**TRANSFERRING COURSES TO UCI AS AN ARTS STUDENT**

What to know before you enroll in a course outside of UCI

**WHAT IS TRANSFERABLE?**

Don’t assume all courses can be transferred in to UCI

- Lower-division major and minor courses
- General education requirements
- Electives
- Max units transferable to UCI: 105 quarter units (equals to 70 semester units)
  - Does not include AP or IB units

**IF YOU PLAN TO:**

Enroll in a course at a California Community College:

- Check https://assist.org/ to see if it is transferable to UCI
  - Confirm courses with an Academic Counselor BEFORE you enroll, especially if you want it to count towards a major, minor, or GE requirement

Enroll in a course at a community college outside of California or at a university:

- Submit a Course Substitution Petition to Arts Student Affairs BEFORE you plan to enroll in a course for pre-approval
  - [https://tinyurl.com/UCIArtsPetition](https://tinyurl.com/UCIArtsPetition)
- Include a copy of the course description and/or syllabus with the petition in order for it to be reviewed

**Pro Tip:** Check the class catalogue at the institution for course descriptions and check with the department for syllabi

**AFTER YOU COMPLETE THE COURSE AND EARN A GRADE:**

Send an official, unopened transcript to UCI:

- Electronic: [oars-records@uci.edu](mailto:oars-records@uci.edu)
  - Subject: OFFICIAL TRANSCRIPTS
- Mail:
  - University of California Irvine
  - Office of Undergraduate Admissions
  - Attn: Official Documents
  - 260 Aldrich Hall
  - Irvine, CA 92697-1075

**Pro-Tip:** Try to include your UCI ID #

Notify UCI’s Office of Admissions and Records that you are sending an official document their way:

- [https://apply.admissions.uci.edu/register/currentstudentupdate](https://apply.admissions.uci.edu/register/currentstudentupdate)

Notify Arts Student Affairs:

- To manually update your DegreeWorks to apply course to major, minor, or GE requirements

QUESTIONS? CONTACT US!

EMAIL: ARTSCOUNSELOR@UCI.EDU

ARTS CHAT: HTTPS://ALIVE5.COM/NRV33OU3

APPT: HTTPS://APPOINTMENTS.WEB.UCI.EDU/DEFAULT.ASPX?OFFICE=13