### 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.

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| Your<br>Registered Nursing P<br>Enrollment For Fall :  | Program Application for AR(<br>2010   | Student ID W99999999<br>C 1-2-3-4-5-5  |   | <u>^</u>                   |  |  |  |  |  |  |  |
| Listed below are the courses the have taken one or more required please enter them by selecting  | Course Data Previous Next Listed below are the courses that our records show you have completed which meet enrollment requirements. If you have taken one or more required courses at another college and wish to use them for your eligibility into the program, please enter them by selecting the "Go to Transfer External Credits" link below the Missing Prerequisite Course grid.  Missing Prerequisite |  |   |                            |  |  |  |  |  |  |  |
| BIOL430<br>BIOL431<br>BIOL440<br>ENGWR300<br>NUTRI300<br>PSYC300   | Anatomy & Physiology<br>Anatomy & Physiology<br>General Microbiology<br>College Composition<br>Nutrition<br>General Principles  | Missing Required Classes<br>Missing Required Classes<br>Missing Required Classes<br>Missing Required Classes<br>Missing Required Classes<br>Missing Required Classes | prerequisites that<br>are currently<br>missing from the |                            |  |  |  |  |  |  |  |
| <ul> <li>PSYC300 General Principles Missing Required Classes</li> <li>External Transfer Credit Disclaimer:</li> <li>It is the applicant's responsibility to submit official transcripts and course descriptions for each course entered on this page.</li> <li>Course descriptions must come from the corresponding catalog and must show the college name, year, and course number.</li> <li>Courses identified in the <u>ARC Nursing Program Articulation Grid</u>. DO NOT require submission of course descriptions. OFFICIAL TRANSCRIPTS MUST STILL BE SUBMITTED FOR THESE COURSES.</li> <li>Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Nursing Department Administration.</li> </ul> |   |  |   |                            |  |  |  |  |  |  |  |
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### Missing prerequisites can be added manually by clicking 'Go to Transfer External Credits'.

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| mave taken one of more req  | and courses at another concee and w                              | si to use men for your engionicy into the program,            |              |                   |  |  |  |  |  |  |
| please enter them by select   | ing the "Go to Transfer External Credits                         | " link below the Missing Prerequisite Course grid.            |              |                   |  |  |  |  |  |  |
| Missing Prerequisite<br>Course  | Course Title   | Description   |              |                   |  |  |  |  |  |  |
| BIOL430   | Anatomy & Physiology   | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| BIOL431   | Anatomy & Physiology   | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| BIOL440   | General Microbiology   | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| ENGWR300  | College Composition  | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| NUTRI300  | Nutrition  | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| PSYC300   | General Principles   | Missing Required Classes                                      |              |                   |  |  |  |  |  |  |
| <ul> <li>External Transfer Credit Disclaimer: <ol> <li>It is the applicant's responsibility to submit official transcripts and course descriptions for each course entered on this page.</li> <li>Course descriptions must come from the corresponding catalog and must show the college name, year, and course number.</li> <li>Courses identified in the <u>ARC Nursing Program Articulation Grid</u>. DO NOT require submission of course descriptions. OFFICIAL TRANSCRIPTS MUST STILL BE SUBMITTED FOR THESE COURSES.</li> <li>Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Nursing Department Administration.</li> </ol> </li> </ul> |  |   |              |                   |  |  |  |  |  |  |
| Go to Transfer External C<br>Program Requirement<br>To be eligible for this progra<br>submitting your application   | ITS:<br>my you must have completed the follow<br>to the program. | ing prerequisite courses (or their equivalents) <u>BEFORE</u> | J Trusta     | ed sites 🕀 100% 💌 |  |  |  |  |  |  |

## Each school you transfer credits from requires its own model.

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| You go to  |                                |
| Search for Classes Enroll - Add or Drop Classes My Academics Student Planner (   | optional)                      |
| Evaluate My Transfer Credit  |                                |
|  |                                |
|  |                                |
| Step through this process to evaluate how credit earned at selected institutions may be transferred to our school.                                       |                                |
| You create a MODEL for each of the colleges outside the Los Rios Community College District that you have course credit you want transferred.            |                                |
| To begin, either click CREATE NEW MODEL or select an existing model from<br>the list below.  | One model per school.          |
| CREATE NEW MODEL   | Different schools cannot       |
|  |                                |
| NOTE: Evaluations completed through this process are estimates and are<br>subject to review by the institution. Official transcripts of course work done | share a model!                 |
| outside Los Rios will be required before a final determination can be made.  |                                |
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### Select the receiving college for your Transfer Credits.

