

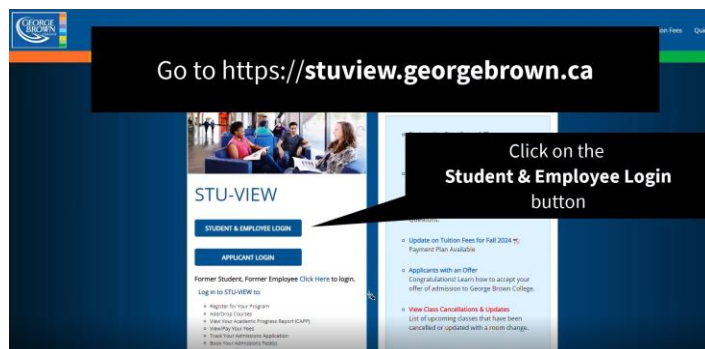


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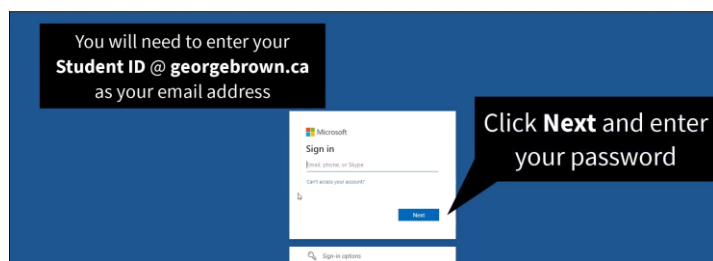
# GUIDE TO SUBMITTING TRANSFER CREDIT APPLICATION

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



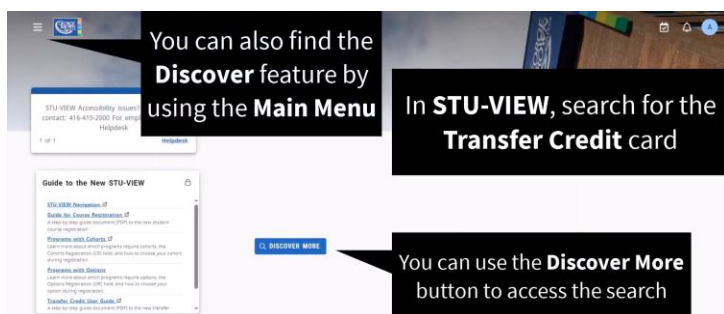
- You will be required to enter your Student ID @ georgebrown.ca as your email address:



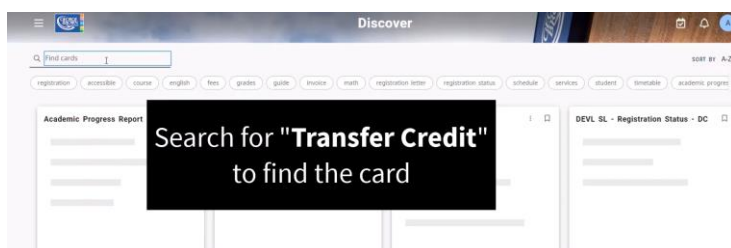
- Once you enter your password you may need to use **Multi-Factor-Authentication (MFA)** to continue:



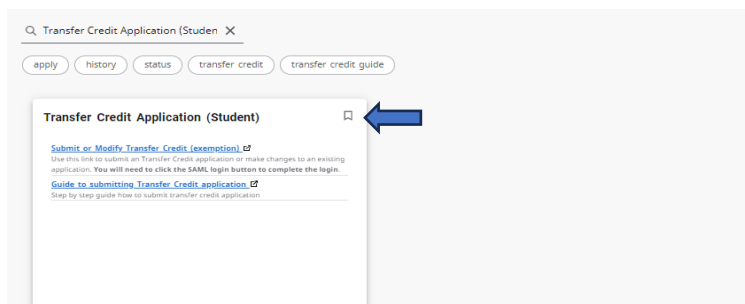
- Once you're logged into STU-VUEW, search for the Transfer Credit Card:



