Transfer Credit Evaluation Request

User Manual
To Access Link:
WIN/Virtual Campus/Your Student Records
Transfer Credit Evaluation

Your Home Screen:

![Transfer Credit Evaluation table]

Legend

* Pending Confirmation
* Retained for Completion
* Pending Transcript
* Standard Credit
To Submit a Request:

1. Select “New Course Approval” to begin.

2. Read the guidelines carefully and select “Next”. Make sure to review the “Departmental Guidelines” document and be familiar with departmental rules regarding divisional credit and transfer limits. Abroad course requests should not be submitted here.

3. Enter the term and year during which the course will be taken.
4. Enter institution where the course will be taken. “Previous Institution” will list all institutions where you have submitted prior requests. You can search for an institution by name, city, or state. Leaving all fields blank and selecting “Search” will pull up all institutions in our database. Select an institution by clicking on the name and select “Next”.

If the institution you are considering is not in our database, select “New Institution” and complete all fields.
5. Enter all course information from your selected institution. Remember, the course information (subject code/course number/title) must be from that institution, not what you are seeking here at WFU.

All active approvals for that specific institution will appear at the bottom. If you are selecting a course from the list, you can click on the course. It will pre-populate the course info. Please make sure to review this information and enter Contact Time.

Select “Next”.

6. Select the appropriate department to evaluate the course. If the course does not match with a specific department here at WFU, select “Other”.
7. Read carefully the guidelines for what a syllabus should contain. Upload the syllabus for the course.

8. If there is a lab associated with the course, select “Yes” and upload lab syllabus. If not, select “No”.

9. If your syllabus is missing information, or any additional information needs to be submitted, you can upload the document here by selecting “Yes”. If no additional documentation needs to be submitted, select “No”.
10. Review all information. Use “Previous” button to correct any necessary information. If everything is correct, select “Submit for Evaluation”.

<table>
<thead>
<tr>
<th>Transfer Credit Evaluation</th>
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<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Semester</td>
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<tr>
<td>Institution</td>
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<tr>
<td>Subject Code</td>
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<tr>
<td>Course Number</td>
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<tr>
<td>Course Title</td>
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<tr>
<td>Credit Hours</td>
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<tr>
<td>General Education Learning Goals</td>
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<tr>
<td>Transfer</td>
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<tr>
<td>International Credit</td>
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<tr>
<td>Add Notes</td>
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<tr>
<td>Additional Information</td>
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</tbody>
</table>

[Transfer Credit Evaluation form with filled in details]
**Home Screen**

Your home screen will provide a snapshot of all of your requests.

Information regarding each of the colored circles can be found in the legend.

- Blue numbers: number of requests that are approved and pending your confirmation
- Gold/Orange numbers: number of requests that have been returned to you for correction
- Yellow numbers: number of requests for which the Office of the University Registrar needs a final, official transcript
- Red numbers: number of requests that have been denied

Selecting the Semester will pull up more details regarding the requests for that term.
Pending Confirmation:

If a course is approved, the status of the request will change to “Pending Confirmation” (seen in blue). Select the course to see more details.

Once the course view is expanded, you will see details regarding the approval- course equivalent, credit, and any details/notes pertaining to the approval (if any).

You will have to confirm whether or not you plan on taking the course.
**Pending Transcript:**

Once you confirm that you will be taking the course, the status of the request will change to “Pending Transcript” (seen in yellow).

**Instructions on where to submit final, official transcripts can be found here:**
Returned for Correction:

If a request is returned to you for correction, you will see this in gold/orange on your home screen. Open up the details of the request.

You will see a banner in red at the top of the request with information on what needs to be corrected. Please correct items or upload any necessary information and re-submit your request.
Denied:

If a course is denied, the status of the request will change to “Denied” (seen in red).

Select the course to see more details.