

# Transfer Credit Evaluation Request

## User Manual

**To Access Link:**

WIN/Virtual Campus/Your Student Records

Transfer Credit Evaluation

**Your Home Screen:**

Transfer Credit Evaluation

My Courses   Transcript Instructions   Report Issue

[New Course Approval](#)   NOTE: There is a limit of 10 submissions per semester

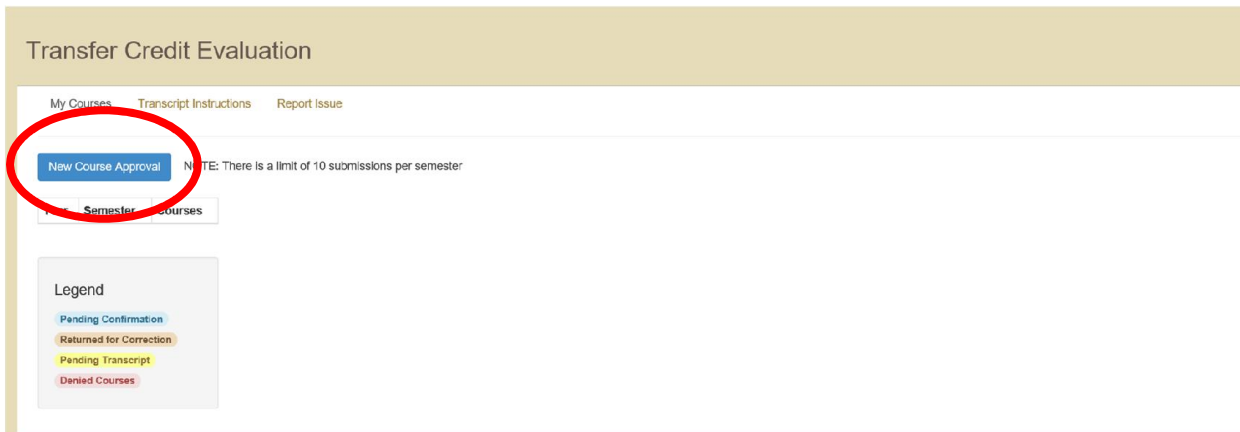
Year	Semester	Courses
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**Legend**

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses

## To Submit a Request:

1. Select “New Course Approval” to begin.



Transfer Credit Evaluation

My Courses Transcript Instructions Report Issue

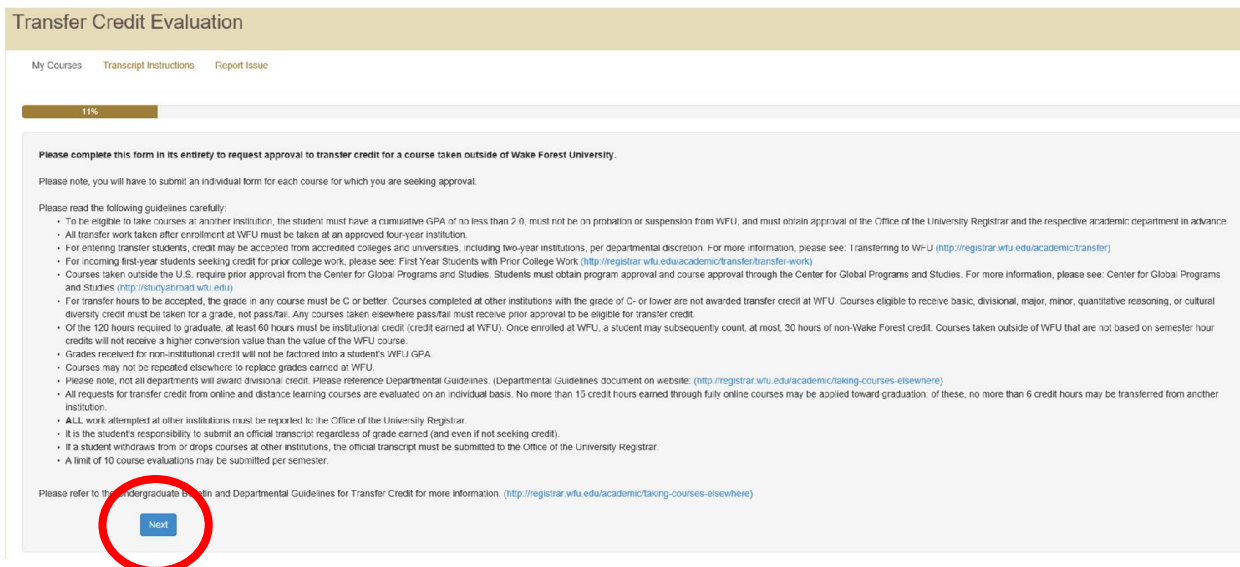
**New Course Approval** NOTE: There is a limit of 10 submissions per semester

