View Transfer Credit Reports

1. Click Main Menu.
2. Click Self Service.
3. Click Advisor Center.
4. Click My Advisees.
5. Click View Student Details link to see the advisee's student center.
6. Click the **other academic** drop-down to access the following options from the list: Course History, Grades, Unofficial Transcripts, or Transfer Credit Report.

7. Click the **Transfer Credit: Report** to generate the report.

8. Click the **Go (>>)** button.

   The Transfer Credit report of the selected student displays.

   ![Course Credits Table]

   Transfer information includes when the class was transferred, the source institution, the credits taken and awarded, and the grade posted.

   ![Faculty Center, Advisor Center, Search]

   You can also find Transfer Credit information by selecting the transfer tab.

9. Click the **transfer credit** tab.
10. To view Transfer Credit Statistics, click the Statistics tab.

11. Click the Show all columns button to expand the tabs and display the Course Credit information on one row.

12. The course credit information displays on one row.

13. Click the Show tabs button to collapse the tabs.

14. To select another student, click the Change Advisee drop-down to display the list.

15. Click the Change button.

16. Click the my advisees link to return the my advisees main page.