Transfer Credit Guide Home Page

The Transfer Credit Guide (TCG) application will allow transferring students to determine which courses and credits, from other institutions, will be accepted at UHCL. It allows users to accumulate the transferrable courses chosen into a report for printing or emailing/submission to the Admissions Department.

Note: If you do not find results for a specific course. See HELP button below.

Please click Email, under the My Report section, to send your request to the Office of Admissions.

We will review your request and send a response within two working days. Please note, this is not an official degree plan. You will receive your official degree plan after being admitted to the university.
Course Selection Section - 1. Select a State:

To add courses for transfer you must first select the state in which the school is located. Once a state is selected from the drop down, select the school where you received course credit (see Figure 3).

Figure 2
Course Selection Section - 2. Select a School:

From the school drop down select your school. If your school is not listed, contact us by clicking the “Help: My school is not listed” button. Upon selecting the school the dropdown of course codes will be populated (see Figure 4)
Course Selection Section - 3. Select a Course Code:

Select the appropriate course code for the subject you would like to display courses. This will then list all available courses below. You can then click the “Add Course” button for the desired courses.

Figure 4
Course Selection Section - 4. Select the courses you wish to transfer:

This step lists the course from the transferring school, the UHCL equivalent course and the number of credit hours transferable to UHCL. If you do not find results for the for any of your courses, it may not have been evaluated yet: or it may not have been accepted for credit. You may submit this course to us for review by clicking the “Help: My school or course is not listed” button (see Figure 6).

![Figure 5](https://via.placeholder.com/150)
Course Selection Section - Help: My school or course is not listed

Clicking this button will open a new window for you to enter the institution’s name, city, and state along with the subject and course number, and the year that the course was taken. Entering all the fields then clicking “Add Course to List” button will add this course to the My Report section. This window will remain open, until you click the “Close” button, so that you can enter multiple courses if necessary.

Figure 6
My Report Section

The My Report section contains the Email, Print and Reset buttons which will be discussed later. It also contains any courses you selected, in the previous steps, under their corresponding institutions. If you wish to remove an institution, click the Remove button next to the institution name. This will also remove any courses listed under the institution. If you do not wish to remove the entire institution section, you can remove individual courses by clicking the red “X” icon next to the course.

Figure 7
My Report Section – Email Button

Pressing the Email button will cause a new window to pop up for you to enter your contact information. After entering all the fields, pressing Submit will generate a report in Adobe PDF format and email as an attachment to the email address you entered and to the Admissions Office. The Close button will close the window without any other processing.

![Email Button Window]

**Figure 8**

Here is your report from the UHCL Transfer Credit Guide.
My Report Section – Print Button

Pressing the Print button will generate a report in Adobe PDF format and open the report in a new window.

![Transfer Credit Advisor](image)

**Figure 9**
My Report Section – Reset Button

Pressing the Reset button will reset the entire form, causing any My Report data to be erased, and the Course Selection section to revert back to its original state.

Note: If you do not find results for a specific course. See HELP button below.

Figure 10