Semester Courses

Legend

- Pending Confirmation
- Returned for Correction
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2. Read the guidelines carefully and select “Next”. **Make sure to review the “Departmental Guidelines” document and be familiar with departmental rules regarding divisional credit and transfer limits.** *Abroad course requests should not be submitted here.*



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Please complete this form in its entirety to request approval to transfer credit for a course taken outside of Wake Forest University.

Please note, you will have to submit an individual form for each course for which you are seeking approval.

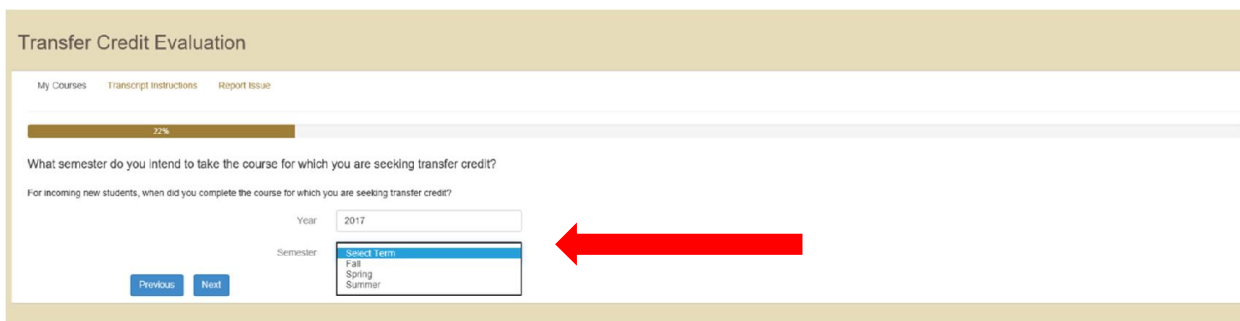
Please read the following guidelines carefully:

- To be eligible to take courses at another institution, the student must have a cumulative GPA of no less than 2.0, must not be on probation or suspension from WFU, and must obtain approval of the Office of the University Registrar and the respective academic department in advance.
- All transfer work taken after enrollment at WFU must be taken at an approved four-year institution.
- For entering transfer students, credit may be accepted from accredited colleges and universities, including two-year institutions, per departmental discretion. For more information, please see: Transferring to WU-U (<http://registrar.wfu.edu/academic/transfer>)
- For incoming first-year students seeking credit for prior college work, please see: First Year Students with Prior College Work (<http://registrar.wfu.edu/academic/transfer/transfer-work>)
- Courses taken outside the U.S. require prior approval from the Center for Global Programs and Studies. Students must obtain program approval and course approval through the Center for Global Programs and Studies. For more information, please see: Center for Global Programs and Studies (<http://studyabroad.wfu.edu>)
- For transfer hours to be accepted, the grade in any course must be C or better. Courses completed at other institutions with the grade of C- or lower are not awarded transfer credit at WFU. Courses eligible to receive basic, divisional, major, minor, quantitative reasoning, or cultural diversity credit must be taken for a grade, not pass/fail. Any courses taken elsewhere pass/fail must receive prior approval to be eligible for transfer credit.
- Of the 120 hours required to graduate, at least 60 hours must be institutional credit (credit earned at WFU). Once enrolled at WFU, a student may subsequently count, at most, 30 hours of non-Wake Forest credit. Courses taken outside of WFU that are not based on semester hour credits will not receive a higher conversion value than the value of the WFU course.
- Grades received for non-institutional credit will not be factored into a student's WFU GPA.
- Courses may not be repeated elsewhere to replace grades earned at WFU.
- Please note, not all departments will award divisional credit. Please reference Departmental Guidelines. (Departmental Guidelines document on website: (<http://registrar.wfu.edu/academic/taking-courses-elsewhere>))
- All requests for transfer credit from online and distance learning courses are evaluated on an individual basis. No more than 15 credit hours earned through fully online courses may be applied toward graduation. Of these, no more than 6 credit hours may be transferred from another institution.
- ALL work attempted at other institutions must be reported to the Office of the University Registrar
- It is the student's responsibility to submit an official transcript regardless of grade earned (and even if not seeking credit).
- If a student withdraws from or drops courses at other institutions, the official transcript must be submitted to the Office of the University Registrar
- A limit of 10 course evaluations may be submitted per semester.

