

**✓ What to do first**

Consult the online or hard copy course catalog for the program/institution you are attending. Write the title and the credit hours on the form. Print or Xerox this information AND the course description from the online or hard copy catalog source. Staple the information for each course listed to the TCA form. You must have this information for every course listed on the form.

**✓ List as many courses as you believe you may have to consider once you enter the program.**

In the box labeled Notes/Restrictions, indicate how many host institution credits or units constitute a full semester load of courses for your program. The information about your program is listed on an excel spreadsheet on Blackboard under a course entitled "International Programs - Muhlenberg Students." If your program is not listed, contact the Study Abroad office at X3139.

**✓ Courses for your majors and minors must be approved by Dept. Chairs:**

If you want a course to count towards your major or minor, you must get an approval for that course initialized by the department chair of your major or minor. The department chair will need to see the stapled information you attached to the form. **The Department Chair should initial the column labeled "Major OR Minor" for any courses that will count towards a major or minor as either a requirement or elective for the major or minor.**

**✓ Elective and GAR courses:**

For all other courses, either electives towards graduation, or courses for a general academic requirement, do the following:

- Log onto Blackboard for the course entitled "International Programs - Muhlenberg Students." If it does not appear in your list, contact at the Study Abroad office X3139.
- Choose the "Information" button.
- Then select the excel file entitled "Approved Transfer Courses."
- Open the file and find your country, then your program or institution name. If any of the courses you want are listed, put an "X" in the "YES" column on the form. You do not need pre-approval for those. Beware that course numbers often change for the same course name. If your program is not listed, then none of the courses have ever been pre-approved and you must follow the instructions at number 6 below.
- If there is a Requirement code on the list, write the code in the column labeled "REQ CODE". Also indicate the Muhlenberg Equivalents if they are indicated on the list.
- Any course that is **not on the list and is not going** to count for your major or minor requirement, requires the approval initials of the Associate Dean of International Programs. You will make an appointment "at the end" for these.
- Make sure all your documentation for the courses on your list is stapled to the form.
- Have your advisor sign the form before your appointment with the Associate Dean.

**✓ AT THE END — BEFORE FINAL EXAMS START:**

**The Associate Dean of International Programs must sign and approve your form with all its attachments. Dr. Kish-Goodling will review all your transfer course authorization documentation and sign it. Our office will forward all the documentation to the Registrar after your transcript arrives.**