Viewing the Transfer Credit Report in MyView

1) Navigation:  Campus Community > Student Services Ctr (Student)

2) In the ACADEMICS section, click the drop-down arrow and select Transfer Credit Report.

3) Click on the double arrows to the right of the box to run the report.
4) Transfer Credit that is ready to be viewed (Posted) will list on this screen. Credit that is still being processed (Submitted)* will not list on this screen until ready.

Transfer credit is broken out by school from which the credit applies and the career and program of the student. In the upper right of the screen (shown below) if the student has credit from multiple schools, you will see the listing indicator show something other than ‘1 of 1’. In this example ‘1 of 2’ indicates that two schools with posted credit are on this student’s record. You can either use the little arrow buttons to move from each school or click on the ‘View All’ link to list all the schools credit on one screen.

Definition of the columns:
- **Transfer Term:** Articulation term assigned to this credit.
- **External Term:** Incoming term student took course.
- **External Subject:** Incoming curricular and course number.
- **Description:** Incoming course title.
- **Units Taken:** Incoming course hours.
- **Grade Input:** Incoming grade.
- **Equivalent Course:** UMSL course equate.
- **Units:** UMSL course equate.
- **Grade:** UMSL grade assigned.
On transfer credit that is currently being processed (Submitted) you can check the progress of Submitted credit by selecting the ‘Transfer credit’ tab on Student Services Ctr (Student). The last column on this page will list ‘Model Status’. Model Status with ‘Submitted’ list credit that was not viewable on the Transfer Credit Report. Submitted credit will list as Posted after processing is completed.

<table>
<thead>
<tr>
<th>Source</th>
<th>Career</th>
<th>Institution</th>
<th>Program</th>
<th>Term</th>
<th>Model Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Charles Community College</td>
<td>Undergraduate</td>
<td>Univ of Missouri - St. Louis</td>
<td>Ugrad College Arts &amp; Sciences</td>
<td>2007 Fall Semester</td>
<td>Submitted</td>
</tr>
<tr>
<td>St Louis Community College - Narmancc</td>
<td>Undergraduate</td>
<td>Univ of Missouri - St. Louis</td>
<td>Ugrad College Arts &amp; Sciences</td>
<td>2010 Spring Semester</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

The ‘Transfer credit’ tab will list schools for which transfer credit applies.

5. If you just need to check if a transcript was received, the ‘Admissions’ tab will list all transcript currently received by the University of Missouri - St. Louis under the ‘External Education’ section. Click on the ‘Admissions’ tab.
Scroll down to the ‘External Education’ section. Click on the green pivot arrow to the left of the school line to see when a transcript was received for that school.

This example shows that an Official transcript for St. Charles Community College was received on 06/30/2009.