

## **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: <u>www.ontransfer.ca</u> 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 <u>financialaid@stclaircollege.ca</u> 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



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".

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App	plication Date: 11/1	5/2024									\$25.00	\$100.00 C	25	00 B	50.00	
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# i) Click on "View existing rule (s)"

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

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Once you select your course, add the final grade.

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#### ii) Click on "Enter a new request rule"

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

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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.

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11/12/2024	3:41:28PM	Registrar's Office - Processing	GRANTED	Request Granted			
11/12/2024	3:41:19PM	Final Approval	APPROVED	Pending Registrar Proc	cessing		
11/12/2024	3:41:13PM	Chair's Office	APPROVED	Pending Auditor review			
		Co-Ordinator's Office	APPROVED	Pending Chair review			
11/12/2024	3:40:30PM						
11/12/2024 11/12/2024	3:40:30PM 3:40:16PM	Registrar's Office	APPROVED	Pending Faculty/Co-Ore	dinator review		

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

	E	Enrolled Status:	_		Career: C	realt
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If more information is required, the *TC Status* will say "FOLLOWUP"; an explanation will be provided in the comment section next to it.

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