


Prior Approval for the Transfer of Credit

eForm Tutorial for Students

BLOOMSBURG UNIVERSITY



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Dashboard

Action Items

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Hello [REDACTED]

eForms may be accessed via the link here

Click on the link to start a form:

Electronic Forms

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[UGRD Application for Graduation](#)

[GRAD School Application for Graduation](#)

[Application for Certificate](#)

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[Submit Financial Aid Documents](#)

[509 Internship Application](#) ([View Affiliation Agreements](#))

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Electronic Forms

Electronic Forms

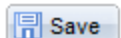
[Prior Approval for Transfer Credits](#)

[UGRD Application for Graduation](#)

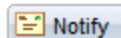
[View Previously Completed/Submitted Forms](#)

**Click this link to submit
a new Prior Approval**

**You can go back and view
the status of your submitted
forms by clicking this link
and choosing the desired
form from the returned
results.**



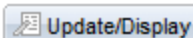
Save



Notify



Add



Update/Display



Prior Approval Credit Transfer Request

Approval for Transferring Credit

The advisor's and department chairperson's final approval will be required.

The transfer college must be an accredited institution.

It is the student's responsibility to follow the admissions and registration procedures at the transfer institution, in addition to all policies at Bloomsburg University.

1. It is the student's responsibility to have an **OFFICIAL TRANSCRIPT**, sealed and unopened, of the course(s) taken forwarded immediately upon completion to:

Office of the Registrar Bloomsburg University
150 Student Services Center 400 East Second Street Bloomsburg, PA 17815

2. Courses approved for equivalencies may be automatically posted to the student's Bloomsburg University academic record upon receipt of the official transcript as long as the student meets all applicable policies listed.

3. Courses not approved for transfer prior to enrollment at the other institution may not be accepted by Bloomsburg University.

4. Course equivalencies may be viewed at: <http://adminapps.bloomu.edu/CourseEquivalency/ce>. If you do not see the course you wish to take at the transfer institution contact the Office of the Registrar.

5. If these courses are your last courses toward graduation at Bloomsburg University, you must complete and submit the "Application for Graduation" which may be found online at http://www.bloomu.edu/forms/reg_bach_grad_app.pdf.

Bloomsburg University Office of the Registrar 400 East Second Street Bloomsburg PA 17815 (570) 389-4263

STUDENT INFORMATION

Current Date 08/12/2016

Name John Smith

Empl ID 12345

Student Email john123@huskies.bloomu.edu

Student Phone 570123-4567

Search

Next

Save

Click next to proceed

You must fully read this information as you will be required to acknowledge you have read and fully understand the instructions and applicable policies related to the transferring of credit .

Your student information will populate when you access the form.



Prior Approval Credit Transfer Request

Read instructions and policies before completing this form at <http://www.bloomu.edu/registrar-transfer-credits>

Read instructions and policies via this link

STUDENT INFORMATION

Current Date 08/12/2016

Name **John Smith**

Empl ID **123456**

Verify your student data is correct

Student Email **john123_@huskies.bloomu.edu**

Student Phone 570 **-123-4567**

TRANSFER INSTITUTION AND TERM

Transfer Institution Luzerne County Co

Click on the magnifying glass and search in the description field for the college name

*Term 2016 Winter

Choose the term in which you intend to take the transfer course

Transfer Subject: Biology

Choose the transfer subject

Transfer Course:

Choose the transfer course number

If Transfer Institution or Transfer Subject are not listed please continue through tutorial for further instructions

TRANSFER COURSE

Transfer Course Number	Transfer Course Title	Transfer Course Credit
1 251	General Microbiology	4

If the course you have chosen exists in the data base the Bloomsburg University equivalent will populate. The Bloomsburg EQ is the course that will be posted to your academic record upon successful completion and submission of an official transcript for the transfer course.

BLOOMSBURG EQUIVALENCY

Bloomsburg EQ Crse Nbr	Bloomsburg EQ Course Title	Bloomsburg EQ Course Credit
1 242	MICROBIOLOGY	4

ACTION ITEMS

Check the Policy Acknowledgement box

Message Text	Description
1 <input type="checkbox"/> Policy Acknowledgement	By checking this box I acknowledge that I am responsible for ensuring that I have read and understand all applicable policies related to the transfer of credits to Bloomsburg University. Read instructions and policies before completing this form at http://www.bloomu.edu/registrar-transfer-credits .

COMMENTS

Click submit

TRANSFER INSTITUTION AND TERM

*Other Institution

☒ Institution not listed

*Term

2016 Winter

If the transfer institution is not listed in the search results click "Institution Not Listed" and enter the name in the box.

Choose the term you wish to take the course

COURSE NOT LISTED

If the course you wish to take is not listed above, check the box below and enter course number and title you wish to take. The Office of the Registrar will identify the course equivalent and send you an email notification with a link you will use to access your original form. Please ensure you take the following steps to complete the approval process of your form: uncheck the course not found box, enter the transfer course information in the space provided under Transfer Course and BU Equivalency, submit your form with updated equivalency.

☒ Course Not Listed

Course not listed will be checked.

Enter the course prefix and number as it is listed at the transfer institution along with the title and credit value

COURSES NOT LISTED TRANSFER EQ

	Transfer Course Number	Transfer Course Title	Transfer Course Credit	Online Course		
1	<input type="text" value="BIO 123"/>	<input type="text" value="Microbiology"/>	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

BLOOMSBURG EQUIVALENCY

	Bloomsburg EQ Crse Nbr	Bloomsburg EQ Course Title	Bloomsburg EQ Course Credit		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

ACTION ITEMS

	Message Text	Description
1	<input type="checkbox"/> Policy Acknowledgement	By checking this box I acknowledge that I am responsible for ensuring that I have read and understand all applicable policies related to the transfer of credits to Bloomsburg University. Read instructions and polices before completing this form at http://www.bloomu.edu/registrar-transfer-credits .

