

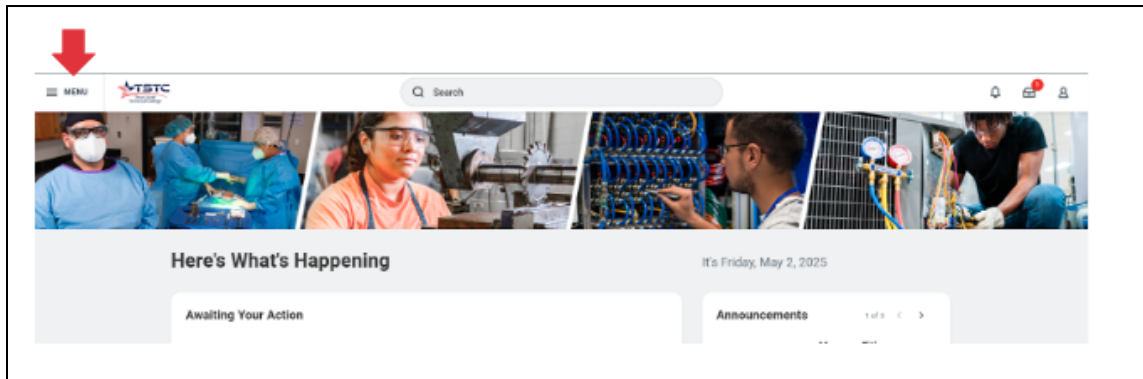
TSTC WORKS STUDENT REQUEST TRANSFER CREDIT EVALUATION



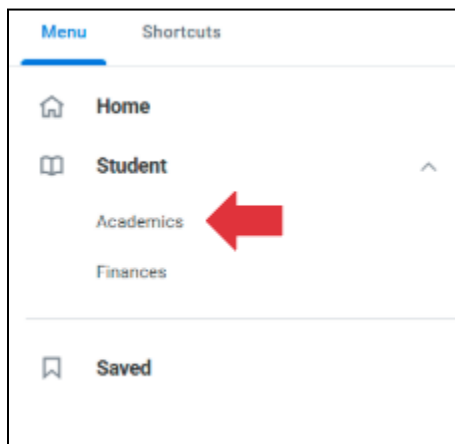
This guide will help students requesting a review for transfer credits.

