How Do I?

Take Courses Elsewhere

A course elsewhere form should be completed anytime you decide to take a course at another school while remaining an active student at Southeastern.

To begin:

- Meet with your academic advisor in the department of your major to review the courses you plan to take at the other institution. Your academic advisor can assist you in choosing courses appropriate for your curriculum.

- Bring the list of requested courses to the Office of Admissions, North Campus Main Bldg Room 113 prior to registering for classes at the other institution.

To Complete Form:

- Complete the form with an Admissions Counselor in the Office of Admissions. (These forms cannot be mailed, faxed or emailed. They must be completed in person in the Office of Admissions.)

- Obtain form signatures and approvals from the Department Head and Academic Dean of your declared major.

- Sign and return the completed form to the Office of Admissions. Original signatures are required.

- Apply to the other college, register courses, pay appropriate fees, and complete courses.

- At the end of the enrolled term, request an official transcript with grades posted be sent to Southeastern.

Things to Remember:

- The purpose of the form is to not only make us aware that you are visiting another institution, but to ensure the course you are taking will transfer to Southeastern in your major curriculum.

- Any changes require the completion of a new form.

- If you take a course that is not listed on the course elsewhere form or you do not complete the form prior to enrolling in the course, there is no guarantee that the course will transfer back to Southeastern. You assume full risk of transferability.

- A course elsewhere form must be completed prior to any transfer credit being posted to your account.

- Additional information may be found in the catalogue under Concurrent Registration.

- If you submit a course elsewhere form and decide not to take courses at the other school, you will need to inform the Office of Admissions in writing or you can email to transfer@selu.edu.

Southeastern Louisiana University

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