

## Transfer Tips

Office of Records and Registration



A student wishing to transfer credits into Anoka Technical College must complete the admissions process, be accepted into a program of study, and have official transcript(s) from previous non-MnSCU college(s) sent directly to Anoka Technical College's Office of Records and Registration. For MnSCU institutions, the student is required to complete a Transfer Request form.

Below are a few tips to guide students and stakeholder of the transfer process.

- ✚ Only those courses that are applicable to a student's certificate, diploma or degree will be considered for transfer, in addition to all general education courses.
- ✚ Transfer of technical credits will be considered for courses that have been completed within five years prior to application for admission to Anoka Tech.
  - *Students with technical courses which were completed more than five years prior to application may be able to use the [prior learning assessment](#) process to demonstrate course content mastery and receive credit.*
- ✚ General education courses such as psychology, speech, sociology, etc. typically transfer. However, a student's program of study will determine where the transfer of credit will be applied.
  - *If a student's program specifically states general education courses, only the equivalent to those courses will be accepted.*
- ✚ General Education courses typically do not expire.
- ✚ Transfer evaluation results are sent to student's personal and/or their my.anokatech.edu email account approximately two weeks after submission.
- ✚ If a student is not satisfied with a decision regarding transfer of credit, the student may complete an Appeal of Transfer Credit form.

### Transfer Resources:

- ✚ U.select: <https://www.transfer.org/uselect/login.htm>
- ✚ MN Transfer Web site: <http://www.mntransfer.org/>
- ✚ Mn Transfer Courses/Descriptions:  
[http://www.anokatech.edu/future\\_students/college/transfer/index1.html](http://www.anokatech.edu/future_students/college/transfer/index1.html)
- ✚ Anoka Tech Articulation Agreements:  
[http://www.mntransfer.org/students/plan/s\\_agreements.php?numResults=25&archive=false&from\\_inst=70&from\\_prog=&to\\_inst=&Search=Search](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)