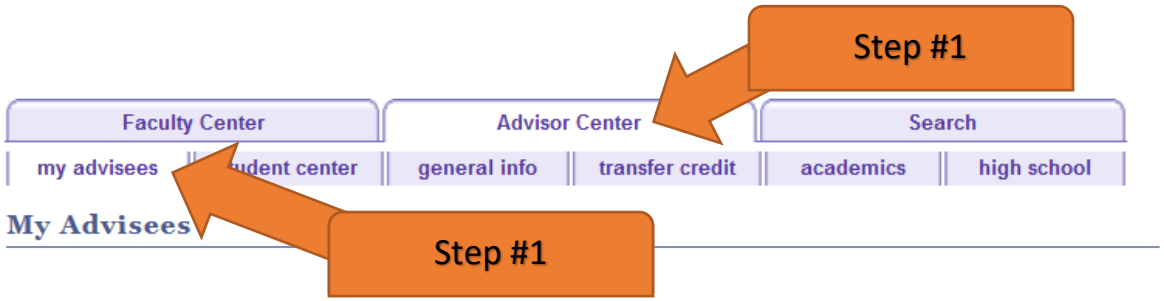
Reviewing Transfer/ AP Credit

1. Open Advisor Center>***My Advisees***

2. Click on ***Student Name***

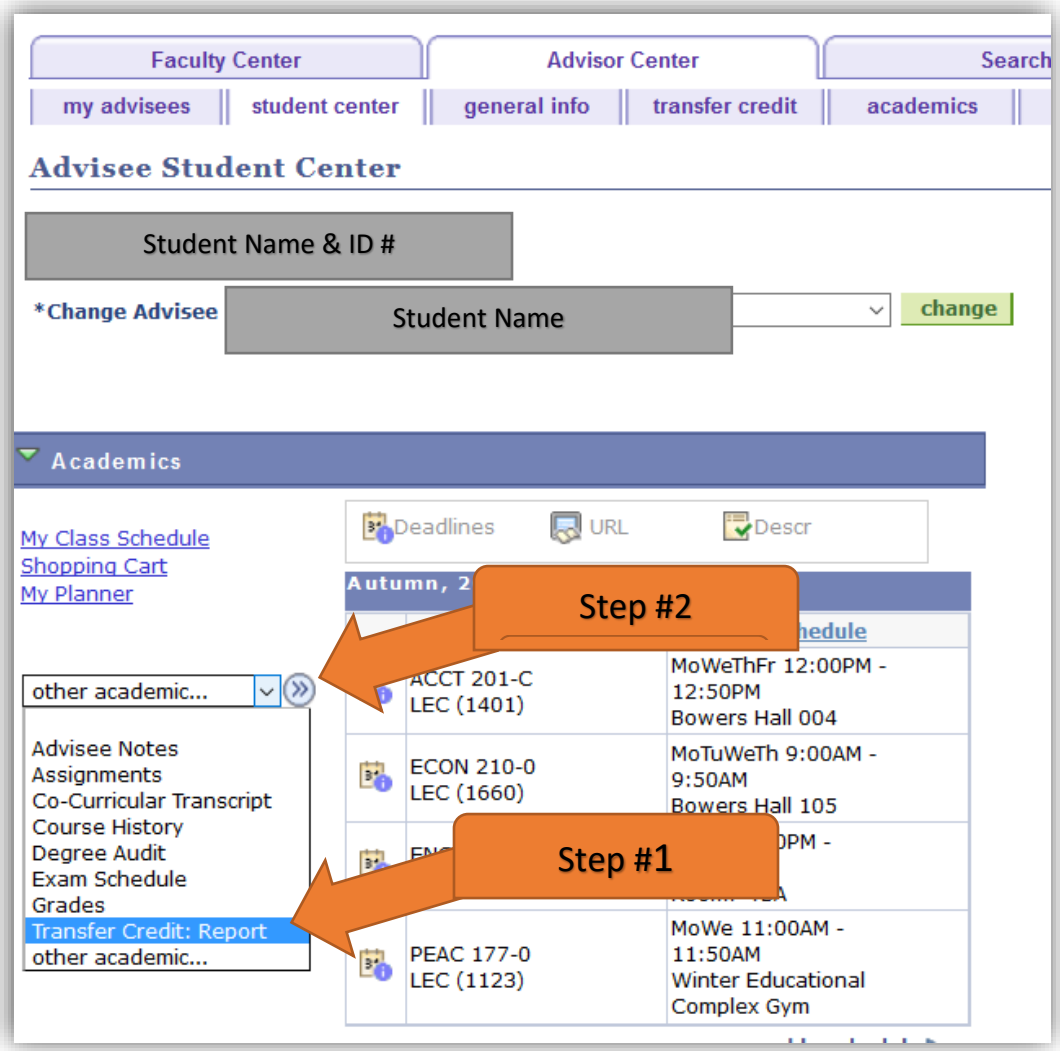


Select display option: ◉ Link to Photos ○ Include photos in list

Find | | |

	Notify	Photo	Name	ID	Majors	Minors	Academic Level	Send E-mail	Degree Audit	Advising Notes
1	☐		List of Student Names	Student ID #'s			Freshman	Send E-mail	Degree Audit	
2	☐						Sophomore	Send E-mail	Degree Audit	
3	☐						Sophomore	Send E-mail	Degree Audit	
4	☐						Junior	Send E-mail	Degree Audit	
5	☐				HLPR		Sophomore	Send E-mail	Degree Audit	
6	☐						Freshman	Send E-mail	Degree Audit	
7	☐						Freshman	Send E-mail	Degree Audit	

