View Transfer Credit Reports

To view Transfer Credit Reports, navigate using the following:

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

![Faculty Center tile](image)

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

![Advisor Center tab](image)

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

![View Student Details](image)

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

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

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*.

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

8. To view Transfer Credit Statistics, click the **Statistics** tab.
9. Click the **Show all columns** button to expand the tabs and display the **Course Credit** information on one row.

![Course Credits Table](Image)

10. The course credit information displays on one row. Click the **Show tabs** button to collapse the tabs.

![Change Advisee Field](Image)

11. 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.

![My Advisees Link](Image)

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