Please refer to the Undergraduate Bulletin and Departmental Guidelines for Transfer Credit for more information. (<http://registrar.wfu.edu/academic/taking-courses-elsewhere>)

**Next**

3. Enter the term and year during which the course will be taken.



Transfer Credit Evaluation

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What semester do you intend to take the course for which you are seeking transfer credit?

For incoming new students, when did you complete the course for which you are seeking transfer credit?

Year

Semester

Previous Next

←

4. Enter institution where the course will be taken. "Previous Institution" will list all institutions where you have submitted prior requests. You can search for an institution by name, city, or state. Leaving all fields blank and selecting "Search" will pull up all institutions in our database. Select an institution by clicking on the name and select "Next".

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I intend to take the course/completed the course at this institution:

Previous Institution

Search for an Institution

Institution Name

City  State

University Name	City	State
Greensboro College	Greensboro	NC
Gaulford College	Greensboro	NC
North Carolina Agricultural and Technical State University-NCAT	Greensboro	NC
UNCG	Greensboro	NC
University of North Carolina at Greensboro	Greensboro	NC

If the institution was not found, you will need to create a new one. In creating a new institution, there will not be any currently approved courses for that institution. So, all courses will need to be reviewed.

Selected Institution

If the institution you are considering is not in our database, select "New Institution" and complete all fields.

My Courses | Transcript | Instructors | Report Issue

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Setup New Institution

Institution Name

City  State

System Code

2 Year Only  Yes  No

5. Enter all course information from your selected institution. Remember, the course information (subject code/course number/title) must be from that institution, not what you are seeking here at WFU.

All active approvals for that specific institution will appear at the bottom. If you are selecting a course from the list, you can click on the course. It will pre-populate the course info. Please make sure to review this information and enter Contact Time.

Select "Next".

Greenbush College Course Information

Subject Code:  The subject identifier from the Greenbush College course listing.

Course Number:

Course Title:

Credit Hours:

Course Req Lib:  Yes  No

Lab Subject Code:

Lab Course Number:

Online/Distance Learning:  Yes  No

Contact Time:

Currently Reviewed Courses

The courses below have been recently reviewed for Greenbush College. Approval does not guarantee that you will receive credit for the course. To determine eligibility, you must submit this form for evaluation by the Office of the University Registrar.

STATUS	Course Hours	Course Title	Online	Lab Course	WFU Department	WFU Course	WFU Course Lib	Notes
EXPIRED	140-1100	Western Civilization II	No		History			Writing & Reading requirements do not meet WFU standards.
APPROVED	MAC 1102	Statistics	No		Mathematics	MTH 110		See Prerequisite Credit for MTH

6. Select the appropriate department to evaluate the course. If the course does not match with a specific department here at WFU, select "Other".

Transfer Credit Evaluation

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Wake Forest Department

Select the most relevant WFU department/program to evaluate the course

7. Read carefully the guidelines for what a syllabus should contain. Upload the syllabus for the course.

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### Greensboro College Course Syllabus Upload


**The syllabus should:**

- Be for the semester in which you took/will be taking the course
- Have the course number, course title, and course value
- Contain the professor's name and credentials
- Provide the total contact hours for the course
- List the textbook(s) used
- Provide information on the grading rubric
- Clearly outline the daily schedule of readings/assignments, including the number of examinations and length and types of papers (particularly important for English or writing intensive courses)

If you do not have this information, please contact the institution at which you are trying to take the course or the course instructor to obtain this information before proceeding.

PDF documents are required.

