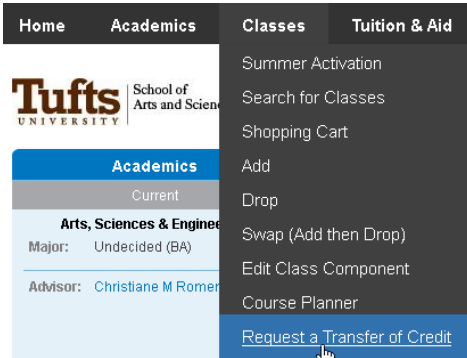


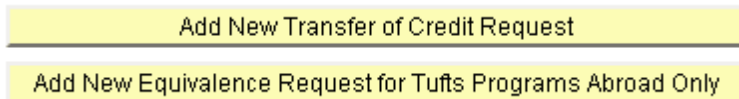
Transfer of Credit Request – Student (for undergraduates only)

This transfer of request can be performed before or after the class is taken. It is suggested to apply for a transfer of credit BEFORE the class is taken. At this time, this tool is available to undergraduates only.

1. Log in to SIS: go.tufts.edu/sis
2. Select **Classes > Request a Transfer of Credit**. The Transfer of Credit Student Inquiry page displays. Any existing requests will be listed.



3. Click **Add New Transfer of Credit Request**. The Programs Eligible for a Transfer of Credit Request page displays.



4. Click the **Transfer of Credit Request** link for the appropriate Academic Program. The Transfer of Credit College Lookup page displays.



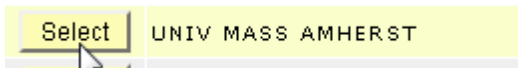
5. In the **College Name Contains**, **City Name Contains** or **State** fields, enter search data.

If you cannot find the college, click on the Unable to Find College? button below which will bring you to a form where you can request the addition of your college to the master list.

6. Click **Search**. Search results return below.



7. Click **Select** for the school. The Transfer of Credit Request Form displays.



A dropdown menu is shown with a yellow highlight on the word "Select". Below it, the text "UNIV MASS AMHERST" is displayed in a light yellow box.

8. Enter the **Title of the Course from the college's Catalog.**
9. Enter the **Course Number from the college's Catalog.**



The form section is titled "Transfer of Credit Course Information:". It contains three fields:

- College where you will take this Course:** UNIV MASS AMHERST
- *Title of the Course from the college's Catalog:** Golden Age of Greece
- *Course Number from the college's Catalog:** CLASSICS 200

10. If the school provides a direct link to the course description you wish to take, paste the URL into the **URL** field. Although it is not required to enter a URL, it is highly recommended.



The form section is titled "Course Catalog Description URL:". It contains the following text:

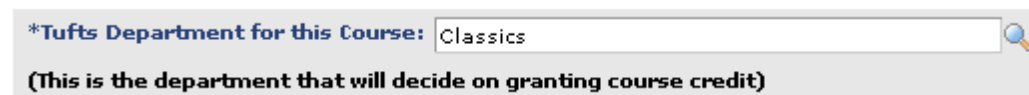
If this college has an online catalog and they provide a direct link to the course description you wish to take, then please paste the URL here.

NOTE: If you leave the URL blank or if the department representative cannot find your course description from this URL, you will be required to submit a hardcopy of the course description.

URL: [Test/Launch URL](#)

Once the URL is entered, and you Tab out of the field, you can click the **Test/Launch URL** link to make sure that the URL is good.

11. In the **Tufts Department for this Course** field, enter the department (e.g., Classics) that will receive the transfer of credit request.



The form field is labeled "*Tufts Department for this Course:". The text "Classics" is entered in the input field. Below the field, the text "(This is the department that will decide on granting course credit)" is displayed.

12. Enter the **Tufts Term when Course taken.**



The form field is labeled "*Tufts Term when Course taken:". The text "2142" is entered in the input field, followed by a magnifying glass icon and the text "Spring Term 2014".

13. Enter any Comments regarding the request (e.g., "Need this credit for my major.")

14. Click **View the Transfer of Credit Policies and Procedures.** The Transfer of Credit for Undergraduates policy and procedures page displays.

15. Read the policy and procedures and at the bottom of the page click **Return**.
16. Check **I have read the Policies and Procedures and I agree to abide by these policies and procedures**.
17. Click **Create Transfer of Credit Request**. The Your Transfer of Credit Request was Successfully Created and Submitted to the Requested Department for Approval message will display.

You will get an error message if a field was left blank or filled in incorrectly.

You will receive an email confirmation of the transaction. At this point, you need to wait to hear back from the Tufts department.

18. If you click **Return to My Transfer of Credit Requests**, you will see your request listed with a status of Pending Approvals.

▼ Transfer of Credit Requests									
	Status	College	Course Title	Requested Term	Tufts Department	Date Submitted	Transcript Received	Credit Received	T
Edit/View	Pending Approvals	UNIV MASS AMHERST	Golden Age of Greece	Spring Term 2014	Classics	10/03/2013	No	No	