



## **CREDIT TRANSFER INFORMATION:**

Credit Transfers can be applied for by students who wish to obtain the transfer of previously acquired academic credit(s) towards a St. Clair College course in a program in which the student is currently registered. These previously acquired academic credits may have been taken at another post-secondary educational institution (external academic credit) or may have been taken as part of a different program offered at St. Clair College (internal academic credit). All transfers of academic credit (both internal and external) will be recorded on the St. Clair academic transcript as 'AS' (advanced standing) and will not be calculated in the GPA for the program in which the transfer of academic credit was granted. (College Policy #1.6.9)

### **INSTRUCTIONS PRIOR TO REQUESTING A CREDIT TRANSFER:**

Please refer to the ONCAT (Ontario Council on Articulation and Transfer) website: [www.ontransfer.ca](http://www.ontransfer.ca) to see if your course may already be pre-approved.

### **INSTRUCTIONS FOR REQUESTING A CREDIT TRANSFER:**

To request a credit transfer for courses you are currently enrolled in, please submit an application through your MyStClair account.

If you are not registered in the class you would like to apply for, please contact the Registrar's Office for further assistance.

A completed transfer credit package includes:

- A completed request for Transfer of Academic credit
- Official transcript from previous institution
- Course outlines for courses previously taken
- Payment

Please note:

**\*A minimum 23 hours of instruction are required to be equivalent to a 2.0 credit course, 38 hours of instruction for 3.0 credit course and 53 hours of instruction for a 4.0 credit course.**

**\*A minimum grade of C or 60% is required in the previous course to be eligible for credit transfer.**

\*A charge of \$25.00 per course evaluation, up to a \$100 maximum per submission is applicable and must be paid at the time the assessment is requested. Refunds will not be issued for requests not approved.

\*Courses should not be dropped until students have verified on their SIS or via email that the request has been granted

\*Dropping classes could result in a change from full-time to part-time status, which could affect your OSAP. Please contact the Financial Aid Office at [financialaid@stclaircollege.ca](mailto:financialaid@stclaircollege.ca) to discuss.

\*Dropping a course does not automatically remove you from that course on Blackboard. It is recommended that you send an email to the instructor of the dropped course(s) and ask that you be removed from their course on Blackboard.

**\*All requests can take 2-4 weeks to be completed.**

# Instructions to Submit a Transfer Credit Application through your MySt.Clair:

1. Login to the student information system (SIS).
2. Access the Transfer Credit Application

Main Menu -> Self Service -> Transfer Credit -> My Application

## Application

Student ID    
Academic Year    
\*External Org ID

1. Add New Value.
2. Enter Student ID number.
3. Enter Academic Year

### Look Up External Org ID

External Org ID    
School Name

[Basic Lookup](#)

#### Search Results

View 100      First  1-55 of 55  Last

| External Org ID | School Name               |
|-----------------|---------------------------|
| STCLC           | (blank)                   |
| 0000000         | *** New Institution ***   |
| 0492346         | Algoma University College |
| 0492446         | Algonquin College         |
| 0492356         | Assumption University     |
| 0492357         | Athabasca University      |
| 0492348         | Brock University          |
| 0492461         | Cambrian College          |
| 0492462         | Camosun College           |
| 0492314         | Canadian Trades School    |
| 0492465         | Canadore College          |
| 0492349         | Carleton University       |
| 0492474         | Centennial College        |
| 0492480         | College Boreal            |

4. Enter external Org ID or click magnifying glass for a list of values.
- Note – If the school does not appear in the list of values, select the External ORG ID of '000000' \*New Institution\*

5. Complete the Transfer Credit Request application.

a. Upload Official Transcript from your previous college/university.

b. Scroll down and find the course you are seeking credit for. Once you have found the course, select one of the following option:

i. View existing rule (s)

ii. Enter a new request rule

c. When ready to submit your application request, click on “Submit Application and Charge my account”.

Application

Student ID: 0002155  
Student Name: Test,Test  
Academic Year: 2024 2024 / 25

**Previous School**

School Id: 0492564 \*School Name: St. Clair College  
Application Date: 11/15/2024  
Attach Official Transcript Attached Transcript File:  
View Official Transcript Attached By: Attached Date Time:

**Transfer Credit Controls**

| Course Fee | Max Course Fee | Min Grade | Residency % | Degree Min Grade | Degree Residency % |
|------------|----------------|-----------|-------------|------------------|--------------------|
| \$25.00    | \$100.00       | C         | 25.00       | B                | 50.00              |

**Academic Program and Levels**

| Term | Term Description | Career | Program | Level | Program Name        | Registration Status | Ft/Pt load         | Course Load | Transfer Credit Deadline | Credential |
|------|------------------|--------|---------|-------|---------------------|---------------------|--------------------|-------------|--------------------------|------------|
| 1450 | Fall 2024        | Credit | B009    | A06   | Bus Admin-Marketing | Registered          | Enrolled Full-Time | 1           | 11/13/2024               | ADVDIPL    |

