

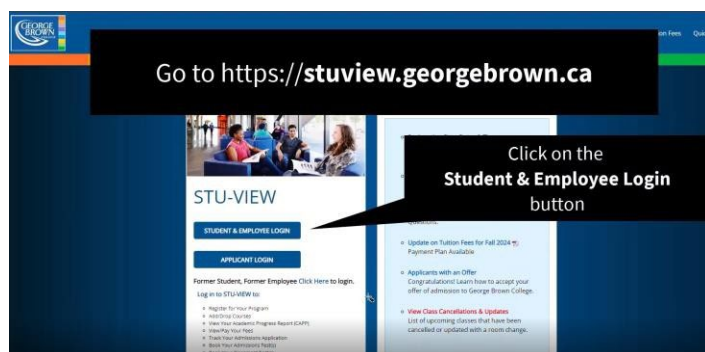


GUIDE TO SUBMITTING TRANSFER CREDIT APPLICATION

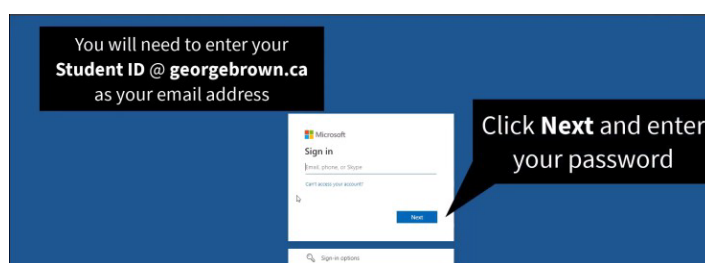
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1. Go to STU-VIEW and log into your account:



- You will be required to enter your Student ID @ georgebrown.ca as your email address:



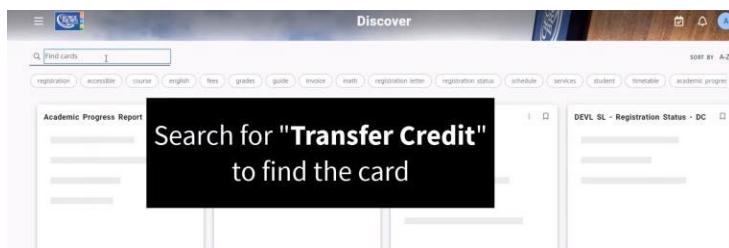
- Once you enter your password you may need to use **Multi-Factor-Authentication (MFA)** to continue:



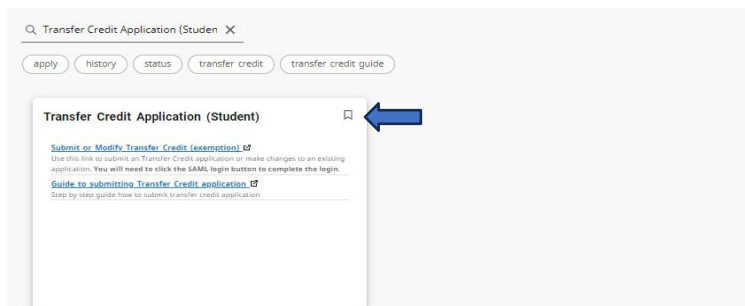
- Once you're logged into STU-VUEW, search for the Transfer Credit Card:



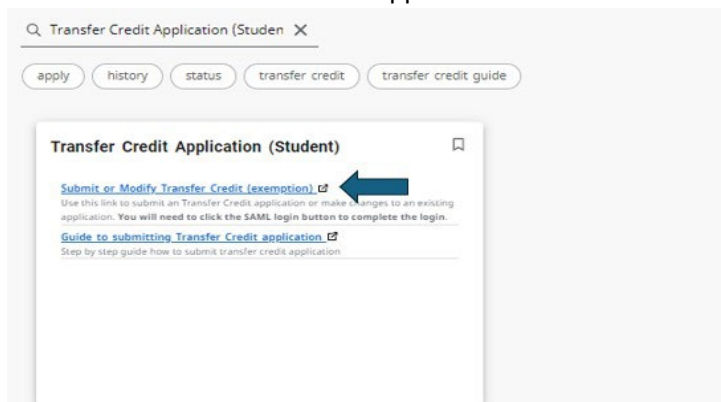
- Using the search bar type in "Transfer Credit" to find the card:



- If you would like to save the card to your STU-VUEW landing page click the bookmark icon in the top right corner:



- Click the "Submit or Modify Transfer Credit (exemption)" link to open the online transfer credit application:



Username

Password

Remember me

[LOG IN](#)

[Forgot Password?](#)

[LOG IN WITH...](#)

[SAML](#) ←

- You may be required to log into the application portal using **"SAML"**
- After clicking **SAML** please use your Student ID @ georgebrown.ca as your username and same password as you've used for STU-VIEW.

