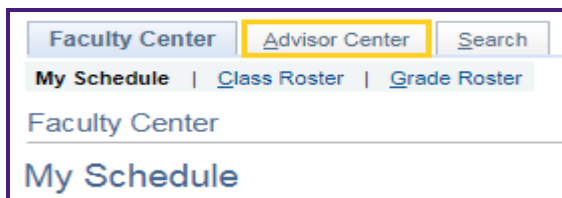


## View Transfer Credit Reports

To view Transfer Credit Reports, navigate using the following:



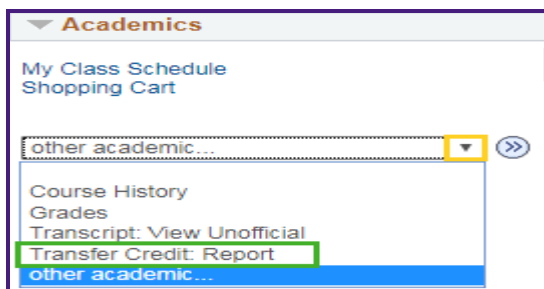
1. Click the **Faculty Center** tile.



2. Click the **Advisor Center** tab.

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>				<a href="#">View Student Details</a>
2	<input type="checkbox"/>				<a href="#">View Student Details</a>
3	<input type="checkbox"/>				<a href="#">View Student Details</a>
4	<input type="checkbox"/>				<a href="#">View Student Details</a>

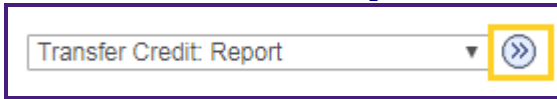
3. Click **View Student Details** link to see the *Advisee's Student Center*.



4. Click the drop-down button to the right of the **other academic** field to access the following options from the list: *Course History*, *Grades*, *Unofficial Transcripts*, or *Transfer Credit Report*.

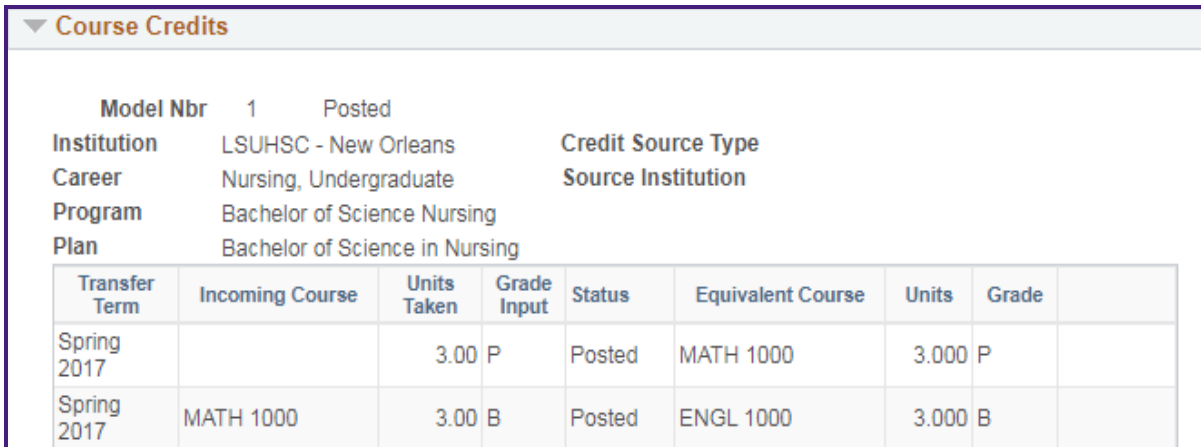
# Job Aid

Click the **Transfer Credit: Report** list item.



A screenshot of a web interface showing a dropdown menu with the text "Transfer Credit: Report" and a "Go (>>)" button highlighted with a yellow box.