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| Evaluate My Transfer Credit   |              |                          |
| Transfer Credit Model Information   |              |                          |
| Find the College Program and Term information to which your coursework will apply                               |              |                          |
| Find the College, Frogram and Term mormation to which your coursework will apply.                               |              |                          |
|   |              |                          |
|   |              |                          |
| *Into which College are you interested in applying ARC  |              |                          |
| your transfer credits? American River College   |              |                          |
| *Where are you interested in attending?   |              |                          |
| *When will you begin your course of study?  |              |                          |
| * Required Field CANCEL NEXT  |              |                          |
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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".

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### Colleges from drop down list with transfer credits

1. Butte College 2. Cabrillo College 3. Canada College 4. Chabot College 5. City College of San Francisco 6. City of Berkeley 7. Coastline Community College 8. College of Alameda 9. College of Marin 10.College of San Mateo 11.College of The Redwoods 12.College of The Siskiyous 13.Columbia College 14.Contra Costa College 15.CSU Long Beach 16.CSU Sacramento 17.Cuesta College 18.DeAnza College 19. Diablo Valley College

20. Evergreen Valley College 21. Feather River College 22.Foothill College 23.Fresno City College 24.Gavilan College 25.Hartnell College 26. Irvine Valley College 27.Lake Tahoe Community College 28.Laney College 29.Lassen Community College 30.Los Medanos College 31.Merced College 32.Merritt College 33. Mission College 34. Modesto Junior College 35.Monterey Peninsula College 36.Moorpark College 37.Napa Valley College 38.Ohlone College

39.Riverside City College
40.Saddleback College
41.San Joaquin Delta College
42.San Jose City College
43.Santa Rosa Junior College
44.Shasta College
45.Sierra College
46.Skyline College
47.Solano Community College
48.UC Davis
49.West Valley College
50.Woodland Community College
51.Yuba College

## Fill out the form for each prerequisite course taken at this college.

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| Comb   | bination                            | , the course is n                       | ot transferr          | able.         | abject and     | Course     | NDT.         |        |                         |  |
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# When you are ready to fill in a field that has a magnifying glass next to it, be sure to click the magnifying glass.

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### External term refers to the semester or quarter you took your course.

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### Click on the magnifying glass for the subject field.

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### Click on the subject for the course. This will be the department, not the specific course.

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### Click on the magnifying glass for the course number field.

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### Click on the course. If you are using 'z-other transfer college', the course number will be 'TR-1'.

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#### Fill in the number of units/credits and the grade you received. All transcripts will be verified!

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#### You can transfer all prerequisites and corequisites you have taken at this college.



#### You may choose to view the transfer equivalency details to see which courses matriculate to Los Rios.

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| 2 HUDV 1 3.00 A               | Submitted             | PSYC 370       | 3.000          | A        |                       |               |          |              |                      |               |
| 3 BIOL 6 4.00 B               | Submitted             | BIOL 431       | 5.000          | в        |                       |               |          |              |                      |               |
| 4 BIOL 5 4.00 A               | Submitted             | BIOL 430       | 5.000          | A        |                       |               |          |              |                      |               |
| 5 ANTH 2 3.00 A               | Submitted             | ANTH 310       | 3.000          | A        |                       |               |          |              |                      |               |
| 6 COMM 3 300.00 A             | Rejected              |                |                |          | Units out of<br>range |               |          |              |                      |               |
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#### This Page Shows Known Matriculation Courses From Outside Colleges to Los Rios Colleges.

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| Transfer Equivalency  | _  |                            |                           |                                       |
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| NUTR 10               | Nutrition                                      | NUTRI 300                  | Nutrition                 |                                       |
| Units Taken:          | 3.00   | Units Transferred:         | 3.000                     | All colleges                          |
| Grade:                | в  | Grade:                     | в                         | will show                             |
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| BIOL 6                | Human Physiology                               | BIOL 431                   | Anatomy & Physiology      |                                       |
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| Transfer Equivalency  | Group 4  |                            |                           |                                       |
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### Click on the link to return to the Online Nursing Application

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| for further information.  | Return to Los Rios Nursing Programs  |
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| 3 BIOL 6 4.00 B Submitted BIOL 431 5.000                                | D B                                  |
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### Now the prerequisite page shows your courses. Repeat this process for all colleges outside the Los Rios District.

