



## **CREDIT TRANSFER INFORMATION:**

Credit Transfers can be applied for by students who wish to obtain the transfer of previously acquired academic credit(s) towards a St. Clair College course in a program in which the student is currently registered. These previously acquired academic credits may have been taken at another post-secondary educational institution (external academic credit) or may have been taken as part of a different program offered at St. Clair College (internal academic credit). All transfers of academic credit (both internal and external) will be recorded on the St. Clair academic transcript as 'AS' (advanced standing) and will not be calculated in the GPA for the program in which the transfer of academic credit was granted. (College Policy #1.6.9)

### **INSTRUCTIONS PRIOR TO REQUESTING A CREDIT TRANSFER:**

Please refer to the ONCAT (Ontario Council on Articulation and Transfer) website: [www.ontransfer.ca](http://www.ontransfer.ca) to see if your course may already be pre-approved.

### **INSTRUCTIONS FOR REQUESTING A CREDIT TRANSFER:**

To request a credit transfer for courses you are currently enrolled in, please submit an application through your MyStClair account.

If you are not registered in the class you would like to apply for, please contact the Registrar's Office for further assistance.

A completed transfer credit package includes:

- A completed request for Transfer of Academic credit
- Official transcript from previous institution
- Course outlines for courses previously taken
- Payment

Please note:

**\*A minimum 23 hours of instruction are required to be equivalent to a 2.0 credit course, 38 hours of instruction for 3.0 credit course and 53 hours of instruction for a 4.0 credit course.**

**\*A minimum grade of C or 60% is required in the previous course to be eligible for credit transfer.**

\*A charge of \$25.00 per course evaluation, up to a \$100 maximum per submission is applicable and must be paid at the time the assessment is requested. Refunds will not be issued for requests not approved.

\*Courses should not be dropped until students have verified on their SIS or via email that the request has been granted

\*Dropping classes could result in a change from full-time to part-time status, which could affect your OSAP. Please contact the Financial Aid Office at [financialaid@stclaircollege.ca](mailto:financialaid@stclaircollege.ca) to discuss.

\*Dropping a course does not automatically remove you from that course on Blackboard. It is recommended that you send an email to the instructor of the dropped course(s) and ask that you be removed from their course on Blackboard.

**\*All requests can take 2-4 weeks to be completed.**

# Instructions to Submit a Transfer Credit Application through your MySt.Clair:

1. Login to the student information system (SIS).
2. Access the Transfer Credit Application

Main Menu -> Self Service -> Transfer Credit -> My Application

## Application

Student ID    
Academic Year    
\*External Org ID

1. Add New Value.
2. Enter Student ID number.
3. Enter Academic Year

### Look Up External Org ID

External Org ID    
School Name

[Basic Lookup](#)

#### Search Results

View 100      First  1-55 of 55  Last

External Org ID	School Name
STCLC	(blank)
0000000	*** New Institution ***
0492346	Algoma University College
0492446	Algonquin College
0492356	Assumption University
0492357	Athabasca University
0492348	Brock University
0492461	Cambrian College
0492462	Camosun College
0492314	Canadian Trades School
0492465	Canadore College
0492349	Carleton University
0492474	Centennial College
0492480	College Boreal

4. Enter external Org ID or click magnifying glass for a list of values.
- Note – If the school does not appear in the list of values, select the External ORG ID of '000000' \*New Institution\*

5. Complete the Transfer Credit Request application.

- a. Upload Official Transcript from your previous college/university.
- b. Scroll down and find the course you are seeking credit for. Once you have found the course, select one of the following option:
  - i. View existing rule (s)
  - ii. Enter a new request rule
- c. When ready to submit your application request, click on "Submit Application and Charge my account".