Please upload the course syllabus for PSCI-234 at Greensboro College

Upload Syllabus:  

If the file is a Word document, please see the [Microsoft Support Document](#) on how to create a PDF.

8. If there is a lab associated with the course, select “Yes” and upload lab syllabus. If not, select “No”.

My Courses Transcript Instructions Report Issue


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### Greensboro College Lab Syllabus Upload

**A lab syllabus is required for courses with a lab:**

Do you need to upload a lab syllabus?

Please upload the lab syllabus for PSCI-234 at Greensboro College

Upload Syllabus:  

If the file is a Word document, please see the [Microsoft Support Document](#) on how to create a PDF.

9. If your syllabus is missing information, or any additional information needs to be submitted, you can upload the document here by selecting “Yes”. If no additional documentation needs to be submitted, select “No”.

My Courses Transcript Instructions Report Issue


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### Greensboro College Additional Documentation Upload

**If the syllabus does not have all of the information required, please complete any additional information missing from the syllabus into one document and upload it below.**

Do you need to upload additional information?

Please upload the additional information for PSCI-234 at Greensboro College

Upload Information:  

If the file is a Word document, please see the [Microsoft Support Document](#) on how to create a PDF.

10. Review all information. Use “Previous” button to correct any necessary information. If everything is correct, select “Submit for Evaluation”.

Transfer Credit Evaluation

My Courses   Transcript Instructions   Report Issue

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Year	2017
Semester	Summer
Institution	Greensboro College
Subject Code	PSCI
Course Number	234
Course Title	Politics and Government Policy
Credit Hours	3.0
Online/Distance Learning	No
Department	Politics and International Affairs
Syllabus	Syllabus_Sample.pdf
Lab Syllabus	
Additional Information	

[Previous](#)   [Submit for Evaluation](#)

## Home Screen

Your home screen will provide a snapshot of all of your requests.

Year	Semester	Courses
2018	Fall	1 <span style="color: blue;">1</span>
2018	Summer	2 <span style="color: gold;">1</span> <span style="color: orange;">1</span>
2017	Fall	1 <span style="color: gold;">1</span>
2017	Spring	1 <span style="color: yellow;">1</span>

Legend

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses

Information regarding each of the colored circles can be found in the legend.

- Blue numbers: number of requests that are approved and pending your confirmation
- Gold/Orange numbers: number of requests that have been returned to you for correction
- Yellow numbers: number of requests for which the Office of the University Registrar needs a final, official transcript
- Red numbers: number of requests that have been denied

Selecting the Semester will pull up more details regarding the requests for that term.

Year	Semester	Courses
2018	Fall	1 <span style="color: red;">1</span>
2018	<b>Summer</b>	2 <span style="color: blue;">1</span> <span style="color: gold;">1</span>
2017	Fall	1 <span style="color: gold;">1</span>
2017	Spring	1 <span style="color: yellow;">1</span>

Id	Institution	Course	Title	Status	Department	WFU Course
101	North Carolina Agricultural and Technical State University-NCAT	TMA-150	Application Software	Returned for Correction	Other	
63	Florida Gulf Coast University	FRH-125	Ethical French Studies	Approved - Confirmation Needed	American Ethnic Studies	AES-153

Legend

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses



**Pending Confirmation:**

If a course is approved, the status of the request will change to “Pending Confirmation” (seen in blue). Select the course to see more details.

My Courses | Transcript Instructions | Report Issue

New Course Approval NOTE: There is a limit of 10 submissions per semester

Year	Semester	Courses	Id	Institution	Course	Title	Status	Department	WFU Course
2016	Fall	1	1C1	North Carolina Agricultural and Technical State University-NCAT	TMA-150	Application Software	Returned for Correction	Other	
2016	Summer	2	83	Florida Gulf Coast University	FRU-125	Ethical French Studies	Approved - Confirmation Needed	American Ethnic Studies	AES-153
2017	Fall	1							
2017	Spring	1							

Legend

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses

Once the course view is expanded, you will see details regarding the approval- course equivalent, credit, and any details/notes pertaining to the approval (if any).

You will have to confirm whether or not you plan on taking the course.

