# Checklist for Transferring Credit to the Weinberg College of Arts and Sciences

1. Meet with your Weinberg Adviser as soon as possible upon return to Northwestern. Your Weinberg Adviser will discuss the transition back to Northwestern, scheduling, and course planning for remaining quarters. In addition your adviser will go over the credit transfer process with you.
2. Obtain a copy of your study abroad transcript, either from the Study Abroad Office or from your study abroad program. Please note that the Study Abroad Office generally does not receive transcripts from study abroad programs until 1-2 months after you return.
3. **Elective Credit Only:** If you only want elective credits from your courses abroad, you need not take further action. The credits will post on your Northwestern record once the Registrar’s Office receives your study abroad transcript. They will appear as Gen\_Cred 1XX.
4. **To designate credits as something other than electives:** Download the Weinberg Petition for Credit from Study Abroad from <http://www.weinberg.northwestern.edu/advising/studyabroad/PetitionforCredit.pdf>. Only complete the parts of the application to be filled out by students. You will need to turn in a copy of your study abroad transcript along with the completed form.
5. **Major or Minor Credit:** If you are seeking credit towards your major, bring this form, the transcript and supporting materials, including course descriptions and course syllabi, to a meeting with your major adviser. If you are seeking credit for courses in an additional major and/or a minor, you will also need to meet with your advisers in those departments. Your major/minor adviser(s) will complete the appropriate section of the form and sign it.
6. **Distribution Credit:** Complete the appropriate section of the Petition for Credit. You will need to turn in a syllabus for the course you wish to substitute for a distribution requirement AND a paragraph explaining why you believe the course should count.
7. **When the form is complete**,bring it and all required supporting materials to the Weinberg College Advising Office (1908 Sheridan Rd.). You do not need to schedule an appointment. A committee will review your petition and will convey decisions on attribution of credit to the Registrar. It typically takes about two weeks for your credits to post; watch your degree progress report on CAESAR to see that the changes post correctly.

**NOTE**: If you participated in a Northwestern-run program and enrolled in regular Northwestern courses while abroad, you do not need to go through this process, as your courses already count as NU work. For a list of [NU programs with NU courses](http://www.northwestern.edu/studyabroad/resources/online-guide/academics/grades-gpa-and-transcripts.html), consult the study abroad website. Be aware that these courses are subject to the rules and restrictions as the same numbered courses taught in Evanston. If the particular course, when taught at NU, is a distribution course, it automatically will be so when taught abroad. If the course has not been approved by the department as a distro, it will not count as one, though you may apply to use such a course as part of a 2-for-1 distribution requirement substitution. Contact your Weinberg Adviser. Any courses you wish to count toward a major or minor which do not appear properly on your Degree Progress on CAESAR can be slotted there when you [petition to graduate](http://www.weinberg.northwestern.edu/advising/graduation/petitioning.html).