

## TEST CREDIT

- Gives a student course credit for a previously completed test
- Test credit is limited to 45 credits

## NAVIGATION

Log into myUFL, then go to:

1. Click **Main Menu**
2. Click **Student Information System**
3. Click **Records and Enrollment**
4. Click **Transfer Credit Evaluation**
5. Click **Adjust Transfer & Test Credits**

## TEST CREDIT

1. Search for the student's degree audit either by UFID or first and last name. Then, click **Search**.

### *Adjust Transfer Test Credit*

**Adjust Transfer Test Credits**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: ID begins with

[Search](#) [Advanced Search](#)

2. Click on the search results to display the student's information.
3. Click the **Test Credit** tab.

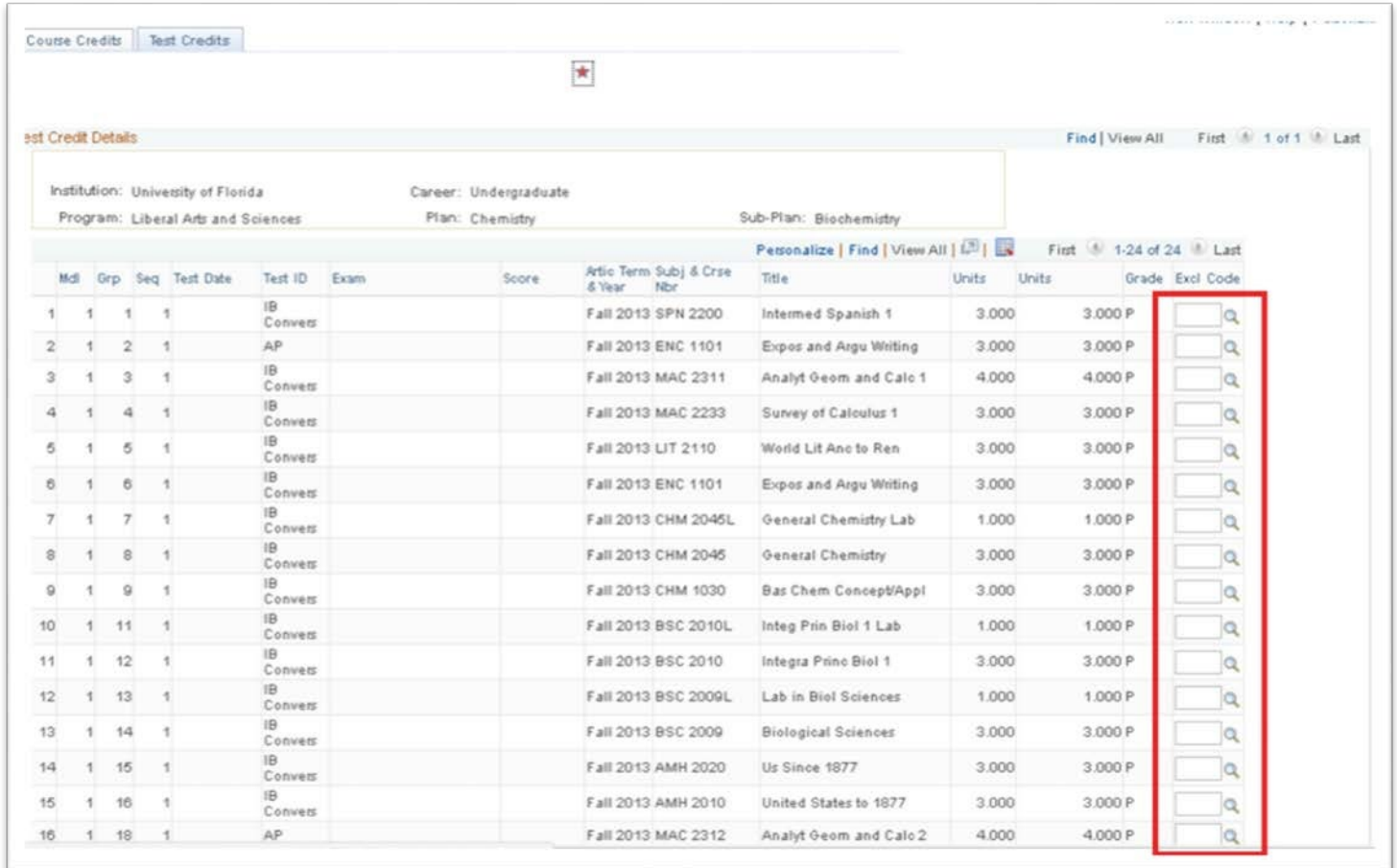
Course Credits: **Test Credits**

Course Details

Institution: University of Florida    Career: Undergraduate  
Program: Liberal Arts and Sciences    Plan: Chemistry    Sub-Plan: Biochemistry

Id	Grp	Seq	Ext Institution	Ext Term & Year	Ext Subj & Crse Nbr	Ext Title	Ext Units	Ext Grade	Artic Term & Year	Subj & Crse Nbr	Title	Units
1				0								0.1

4. Enter "N" for each course that will not count for credit.
  - Up to 45 credits can be used for course credit.
  - If possible, select credits that can't be used in the student's degree program.



Mdl	Grp	Seq	Test Date	Test ID	Exam	Score	Artic Term & Year	Subj & Crse Nbr	Title	Units	Units	Grade	Excl Code
1	1	1	1	IB Convs			Fall 2013	SPN 2200	Intermed Spanish 1	3.000	3.000	P	<input type="text"/>
2	1	2	1	AP			Fall 2013	ENC 1101	Expos and Argu Writing	3.000	3.000	P	<input type="text"/>