My Courses | Transcript Instructions | Report Issue

New Course Approval NOTE: There is a limit of 10 submissions per semester

Year	Semester	Courses
2016	Fall	1
2016	Summer	2
2017	Fall	1
2017	Spring	1

Legend

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses

Course Information

Req #	83	Term	Summer 2016
Institution	Florida Gulf Coast University	Location	Fort Myers, FL
Course	FRU-125	Title	Ethical French Studies
Course Lab		Online	No
Credits	3.0		
Contact Time	MWF 4:00-5:15		
Department	American Ethnic Studies		

Status: Approved - Confirmation Needed

Approval Notes

The following WFU Course is the transfer equivalent for the above course at Florida Gulf Coast University.

WFU Course	AES-153	Credit	3.0
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Will you be taking the course?

## Pending Transcript:





Once you confirm that you will be taking the course, the status of the request will change to “Pending Transcript” (seen in yellow).

My Courses   Transcript Instructions   Report Issue

[New Course Approval](#)   NOTE: There is a limit of 10 submissions per semester

Year	Semester	Courses	Id	Institution	Course	Title	Status	Department	WPU Course
2018	Fall	1 	104	Brigham Young University	COMMNS-101	Mass Communication & Society	Approved - Pending Official Transcript	Communication	COM-24b
2018	Summer	2  							
2017	Fall	1							
2017	Spring	1 							

Legend

-  Pending Confirmation
-  Returned for Correction
-  Pending Transcript
-  Denied Courses

## Instructions on where to submit final, official transcripts can be found here:

My Courses   **Transcript Instructions**   Report Issue

**Official Transcript:**

**ALL** work attempted at other institutions must be reported to the Office of the University Registrar. It is the student's responsibility to submit an official transcript regardless of grade earned (and even if not seeking credit). If a student withdraws from or drops courses at other institutions, the official transcript must be submitted to the Office of the University Registrar.

If the institution has the capability of sending official transcripts electronically, please have it sent to [credits@wfu.edu](mailto:credits@wfu.edu).

If the institution sends official transcripts via postal mail, please have it sent to:

ATTN: Transfer Credits  
Office of the University Registrar  
Wake Forest University  
PO Box 7207  
Winston-Salem, NC 27109

For more information or to see the dates that transcripts must be received, [please see](#).

**Returned for Correction:**

If a request is returned to you for correction, you will see this in gold/orange on your home screen.

Open up the details of the request.

My Courses | Transcript Instructions | Report Issue

New Course Approval | NOTE: There is a limit of 10 submissions per semester

Year	Semester	Courses	Id	Institution	Course	Title	Status	Department	WFU Course
2018	Fall	1 <span style="color: red;">1</span>	101	North Carolina Agricultural and Technical State University-NCAT	TMA-150	Application Software	Returned for Correction	Other	
2018	Summer	2 <span style="color: red;">1</span> <span style="color: red;">1</span>	63	Florida Gulf Coast University	FRH-126	Ethical French Studies	Approved - Confirmation Needed	American Ethnic Studies	AES-163
2017	Fall	1							
2017	Spring	1 <span style="color: red;">1</span>							

Legend

- Pending Confirmation
- Returned for Correction
- Pending Transcript
- Denied Courses

You will see a banner in red at the top of the request with information on what needs to be corrected.

Please correct items or upload any necessary information and re-submit your request.

My Courses | Transcript Instructions | Report Issue

New Course Approval | NOTE: There is a limit of 10 submissions per semester

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The syllabus not for Summer 2018. This is a Spring syllabus. Please upload the syllabus for the correct course and term.

What semester do you intend to take the course for which you are seeking transfer credit?

For incoming new students, when did you complete the course for which you are seeking transfer credit?

Year: 2018

Semester: Summer

Previous | Next

**Denied:**





If a course is denied, the status of the request will change to “Denied” (seen in red).

Select the course to see more details.


Transfer Credit Evaluation

My Courses   Transcript Instructions   Report Issue

New Course Approval   NOTE: There is a limit of 10 submissions per semester

Year	Semester	Courses	id	Institution	Course	Title	Status	Department	WPU Course
2018	Fall	1 	41	University of North Carolina at Greensboro	REL-213	African Studies	Denied	American Ethnic Studies	REL-153
2018	Summer	2  							
2017	Fall	1							
2017	Spring	1 							

Legend

-  Pending Confirmation
-  Returned for Correction
-  Pending Transcript
-  Denied Courses

