

# TRANSFER CREDIT REQUEST

From your Student Center page, click on “other academic...” and select **Transfer Credit Request**.

The screenshot shows the Student Center interface. At the top, there is a 'Student Center' header. Below it, the 'Academics' menu is expanded, showing options like Search, Plan, Enroll, Grades, My Academics, Order Official Transcript, and LearningStudio (eCollege). A message box states 'You are not enrolled in classes.' To the right, there are sections for 'TCU Class Search', 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Dates' (Enrollment Appointment for the 2015 Spring Term). At the bottom, the 'Path to Graduation' section has a dropdown menu with 'other academic...' selected, indicated by a blue arrow pointing to it.

- Select the term from the dropdown. Answer the questions that follow, including a statement on the courses or requirements you want approval to take at another institution. Here is a link to a useful transferability tool: <https://coursetransfer.tcu.edu/> **Note: the tool is a guideline, not a guarantee of any sort that if you find a class there, it will be accepted.**

## Term Info

1 of 1

When will you take the course(s)? 2015 Summer Term

Transfer Credits Since Matriculation (Maximum is 12) 0.000

\*How many total hours do you plan on taking that term?

\*Will you take the course(s) outside the USA?

\*Will you also attend TCU during the same term?

\*Will this interrupt your last 30 hours at TCU?

[Click to View/Hide Page Instructions](#)

What TCU Courses or Requirements are you attempting to receive credit for? (ex: HUM/LT, Natural Science, ENGL 20803)

I wish to take my US History class at Texas Tech this summer.

- Carefully read the Instructions and Guidelines from your college, and click the “I agree” button at the bottom.

The screenshot shows the 'Neeley School - Instructions and Guidelines for Transfer Credit Requests' section. It contains two numbered points: 1. PRIOR APPROVAL REQUIREMENTS - Only those transfer courses approved in advance by the School of Business will be applied to the BBA degree. 2. BUSINESS COURSES REQUIREMENTS - Students must take all Business Core (Upper and Lower Division) and Major courses at TCU.

11. SUBMISSION OF TRANSCRIPT - It is the student's responsibility to have transcripts of course work taken at other institutions sent to the TCU Registrar's Office within 30 days of completion. (Texas Christian University, Registrar's Office, TCU Box 297004, Fort Worth, TX 76129) or electronically directly from the other institution to [transfer.work@tcu.edu](mailto:transfer.work@tcu.edu).

12. QUARTER HOURS - Quarter hours will be converted to semester hours on the basis of 1 quarter hour = 2/3 semester hour.

I understand it is my responsibility to become familiar with and adhere to all School of Business and University policies regarding transfer work.

Please click on "I agree" below to verify that you have read these instructions.

I agree to the terms above

- Choose your school. You may search by school name,

#### Transfer School Lookup

School Name Country State City  
Texas Tech USA TX  
Search Clear Search Fields Cancel

Click on the appropriate 'Choose This School' button below to select your transfer school.

School Name	Country	State	City	Choose This School
Texas Tech University	USA	TX	Lubbock	Choose This School
Texas Tech University Hlth Sci	USA	TX	Lubbock	Choose This School

- or by City & State

#### Transfer School Lookup


School Name Country State City  
USA TX Lubbock  
Search Clear Search Fields Cancel


Click on the appropriate 'Choose This School' button below to select your transfer school.

School Name	Country	State	City	Choose This School
Lubbock Christian University	USA	TX	Lubbock	Choose This School
Texas Tech University	USA	TX	Lubbock	Choose This School
Texas Tech University Hlth Sci	USA	TX	Lubbock	Choose This School

- Use the lookup for both the School Subject and School Course Nbr. If you cannot find your courses, you may enter the information.
- If needed, enter the course title. Paste in the course description, and answer the remaining questions. Make sure the course description gives adequate information to your approver. For example "An intro to micro economics" is not adequate as a description for a lower level ECON class that you want to take elsewhere. You will need to find a short paragraph from the institution where you plan to take the course and paste it in.

What course will you be taking at this institution?

\*School Subject   **Please use the lookup buttons for the Subject and Course Number of the class that you will be taking at this school. If you don't find your class using the lookups, you can enter it manually.**

\*School Course Nbr  

Course Title

Course Description  
(Copy the entire course description from the school's course catalog)

Online Course?

Will this course be used to satisfy requirements for a Major, Minor, or the Core Curriculum?

Apply to Major?

Apply to Minor?

Apply to Core?

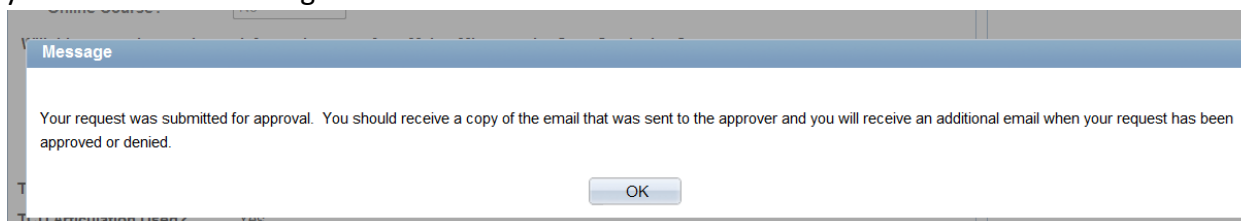
TCU Equivalent Course    HIST    10613    US Hist: Surv Since 1877    HT,SSC

TCU Articulation Used?    Yes

TCU Credits    3.00

**You must press the 'Submit Course for Approval' button before adding an additional course to your request.**

- Click on the “Submit Course for Approval” button. When you have successfully completed the request, you will see this message.



- You will also receive the email below. This email will also be sent to the first approver. You may return to this email, and click on the Student Link to check the status or your request.

**Please review the Transfer Credit Request for Susan Student (123456789) and either Approve or Deny the request.**

**Term - 2015 Summer Term**  
**School - Texas Tech University**  
**Class - HIST 2301**  
**Approved as TCU equivalent course - HIST 10613 US Hist: Surv Since 1877**

**You may return to your email, and use the link below at any time to check the status of this request. Students will be notified by email when the request is fully approved.**

**Notes From Susan Student:**  
**I wish to take my US History class at Texas Tech this summer.**

**You must [sign in to my.tcu.edu here](http://my.tcu.edu) before clicking on the link below:**

**- Approver: [Click Here To Approve This Request](#)**

**- Student: [Click Here To Review Your Request](#)**

- When your dean's office has made the final approval, you will receive an email that your request was approved.
- After you have completed your course, request that a transcript to be sent to the Registrar's Office. You will be notified when your transcript has been received by the Registrar's Office, and again when your credits have been posted.