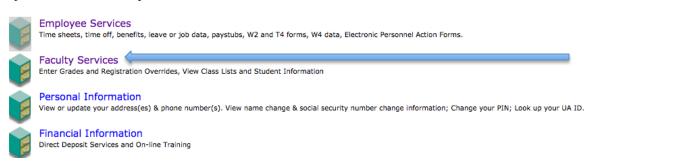
## **Transfer Credit Equivalency Report Instructions**

## 1) Go to **UAOnline** and login

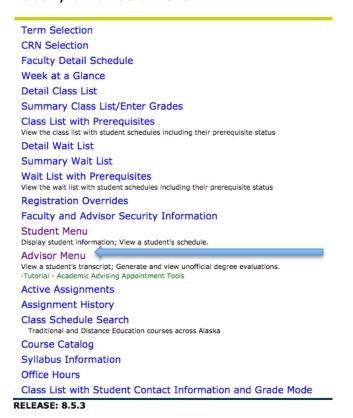


### 2) Click on "Faculty Services" link

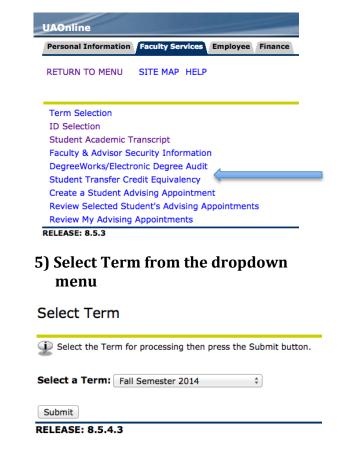


#### 3) Click on "Advisor Menu" link

#### Faculty & Advisors Menu



# 4) Click on "Student Transfer Credit Equivalency" link



### 6) Insert the student's UA ID number or search based on the student's name

ID Selection	
You may enter:  1. The ID of the Student/Advisee you want to process, or 2. A name or partial name. Then press the Submit button. For best search results, choose the Search Type of 'All'. If All is not a displayed option, choose 'Both'.	The Student Verification Screen will appear. Click "Submit" if the student's name is correct.
Student or Advisee ID:  OR	Select "Undergraduate-UAF" from the dropdown menu.
Student and Advisee Query  Last Name:  First Name:  Search Type: Students Advisees	Transfer Level Selection  Select a Level: Undergraduate - UAF ‡
○ Both ○ All  Submit Reset  RELEASE: 8.5.4.3	Submit  RELEASE: 8.5.3UA

## 7) The Transfer Credit Legend provides instructions on how to read the Transfer Credit Equivalency Report