2. Transfer Credit – Online Transfer Credit Application

Home

Welcome [Name] [Student ID]

Submit Transfer Credit Application - Domestic Studies

Submit Transfer Credit Application - International Studies - WES/ICAS Evaluation Report

My Applications

App #	Institution Name	# Courses	Status	Creation Date
7200	St. Lawrence College	2	Application incomplete	05-Nov-2024
7208	St. Lawrence College	2	Application incomplete	04-Nov-2024
7229	St. Lawrence College	3	Application incomplete	23-Oct-2024
7285	St. Lawrence College	4	Awaiting Evaluation	23-Oct-2024
7590	St. Lawrence College	1	Application incomplete	22-Oct-2024
7375	St. Lawrence College	1	Application incomplete	21-Oct-2024
7322	St. Lawrence College	2	Application incomplete	21-Oct-2024
7358	St. Lawrence College	3	Application incomplete	21-Oct-2024
7323	St. Francis Xavier University	1	Awaiting Evaluation	18-Oct-2024
7319	St. Lawrence College	2	Awaiting Evaluation	18-Oct-2024
7317	St. Lawrence College	1	Application incomplete	18-Oct-2024

My Pending Tasks

Unable to Display Chart
No results found.

- This is the **Transfer Credit Application Home Page**
- The welcome area will show your name, student ID, and email address
- **My Applications** – Area will display any started, pending, and complete transfer credit applications that you have on your record.
- **My Pending Tasks** – Area will show any pending tasks, such as uploading your course outline or providing more information if it is requested by the evaluator or the Transfer Credit Office.
- **Home** – You can click the home button to return to this dashboard anytime.
- **Submit Transfer Credit Application** – Click this button to begin a new application for Transfer Credit. **Note** – There are two application options:
 1. Students with previous domestic post-secondary education will click the **“Submit Transfer Credit Application – Domestic Students”** link.
 2. Students with previous international post-secondary education will click the **“Submit Transfer Credit Application – International Studies – WES/ICAS Evaluation Report”** link.

Submit Transfer Credit Application – Domestic Studies

Submit Transfer Credit Application – International Studies
– WES/ICAS Evaluation Report

- **Please Remember – Students cannot upload their own transcripts;** to proceed with a new transfer credit application using courses from an external institution we will require an official copy of your transcript from the previous institution. For official transcripts we require them to be sent electronically to transfercredit@georgebrown.ca from the students previous institution and/or a secure third party credential sending platform (i.e. [mycreds](#) or [parchment](#)). We cannot accept transcripts sent from a students personal/George Brown email address for transfer credits. If you have a WES/ICAS

Evaluation report this may be submitted as a PDF attachment via email. Once received by our Transfer Credit Office you may submit your application request.

3. Submitting a Transfer Credit Application

Transfer Credit Process - Request #5037

Student Data Retrieved

The system will automatically retrieve your **student information**, as well as any **official transcript** that has been received

This process may take a few minutes
Do not close your browser or navigate away from this page

- Once you click **submit transfer credit application** the system will automatically retrieve your student information, as well as any official transcripts that have been received.
- This process may take a few minutes, **do not close your browser or navigate away from this page**.

Let's start with some basic information about you.

