

CREDIT TRANSFER GUIDE

HOW DO I TRANSFER STRAIGHTERLINE COURSES FOR CREDIT?

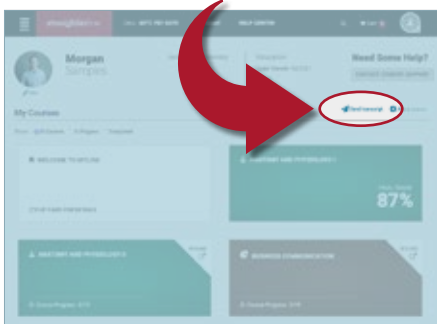
IT'S EASY TO TRANSFER YOUR STRAIGHTERLINE COURSES FOR CREDIT AT YOUR SCHOOL.

I Am Attending a StraighterLine Partner School

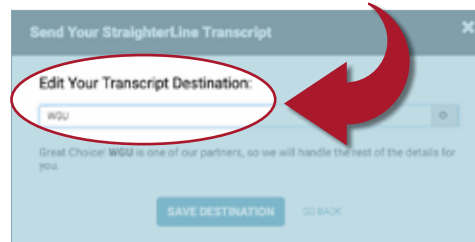
If you are attending a StraighterLine [partner college](#), your courses will earn credit based on the course equivalency guides we created with your school. To start the credit transfer process, simply login to your MyLine account and submit a [StraighterLine Transcript request](#).

Once you request your official StraighterLine Transcript, it will be sent to your school to be reviewed for college credit. Please allow 24-48 hours for processing the transcript and up to an additional 2 weeks for credit transfer processing at your school.

Step 1: Click "Send Transcript" from your MyLine Account



Step 2: Choose your Partner College



Step 3: Select Courses You Would Like to Transfer



Example of StraighterLine Transcript



I Am Not Attending a StraighterLine Partner School

If you are not attending a StraighterLine partner school, you can still earn college credit at your school for your StraighterLine courses.

ACE CREDIT

Your courses may earn credit at your school using **ACE CREDIT**. To request your ACE transcript, simply login to your MyLine account, choose the courses you would like transferred and submit a request that a transcript be sent with “American Council on Education (ACE)” as the target college on our transcript request form.

The required account information will be sent to ACE and its applicable partners (Credly and the YourAcclaim portal) so that digital badges and subsequent ACE transcripts can be transferred.

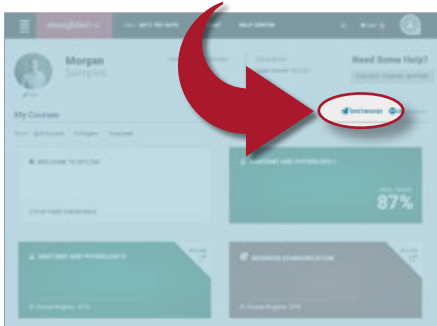
Please note that it may take 7–14 days for your requested ACE transcript to be approved. Once your courses have been approved, you will be notified through the ACE/YourAcclaim digital badge portal and you will be able to send your transcript to your institution(s) at will.

What is ACE Credit?

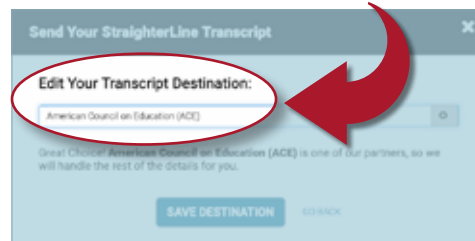
The American Council on Education’s College Credit Recommendation Service, ACE CREDIT, helps students gain academic credit for courses and examinations taken outside traditional degree programs.

ACE has reviewed and recommended StraighterLine courses for college credit. To date, over 2,000 colleges and universities have accepted StraighterLine courses for credit.

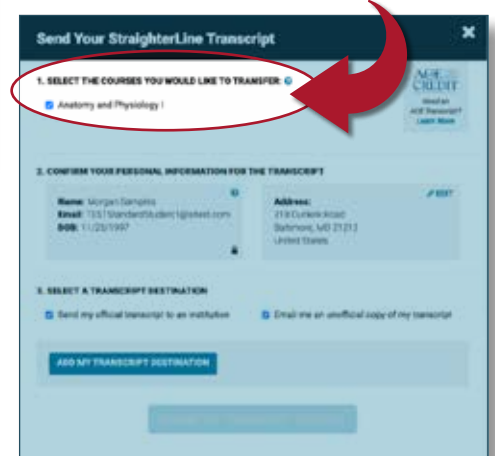
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Step 3: Select Courses You Would Like to Transfer



Example of ACE Transcript



RESOURCE



VERIFYING YOUR SCHOOL WILL ACCEPT YOUR COURSES USING ACE CREDIT

If you are attending a school outside our partner network, we recommend that you verify credit eligibility for your course by emailing your registrar or college advisor. Here's what to include in your email:

Dear Advisor or Registrar,

I want to take [StraighterLine Course Name] and it has been evaluated by ACE CREDIT.

I can get an ACE Transcript.

Can you please send me confirmation that this course will be accepted for credit transfer once completed.

1. Before sending you should copy and paste the link to the [ACE CREDIT® recommendation](#) for the StraighterLine course you intend to take into the body of the email.
2. You should also copy and paste the link to the StraighterLine course syllabus for the StraighterLine course you intend to take into the body of the email. To find a link to a StraighterLine course syllabus, choose your [StraighterLine course](#) and click on that course's Course Syllabus tab.

Call the StraighterLine enrollment team **(877) 787-8375** for additional questions on credit transfer. We are here to help!

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