

Guide to Taking Courses Outside of Cal Maritime

Students may take courses at other regionally accredited institutions if they find an equivalent course and approval is given prior to enrolling in the course. Below are some helpful links and next steps for exploring options to take classes outside of Cal Maritime.

Step 1: Confirm with your faculty or university advisor which courses can be taken outside of Cal Maritime.

- Each major's degree requirements are unique and require different General Education and major courses. Please check with an advisor about which courses might be a good option to take outside of Cal Maritime.
- There are some courses that must be taken at Cal Maritime, at a CSU, or within the California Community College system, due to U.S. Coast Guard or CSU requirements. These classes include, but are not limited to:
 - **STCW courses** must be taken at Cal Maritime. STCW courses are indicated on each major's [Curriculum Roadmap](#).
 - **EGL 300/301/302** Graduate Writing Assessment Requirement must be taken at Cal Maritime (unless transferred in by a CSU post-baccalaureate student).
 - **Upper division GE courses** must be taken in-residency at a CSU.
 - **Upper division courses (300 and above)** should be taken at a baccalaureate-granting institution.
 - **HIS 100/101** U.S. History, although not required to be taken at Cal Maritime, is recommended to be taken here at Cal Maritime since our HIS 100 and 101 courses cover both the American Institutions I requirement and Area F Ethnic Studies requirement (required of all CSU students). If a student elects to take U.S. History elsewhere, they will need to take an Ethnic Studies course as well.
 - **GOV 200** American Government must include a California state and local government component within the course, which is usually only found at a California Community College or CSU campus.
 - Please note that **AP U.S. Government & Politics does not satisfy** our American Institutions II/GOV 200 requirement since it is missing the California state and local government component.

Step 2: Search for an equivalent course.

- Review the Cal Maritime [Course Catalog](#) to review the course description of the course you are seeking to take elsewhere. You'll want to find a course that is similar in units and description!
- If you've attended a community college before, that could be a good place to start your search. Check out your previous college's class offerings to see if they have a similar course offered.
- Look at community colleges near your home if you want in-person options! Check out their class schedule and catalog.
- [California Virtual Campus](#) is an online database that shows what online-only classes are being offered at the California Community Colleges. This database can be filtered by synchronous/asynchronous options.
 - Please note that students who live outside of California may be required to pay out-of-state tuition and fees.
- If you've never attended another college before but have one in mind, [ASSIST](#) can be referred to for previously accepted classes, or General Education course offerings.

- Need more help finding a course? Make an appointment with a University Advisor through [The Passport](#).

Step 3: You MUST get the course approved for transfer with the Course Equivalency Request prior to enrolling.

- Students should submit the [online Course Equivalency Request form](#) for any course they'd like to take elsewhere to get it pre-approved for transfer before enrolling in them. This form will ask the student to provide the institution and course information.
- These forms go to the Office of the Registrar to be routed for approval. Responses can take approximately 1-2 weeks.
- For questions about your Course Equivalency Request, email registrar@csum.edu.

Step 4: If your Course Equivalency Request was approved, apply for admission and enroll in the course at the other institution.

- Each individual college has its own admissions requirements and application process. Apply for admission through their website.
- Once admitted, you'll work with that institution to enroll in classes. Depending on the course, you may need to [order official transcripts from Cal Maritime](#) if there are pre-requisites to the course you're taking at that college.
- For questions about Financial Aid covering classes elsewhere, please reach out to our Financial Aid office (email financialaid@csum.edu or call (707) 654-1287).

Step 5: Once your final grade posts to your transcript, send us your official transcripts.

- Minimum grade must meet Cal Maritime's minimum grade requirement for the course.
- Please order electronic (PDF) official transcripts to be directly sent to registrar@csum.edu.
 - **IMPORTANT:** you should manually enter the recipient email (registrar@csum.edu). If you select "CSU Maritime Academy", your transcript might be sent to our Admissions office instead of the Office of the Registrar which will take longer to process.

Want to take a class through CSU Fully Online? Here are some important tips:

- CSU Fully Online offers classes during the fall and spring semesters only (not summer).
- Students may take only one CSU Fully Online course per semester.
- Non-California residents may be subject to out-of-state tuition and fees for CSU Fully Online courses.
- For the class schedule and enrollment process, check out our [CSU Fully Online website!](#)