

Transferred Credit from Another Institution of Higher Education

- **How will I know if the student's transfer credits have already been evaluated and applied to their Collin College transcript?**
 1. Log in to CougarWeb.
 2. On the main page, scroll down to the bottom of the page and click [CougarCompass](#).
 3. Type in the student's CWID.
 4. Request an audit for the student's intended program (degree type, program, and catalog year) if not already declared.
 5. Run the audit.
 6. Check for courses with grades of "XT" (i.e. AT, BT, CT, or DT).
 - i. The first letter is the grade the student received, and the "T" identifies that the course has been transferred from another college/university.

- **If their transfer credits haven't been applied, how will I know if we've received their transcript(s)?**
 1. Log in to Banner.
 2. Go to SOAPCOL. A list of transcripts and the dates they were received can be found on this Banner screen.
 - Unreceived transcripts requested by the Admissions Office will *not* have a [Transcript Received Date](#).
 - Sometimes, we have already received a transcript from a college/university, but have since determined that the transcript is outdated, and a more current transcript is needed. Although the original transcript entry will be marked as received, the updated transcript requested will not.
 - Additionally, the student may have a transcript hold on SOAHOLD for each transcript that has *not* been received by the Admissions Office.
 3. To view the original transcript(s), click on [RETRIEVE](#) at the top of the screen.
 4. Log into the imaging system, BDMS, to view the scanned transcripts.

- **I've determined there are transfer credits that can help the student finish their Collin College program. How do we get those awarded?**
 - To request an official evaluation of their transcripts, the student must log in to CougarWeb and select, [Request Transfer Credit Evaluation](#).
 - Transferring in credit hours from another college/university could potentially impact financial aid eligibility. Please do *not* direct the student to complete this step unless you have determined that transferring in credit hours is needed to award the student their degree/certificate.
 - All up-to-date official college/university transcripts must be received by the Admissions Office before the Degree Plan Coordinators will conduct their official evaluation of the student's transcripts.

- **Is it possible to transfer in only what the student needs?**

- No, we cannot choose which classes the student can transfer in. All transferable courses from all up-to-date official college/university transcripts will be evaluated and applied to the student's Collin College transcript when the student submits their request for a transfer credit evaluation.

- **Do students have to pay any money to have transfer credits evaluated?**
 - The student may have to pay a fee when requesting their official college/university transcript(s). However, Collin College does not charge an additional fee to evaluate transfer credits.