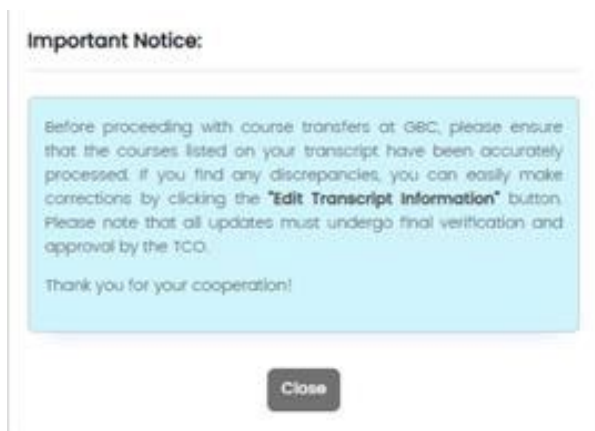
Transcript Data Course by Course Equivalency Database Course Catalog Degree Works

Institution Name: York University Show Transcript here

Student's incoming institution				George Brown College	
Course Title	Code	Grade	Term	Course Title	Course Code
Personality	HH	A	Summer 2022		
Addiction in Contemporary Society	AP SOWK 2020	A	Summer 2023		
The Bible and Modern Contexts	HUMA 1850	A	Fall/Winter 2020		
Reasoning About Morality and Values	MOGR 1760	B+	Fall/Winter 2020		
Human Anatomy for the Fine Arts	NATS 1850	B	Fall/Winter 2020		

- This is the **Transfer Credit Application Screen**.
- The profile section will have your personal information, such as student name, student ID, and email.
- **The Transcript Data section** will have your incoming transcript information. Course information is pulled from the transcript we have on file.
- **The George Brown Course section** will show the GBC course which you are applying for a transfer credit.
- **The Course by Course Database** link will allow you to search our database for any course combination that has already been evaluated at George Brown College. Equivalent course matches may be found which you may submit as pre-approved transfer credits.

- [The Course Catalog](#) link will allow you to search for your program and the courses that need to be taken.
- [The Degree Works](#) link will provide your Academic Progress Report which is the most accurate and up to date record to see which courses you have completed, are in progress, or you have not started as part of your program requirements.
- If you've submitted your transcript **but still experience any technical issues**, please click on "Edit Transcript Information" as noted below:



- This will allow you to manually input your course information (**Note – please ensure the course information you're inputting is identical to what is listed on your transcript, any discrepancies may result in your application being denied or cancelled*).



***Note** – The side blue button will allow you to edit the existing course data if necessary (*i.e. if the portal has incorrectly input your grade or the term/code/title is missing*).

The screenshot shows a web form titled "Add" with a close button (X) in the top right corner. The form contains six input fields arranged in two rows of three. The first row contains "Title" (College Communication), "Subject" (COMM), and "Code" (500). The second row contains "Grade" (A), "Session" (Fall), and "Year" (2021). The "Year" field is highlighted with a yellow border. At the bottom right, there are "Cancel" and "Ok" buttons.

Please remember:

- Course outlines will need to be manually uploaded, please save as PDF documents and make note of what is expected on your official course outline:
<https://stuvivew.georgebrown.ca/misc/NewTransferCreditGuide.pdf> *Page #12
- In-coming courses over 5 years old cannot be used towards core GBC courses, only COMM 2000 and GNEDs will consideration courses over 5 years old.
- If applying for GNED Transfer Credits the elective codes follow a sequence. They will start with the lowest sequence number, i.e. when a student applies for a Social Science transfer credit, they use GSSC 1111 in the application first. If a second Social Science application is submitted they will use GSSC 3333.

Elective Type	George Brown College Program Type	Elective Category	George Brown College Course Details	
			Subject Area	Course Number
General Education (GNED) Electives	Diploma	Arts & Humanities	GHUM	1111, 3333, 4444
		Social Science	GSSC	1111, 3333, 4444
		Science	GSCI	1111, 3333, 4444
Lower-Level Liberal Studies Electives	Degree	Arts & Humanities	LHUM	2222, 5555, 6666
		Social Science	LSSC	2222, 5555, 6666
		Science	LSCI	2222, 5555, 6666
Upper-Level Liberal Studies Electives	Degree	Arts & Humanities	UHUM	7777, 8888, 9999
		Social Science	USSC	7777, 8888, 9999
		Science	USCI	7777, 8888, 9999

4. Selecting incoming courses for transfer credit consideration

To select an **incoming course** that you want to use for **transfer credit**, click the toggle button next to the course

Student's Incoming Institution	George Brown College
Course Title	Course Code
Reasoning About Morality and Values	MOCR 1760 B+ Fall/Winter 2020
Human Anatomy for the Fine Arts	NATS 1650 B Fall/Winter 2020
Introduction to Psychology	PSYC 100 A Fall/Winter 2020
Male-Female Relationships	SOSC 1920 A Fall/Winter 2020
Making Sense of a Changing World	ANTH 1020 A Fall/Winter 2021
Techniques of Persuasion	MOCR 1770 B Fall/Winter 2021
Writing in Psychology	PSYC 200 A Fall/Winter 2021

- The courses on your official transcript will be listed in the **left column**.
- To select an incoming course that you would like to use for transfer credit, click the toggle button next to the course.

