TRANSFER COURSE SELECTION GUIDE

Steps	Description	
Step 1: Enrollment Window	Confirm what your appointment times are using WebReg	
Step 2: Holds	Check for any holds on your account and resolve them	
Step 3: Academic History	Review your academic history (see below)	
Step 4: Degree Audit	Review your degree audit (see below)	
Step 5: Virtual Advising Center	Check for messages from your college and major advisors about your degree requirements	
Step 6: Academic Plans - Transfer Plan	Review the sample Transfer Plan (see below)	
Step 7: Academic Plans - College and Major Notes	Review the notes from your college and major department on the Academic Plans site for the Transfer Plan (see below)	
Step 8: Plan Courses	Plan courses in WebReg (see below)	

Academic History	Use the following checklist to review your academic history:
	
	☐ Confirm all of your transfer coursework is posted correctly:
	  ☐ Verify all courses are listed
	  ☐ Verify grades are accurate
	
	Reminder:
	
	● Maximum of 105 lower division transfer units allowed towards graduation requirements
	● Community college courses are lower division courses

Degree Audit	☐ Review your degree requirements (Degree Audit) ☐ Confirm transfer coursework is being applied correctly (Academic History) ☐ If you have any questions or concerns about the transferred coursework, contact your major or college advisor via the Virtual Advising Center (VAC) Reminders: ● You may need to petition for course equivalency with the department offering the course ● You may need to petition for a course substitution with your major department ● Check Assist.org for course articulations/course equivalencies ● Check AP chart and IB chart for UCSD credits

Academic Plans	☐ Review sample academic plan for your intended major (Academic Plans)
	☐ Review the notes from your college and major advisors
	☐ Do you have all of the credits that the Transfer Plan assumes you have?
	  ☐ If not, you will need to add those to your personalized long term plan
	  ☐ Do you have some of the courses listed in the sample plan? If yes, do not plan to take those courses

Plan Courses	☐ Find and "Plan" course sections using WebReg
	  ○ Do not enroll in courses you already have credit for (including AP/IB credit, transfer credit, etc.)
	  ○ Confirm your meet course prerequisites and course requirements
	  ○ If your transfer coursework is not posted, do you need to submit an course clearance request? (Enrollment Authorization System, EASy)
	  ○ Look for course schedule conflicts between out of class midterms, finals, etc. for courses
	  ○ **IMPORTANT:** Instructors are not required to make accommodations if you enroll in courses with overlapping course components; so we do not reccommend enrolling in courses that you cannot attend all course components

Additional Resources	☐ Review department webpages for additional course information ☐ Diversity, Equity, and Inclusion Requirement: required for all UCSD students

Next steps?	Plan and enroll in courses using [WebReg](#)

- Find and "Plan" course sections using WebReg
  - Do not enroll in courses you already have credit for (including AP/IB credit, transfer credit, etc.)
  - Look for overlaps between out of class midterms, finals, etc. for courses
  - IMPORTANT: Instructors are not required to make accommodations if you enroll in courses with overlapping course components; so we do not reccommend enrolling in courses that you cannot attend all course components
- Enroll in 12-16 units when your enrollment window opens (up to 11.5 units during 1st pass; up to 19.5 units 2nd pass, 22 units start of classes; watch video about [Two Pass Enrollment System](#))
- It's good to have a backup alternative class too in case your preferred courses fill up
- Depending on your transfer coursework and seat availability, you may need to enroll in a general elective (the units count towards your 180 unit graduation requirement or 60 upper division unit requirement, but not towards a specific major or college GE requirement
- For future quarter (long-term) planning, please be sure to review our [Academic Plans](#) website

UC San Diego