 year OR Community College)

2. Get Pre-Approval

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

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