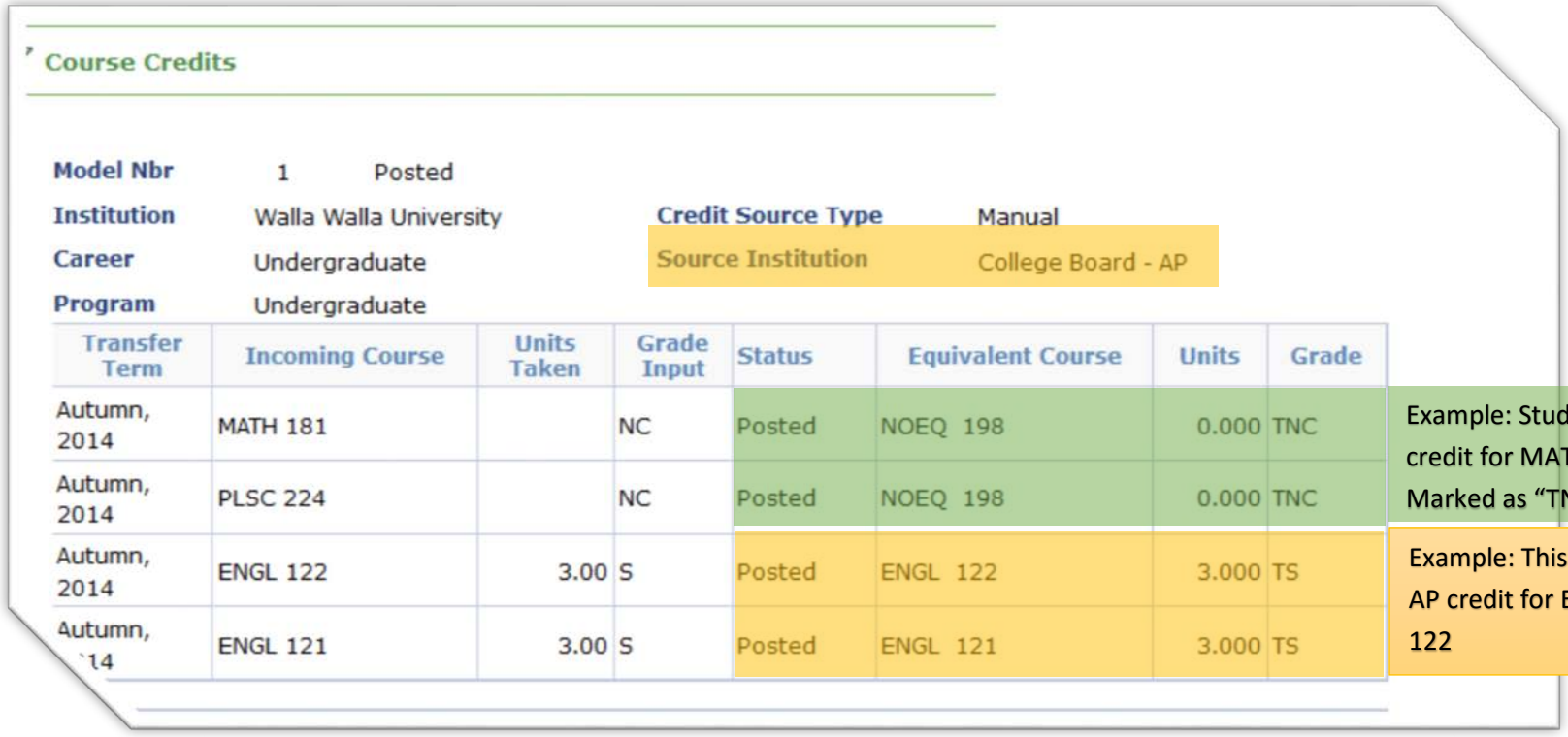
3. Click on Drop down box under “Academics” > Select “**Transfer Credit: Report”** and then click:



4. Review Transfer Credit information

Transfer credit information will show you the following:

- *Source Institution*- College Board- AP /Other Institution
- Transfer term
- Incoming Course Information (From other institution)
- Equivalent Course (Name and title of course offered at WWU)
- Units-
- Grade



Course Credits

Model Nbr 1 Posted
Institution Walla Walla University
Career Undergraduate
Program Undergraduate
Credit Source Type Manual
Source Institution College Board - AP

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Autumn, 2014	MATH 181		NC	Posted	NOEQ 198	0.000	TNC
Autumn, 2014	PLSC 224		NC	Posted	NOEQ 198	0.000	TNC
Autumn, 2014	ENGL 122	3.00	S	Posted	ENGL 122	3.000	TS
Autumn, `14	ENGL 121	3.00	S	Posted	ENGL 121	3.000	TS

Example: Student did not receive credit for MATH 181 or PLSC 224. Marked as "TNC"

Example: This student received AP credit for ENGL 121 & ENGL 122