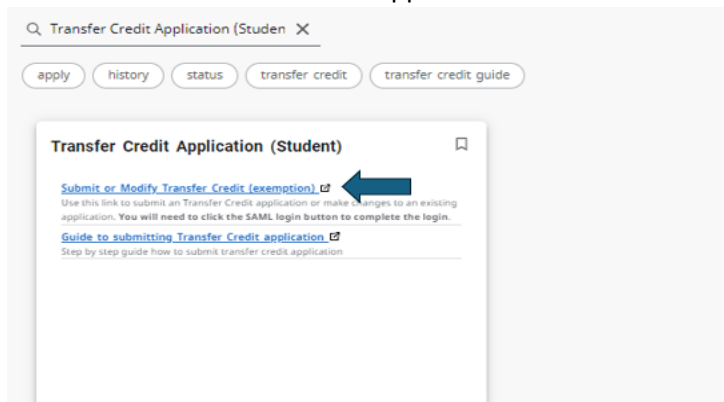
- Using the search bar type in "Transfer Credit" to find the card:



- 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?](#)

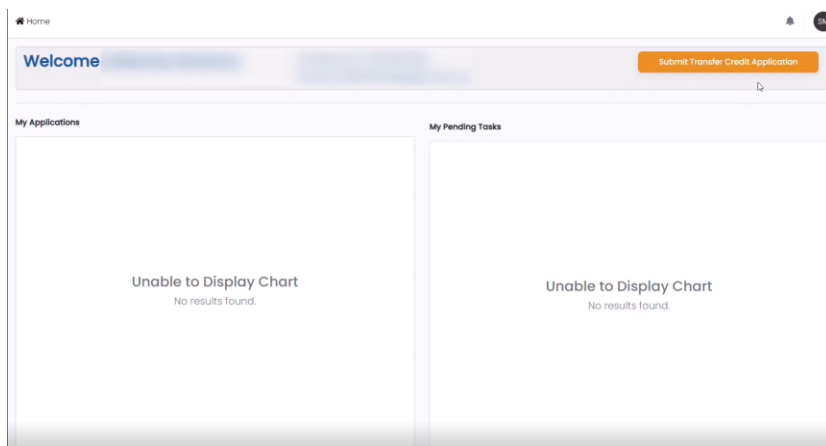
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[LOG IN WITH...](#)

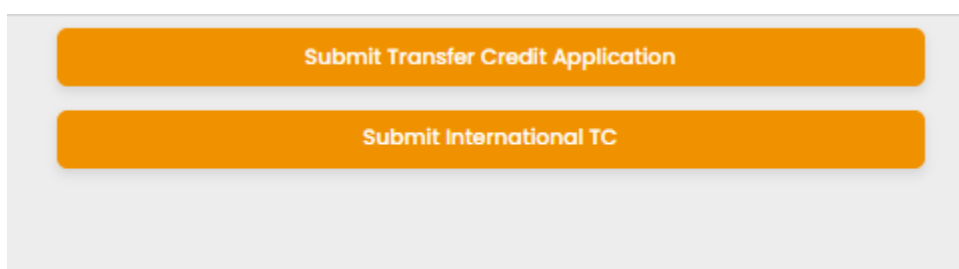
[SAML](#) 

- 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



- 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”** link.
  2. Students with previous international post-secondary education will click the **“Submit International TC”** link.



- **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](mailto: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.

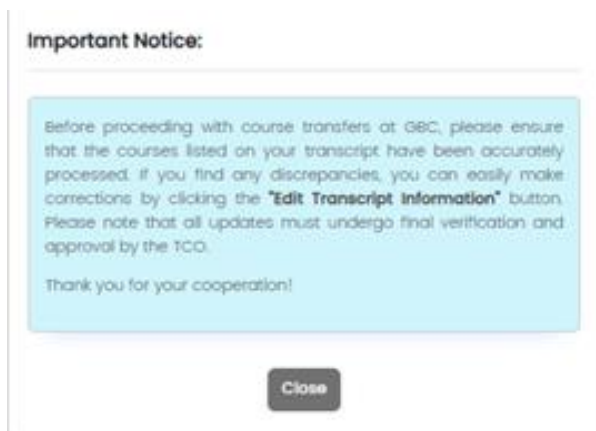
**Transcript Data**      Course by Course Equivalency Database      Course Catalog      Degree Works

Institution Name: York University      Show Transcript here      Show

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	MCOR 1760	B+	Fall/Winter 2020		
Human Anatomy for the Fine Arts	NAT1 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*).