Application Fees: 0.00  
Total Posted Fee: 0.00

**Eligible enrolled courses for transfer credit**

St Clair College Enrolled Courses

Term: 1450 Fall 2024 Class Nbr: 1198 Course ID: 013924 Transfer Credit Course Fee \$0.00  
Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 Career: Credit  
Enrolled Status: E ENRL Grade: Elective Course Credit Units: 3.00  
Fee Posted  
'A+' posted  
Course Enrl Dropped

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

Oncat Equivalency ID: 0 Equivalency Type: Course ID:

**Required External Course Grades**

| *School Subject | *School Course Nbr | *Description | *Grade |
|-----------------|--------------------|--------------|--------|
|-----------------|--------------------|--------------|--------|

**Transfer Credit Status**

| Status Date | Status Time | Status Type | TC Status | Description | Followup Instructions | Followup Completed       | Updated by |
|-------------|-------------|-------------|-----------|-------------|-----------------------|--------------------------|------------|
| 11/15/2024  | 12:10:07PM  |             |           |             |                       | <input type="checkbox"/> |            |

Save Application, Finish Later Submit Application and Charge my account Quit Page without saving my application



i) Click on "View existing rule (s)"

Eligible enrolled courses for transfer credit First 1 of 1 Last

**St Clair College Enrolled Courses**

|                    |              |  |                    |                            |  |
|--------------------|--------------|--|--------------------|----------------------------|--|
| Term: 1450         | Fall 2024    | Class Nbr: 1198  | Course ID: 013924  | Transfer Credit Course Fee | <input type="checkbox"/> Fee Posted          |
| Course: ELEC 1030  | Section: 001 | CHOOSE 1 3 UC ELECTIVE COURSE                              | School Code: P2    | \$0.00                     | <input type="checkbox"/> 'AS' posted         |
| Enrolled Status: E | ENRL         | Grade: <input checked="" type="checkbox"/> Elective Course | Career: Credit     |                            | <input type="checkbox"/> Course Enrl Dropped |
|                    |              |  | Credit Units: 3.00 |                            |  |

**View existing rule (s)**   **Enter a new request rule**   **Delete request**

**Eligible Course Transfer Rule** First 1 of 1

Oncat Equivalency ID: 0   Equivalency Type:   Course ID:

**Required External Course Grades** 1 of 1

| *School Subject | *School Course Nbr | *Description | *Grade |
|-----------------|--------------------|--------------|--------|
|                 |                    |              |        |

**Transfer Credit Status** 1 of 1

| Status Date | Status Time | Status Type | TC Status | Description | Followup Instructions | Followup Completed       | Updated by |
|-------------|-------------|-------------|-----------|-------------|-----------------------|--------------------------|------------|
| 11/12/2024  | 3:34:12PM   |             |           |             |                       | <input type="checkbox"/> |            |

If your previous course has been pre-approved to transfer, your previous course will be on this list.:

Transfer Credit list First 1-2 of 2 Last

**Available transfer credit rules**

Select this rule 

Institution ID: STCLC   St. Clair College  
Source ID: 0492564  
Component Subject Area: CHEM  
Effective Date: 05/29/2024  
Equiv Component: 0002   Oncat Equivalency ID: 1477   Equivalency Type: 1 to 1

| Required External Courses |                |                   |                         | Equivalent to St Clair College Course |                               |
|---------------------------|----------------|-------------------|-------------------------|---------------------------------------|-------------------------------|
| Institution               | School Subject | School Course Nbr | Description             | Course ID                             | Description                   |
| Scc                       | CHM            | 222G              | Environmental Awareness | 013924                                | CHOOSE 1 3 UC ELECTIVE COURSE |

Select this rule

Institution ID: STCLC   St. Clair College  
Source ID: 0492564  
Component Subject Area: SOSOC  
Effective Date: 10/10/2023  
Equiv Component: 0022   Oncat Equivalency ID: 1514   Equivalency Type: 1 to 1

| Required External Courses |                |                   |                                | Equivalent to St Clair College Course |                               |
|---------------------------|----------------|-------------------|--------------------------------|---------------------------------------|-------------------------------|
| Institution               | School Subject | School Course Nbr | Description                    | Course ID                             | Description                   |
| Scc                       | SSC            | 128G              | Drugs, Society and Human Behav | 013924                                | CHOOSE 1 3 UC ELECTIVE COURSE |

OK   Cancel

Once you select your course, add the final grade.