REQUEST TRANSFER CREDIT EVALUATION

1. From your Workday home page select Menu on the top left hand corner of your screen.

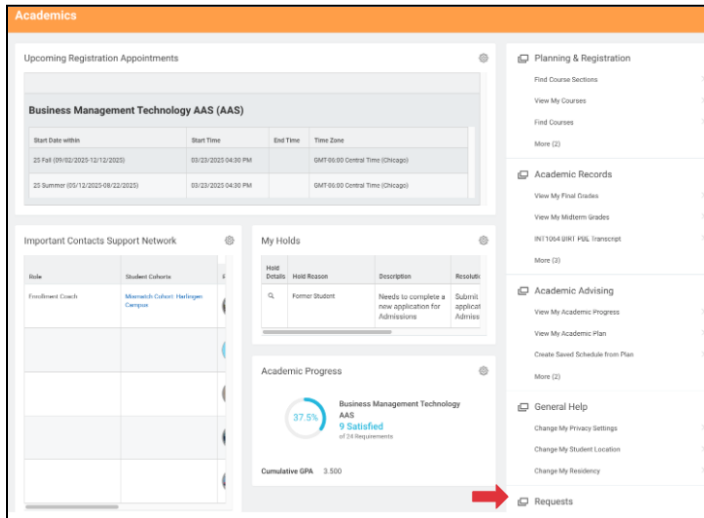


2. From the Menu options screen, select Academics.

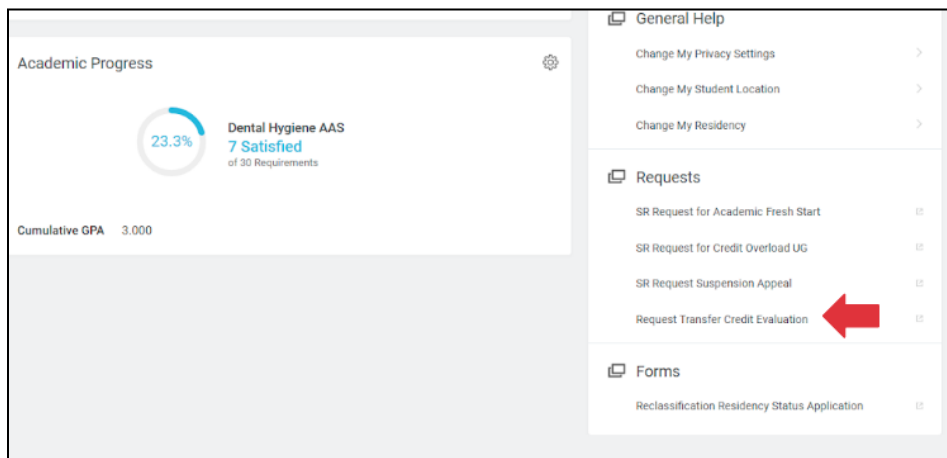


3. In your Academics screen, scroll to the bottom of the page to find the Requests menu options

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4. From the Request menu, select Request Transfer Credit Evaluation



5. In the Student Request for Transfer Credit review fill in the text boxes 1-3 with your full name, ID, and program name.

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Student Request for Transfer Credit Review

Students use this to request a review of an external transcript for course credit.

Students who are interested in obtaining credit for out-state courses, military, or foreign institutions may submit a Transfer Credit Evaluation request form.

Official Transcripts must be on file with the Office of the Registrar to obtain transfer credit. Please note that evaluation of transfer credit is done for undergraduate students upon submission of the official college transcripts. The review process for general academic courses taken at a Texas college or university is evaluated using the Texas Common Course Numbering System (TCCN). Credit for courses not listed in the Texas Common Course Numbering System or military credit requires additional review and approval by the subject matter expert.

A recent transcript listing the courses must be uploaded with the request. In addition, courses that are out of state must include a course description from the institution. Foreign transcript must be translated and evaluated by an approved NACES member before requesting a review of credit.

Enter your full name:
(Required)

Enter your student ID number:
(Required)

Program Name:
(Required)

Submit **Save for Later** **Cancel**

6. In the fourth box, select the type of request you are needing.

Select the type of request:
(Required)

Search

- ☐ Academic courses taken at an out of state college or university
- ☐ Technical courses taken in-state or out-of-state
- ☐ Joint Services Transcript (JST), ACE or other military credit
- ☐ Courses taken at a foreign College or University (Must include NACES evaluation)

7. In the fifth box, enter the name of the Institution from which you earned the credit you want evaluated.

Select the type of request:
(Required)

Institution Name:
(Required)

8. In the Course #1 text box enter the information for the course you want evaluated. Use the example on the page to assist you in entering the required information.

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Please enter the course information below in the following format:

Course:
Course Title:
Course Grade:
Number of Credit Hours:

Example:
Course: English 1301
Course Title: Composition I
Course Grade: A
Number of Credit Hours: 3

Course #1:
(Required)



9. You can use the additional course boxes to add information for other courses that you would like evaluated.

Course #2:
(Optional)

Course #3:
(Optional)

Course #4:
(Optional)

10. In the first drop files box, upload an official transcript for the institution from the institution with the course you want evaluated.

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Attach the transcript(s) from any institutions for which you are requesting credit:
(Required)

Drop files here

or

Select files

11. In the second drop files box enter a course description for the institution, a syllabi, or any course competencies that will assist in evaluating the course or courses that need evaluating. **This must be for the semester in which you took the course.**

**Please note that missing attachments may delay processing or result in a denial of the request.*

Please submit any course descriptions, syllabi, or other relevant materials that outline course competencies for review.
(Required)

Drop files here

or

Select files

12. Click Submit