

What is the Transfer Credit Guide Report?

The Transfer Credit Guide Report is a summary of courses that you have searched in our database. This report groups together courses for each school searched. It will indicate the course equivalency found in our database as well as courses for which equivalencies were not found. You can print or email the report for your records or submit the report to the Office of Admissions to request that courses without equivalencies be evaluated on your behalf.

How will I benefit by reviewing course equivalency information or submitting courses for evaluation before I am admitted to UHCL?

By submitting course equivalency information or course work for evaluation prior to admission to UHCL, you can quickly determine how your transfer courses will be applied toward your proposed degree plan.

How do I create a Transfer of Credit Report?

The report is created as you search the data base and indicate that you would like to save your search item. Press **Add Course** to save your search. At any time, you can delete any courses that you do not want on the report by pressing the **Remove** icon. You may use this system to create and email as many reports as you like.

How can I create a report that contains an evaluation of the courses I took at multiple schools?

In the course selection section, you can repeat the selection process for multiple schools and multiple courses. Select the state of the school, the school's name, the course code. Then, click the **Add Course** button. Once you complete the search for a particular school, select from the School dropdown to enter information for a different school. Your courses will automatically be grouped together on the report by school.

How to I create a report for a course that is not listed on the database?

If you would like to send or save course equivalency information only for those courses that were not found in our database, use the **Remove** button to delete course work for items where a UHCL equivalent course was found.

What if the school I attended is not listed?

If you find that the school you attended is not listed, UHCL has not yet evaluated course work from that school. To request course equivalencies, click **Help: My school or course is not listed**. This will allow you to create a report that contains courses you wish evaluate. The report can then be submitted to the Office of Admissions by clicking the **Email** button. Please be sure to enter your contact information so that you can receive a prompt reply. Once your courses have been evaluated, these equivalencies will be added to the current database.

What if I find my school but the courses I took are not listed in the database?

If you do not find a particular course or courses in the database, UHCL has not yet established equivalencies for these courses from your school. To request course equivalencies, click **Help: My school or course is not listed**. This will allow you to create a report that contains courses you wish to

evaluate. The report can then be submitted to the Office of Admissions by clicking on the **Email** button. Please be sure to enter contact information so you can receive a prompt reply. Once your courses have been evaluated, these equivalencies will be added to the current database.

How do I submit courses for evaluation of equivalency that are not in the database?

You should create a Transfer of Credit Guide report that contains courses you wish to evaluate and email the report to the Office of Admissions. The Office of Admissions will contact you once course equivalencies have been determined.

How long does it take to receive course equivalencies for courses I did not find on the database?

You can typically expect a reply within 2 to 3 business days for freshman and sophomore level courses. Junior and senior level courses may take longer to evaluate. We will do our best to provide you with course equivalencies within 10 business days.