**Eligible Course Transfer Rule** First 1 of 1

Rule Exists   Oncat Equivalency ID: 1477   Equivalency Type: 1 to 1   Course ID: 013924

**Required External Course Grades** 1 of 1

| *School Subject | *School Course Nbr | *Description            | *Grade                         |
|-----------------|--------------------|-------------------------|--------------------------------|
| CHM             | 222G               | Environmental Awareness | <input type="text" value="A"/> |



ii) Click on “Enter a new request rule”

Eligible enrolled courses for transfer credit

St Clair College Enrolled Courses

Term: 1450 Fall 2024 Class Nbr: 1198 Course ID: 013924 Transfer Credit Course Fee: \$0.00

Course: ELEC 1030 Section: 001 CHOOSE 1.3 UC ELECTIVE COURSE School Code: P2 Career: Credit

Enrolled Status: E ENRL Grade: Elective Course Credit Units: 3.00

View existing rule (s) Enter a new request rule Delete request

Eligible Course Transfer Rule

Oncat Equivalency ID: 0 Equivalency Type: Course ID:

Required External Course Grades

| *School Subject | *School Course Nbr | *Description | *Grade |
|-----------------|--------------------|--------------|--------|
|                 |                    |              |        |

Transfer Credit Status

| Status Date | Status Time | Status Type | TC Status | Description | Followup Instructions | Followup Completed       | Updated by |
|-------------|-------------|-------------|-----------|-------------|-----------------------|--------------------------|------------|
| 11/12/2024  | 3:34:12PM   |             |           |             |                       | <input type="checkbox"/> |            |

If your previous course has not been pre-approved to transfer, please add your previous course's information.

Eligible Course Transfer Rule

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

Required External Course Grades

| *School Subject | *School Course Nbr | *Description | *Grade | Attach Outline | View Outline | Attached File | Username | Last Update Date Time | Updated by |
|-----------------|--------------------|--------------|--------|----------------|--------------|---------------|----------|-----------------------|------------|
|                 |                    |              |        | Attach Outline | View Outline |               |          |                       |            |

Transfer C 1 s 2 3 4 Add Course Delete Course 5

Enter the following information:

1. Course Code: School Subject is the course code letters; School Course Nbr is the course code number
2. Course Name
3. Final grade, and
4. Attach the Course Outline
5. If you need to submit more than one class, click on “Add Course” and repeat steps 1- 4.

**\*\*\*You can always log in to see updates on your application.**

If approved, the *TC Status* will say “Granted” and you will receive a confirmation email from the Registrar’s Office.

Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 \$25.00  
 Enrolled Status: Career: Credit  
 Grade:  Elective Course Credit Units 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

| *School Subject | *School Course Nbr | *Description |
|-----------------|--------------------|--------------|
| ABC             | 123                | Elective     |

**Transfer Credit Status**

| Status Date | Status Time | Status Type                     | TC Status | Description                         | Followup Instructions | Followup Completed       |
|-------------|-------------|---------------------------------|-----------|-------------------------------------|-----------------------|--------------------------|
| 11/12/2024  | 3:41:28PM   | Registrar's Office - Processing | GRANTED   | Request Granted                     |                       | <input type="checkbox"/> |
| 11/12/2024  | 3:41:19PM   | Final Approval                  | APPROVED  | Pending Registrar Processing        |                       | <input type="checkbox"/> |
| 11/12/2024  | 3:41:13PM   | Chair's Office                  | APPROVED  | Pending Auditor review              |                       | <input type="checkbox"/> |
| 11/12/2024  | 3:40:30PM   | Co-Ordinator's Office           | APPROVED  | Pending Chair review                |                       | <input type="checkbox"/> |
| 11/12/2024  | 3:40:16PM   | Registrar's Office              | APPROVED  | Pending Faculty/Co-Ordinator review |                       | <input type="checkbox"/> |
| 11/12/2024  | 3:36:31PM   | Student Statuses                | RNR       | Request without a Rule              |                       | <input type="checkbox"/> |

If your request is denied, the *TC Status* will say “DENIED”; an explanation will be provided in the comment section next to it.

Enrolled Status: Career: Credit  
 Grade:  Elective Course Credit Units 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

| *School Subject | *School Course Nbr | *Description |
|-----------------|--------------------|--------------|
| ABC             | 123                | Elective     |

**Transfer Credit Status**

| Status Date | Status Time | Status Type        | TC Status | Description                        | Followup Instructions                   | Followup Completed |
|-------------|-------------|--------------------|-----------|------------------------------------|---|--------------------|
| 11/12/2024  | 3:42:33PM   | Registrar's Office | DENIED    | Request Denied by Registrar Office | Official transcript shows grade of "D". |                    |
| 11/12/2024  | 3:36:31PM   | Student Statuses   | RNR       | Request without a Rule             |   |                    |

If more information is required, the *TC Status* will say “FOLLOWUP”; an explanation will be provided in the comment section next to it.

Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 \$25.00  
 Enrolled Status: E ENRL Career: Credit  
 Grade:  Elective Course Credit Units 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

| *School Subject | *School Course Nbr | *Description |
|-----------------|--------------------|--------------|
| ABC             | 123                | Elective     |

**Transfer Credit Status**

| Status Date | Status Time | Status Type        | TC Status | Description                 | Followup Instructions   | Followup Completed       |
|-------------|-------------|--------------------|-----------|-----------------------------|---|--------------------------|
| 11/12/2024  | 3:38:32PM   | Registrar's Office | FOLLOWUP  | Waiting on Student Followup | Need additional documents, course description is not sufficient. Contact the Registrar's Office for more information. | <input type="checkbox"/> |
| 11/12/2024  | 3:36:31PM   | Student Statuses   | RNR       | Request without a Rule      |   | <input type="checkbox"/> |