

Transient Credit Approval Process

Step 1: Meet with your assigned academic advisor to discuss which course(s) would be best to take during the summer term.

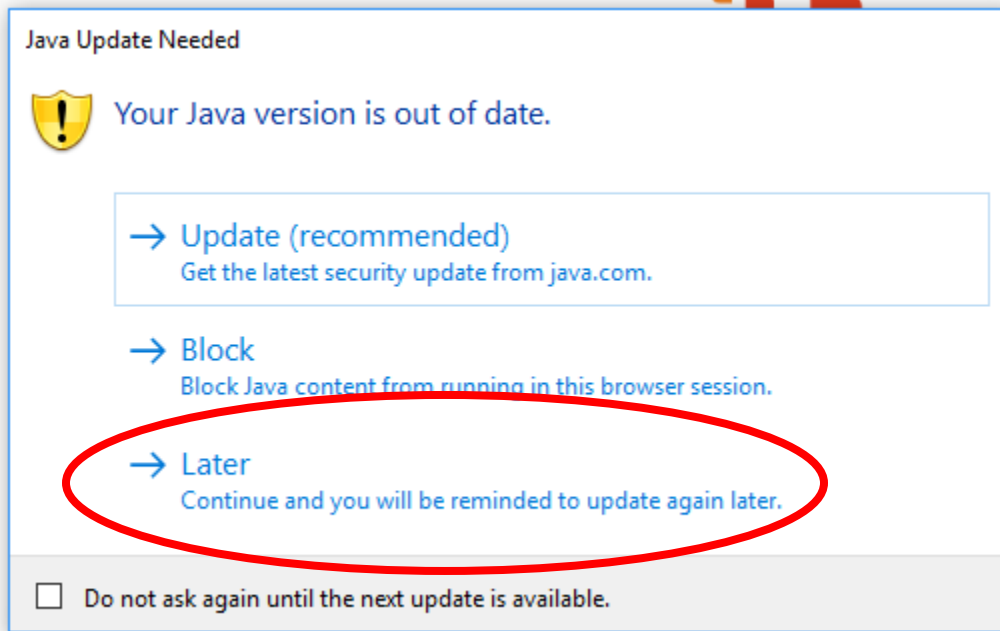
Step 2: Launch [Internet Explorer](#) and go to portal.wvu.edu. Log in.

Step 3: On your portal dashboard, click “Transfer Credits”, found under the *WVU Resources* heading.

The screenshot shows the WVU portal dashboard. At the top, there are navigation links for DegreeWORKS, FINANCIAL AID INFORMATION, STAR, and SCHEDULE BUILDER. Below these are sections for PRT Status, eCampus Courses, STAR Schedule, STAR Grades, My To Do, My Week, and WVU Resources. The 'WVU Resources' section is expanded, showing a list of links. The 'Transfer Credits' link is circled in red.

Step 4: You may receive two pop-up boxes (depending on your version of Java). Click “Run This Time” on the first, and “Later” on the second.

The screenshot shows a Java update pop-up box. The text reads: "Java(TM) was blocked because it is out of date and needs to be updated. What's the risk?". There are two buttons: "Update" and "Run this time". The "Run this time" button is circled in red.



Step 5: In the pop-up window, select the institution and subject. Then click “Get Results”. Be sure to select the check boxes next to “Select an institution” and “Select a subject”.



Transfer Articulation

(Optional) Select an institution
 (Optional) Select a subject
 (Optional) Select an attribute

Virginia Polytech Inst St Univ WVU at Parkersburg Warren County Community Clg West Kentucky Cmnty Tech Clg West Virginia State University West Virginia Univ Inst Tech	LARC LING MAE MANG MATH MDS	GEF Area 1 GEF Area 2 GEF Area 2A GEF Area 2B GEF Area 3 GEF Area 4
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Ungrouped courses: any of the courses in this column will be equivalent to the WVU course listed.

Grouped courses: student must complete all courses in this field to receive credit for the WVU course listed.

CollegeCode	CollegeDesc	TransferCo...	WVUSubj	WVUCourse	UngroupedTransCrse	GroupedTr...
005903	West Virginia State University	UG	MATH	121	MATH 111 GEF Area...	
005903	West Virginia State University	UG	MATH	126	MATH 101 GEF Area...	
005903	West Virginia State University	UG	MATH	128	MATH 102 GEF Area...	
005903	West Virginia State University	UG	MATH	129	MATH 121 GEF Area...	
005903	West Virginia State University	UG	MATH	155	MATH 206 GEF Area...	
005903	West Virginia State University	UG	MATH	156	MATH 207 GEF Area...	
005903	West Virginia State University	UG	MATH	251	MATH 208 ; MATH 208	
005903	West Virginia State University	UG	MATH	126C	MATH 120 GEF Area...	

Step 6:

- If the course **appears** in the listing under “WVUCourse”, then there is an equivalent to it at the other institution. If (an) equivalent course(s) is(are) listed, then it(they) is(are) equivalent to the WVU course shown. For example – West Virginia State University’s MATH 206 is equivalent to WVU’s MATH 155.

Proceed to Step 7.

- If the course **does not appear** in the listing, you will need to provide a syllabus for review. This must be a full syllabus – NOT a course description. You can submit a syllabus for review here: <https://tinyurl.com/TransientReview> You will receive an email with the acceptance or denial of the course equivalency review request (hopefully within 5-10 business days). If the course is denied as equivalent, you will need to find a new course. If the course is approved as equivalent, **proceed to Step 7.**

Step 7: Once you have found an equivalent course, complete the online, fillable PDF Transient Request (<https://tinyurl.com/TransientRequest>). Save the PDF and email it to your assigned academic advisor.

Step 8: Wait for the final approval message. Keep in mind, if you are currently enrolled in a course that is a pre-requisite to the course you would like to take in the summer, the approval will be held until you've completed the pre-requisite course this summer. If you have concerns about where your form is in process, please see your advisor.

Keep in mind, meeting the guidelines for a transient application does not guarantee approval of the transient application. The Associate Dean for Academic Affairs has the right to set conditions more stringent than those set forth in these guidelines, as well as the right to limit transient course credit. (WVU Catalog/Statler Policies)

<http://catalog.wvu.edu/undergraduate/collegeofengineeringandmineralresources/#policies>