

TRANSFER CREDIT

- Gives a student course credit for a previously completed course
- Transfer credit is limited to 60 credits from two year institutions

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**

TRANSFER CREDIT

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

Adjust Transfer Test Credit Screen

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 **Course Credit** tab.
4. Enter "N" for each course that will not count for credit.
 - Up to 60 credits can be used for course credit.
 - If possible, select credits that can't be used in the student's degree program.
 - Reduce credits until the amount of test credit is at 60 credits (maximum).

Course Details Find | View All | First 1 of 1

Institution: University of Florida Career: Undergraduate
 Program: Business Plan: Bkr Adm-In-General Studies Sub-Plan:

Seq	Orig	Req	Extern Institution	Ext Term & Year	Ext Subj & Crse Nbr	Ext Title	Ext Units	Ext Grade	Appl Term & Year	Subj & Crse Nbr	Title	Units	Grade	Ext Code
1	1	1	1 Florida State Colg @ Jacksonville	Fall 2013	MAC 1114	COLLEGE TRIGONOMETRY	3.00	A	Fall 2016	MAC 1114	Trigonometry	3.00	A	
2	1	2	1 Florida State Colg @ Jacksonville	Fall 2014	MAC 2311	CALC ANALYTIC GEOM I	4.00	C	Fall 2016	MAC 2311	Analyt Geom and Calc 1	4.00	C	
3	1	3	1 Florida State Colg @ Jacksonville	Fall 2014	BSC 2010C	PRINC OF BIOLOGY I	4.00	B	Fall 2016	BSC 2010	Integr Princ Biol 1	4.00	B	
4	1	3	2 Florida State Colg @ Jacksonville						Fall 2016	MCB 3023L	Microbiology Lab	1.00	B	
5	1	4	1 Florida State Colg @ Jacksonville	Fall 2014	ARH 2050	ART HISTORY I	3.00	A	Fall 2016	ARH 2050	Intro Hist of Art 1	3.00	A	
6	1	5	1 Florida State Colg @ Jacksonville	Semmer 2014	HUM 2210	HUMANITIES: FNDNGS	3.00	B	Fall 2016	HUM 2210	Western Humanities	3.00	B	
7	1	6	1 Florida State Colg @ Jacksonville	Semmer 2013	CHM 1030C	PRINC GEN CHEMISTRY	4.00	B	Fall 2016	CHM 1031	Bas Chem Concepts I	4.00	B	
8	1	7	1 Florida State Colg @ Jacksonville	Semmer 2013	ENC 1101	ENGLISH COMPOSTN I	3.00	B	Fall 2016	ENC 1101	Expor and Arg Writing	3.00	B	
9	1	8	1 Florida State Colg @ Jacksonville	Fall 2013	AMH 2010	U S HIS TO 1995	3.00	B	Fall 2016	AMH 2010	United States to 1977	3.00	B	
10	1	9	1 Florida State Colg @ Jacksonville	Fall 2014	SPC 2017	INT SPEECH COMMUNCTN	3.00	B	Fall 2016	SPC 1000	Transfer SPC Course	3.00	B	
11	1	10	1 Florida State Colg @ Jacksonville	Spring 2014	AMH 2020	U S HIS TO PRES	3.00	A	Fall 2016	AMH 2020	Us Since 1877	3.00	A	
12	1	11	1 Florida State Colg @ Jacksonville	Spring 2014	DEP 2004	HUMAN GROWTH/DEVLPMNT	3.00	A	Fall 2016	DEP 2004	Development Psychology	3.00	A	
13	1	12	1 Florida State Colg @ Jacksonville	Spring 2014	ENC 1102	WRITING NON-FICTDN	3.00	A	Fall 2016	ENC 1102	Argument and Persuasion	3.00	A	
14	1	13	1 Florida State Colg @ Jacksonville	Semmer 2014	GEA 1000	WORLD GEOGRAPHY	3.00	B	Fall 2016	GEA 1000	Geog Changing World	3.00	B	
15	1	14	1 Florida State Colg @ Jacksonville	Spring 2015	SYG 2010	SOCIAL PROBLEMS	3.00	B	Fall 2016	SYG 2010	Social Problems	3.00	B	
16	1	15	1 Florida State Colg @ Jacksonville	Spring 2015	STA 2023	ELEM STATISTICS	3.00	B	Fall 2016	STA 2023	Intro to Statistics 1	3.00	B	
17	1	16	1 Florida State Colg @ Jacksonville	Spring 2015	HSC 1531	MEDICAL TERMINOLOGY	3.00	A	Fall 2016	HSC 3537	HIS and Med Terminology	3.00	A	
18	1	17	1 Florida State Colg @ Jacksonville	Spring 2015	HUN 1201	HUMAN NUTRITION	3.00	C	Fall 2016	HUN 2201	Fund Human Nutrition	3.00	C	
19	1	18	1 Florida State Colg @ Jacksonville	Spring 2015	SLS 1103	STRATEGIES/SUCCESS	3.00	A	Fall 2016	SLS 1000	Transfer SLS Course	3.00	A	
20	2	19	1 Santa Fe College Florida	Semmer 2016	ECO 2023	MICROECONOMICS	3.00	A	Fall 2016	ECO 2023	Prin Microeconomics	3.00	A	
21	2	20	1 Santa Fe College Florida	Semmer 2016	ACG 2071	MANAG ACCT	3.00	A	Fall 2016	ACG 2071	Intro Managerial Acct	3.00	A	
22	2	21	1 Santa Fe College Florida	Spring 2016	MAC 2233L	SURV CALC LAB MAC 223		A	Fall 2016	MAC 2233	Stat of Calculus 1	0.00	A	
23	2	22	1 Santa Fe College Florida	Spring 2016	MAC 2233	SURVEY CALCULUS MAC 223	4.00	A	Fall 2016	MAC 2233	Stat of Calculus 1	4.00	A	
24	2	23	1 Santa Fe College Florida	Spring 2016	ECO 2013	MACROECONOMICS ECO 201	3.00	B+	Fall 2016	ECO 2013	Prin Macroeconomics	3.00	B+	
25	2	24	1 Santa Fe College Florida	Spring 2016	CGS 1000	INT COLL COMPUTERS CGS 100	3.00	A	Fall 2016	CGS 1000	Transfer CGS Course	3.00	A	

5. Click **Save**. Note that the units transferred total 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.