Use the search button to find the **George Brown College** course that you want to **apply transfer credit** for

Student's Incoming Institution	George Brown College
Course Title	Course Code
Personality	
Addiction in Contemporary Society	
The Bible and Modern Contexts	
Reasoning About Morality and Values	MOCR 1760 B+ Fall/Winter 2020
Human Anatomy for the Fine Arts	NATS 1650 B Fall/Winter 2020
Introduction to Psychology	PSYC 100 A Fall/Winter 2020
Male-Female Relationships	SOSC 1920 A Fall/Winter 2020
Making Sense of a Changing World	ANTH 1020 A Fall/Winter 2021
Techniques of Persuasion	MOCR 1770 B Fall/Winter 2021
Writing in Psychology	PSYC 200 A Fall/Winter 2021

- Once you have selected an incoming course for consideration you will use the search button in the **right column** to find the George Brown course that you want to apply transfer credit for.

Type in the **course code** and **course number** to search, select the course from the list, and then click "**Confirm**"

Search

Please enter at least 4 characters to search for a course

No match was found.

Confirm X Cancel

- Type in the course code and course number to search, select the course from the list, and then click confirm.

<input checked="" type="checkbox"/>	Human Anatomy for the Fine Arts	NATS 1650	B	Fall/Winter 2020	GENERAL EDUCATION - SCIENCE	GSCI IIII		
<input type="checkbox"/>	Introduction to Psychology	PSYC 1010	A	Fall/Winter 2020				
<input type="checkbox"/>	Male-Female Relationships	SOSC 1920	A	Fall/Winter 2020				
<input checked="" type="checkbox"/>	Making Sense of a Changing World	ANTH 1120	A	Fall/Winter 2021	GENERAL EDUCATION - ARTS & HUM.	GHUM IIII		

- See example of GNED courses selected from GBC for transfer credit consideration.

Once you are ready to **submit your courses** for **Transfer Credit**, you can check if there are any **Articulation Rules** already created for the courses you have selected.

<input type="checkbox"/>	Drugs and Behaviour	PSYC 3590	A	Fall/Winter 2023			
<input type="checkbox"/>	Approaches, Counselling & Psychothe	PSYC 4061	D+	Fall/Winter 2023			

For **12 and 21** applications please complete the form provided [here](#). the Transfer Credit Office will manually submit the application for you. You will receive an email confirmation once the application is submitted.

For information on **12 and 21** applications please see the information provided [here](#).

Cancel Transfer Credit
Check Articulation Rules →

- Once you are ready to submit your courses for transfer credit, you can check if there are any **articulation rules** already created for the courses you have selected.
- Should you wish to submit a **1 to 2** or **2 to 1** transfer credit application please refer to the **icon** in the top right corner under “Student’s Incoming Institution” section.

Transcript Data [Edit Transcript Information](#) [Course by Course Equivalency Database](#) [Course Catalog](#) [Degree Works](#)

Institution Name: Show Transcript here [Show](#)

Student's Incoming Institution				2 to 1	George Brown College	
Course Title	Code	Grade	Term	Course Title	Course Code	
<input type="checkbox"/> Performance Management	BUSM 50682	75	Fall 2024			
<input type="checkbox"/> Intro. Managerial Accounting	ACCG 50253	67	Winter 2024			

