

University of Southern California  
Distance Education Network, OHE 108  
Los Angeles, CA 90089-1455  
Phone 213-740-4488  
Fax 213-821-0851

### **Policy to Convert Non-Degree Courses to Credit**

In order to convert courses taken as a non-degree option (NDO) student, the following conditions must be met:

1. You have been admitted to USC with no conditions on admission.
2. All courses taken as a non-degree option student are converted at once. Only the first 12 units may be applied toward the degree.
3. Payment of the balance between tuition and the NDO fee is calculated at the rate of tuition at the time of conversion.
4. Students who wish to convert NDO courses for transfer purposes only are an exception to item #1. Courses converted under this exception are for transfer purposes only and cannot be used for graduate credit at USC.

If you meet the above criteria, please complete the attached NDO Conversion Worksheet and return it to DEN with photocopies of your NDO grade cards.

A Request for Non-Degree Option Course Conversion will be mailed to you for your review and signature. Return the form to the DEN Administrative Offices in OHE 108.

**Note: Once you have signed and returned the “Request for Non-degree Course Conversion” form, you are under a financial obligation to the University. This action cannot be repealed once the form is returned to our office.**

We estimate that your request for conversion will be processed by Registration and Records within four to six weeks. You will receive a “Registration Confirmation and Payment Coupon” for each semester of course work. The registration confirmation/payment coupon or fee bill (courses taken prior to Summer 1999) will be incorrect. It is unlikely these forms will show a credit of the Non-Degree Option fee(s) you previously paid. There may be fees on the forms that you are not obligated to pay. We will electronically transfer the NDO fee(s) to your student account and prepare memos when needed to waive certain fees, i.e.: Health Fee.

Once we have credited your student account you may settle your fees either by mail or in-person at the Cashier’s Office (FNS Bldg.) using the original registration confirmation or fee bill. You are obligated to settle your fees within 30 days from the date the “Registration Confirmation and Payment Coupon” form(s) is prepared by Registration and Records or you will be assessed a finance charge.

You may request a transcript about two weeks after you have settled your fees. Call the Transcript Office at (213) 740-4080.

*Retain this information page. Return the completed NDO worksheet.*

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### NDO CONVERSION WORKSHEET

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Soc. Security No.: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP Code

Birth date: \_\_\_\_\_ Degree and Major Objective: \_\_\_\_\_

Company (and viewing site, if different): \_\_\_\_\_

Are you currently taking courses this semester? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this for transfer of courses to another university or college? _____ YES _____ NO
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(Please check YES only if you are transferring courses to a university or college other than USC. Converted NDO courses by non-admitted students may not be used for graduate degree credit at the University of Southern California.)

Return this form with photocopies of all your NDO grade cards.

Return by mail to: Loretta Tucker  
University of Southern California  
Distance Education Network, OHE 108  
Los Angeles, CA 90089-1455

Or by FAX to: (213) 821-0851

I have read the Policy to Convert Non-Degree Courses to Credit document attached to this worksheet.

\_\_\_\_\_  
Student's Signature