Check the Policy Acknowledgement Box and Submit

COMMENTS


Search


Previous


Submit


Save

TRANSFER INSTITUTION AND TERM

Transfer Institution  Luzerne County

*Term  2016 Winter

Transfer Subject:  Biology

Transfer Course: 

If the transfer institution exists in the data base but the transfer course does not – enter the data for the transfer institution, term and transfer subject. Then proceed with the instructions below.

COURSE NOT LISTED

If the course you wish to take is not listed above, check the box below and enter course number and title you wish to take. The Office of the Registrar will identify the course equivalent and send you an email notification with a link you will use to access your original form. Please ensure you take the following steps to complete the approval process of your form: uncheck the course not found box, enter the transfer course information in the space provided under Transfer Course and BU Equivalency, submit your form with updated equivalency.

☒ Course Not Listed

Click course not listed

COURSES NOT LISTED TRANSFER EQ

Transfer Course Number	Transfer Course Title	Transfer Course Credit	Online Course
1 BIO 123	Microbiology	4	<input type="checkbox"/>

Enter the course information as it is listed at the transfer institution with title and credit value.

BLOOMSBURG EQUIVALENCY

Bloomsbu rg EQ Crse Nbr	Bloomsbu rg EQ Course Title	Bloomsbu rg EQ Course Credit
1		<input type="checkbox"/>

ACTION ITEMS

Message Text	Description
1 <input type="checkbox"/> Policy Acknowledgement	By checking this box I acknowledge that I am responsible for ensuring that I have read and understand all applicable policies related to the transfer of credits to Bloomsburg University. Read instructions and policies before completing this form at http://www.bloomu.edu/registrar-transfer-credits .

Check the policy acknowledgement box.

COMMENTS

Click submit

 Search  Previous  Submit  Save

The instructions below will be sent via MyHusky email to students who have submitted a Prior Approval form in which the Transfer Institution and/or Transfer Course do not exist in the data base -OR- the Academic Advisor/Department Chairperson has questions regarding the student's request for transfer credit that must be addressed before it can be approved. Students should follow the instructions in the email detailed below to update the existing Prior Approval form and resubmit for approval:

Your eForm ID 805 for your Prior Approval eForm has been recycled back to you for updating for one of the following reasons:

A. You selected the box for transfer institution and/or transfer course does not exist in the data base.

Log in to MyHusky and Student Center then follow the link below to access to this form:

[Click Here](#)

Once you are at your original form, please follow the below steps to update:

1. Uncheck "Course Not Listed".
2. Uncheck "Institution Not Listed" (if previously selected).
3. Select the "Transfer Institution" from the drop-down menu.
4. Select the course title and number from the drop-down in the "Transfer Course/BU Equivalency" section.
5. All fields will populate with the correct data.
6. After you see the row has updated with the correct data, press the "Resubmit" to start the approval process.

B. Your Academic Advisor / Department Chairperson has questions/comments regarding your request.

Log in to MyHusky and Student Center then follow the link below to access to this form:

[Click Here](#)

Once you are at your original form, please follow the below steps to update:

1. Read the comments submitted by your Advisor/Department Chair.
2. Consult with your Advisor/Department Chair on their comments.
3. Make changes to the transfer information on the form deemed appropriate after consulting with your Advisor/Department Chair AND/OR add your comments as necessary.
4. Press the "Resubmit" to start the approval process.

Thank you for your help in making Bloomsburg a great University!

Form ID: 805

Date: 2016-10-07

Link to Update:

[Click Here](#)

Prior Approval Credit Transfer Request

Read instructions and policies before completing this form at <http://www.bloomu.edu/registrar-transfer-credits>

STUDENT INFORMATION

Current Date 10/06/2016

Name **John Smith**

Empl ID **123456**

Student Email **js123@**huskies.bloomu.edu

Student Phone **987-654-3210**

TRANSFER INSTITUTION AND TERM

Transfer Institution 255041

Neumann College

Term 2016 Winter

2016 Winter

Transfer Subject: CHEM

Chemistry

Transfer Course: Chemistry 102

TRANSFER COURSE

Transfer Course Number	Transfer Course Title	Transfer Course Credit
1 102	Chemical Investigation	3

BLOOMSBURG EQUIVALENCY

Bloomsburg EQ Crse Nbr	Bloomsburg EQ Course Title	Bloomsburg EQ Course Credit
1 105	INTRO FORENSIC SCI	3

Upon submission of your Prior Approval this page will display, click next to view approval status

Click print to obtain a copy of the form for your records.

Report Name

Transfer Credit

Return

Choose Transfer Credit from the drop down and click Print Report

The Form Finalized page will display the status of your form.

TASK : Electronic Prior Approval for Transfer Credit
 eForm ID: 800

Form Finalized

Basic Stage

← G3FORM_ID=800:Pending

Approved
 StudentAdvisor
 10/06/16 - 8:58 AM

→

Pending
 Department Chair
 StudentChair

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	10/06/2016 8:55:59AM					123456	student	Submit	
2	10/06/2016 8:58:42AM					789012	Advisor	Approve	

ACTION ITEM LOG

	Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
1	<input checked="" type="checkbox"/>	24846	1	Policy Acknowledgement	By checking this box I acknowledge that I am responsible for ensuring that I have read and understand all applicable policies related to the transfer of credits to Bloomsburg University. Read instructions and policies before completing this form at http://www.bloomu.edu/registrar-transfer-credits .	123456	123456	10/06/16 8:55:57.000000AM