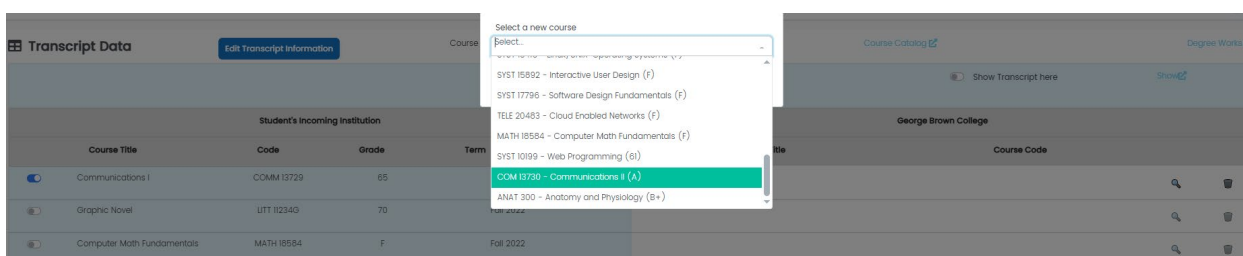
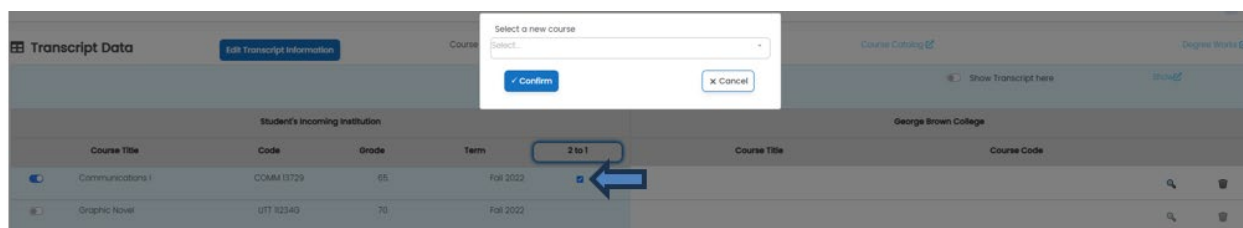
- Before** pursuing a **1 to 2** or **2 to 1** transfer credit application please familiarize yourself with the criteria necessary to submit these application types.

You can submit 3 different types of transfer credit applications. Please see the definition of each application type below.

- 1 to 1:** You wish to use **ONE** course from your previous institution towards **ONE** transfer credit at George Brown College
- 1 to 2:** You wish to use **ONE** course from your previous institution towards **TWO** transfer credits at George Brown College
- 2 to 1:** You wish to use **TWO** courses from your previous institution towards **ONE** transfer credit at George Brown College

Note – most application submissions will be a 1 to 1 type, this is the default application type, and the most common. Please only submit alternative application types if they fulfill the below criteria:

- You may choose to use the 1 to 2 application type if you completed a year length course that is broken into two courses at George Brown. For example, you completed an Anatomy and Physiology course from your previous institution, and you wish to use this course for both Anatomy and Physiology I & Anatomy and Physiology II at George Brown.
- You may choose to use the 2 to 1 application type if you believe a two-part course from your previous institution is equivalent to one George Brown course. For example, you completed Communications I & Communications II and you believe it is equivalent to COMM 2000 - Communicating Across Contexts at George Brown.
- To set-up a 2 to 1 application first choose one of your incoming courses from the Student's Incoming Institution section. **Next** – click the box under the 2 to 1 heading, this will prompt you to select a 2nd course from the drop down menu (*note the options will reflect courses from your uploaded transcript on file*).



- Once the 2nd course is selected you will see both courses aligned with a note that the additional course added is now *used for a 2 to 1 transfer, sorry you cannot transfer*. You may then select the GBC course you wish to have considered for an exemption based on your incoming courses selected.
- Remember** to upload **both course outlines** on the final application page, failure to include both course outlines may result in a denied decision due to insufficient documentation.

Student's Incoming Institution				George Brown College		
Course Title	Code	Grade	Term	2 to 1	Course Title	Course Code
Communications I	COMM 13729	B5	Fall 2022	<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATIONS I	COMM 1034
Communications II	COM 13730	A	Winter 2024	<input type="checkbox"/>		
Communications II	COM 13730	A	Winter 2024	<input type="checkbox"/>	Used for 2 to 1 transfer. Sorry, you can not transfer.	

- To set-up a 1 to 2 application select the incoming course from your Student's Incoming Institution section then click the magnifying glass icon on the right hand side under George Brown College section to open the search box. You may now select 2 GBC courses to complete the 1 to 2 application type.

The screenshot shows a search interface for selecting courses. A search box is open, displaying 'ANAT 1054 - ANATOMY & PHYSIOLOGY I' and 'ANAT 1056 - ANATOMY & PHYSIOLOGY II'. Below the search box, a list of courses is shown with columns for Course Title, Code, Grade, and Term. A blue arrow points to the magnifying glass icon on the right side of the course list, which is used to open the search box.