3	1	3	1	IB Convs			Fall 2013	MAC 2311	Analyt Geom and Calc 1	4.000	4.000	P	<input type="text"/>
4	1	4	1	IB Convs			Fall 2013	MAC 2233	Survey of Calculus 1	3.000	3.000	P	<input type="text"/>
5	1	5	1	IB Convs			Fall 2013	LIT 2110	World Lit Anc to Ren	3.000	3.000	P	<input type="text"/>
6	1	6	1	IB Convs			Fall 2013	ENC 1101	Expos and Argu Writing	3.000	3.000	P	<input type="text"/>
7	1	7	1	IB Convs			Fall 2013	CHM 2045L	General Chemistry Lab	1.000	1.000	P	<input type="text"/>
8	1	8	1	IB Convs			Fall 2013	CHM 2045	General Chemistry	3.000	3.000	P	<input type="text"/>
9	1	9	1	IB Convs			Fall 2013	CHM 1030	Bas Chem Concept/Appl	3.000	3.000	P	<input type="text"/>
10	1	11	1	IB Convs			Fall 2013	BSC 2010L	Integ Prin Biol 1 Lab	1.000	1.000	P	<input type="text"/>
11	1	12	1	IB Convs			Fall 2013	BSC 2010	Integra Princ Biol 1	3.000	3.000	P	<input type="text"/>
12	1	13	1	IB Convs			Fall 2013	BSC 2009L	Lab in Biol Sciences	1.000	1.000	P	<input type="text"/>
13	1	14	1	IB Convs			Fall 2013	BSC 2009	Biological Sciences	3.000	3.000	P	<input type="text"/>
14	1	15	1	IB Convs			Fall 2013	AMH 2020	Us Since 1877	3.000	3.000	P	<input type="text"/>
15	1	16	1	IB Convs			Fall 2013	AMH 2010	United States to 1877	3.000	3.000	P	<input type="text"/>
16	1	18	1	AP			Fall 2013	MAC 2312	Analyt Geom and Calc 2	4.000	4.000	P	<input type="text"/>

6. Reduce credits until the amount of test credit is at 45 credits (maximum). Then, click **Save**.

- Note that the units transferred will update when you click Save.

## ADDITIONAL HELP

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with processes or policies related to Academic Advising, contact the Toby Shorey, [tshorey@ufl.edu](mailto:tshorey@ufl.edu).