Viewing and Printing a Transfer Credit Report

Use this procedure to generate a Transfer Credit Summary Report. The Transfer Credit Summary reports which classes were accepted and rejected.

**Path:** Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary

1. Click **Search** to view your existing Run Control IDs. From the list, select a Run Control ID. If the only one that appears in the list is your User ID in all capital letters, or you wish to create another Run Control ID, click **Add a New Value**.

2. In the **ID** field, enter the appropriate ID. To select an ID from the Lookup List, click **Look Up** to the right of the field. On the Lookup ID page, type the student’s name and then click **Look Up**. A list of IDs is displayed. **Note:** You may need to click **View All** for all IDs to appear.

3. Click **Submit**

4. Click **Generate Report**

5. Click **Report Manager**

6. Click **Refresh** until the report status is **Posted**.

7. Click **Student Transfer Credit Eval** to view and print the report in Adobe Reader.

8. Click **Go back to Transfer Credit Summary** to return to the Transfer Credit Summary page.