

**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.

University of Houston Clear Lake

## Transfer Credit Guide

Welcome to the University of Houston–Clear Lake online transfer guide! The Transfer Credit Guide is designed to assist you with determining how courses completed at other institutions will transfer to UHCL. It can be used to create a report that summarizes course equivalencies currently found in our database or to request equivalencies for courses that have not yet been evaluated. This is the same information used to award credit to transfer students. Once a report is completed, it may be submitted to the Office of Admissions to request a review of course work where no UHCL equivalency was found. This site also contains frequently asked questions and user documentation information to assist you with any questions you may have.

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

**Course Selection**

**1. Select a State:**

**2. Select a School:**

**3. Select a Course Code:**

**4. Select the courses you wish to transfer:**

Select	Course	UHCL Equilant	Hours

**My Report**

Email

Print

Reset

**Help**

[Help: My school or course is not listed](#)

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.

Figure 1

**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).

The screenshot displays a web application interface. On the left, a section titled "Course Selection" contains a dropdown menu labeled "1. Select a State:". The dropdown menu is open, showing a list of US states: Arkansas, Maryland, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey, New Mexico, Nevada, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas (highlighted in blue), Utah, Virginia, Vermont, Washington, Wisconsin, and West Virginia. To the right of the dropdown menu, there is a table with two columns: "Civilian" and "Hours". Below the table, there is a text area with the following text: "to send your request to the Office of", "e within two working days. Please note, this is", and "official degree plan after being admitted to". On the right side of the interface, there is a section titled "My Report" containing three buttons: "Email", "Print", and "Reset".

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*)

The screenshot displays a web interface for course selection. On the left, under the heading "Course Selection", there are two main sections: "1. Select a State:" with a dropdown menu currently showing "Texas", and "2. Select a School:" with a larger dropdown menu open. The school dropdown menu lists various institutions, with "San Jacinto College Central" highlighted in blue. To the right of the school dropdown is a "Hours" button. Below the school dropdown, there is a "request to the Office of" section and a "working days. Please note, this is" section. At the bottom of the dropdown menu, there are links for "Contact with Texans", "Emergency Information", "Maps & Directions", and "Privacy". On the right side of the interface, under the heading "My Report", there are three buttons: "Email", "Print", and "Reset".

Figure 3

**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.

**Course Selection**

**1. Select a State:**

**2. Select a School:**

**3. Select a Course Code:**

- ABDR
- ABRT
- ACCT
- ACNT
- AERO
- AFSC
- AGRI
- AICM
- AIRC
- AIRP
- ANTH
- ARCE
- ART
- ARTC
- ARTS
- ARTV
- ASEP
- ASET
- AUMT

**My Report**

Email
Print
Reset

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).

### Course Selection

**1. Select a State:**

**2. Select a School:**

**3. Select a Course Code:**

**4. Select the courses you wish to transfer:**

Select	Course	UHCL Equivilant	Hours
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2302: Introduction To Archaeology	ANTH 2000: Anthropology Elective	3.00
<a href="#" style="background-color: #ccc; padding: 2px 5px;">Add Course</a>	ANTH 2302: Introduction To Archaeology	ANTH 2000: Anthropology Elective	3.00
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2302: Introduction To Archaeology	ANTH 2302: Introduction to Archeology	3.00
<a href="#" style="background-color: #ccc; padding: 2px 5px;">Add Course</a>	ANTH 2311: Cultural Anthropology	ANTH 2351: Cultural Anthropology	3.00
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2311: Cultural Anthropology	ANTH 2351: Cultural Anthropology	3.00
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2346: General Anthropology	ANTH 2346: Intro to Anthropology	3.00
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2351: Cultural Anthropology	ANTH 2351: Cultural Anthropology	3.00
<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Add Course</a>	ANTH 2351: Cultural Anthropology	ANTH 2351: Cultural Anthropology	3.00

### My Report

[Email](#)
[Print](#)
[Reset](#)

San Jacinto College Central
[Remove](#)

	Course	UHCL	Hours
✘	ANTH 2302	ANTH 2000	3.00
✘	ANTH 2311	ANTH 2351	3.00

Figure 5

### 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.

The image shows a dialog box titled "Add an Unlisted Course". It contains the following fields from top to bottom: a "State:" dropdown menu, a "City:" text input field, a "School:" text input field, a "Subject:" text input field, a "Course Number:" text input field, a "Title:" text input field, and a "Year Taken:" dropdown menu. At the bottom of the dialog, there are two buttons: "Add Course to List" and "Close".

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.

#### Course Selection

**1. Select a State:**

**2. Select a School:**

**3. Select a Course Rubric:**

**4. Select the courses you wish to transfer:**

Select	Course	UHCL Equivalent	Hours
<input type="button" value="Add Course"/>	BIOL 111: Introductory Biology	BIOL 1101L: General Biology I Lab	1.00
<input type="button" value="Add Course"/>	BIOL 111: Introductory Biology	BIOL 1301: General Biology I	3.00
<input type="button" value="Add Course"/>	BIOL 112: Intr Biol II	BIOL 1107L: General Biology II Lab	1.00
<input type="button" value="Add Course"/>	BIOL 112: Intr Biol II	BIOL 1302: General Biology II	3.00

#### My Report

San Jacinto College Central

	Course	UHCL	Hours
<input type="button" value="X"/>	ANTH 2302	ANTH 2302	3.00
<input type="button" value="X"/>	ANTH 2311	ANTH 2351	3.00

Texas A&M U-College Stn

	Course	UHCL	Hours
<input type="button" value="X"/>	BIOL 111	BIOL 1301	3.00
<input type="button" value="X"/>	BIOL 112	BIOL 1302	3.00
<input type="button" value="X"/>	BIOL 357	GENELE 9999-UL	3.00
<input type="button" value="X"/>	BIOL 358	GENELE 9999-UL	3.00

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.