Course Title	Code	Grade	Term	2 to 1	Course Title	Course Code
Interactive User Design	IS17 8592	F		<input type="checkbox"/>		
Software Design Fundamentals	IS17 17196	F		<input type="checkbox"/>		
Cloud Enabled Networks	TEC 20453	F		<input type="checkbox"/>		
Computer Math Fundamentals	MATH 8594	F	Fall 2023	<input type="checkbox"/>		
Web Programming	IS17 8369	SI	Fall 2023	<input type="checkbox"/>		
Object Oriented Program 2-way	IS10 24496		Winter 2024	<input type="checkbox"/>	The Course Grade field is empty. Sorry, you can not transfer.	
Interactive User Design	IS17 8592		Winter 2024	<input type="checkbox"/>	The Course Grade field is empty. Sorry, you can not transfer.	
Software Design Fundamentals	IS17 17196		Winter 2024	<input type="checkbox"/>	The Course Grade field is empty. Sorry, you can not transfer.	
Cloud Enabled Networks	TEC 20453		Winter 2024	<input type="checkbox"/>	The Course Grade field is empty. Sorry, you can not transfer.	
Communications II	COM 13730	A	Winter 2024	<input type="checkbox"/>	Used for 2 to 1 transfer. Sorry, you can not transfer.	
Anatomy and Physiology	ANAT 300	B+	Winter 2024	<input type="checkbox"/>		

5. Reviewing the application(s) before submission

Equivalencies [Course by Course Equivalency Database](#) [Course Catalog](#) [Degree Works](#)

Institution Name: York University

Student's Incoming Institution				George Brown College				
Course Title	Term	Grade	Code	Term	Program	Code	Rule	Comment
Human Anatomy for the Fine Arts	Fall/Winter 2020	B	NATS 1650	Spring 2024		GSCI 1111	No Rule	No equivalency rule found, please upload official course outline and select process application request to proceed with faculty evaluator review.
Course Outline / Support Documentation <input type="button" value="Select File"/>								
Making Sense of a Changing World	Fall/Winter 2021	A	ANTH 1120	Spring 2024		GHUM 1111	No Rule	No equivalency rule found, please upload official course outline and select process application request to proceed with faculty evaluator review.
Course Outline / Support Documentation <input type="button" value="Select File"/>								

George Brown College

Term	Program	Code	Rule	Comment
Spring 2024		GSCI 1111	No Rule	No equivalency rule found, please upload official course outline and select process application request to proceed with faculty evaluator review.

This area will display if any **course equivalency rules** have been found in our system

- The right column will display if any incoming course selected was found in our online database as a course equivalency rule.
- If there is no rule found, you can still apply for transfer credit by submitting the **official course outline**. The documentation will be sent to a faculty evaluator for the George Brown College course to review.
- If there is a rule found, **the course outline is not necessary**, you will see an approved status under the rule heading. You will need to click **close application** to have the approved transfer credit reflected on your academic history in Degree Works. Your application is now completed.

Institution Name: Sheridan College

Student's Incoming Institution				George Brown College			
Course Title	Term	Grade	Code	Term	Code	Rule	Comment
Composition and Rhetoric	Fall 2023	A	ENGL 17889GD	Fall 2025	COMM 2000	Approved	



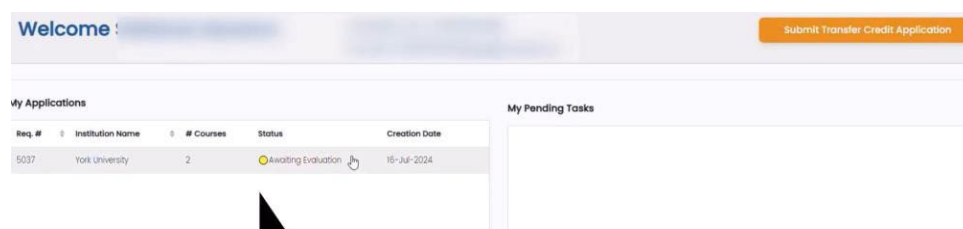
Student's Incoming Institution				
Course Title	Term	Grade	Code	Term
<p>You can upload your course outline using the "Select File" button. If you are submitting multiple courses for transfer credit, you will need to upload each course outline.</p>				
<input type="button" value="Select File"/>				
<input checked="" type="checkbox"/> Making Sense of a Changing World Course Outline / Support Documentation <input type="button" value="Select File"/>	Fall/Winter 2021	A	ANTH 1120	Spring 2024

- You can upload your course outline using the “select file” button. If you are submitting multiple courses for transfer credit, you will need to upload each course outline. These should be in **PDF** format.

