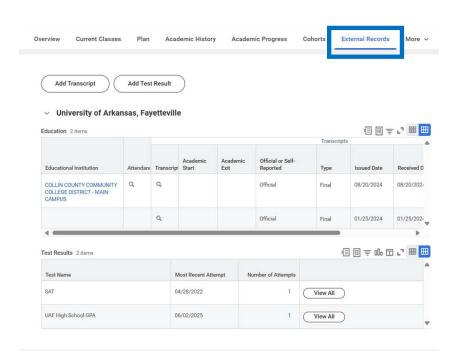This quick reference guide (QRG) provides instructions on how to view transfer credit not accepted based on University Policy.

To view unaccepted transfer credit, complete the following steps.

1. On the Student Profile, select **Academics**

2. Select **External Records**

3. Select the **Magnifying Glass** icon under the Transcript column for the school you are wanting to view

Tip: Right click on the Magnifying Glass to have the information open in a new tab.

4. Select **Course History.** There will be a list of all the courses the student took at the institution, including those not accepted for transfer credit.