Add
✕

\* Title

\* Subject

\* Code

\* Grade

\* Session

\* Year

**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://stuvview.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	MODR 1750
Human Anatomy for the Fine Arts	NATS 1650
Introduction to Psychology	PSYC 1010
Male-Female Relationships	SOSC 1920
Making Sense of a Changing World	ANTH 1120
Techniques of Persuasion	MODR 1770
Writing in Psychology	PSYC 2010

- 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	MODR 1750
Human Anatomy for the Fine Arts	NATS 1650
Introduction to Psychology	PSYC 1010
Male-Female Relationships	SOSC 1920
Making Sense of a Changing World	ANTH 1120
Techniques of Persuasion	MODR 1770
Writing in Psychology	PSYC 2010

- 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**"

- 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"/>	Relationships							
<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 **1:2 and 2:1** 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 **1:2 and 2:1** applications please see the information provided [here](#).

- 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.

For **1:2 and 2:1** 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 **1:2 and 2:1** applications please see the information provided [here](#).

- Should you wish to submit a **1:2 or 2:1** transfer credit application please refer to links at the bottom of the page to submit a request. These cannot be completed by the student on the application page.

## 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
<input checked="" type="checkbox"/> Human Anatomy for the Fine Arts Course Outline / Support Documentation <input type="button" value="Select File"/>	Fall/Winter 2020	B	NATS 1650	Spring 2024		GSCI IIII	No Rule	No equivalency rule found, please upload official course outline and select process application request to proceed with faculty evaluator review.
<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		GHUM IIII	No Rule	No equivalency rule found, please upload official course outline and select process application request to proceed with faculty evaluator review.

George Brown College

Term	Program	Code	Rule	Comment
Spring 2024		GSCI IIII	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.

Student's Incoming Institution					
Course Title	Term	Grade	Code	Term	Prog
<p>You can <b>upload your course outline</b> using the "<b>Select File</b>" button. If you are submitting multiple courses for transfer credit, you will need to <b>upload each course outline</b>.</p>					
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Select File"/> </div>					
<input checked="" type="checkbox"/>	Making Sense of a Changing World	Fall/Winter 2021	A	ANTH 1120	Spring 2024
<p>Course Outline / Support Documentation</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="Select File"/> </div>					

- 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.

When you are ready to **submit your transfer credit application**, click the "**Process Application Request**" button

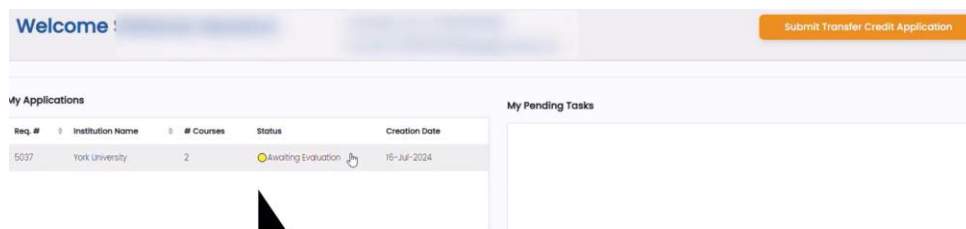
Test course outlin... 33 KB success

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](#).

- 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

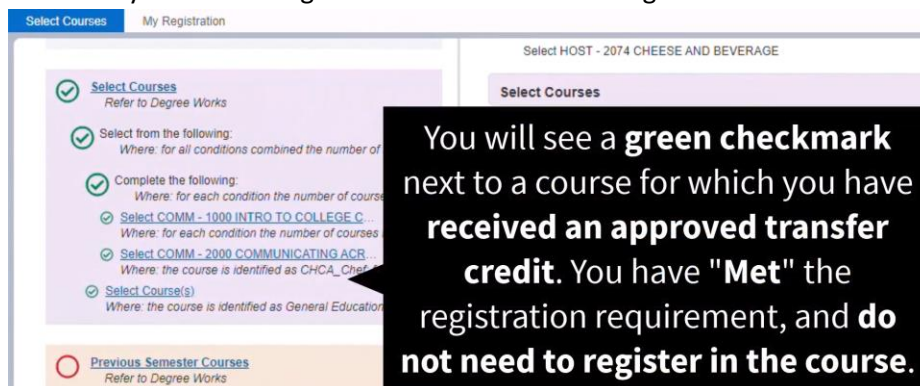


The **Main Dashboard** will update, and you will see your **pending applications** and their **status** in this area

- 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.
  - b. **Approved After Day 1 of the term, but before Day 5 (Last Day to Add a Course)** – You can 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 can 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 can 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 Course Registration Page

- Your course registration will update if your transfer credit application is approved. Return to your course registration to review the changes.



- You will see a green checkmark next to a course for which you have received an approved transfer credit. You have “met” the registration requirement, and do not need to register in the course.
- 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](mailto:transfercredit@georgebrown.ca)