<p>When you are ready to submit your transfer credit application, click the "Process Application Request" button</p>	
<input type="button" value="Select File"/>	
<input type="text" value="Test course outlin... 33 KB"/> <input type="button" value="success"/>	
<p>For 12 and 21 applications please complete the form provided here. The Transfer Credit Office will manually submit the application for you. You will receive an email confirmation once the application is submitted.</p> <p>For information on 12 and 21 applications please see the information provided here.</p>	
<input type="button" value="Cancel Transfer Credit"/>	<input type="button" value="Go Back"/>
<input type="button" value="Process Application Request"/>	

- Once the applicable course outlines have been uploaded you may submit your transfer credit application by clicking the “**Process Application Request**” button.

6. After Application Submission



The **Main Dashboard** will update, and you will see your **pending applications** and their **status** in this area

- Your main dashboard will update, and you will see your pending applications and their status in this area.
- If an application is returned to you – usually, for more information such as course outline or week by week syllabus – you will see the task assigned to you in the “**My Pending Tasks**” area.
- You will receive a decision on your application and will be notified by email to your George Brown College email address.
- If your application is approved, different actions will occur depending on the date of the term:
 - a. **Approved Before Day 1** – You will be automatically dropped from the course for which you received the approved transfer credit. You can return to your course registration and select a different course to register in. ***Note - General Elective courses will not be automatically dropped** if transfer credits are approved before day 1. Please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program.
 - b. **Approved After Day 1 of the term, but before Day 5 (Last Day to Add a Course)** – **You will need to return to your course registration and drop the course for which you received the approved transfer credit.** You can return to your course registration and select a different course to register in.
 - c. **Approved After Day 5 of the term, but before Day 10 (Last Day to Drop a Course)** – **You will need to return to your course registration and drop the course for which you received the approved transfer credit.** You will need to contact your academic department if you wish to register in another course.
 - d. **Approved After Day 10** - **You will need to return to your course registration and drop the course for which you received the approved transfer credit.** You can still drop the course without academic penalty.

7. Your Academic Progress Report in Degree Works

- Your Academic Progress Report in Degree Works will update if the transfer credit application is approved. you may view this by navigating to the [Academic Student Advisory Services Card](#) and clicking [Academic Progress Report – Degree Works](#):

Academic Student Advisory Services

[Academic Progress Report - Degree Works](#) 

[What If Analysis \(Degree Works\)](#) 

See how the courses you have completed to date in your current program might meet any or all of the requirements for another program.

[Online Academic Progress Report \(CAPP\)](#) 

Access Student's Academic Progress Reports prior to Fall 2018

[What If Analysis \(CAPP\)](#) 

See how the courses you have completed to date in your

- If approved, you will see the transfer credit exemption (Grade of EX) along with a note of the incoming course used to satisfy this exemption approval. Please review the previous actions mentioned on [Page 17](#) in the event you're registered and need to drop the course.


S121 General Education Electives

COMPLETE

Catalog Term: FALL 2023

Choose 2 General Education elective courses - at least one must be from either the Arts & Humanities or Science & Technology categories (GHUM or GSCI). Click here for information.

	Course	Title	Grade	Credits	Term
 General Education Electives (2)	GSCI 1030	MIND YR BRAIN-NEU.FOR EVE.LIFE	A-	3	Fall 2023
	GSSC 1111	GENERAL EDUCATION- SOCIAL SCI.	EX	3	Fall 2020
	Satisfied by:	HTH5CI2RR3 - Intro Social Determin Of Hlth - McMaster University			



- Refer to your [Degree Works Academic Progress report](#) for the most up to date listing of courses you have completed, courses you have received transfer credit for, and courses you still need to register in.

For any technical issues or additional support inquiries you may reach the Transfer Credit Office:

transfercredit@georgebrown.ca