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**
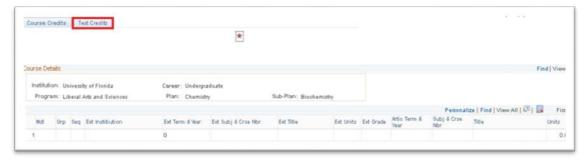5. Click **Adjust Transfer & Test Credits**

TEST CREDIT

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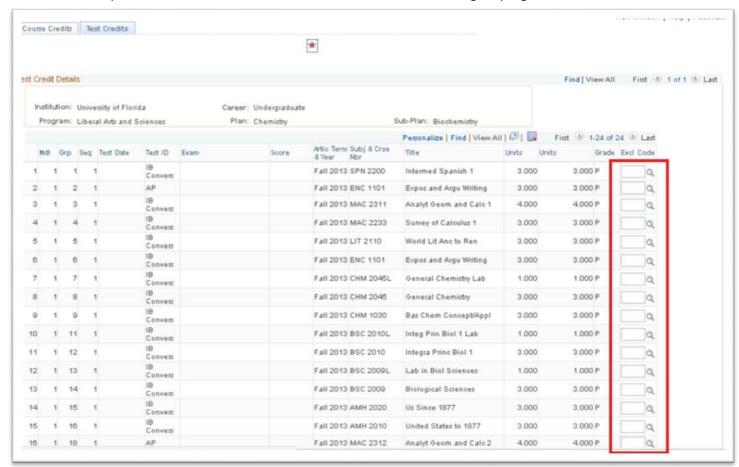
Adjust Transfer Test Credit

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

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.

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.

For assistance with processes or policies related to Academic Advising, contact the Toby Shorey, tshorey@ufl.edu.