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://uci.questionpro.com/ctsaugpetition
- 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: https://admissions.uci.edu/official-documents-current-students.php
- Mail:
  University of California Irvine
  Office of Undergraduate Admissions
  Attn: Official Documents
  260 Aldrich Hall
  Irvine, CA 92697-1075

💡 **Pro-Tip:** 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

Notify Arts Student Affairs (artscounselor@uci.edu):

- 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

Arts Student Affairs