Instructions on transferring credits from another school (this includes dual enrollment):

1) Search the college/university school along with the phrase "request an official transcript"

2) Proceed with their electronic request process
Most colleges and universities use PARCHMENT or NATIONAL STUDENT CLEARINGHOUSE

3) Have the transcript sent to ROWAN UNIVERSITY
If it asks for a recipient, then make it out to ROWAN UNIVERSITY
If it asks for a recipient email address, then make it out to electronic-transcripts@rowan.edu

Please request your official transcripts to be sent **directly** to Rowan from the issuing institution for processing. Transcripts emailed or mailed from students are not considered official.

Once Rowan processes the transcripts, you'll get an email to your Rowan student email from the Registrar's office. Once your transfer credits have been evaluated, you will see them reflected on your transfer credit report in Self-Service Banner

**Courses *without* final grades *do not* transfer to Rowan, so you may need to resubmit your official transcripts to Rowan after you complete your final semester at your previous institution **