The screenshot shows a dialog box titled "Enter Your Contact Info". It contains the following fields and elements:

- To:** transfercredit@uhcl.edu
- Your email address:** An empty text input field.
- Attachment:** TCG-Report.pdf (with a PDF icon)
- Name:** An empty text input field.
- Phone Number:** An empty text input field.
- Message:** A rich text editor area with a toolbar and the text: "Here is your report from the UHCL Transfer Credit Guide."
- Buttons:** "Submit" and "Close" buttons at the bottom.

Figure 8



**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

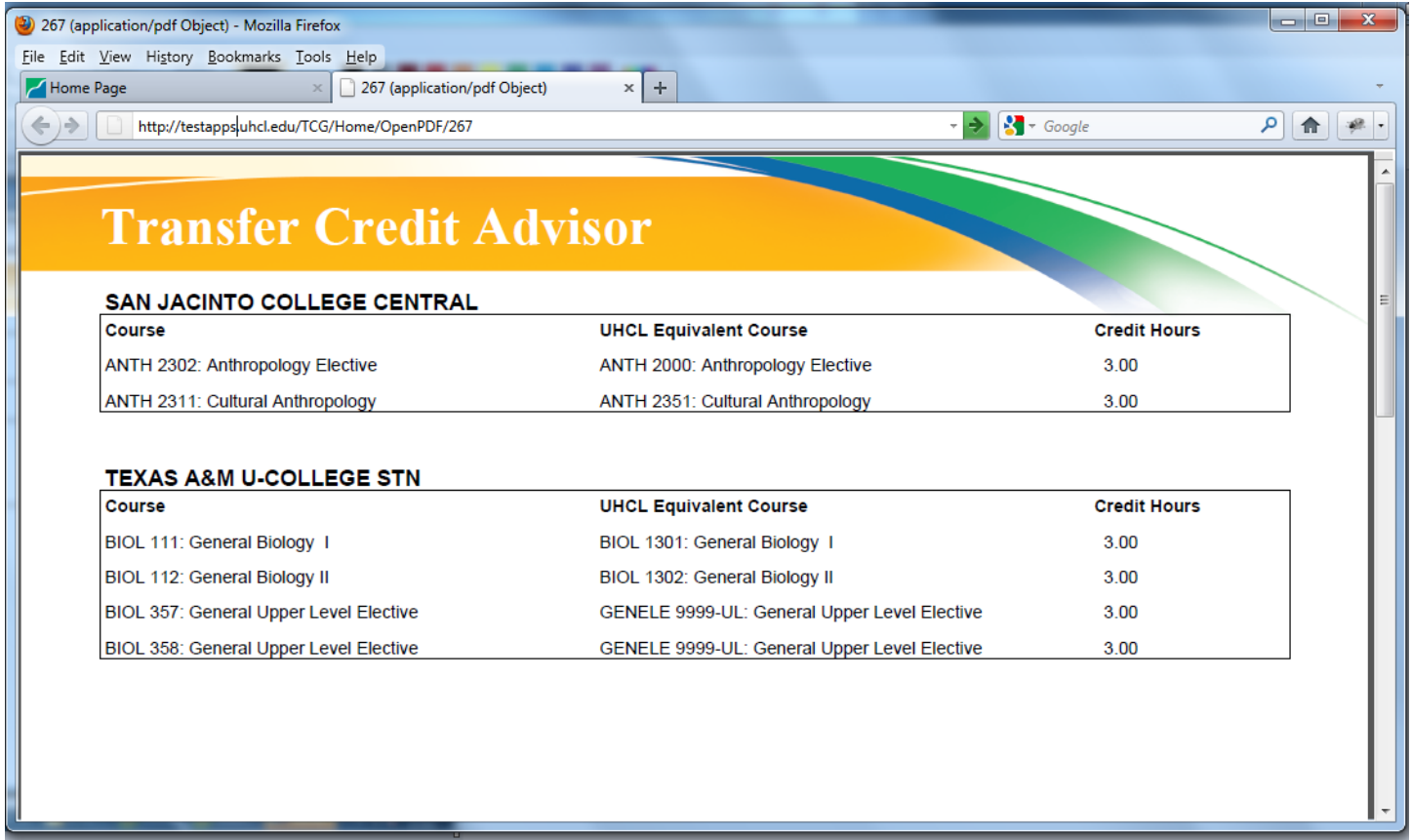


Figure 9

**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.

University of Houston Clear Lake

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

<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Course Selection</b></p> <p><b>1. Select a State:</b>  <input style="width: 100%;" type="text" value="Texas"/></p> <p><b>2. Select a School:</b>  <input style="width: 100%;" type="text"/></p> <p><b>3. Select a Course Rubric:</b>  <input style="width: 100%;" type="text"/></p> <p><b>4. Select the courses you wish to transfer:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr> <th style="width: 10%;">Select</th> <th style="width: 40%;">Course</th> <th style="width: 30%;">UHCL Equivilant</th> <th style="width: 20%;">Hours</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Help</b></p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 2px 10px; display: inline-block;">Help: My school or course is not listed</p> </div> <p>Please click <b>Email</b>, under the My Report section, to send your request to the Office of Admissions.</p> <p>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.</p>	Select	Course	UHCL Equivilant	Hours					<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>My Report</b></p> <p style="text-align: center;"> <input style="width: 30%; margin-right: 5px;" type="button" value="Email"/> <input style="width: 30%; margin-right: 5px;" type="button" value="Print"/> <input style="width: 30%;" type="button" value="Reset"/> </p> </div>
Select	Course	UHCL Equivilant	Hours						

Figure 10