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

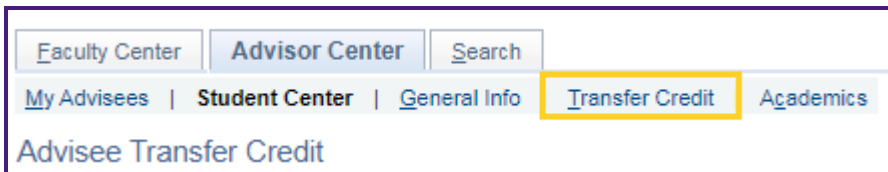


A screenshot of the "Course Credits" section. It shows student information: Model Nbr 1, Posted, Institution LSUHSC - New Orleans, Career Nursing, Undergraduate, Program Bachelor of Science Nursing, Plan Bachelor of Science in Nursing. Below this is a table of transfer courses.

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Spring 2017		3.00	P	Posted	MATH 1000	3.000	P
Spring 2017	MATH 1000	3.00	B	Posted	ENGL 1000	3.000	B

6. The **Transfer Credit Report** of the selected student displays.

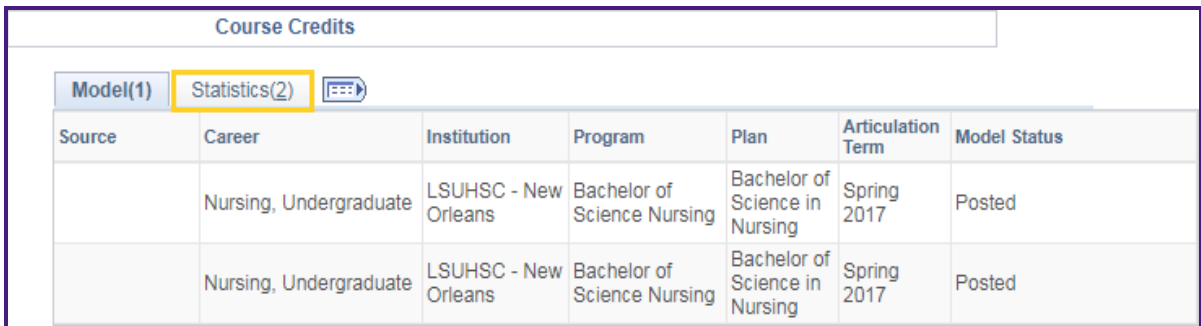
Transfer information includes *when the class was transferred*, the *source institution*, the *credits taken and awarded*, and the *grade posted*.



A screenshot of a navigation menu with tabs: Faculty Center, Advisor Center, Search, My Advisees, Student Center, General Info, Transfer Credit (highlighted), and Academics. Below the menu is the text "Advisee Transfer Credit".

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


7. Click the **Transfer Credit** tab.




A screenshot of the "Course Credits" section with the "Statistics(2)" tab highlighted. It shows a table of transfer courses.

Source	Career	Institution	Program	Plan	Articulation Term	Model Status
	Nursing, Undergraduate	LSUHSC - New Orleans	Bachelor of Science Nursing	Bachelor of Science in Nursing	Spring 2017	Posted
	Nursing, Undergraduate	LSUHSC - New Orleans	Bachelor of Science Nursing	Bachelor of Science in Nursing	Spring 2017	Posted

8. To view Transfer Credit Statistics, click the **Statistics** tab.


Course Credits					
Model(1)	Statistics(2)				
Source	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points	Transfer GPA
		31.000	3.000	115.000	3.710
		3.000		12.000	4.000

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

Course Credits										
										
Source	Career	Institution	Program	Plan	Articulation Term	Model Status	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points
	Nursing, Undergraduate	LSUHSC - New Orleans	Bachelor of Science Nursing	Bachelor of Science in Nursing	Spring 2017	Posted		31.000	3.000	115.000
	Nursing, Undergraduate	LSUHSC - New Orleans	Bachelor of Science Nursing	Bachelor of Science in Nursing	Spring 2017	Posted		3.000		12.000

- The course credit information displays on one row.

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

\*Change Advisee  

- You can view a different advisee by clicking the drop-down button to the right of the **Change Advisee** field and selecting an advisee from the list and then click the **Change** button.

Faculty Center | **Advisor Center** | Search

**My Advisees** | Student Center | General Info | Transfer Credit | Academics

Advisee Transfer Credit

- Click the **My Advisees** link to return the **My Advisees** page.