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| course i  | atu                         |                                 |                            |                          | Previous               | Ne         | xt             |                      |                 |                 |
| Listed belo   | w are the co                | urses that our records show     | you have completed wh      | ich meet enrollmen       | t requirements. If you |            |                |                      |                 |                 |
| please ente   | one of more<br>r them by se | lecting the "Go to Transfer     | External Credits" link bel | ow the Missing Pre       | requisite Course grid. | <b>1</b> , |                |                      |                 |                 |
|   |                             |                                 |                            |                          | Semester &             |            |                | Los Rios             |                 |                 |
| Subject<br>Area   | Catalog<br>Nbr              | Course Title                    | College                    |                          | Year<br>Completed      | Grade      | Units<br>Taken | Equivalent<br>Course |                 |                 |
| BIOL  | 5                           | Introductry Human An            | atomy Sierra Colle         | ege                      | SPR 2008               | A          | 4.00           | BIOL430              |                 |                 |
| BIOL  | 6                           | Human Physiology                | Sierra Colle               | ege                      | FALL 2008              | в          | 4.00           | BIOL431              |                 |                 |
| NUTR  | 10                          | Nutrition                       | Sierra Colle               | ege                      | SPR 2008               | в          | 3.00           | NUTRI300             |                 |                 |
| Missing P<br>Course                                       | Prerequisi                  | te<br>Course Title              |                            | Description              |                        |            |                |                      |                 |                 |
| BIOL440   |                             | General Microbio                | ology                      | Missing Require          | ed Classes             |            |                |                      |                 |                 |
| ENGWR300 College Composition                              |                             |                                 | sition                     | Missing Required Classes |                        |            |                |                      |                 |                 |
| PSYC300   |                             | General Principl                | Missing Require            | ed Classes               |                        |            |                |                      |                 |                 |
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| External Tra  | ansfer Credi                | Disclaimer:                     |                            |                          |                        |            |                |                      |                 |                 |
|   |                             |                                 |                            |                          |                        |            |                |                      |                 |                 |
| 1. It is  | the applica                 | nt's responsibility to submit   | official transcripts and c | ourse descriptions       | for each course enter  | ed on      |                |                      |                 |                 |
| 2 Cou   | page.<br>Irse descript      | ions must come from the co      | rresponding catalog and    | ege name, vear, and      |                        |            |                |                      | ~               |                 |

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### All prerequisites are now listed and the applicant may continue to the next step.

| Student Se          | elf-Service  | e Porta    | l - Windows Internet Expl         | orer                              |                        |                      |       |                |            |                       |
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| Register            | ed Nurs      | ing P      | rogram Application                | for ARC                           |                        |                      |       |                |            |                       |
| Inrollmo            | ent For      | Fall :     | 2010                              |                                   |                        |                      |       |                |            |                       |
|                     |              |            |                                   |                                   |                        |                      |       |                |            |                       |
| Course D            | Data         |            |                                   |                                   |                        | Previous             | Ne    | ext            |            |                       |
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| have taken          | one or more  | e require  | ed courses at another college :   | e completed wh<br>and wish to use | them for your eligibil | ity into the program | L,    |                |            |                       |
| please ente         | r them by s  | electing   | the "Go to Transfer External G    | redits" link bel                  | ow the Missing Prere   | quisite Course grid. |       |                |            |                       |
|                     |              |            |                                   |                                   |                        | Semester &           |       |                | Los Rios   |                       |
| Subject<br>Area     | Catalog      | Cours      | e Title                           | College                           |                        | Year                 | Grade | Units<br>Taken | Equivalent |                       |
|                     | _            |            |                                   |                                   |                        | Completed            |       |                | Course     |                       |
| BIOL                | 5            | Intro      | ductry Human Anatomy              | Sierra Colle                      | ige                    | SPR 2008             | A     | 4.00           | BIOL430    |                       |
| BIOL                | 4            | Micro      | biology                           | Sierra Colle                      | iye<br>Iae             | SPR 2009             | в     | 5.00           | BIOL440    |                       |
| ENG                 | TR1          | Englis     | sh sh                             | z - Other T                       | ransfer College        | FALL 2007            | c     | 3.00           | ENGWR300   |                       |
| NUTR                | 10           | Nutrit     | ion                               | Sierra Colle                      | ige -                  | SPR 2008             | в     | 3.00           | NUTRI300   |                       |
| PSY                 | PW1          | Psych      | ology                             | z - Petition                      | s and Waivers          | FALL 2007            | С     | 3.00           | PSYC300    |                       |
| Missing P<br>Course | rerequisi    | ite        | Course Title                      |                                   | Description            |                      |       |                |            |                       |
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| 1. 101S             | the applica  | in sites   | polisionary to submit official tr | anscripts and c                   | ourse descriptions to  | r each course entere | on on |                |            |                       |

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#### **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: <u>ARCNursingApplication@losrios.edu</u>

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

Response time is quick!