

## Taking Courses at Another School

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Students who plan to take courses at other schools and transfer the coursework back for degree requirements during any term should request approval through the Office of Transfer Services (OTS) PRIOR TO enrollment at the other institution to complete the process to request approval to take such coursework.

Students may request permission through their Appalnet account link for Visiting Coursework under the Student tab. The directions for the process can be found on the website: <http://transferservices.appstate.edu/current-students/visiting-coursework-0>

The student's completed request will be processed by the Office of Transfer Services and submitted to the student's dean's office for review. Once the dean's office has made a decision, students will receive an email with the approval or denial information. If approval is granted, a Transient Approval Form is attached to the student's email to present to the visiting institution for admission purposes if needed. The student must complete appropriate admissions requirements for the institution in which they wish to take coursework.



Upon completion of the course(s), students should have an official transcript sent from the Registrar's Office at the other school to the Office of Transfer Services, ASU Box 32166, Boone, NC 28608 or to [transfer@appstate.edu](mailto:transfer@appstate.edu). This step is often forgotten by students. The transcript is **not** automatically sent to Appalachian, so students need to be sure they make that request.

<http://www.cas.appstate.edu/students/undergraduate-academic-services>

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## Getting Transcripts

### Official Transcripts

Students can request a copy of their official transcript by mailing or faxing a written release form to the Registrar's Office. Release forms can be found on the Registrar's homepage under the electronic forms link.

### Unofficial Transcripts

From the Student Services menu in AppalNET, the Student Records option allows students direct access to view their Appalachian State unofficial transcript. In addition, the student involvement transcript is available, which reflects extracurricular activities and honors awarded.