Application

Student ID: 0002155  
Student Name: Test,Test  
Academic Year: 2024 2024 / 25

**Previous School**

School Id: 0492564 \*School Name: St. Clair College  
Application Date: 11/15/2024  
Attach Official Transcript Attached Transcript File:  
View Official Transcript Attached By: Attached Date Time:

**Transfer Credit Controls**

Course Fee	Max Course Fee	Min Grade	Residency %	Degree Min Grade	Degree Residency %
\$25.00	\$100.00	C	25.00	B	50.00

**Academic Program and Levels**

Term	Term Description	Career	Program	Level	Program Name	Registration Status	Ft/Pt load	Course Load	Transfer Credit Deadline	Credential
1450	Fall 2024	Credit	B009	A06	Bus Admin-Marketing	Registered	Enrolled Full-Time	1	11/13/2024	ADVDIPL

Application Fees: 0.00  
Total Posted Fee: 0.00

**Eligible enrolled courses for transfer credit**

St Clair College Enrolled Courses

Term: 1450 Fall 2024 Class Nbr: 1198 Course ID: 013924 Transfer Credit Course Fee  
Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 \$0.00  
Enrolled Status: E ENRL Career: Credit  
Grade: Elective Course Credit Units: 3.00  
Fee Posted  
'A's' posted  
Course Enrl Dropped

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

Oncat Equivalency ID: 0 Equivalency Type: Course ID:

**Required External Course Grades**

*School Subject	*School Course Nbr	*Description	*Grade
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**Transfer Credit Status**

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed	Updated by
11/15/2024	12:10:07PM					<input type="checkbox"/>	

Save Application, Finish Later Submit Application and Charge my account Quit Page without saving my application

A

B

C

i) Click on "View existing rule (s)"

Eligible enrolled courses for transfer credit First 1 of 1 Last

**St Clair College Enrolled Courses**

Term: 1450	Fall 2024	Class Nbr: 1198	Course ID: 013924	Transfer Credit Course Fee	<input type="checkbox"/> Fee Posted
Course: ELEC 1030	Section: 001	CHOOSE 1 3 UC ELECTIVE COURSE	School Code: P2	\$0.00	<input type="checkbox"/> 'AS' posted
Enrolled Status: E	ENRL		Career: Credit		<input type="checkbox"/> Course Enrl Dropped
Grade:	<input checked="" type="checkbox"/> Elective Course		Credit Units: 3.00		

**View existing rule (s)**   **Enter a new request rule**   **Delete request**

**Eligible Course Transfer Rule** First 1 of 1

Oncat Equivalency ID: 0   Equivalency Type:   Course ID:

**Required External Course Grades** 1 of 1

*School Subject	*School Course Nbr	*Description	*Grade


**Transfer Credit Status** 1 of 1

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed	Updated by
11/12/2024	3:34:12PM					<input type="checkbox"/>	

If your previous course has been pre-approved to transfer, your previous course will be on this list.:

Transfer Credit list First 1-2 of 2 Last

**Available transfer credit rules**

Select this rule 

Institution ID: STCLC   St. Clair College  
Source ID: 0492564  
Component Subject Area: CHEM  
Effective Date: 05/29/2024  
Equiv Component: 0002   Oncat Equivalency ID: 1477   Equivalency Type: 1 to 1

Required External Courses				Equivalent to St Clair College Course	
Institution	School Subject	School Course Nbr	Description	Course ID	Description
Scc	CHM	222G	Environmental Awareness	013924	CHOOSE 1 3 UC ELECTIVE COURSE

Select this rule

Institution ID: STCLC   St. Clair College  
Source ID: 0492564  
Component Subject Area: SOSOC  
Effective Date: 10/10/2023  
Equiv Component: 0022   Oncat Equivalency ID: 1514   Equivalency Type: 1 to 1

Required External Courses				Equivalent to St Clair College Course	
Institution	School Subject	School Course Nbr	Description	Course ID	Description
Scc	SSC	128G	Drugs, Society and Human Behav	013924	CHOOSE 1 3 UC ELECTIVE COURSE

OK   Cancel


Once you select your course, add the final grade.

**Eligible Course Transfer Rule** First 1 of 1

Rule Exists   Oncat Equivalency ID: 1477   Equivalency Type: 1 to 1   Course ID: 013924

**Required External Course Grades** 1 of 1

*School Subject	*School Course Nbr	*Description	*Grade
CHM	222G	Environmental Awareness	<input type="text" value="A"/>



ii) Click on “Enter a new request rule”

The screenshot shows the 'Eligible enrolled courses for transfer credit' interface. At the top, it displays 'St Clair College Enrolled Courses' with details for Term: 1450, Fall 2024, Class Nbr: 1198, Course ID: 013924, and Course: ELEC 1030. Below this, there are three buttons: 'View existing rule (s)', 'Enter a new request rule' (circled in green), and 'Delete request'. The interface also shows 'Eligible Course Transfer Rule' with fields for 'Required External Course Grades' and 'Transfer Credit Status'.

