HOW TO APPLY FOR GENERAL EDUCATION/LIBERAL STUDIES TRANSFER CREDITS (EXEMPTIONS) ONLINE

What is an Exemption?

If you have completed General Education (diploma) or Liberal Studies (degree) courses at another post-secondary institution and you earned a grade of 60% or higher, you might be eligible for exemptions from one (or more) of your electives.

How Can I Apply?

You can apply for elective exemptions as soon as Web Registration opens for your program. The deadline for exemption applications is the first day of the semester. Applications must be submitted through STU-VIEW ("Registration"/"Submit or Modify an Application for Transfer Credit"). Web links for step-by-step instructions and videos on Transfer Credit applications can be found on page 2.

Please note: If you attended a post-secondary institution outside Canada, you are required to provide a course-by-course assessment showing equivalency to Canadian post-secondary standards. Documents showing equivalency can be obtained through "**International Credential Assessment Services**" (www.icascanada.ca) or "**World Education Services**" (www.wes.org).

How to Access the Online Application:

Log into Stu-View at: stuview.georgebrown.ca

1. Click on the Registration Services tab ❼ Select Registration ❼ Select Submit or Modify an Application for Transfer Credit.

What course(s) should I choose from my transcript for General Education or Liberal Studies electives?

There are several factors to consider when selecting a course to use in your application for Transfer Credit for a General Education or Liberal Studies elective:

1) **The course must fit into one of the three elective categories we use at GBC: Arts and Humanities (GHUM), Social Sciences (GSSC), and Science and Technology (GSCI).**

   - To see examples of the kinds of courses that fit into each of these categories, review the course descriptions on the General Education and Liberal Studies electives web page. Please note that these lists include only electives that are offered at GBC. Many other courses are eligible for Credit Transfer as long as they fit one of the accepted categories and meet all of the other requirements. The chart below is to help illustrate what type of courses fit into the three elective categories.

ARTS/HUMANITIES (GHUM)	SOCIAL SCIENCE (GSSC)	SCIENCE AND TECHNOLOGY (GSCI)
Art courses (not skills-based)	Anthropology	Biology (human or plant)
Film (not skills-based)	Gender studies	Nutrition / health
Philosophy	Geography	Physics (general)
Photography (not-skills-based)	History	Statistics (general)
Pop culture	Political science	Technology
Religion/theology	Psychology (not clinical)	Environmental science (general)
Fiction/literature	Sociology	

2) **The focus and content of courses used to apply for Transfer Credit for electives must be completely unrelated to courses you are taking in your program.**
   - General Education and Liberal Studies electives introduce students to knowledge and perspectives in disciplines that are outside their field of study. Make sure you do not choose courses that overlap with your program courses. For example, students in Business programs cannot transfer Economics courses as General Education or Liberal Studies electives.

3) **Courses that develop skills and knowledge that are used in a particular workplace or profession do not qualify for Credit Transfer as General Education or Liberal Studies electives.**
   - This includes most courses completed as part of a vocational program at another institution and a broad range of professionally related courses such as Marketing, Human Resources, Computer Programming, Graphic Design, Counseling, Pharmacology, and many others. General Education and Liberal Studies courses focus on broadening and deepening our understanding of the social, political, and cultural contexts in which we live and work, not on developing specific workplace, professional, or technical skills.

4) **Courses that focus on teaching learners "how to" develop or apply specific technical, mechanical, communication/interpersonal, personal health and fitness, and/or creative knowledge and skills also do not qualify for Credit Transfer as General Education or Liberal Studies electives.**
   - This includes many science courses such as Chemistry, Molecular and Cell Biology, and Physics (the exceptions are courses for non-science majors that focus on the function and relevance of scientific principles in everyday life); math courses such as Algebra, Calculus, Finite Math, etc.; computer skills courses; interpersonal communications and management courses; writing skills courses, including creative and technical courses, research skills, public speaking and language courses; personal development courses like stress management, Yoga, Tai Chi, mindfulness training, career exploration/preparation, study skills; photography, art, dance, music, and theatre skills courses, and many other skill and personal development courses.

5) **The course must be equivalent to a 3 credit (42 contact hours) GBC elective and the final grade must be 60% (C on the GBC grading scale) or higher.**
   - Courses that are evaluated on a pass/fail basis are not eligible for Credit Transfer as General Education electives.

For General Education and Liberal Studies Elective Courses:

1. Check the General Education and Liberal Studies Electives page for your [program's elective requirements](). Please note the guidelines about the breadth requirement and any course exclusions for your program.

2. You may apply for all of the General Education or Liberal Studies elective transfer credits in one application in any given semester.

3. In the George Brown Course Details section, select an elective code from the drop-down menu. The elective codes follow a sequence. Always start with the lowest sequence number in your application, i.e. when applying for an Arts and Humanities transfer credit, use GHUM 1111 in your application first. If you submit a second Arts and Humanities application use GHUM 3333 in your application. The table below shows the elective code options:

Elective Type	George Brown College Program Type	Elective Category	George Brown College Course Details	
			Subject Area	Course Number
General Education (GNED) Electives	Diploma	Arts & Humanities	GHUM	1111, 3333, 4444
		Social Science	GSSC	1111, 3333, 4444
		Science	GSCI	1111, 3333, 4444
Lower-Level Liberal Studies Electives s	Degree	Arts & Humanities	LHUM	2222, 5555, 6666
		Social Science	LSSC	2222, 5555, 6666
		Science	LSCI	2222, 5555, 6666
Upper-Level Liberal Studies Electives	Degree	Arts & Humanities	UHUM	7777, 8888, 9999
		Social Science	USSC	7777, 8888, 9999
		Science	USCI	7777, 8888, 9999

Please note: If you are not sure which code to use, select the code you think is correct, and our General Education and Liberal Studies elective application evaluators can correct the category if necessary.

How do I know if I have been exempted?

How do I know if I have been exempted? Please check your academic progress report (Degree Works), a link to which is located on your STU-VIEW main page. When a General Education or Liberal Studies elective exemption is granted, a generic code is added to your record: GHUM 1111, GSSC 1111, GSCI 1111, etc. for General Education electives; LHUM 2222, LSSC 2222, LSCI 2222 (Lower-Level) and UHUM 7777, USSC 7777, USCI 7777 (Upper Level), etc. for degree level Liberal Studies electives.

Important to note: When you see than an elective exemption has been added to your record, please check to make sure you are not registered in any electives you do not need to take to meet your program requirements. If you are registered in an elective that you do not require, please drop it through your STU-VIEW account or at the Student Service Centre.

How do I contact the Electives office?	Transfer Credit Resources
Email: laselectives@georgebrown.ca	**Step-by-Step Written Instructions:** http://stuview.georgebrown.ca/misc/transfer_credit_how_to.htm
Virtual Service https://14909.waitwell.ca/ **Desk:**	**Instructional Video:** http://www.georgebrown.ca/transferguide/ **Contact Information:** transfercredit@georgebrown.ca