

How to Use the Transfer Guide

To use the Transfer Guide refer to the information below:

Section One: provides an overview of the public post-secondary system in the province.

Section Two: provides access as well as information on how to use the online Transfer Guide database, and lists credit transfer arrangements on a sending institution basis. Because transfer agreements between the public post-secondary institutions are not necessarily two-way, the tables in section two are to be read from sending to receiving institution only.

Example one: A student has successfully completed some courses at College of the North Atlantic and wishes to find out if he/she can transfer any of those credits to Memorial University. In this case, College of the North Atlantic is the sending institution and Memorial University is the receiving institution.

Here's how to find out if there are any credit transfer possibilities:

- ☞ Go to **Section 2.1.1** where College of the North Atlantic is the sending institution.
- ☞ Look to see if any courses successfully completed are listed in the sending column.
- ☞ If so, go across to where Memorial University is the receiving institution and the corresponding course to which credit transfer is granted.

Example two:

A student has successfully completed some courses at Memorial University and wishes to find out if he/she can transfer any of those credits to College of the North Atlantic. In this case, the university is the sending institution and College of North Atlantic is the receiving institution.

Here's how to find out if there are any credit transfer possibilities:

- ☞ Go to **Section 2.1.4** where Memorial University is the sending institution.
- ☞ Look to see if courses successfully completed are listed in the sending column.
- ☞ If so, go across to where College of the North Atlantic is the receiving institution and the corresponding course to which credit transfer is granted.
- ☞ For more information refer to **Section 2.1**.

IMPORTANT NOTE: The courses listed in section 2.1 are not necessarily available at all university and college campuses. Please consult the appropriate institutional calendar for more information.

Section Three: provides a listing of groups of courses which are transferable as a block to other post-secondary institutions.

Section Four: provides transfer of credit information for three programs linked to high school: the Advanced Placement program, the International Baccalaureate program, and the Adult Basic Education program.

Section Five: provides an explanation of terms related to credit transfer.

Section Six: provides a brief description of the admission requirements and transfer policies of each public post-secondary institution.

It should be noted that:

1. The Transfer Guide identifies where special transfer agreements exist for *similar* courses.
2. The Transfer Guide indicates the *minimum* transfer of credit which is available for prior post-secondary educational experience upon admission to another post-secondary institution. Additional transfer of credit may be available on an individual basis.
3. The tables in **Section Two** are to be read from sending institution to receiving institution *only*. Transfer agreements are not necessarily two-way.
4. The information in this Transfer Guide is the most recent at the time it is available. However, due to ongoing negotiations between institutions, there may be instances where information is not up to date. Should questions arise, the user is encouraged to reference institutional calendars and consult with Registrar/Student Service offices.
5. Transfer is sometimes possible for courses or programs not contained in this Transfer Guide. Such arrangements are generally considered on an individual basis. Students seeking special consideration are advised to consult the Registrar/Student Service Offices at both the sending and receiving institutions.
6. Where no entry or a blank space appears in the receiving institution column of the course by course tables in **Section Two** of the guide, this indicates that no formal transfer arrangement or established precedent has been identified between the sending and receiving institution at the time of posting.