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 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 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

Find an Existing Value	Add a New Value

Student ID ▢ 🔍
Academic Year ▢ 🔍
*External Org ID ▢ 🔍

[Add]

1. Add New Value.

2. Enter Student ID number.

3. Enter Academic Year

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*

Look Up External Org ID

External Org ID [begins with ▾] ▢
School Name [begins with ▾] ▢

[Look Up] [Clear] [Cancel] 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

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 appplication request, click on "Submit Application and Charge my account".

Application

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

Previous School   **Transfer Credit Controls** | ⬈   First ◀ 1 of 1

    School Id: 0492564   ***School Name:** St. Clair College

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

    Application Date: 11/15/2024

A → [Attach Official Transcript]   **Attached Transcript File:**
    [View Official Transcript]   **Attached By:**   **Attached Date Time:**

Academic Program and Levels | ⬈   First ◀ 1 of 1   **Application Fees:**   0.00

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

    Total Posted Fee: 0.00

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**   ☐ Fee Posted
    Course: ELEC   1030   **Section:** 001   CHOOSE 1 3 UC ELECTIVE COURSE   **School Code:** P2 $0.00   ☐ 'AS' posted
    Enrolled Status: E   ENRL   **Career:** Credit   ☐ Course Enrl Dropped
    Grade: ☑ Elective Course   **Credit Units** 3.00

B → [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 | ⬈   First ◀ 1 of 1

*School Subject	*School Course Nbr	*Description	*Grade

    Transfer Credit Status | ⬈   First ◀ 1 of 1

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed	Updated by
11/15/2024	12:10:07PM					☐	

[Save Application, Finish Later]   [Submit Application and Charge my account]   [Quit Page without saving my application]   ← C

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

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

Once you select your course, add the final grade.

ii) Click on "Enter a new request rule"

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

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.

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

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