

Students request Off-Campus Enrollment (Form #7)

Off-campus courses are courses taken at a university/college other than Saint Louis University (St. Louis campus, Madrid campus or an [approved study abroad/away location](#)) after a student has begun their studies at Saint Louis University.

SLU students are limited to nine (9) credits of off-campus coursework taken after their first semester. Off-campus courses taken before fall 2025 do not count toward the nine-credit-hour limit of off-campus courses.

New Process for Summer 2026

- 1. To begin the approval process to receive credit for off-campus courses send a screenshot from Transferology (see instruction below), of the off-campus course and the SLU equivalent you would like to take, to registrar@slu.edu.**
2. The Office of the University Registrar will generate a Form #7 for you to complete via DocuSign. This form must be completed to continue the process and receive credit.
3. When approved, the course will be added to your student record and will appear in Degree Works with a grade of "IT" (In-Progress Transfer). Please verify in Degree Works it meets the requirement you expected.
4. Once the course is completed, request an official transcript be sent to registrar@slu.edu and the "IT" grade will be changed to "TR" (Transfer), and the course will satisfy your requirement in Degree Works.

Transferology Instructions

Students can view previously articulated courses and/or submit a request to have a course articulated via Transferology.

- [Create a Transferology account](#)
- [Finding a direct equivalent to a SLU course \(PDF\)](#)
- [How will my courses transfer \(PDF\)](#)
- [My courses are not showing on Transferology \(PDF\)](#)