

Process for Transferring Credits

1. Gather required documents

- Official transcripts from every college or university you have attended. These must be sent directly to LLTC registrar from the issuing school or an approved transcript service. Unofficial or student-issued copies are not accepted for official evaluation.
- Any test credit or military credit documentation, such as AP, CLEP, IB score reports or Joint Services Transcript, if applicable.

2. Request official transcripts be sent to LLTC

- Submit a transcript request to your previous institution(s). Choose electronic delivery to LLTC if available or have sealed paper transcripts mailed directly.
- Use the LLTC Registrar's Office and the correct email Stacey.lundberg@lltc.edu or mailing address: Registrar 6945 Little Wolf Rd NW, Cass Lake MN 56633

3. Submit a formal transfer evaluation request to LLTC

- Include your full name, LLTC student ID, program/major, intended start term, and a list of schools you attended.

4. Monitor your LLTC email and portal

- Watch for confirmation that transcripts were received.
- Respond promptly if the evaluator requests additional information.

5. Review your transfer evaluation

- LLTC will post results to your student record or degree audit once complete.
- Check which courses transferred as electives versus direct equivalents, and how they apply to your program.
- If it looks like something is missing, follow up with the Registrar's Office with course details or a syllabus.

6. Meet with an academic advisor

- Discuss how your transferred credits fit degree requirements.
- Adjust your class schedule and financial aid planning if needed.

7. Know timelines and appeals

- Evaluations typically take some time after all documents arrive. Start early, ideally before registration.
- If you believe a course should count differently, you can request a departmental review by providing a detailed syllabus and learning outcomes.