How to view Transfer Credit Summary in Campus Connection

To view a Transfer Credit Summary

1. Records and Enrollment
2. Transfer Credit Evaluation
3. Transfer Credit Summary
   a. If it is your first time using the Transfer Credit Summary you will need to click Add a New Value
      i. Enter a Run Control ID; you will use this same Control ID every time you want to run a summary
      ii. Click Search
   b. If you have ran a Transfer Credit Summary before you will enter your Run Control ID
      i. Click Search
4. Enter EmplID and hit the Tab key
5. Click "Submit"
6. Click on the yellow "Generate Report" button
7. Click on the blue underlined "Report Manager" link, a Report List will be displayed. Click on the yellow "Refresh" Button until status indicated Posted. (The status indicated may include Scheduled, Processing, Generated, and Posting. Just keep refreshing until the status is Posted.)
8. Click on the blue "Student Transfer Credit Eval" link under description. A new browser window will open the Transfer Credit Summary produced in Adobe Acrobat.

Revised 6/30/08