If your previous course has not been pre-approved to transfer, please add your previous course's information.

The screenshot shows the 'Eligible Course Transfer Rule' interface. It displays 'No Rule Exists' and 'Required External Course Grades' with fields for '\*School Subject', '\*School Course Nbr', '\*Description', and '\*Grade'. Below this, there are buttons for 'Attach Outline' and 'View Outline'. The 'Transfer Credit Status' section is also visible. Five numbered callouts (1-5) are placed over the interface: 1 is over the '\*School Subject' field, 2 is over the '\*School Course Nbr' field, 3 is over the '\*Description' field, 4 is over the '\*Grade' field, and 5 is over the 'Add Course' button.

Enter the following information:

1. Course Code: School Subject is the course code letters; School Course Nbr is the course code number
2. Course Name
3. Final grade, and
4. Attach the Course Outline
5. If you need to submit more than one class, click on “Add Course” and repeat steps 1- 4.

**\*\*\*You can always log in to see updates on your application.**

If approved, the *TC Status* will say “Granted” and you will receive a confirmation email from the Registrar’s Office.

Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 \$25.00  
 Enrolled Status: Career: Credit  
 Grade:  Elective Course Credit Units: 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

*School Subject	*School Course Nbr	*Description
ABC	123	Elective

**Transfer Credit Status**

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed
11/12/2024	3:41:28PM	Registrar's Office - Processing	GRANTED	Request Granted		<input type="checkbox"/>
11/12/2024	3:41:19PM	Final Approval	APPROVED	Pending Registrar Processing		<input type="checkbox"/>
11/12/2024	3:41:13PM	Chair's Office	APPROVED	Pending Auditor review		<input type="checkbox"/>
11/12/2024	3:40:30PM	Co-Ordinator's Office	APPROVED	Pending Chair review		<input type="checkbox"/>
11/12/2024	3:40:16PM	Registrar's Office	APPROVED	Pending Faculty/Co-Ordinator review		<input type="checkbox"/>
11/12/2024	3:36:31PM	Student Statuses	RNR	Request without a Rule		<input type="checkbox"/>

If your request is denied, the *TC Status* will say “DENIED”; an explanation will be provided in the comment section next to it.

Enrolled Status: Career: Credit  
 Grade:  Elective Course Credit Units: 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

*School Subject	*School Course Nbr	*Description
ABC	123	Elective

**Transfer Credit Status**

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed
11/12/2024	3:42:33PM	Registrar's Office	DENIED	Request Denied by Registrar Office	Official transcript shows grade of "D".	
11/12/2024	3:36:31PM	Student Statuses	RNR	Request without a Rule		

If more information is required, the *TC Status* will say “FOLLOWUP”; an explanation will be provided in the comment section next to it.

Course: ELEC 1030 Section: 001 CHOOSE 1 3 UC ELECTIVE COURSE School Code: P2 \$25.00  
 Enrolled Status: E ENRL Career: Credit  
 Grade:  Elective Course Credit Units: 3.00

View existing rule (s) Enter a new request rule Delete request

**Eligible Course Transfer Rule**

No Rule Exists Oncat Equivalency ID: 9999 Equivalency Type: Course ID: 013924

**Required External Course Grades**

*School Subject	*School Course Nbr	*Description
ABC	123	Elective

**Transfer Credit Status**

Status Date	Status Time	Status Type	TC Status	Description	Followup Instructions	Followup Completed
11/12/2024	3:38:32PM	Registrar's Office	FOLLOWUP	Waiting on Student Followup	Need additional documents, course description is not sufficient. Contact the Registrar's Office for more information.	<input type="checkbox"/>
11/12/2024	3:36:31PM	Student Statuses	RNR	Request without a Rule		<input type="checkbox"/>