TRANSFER CREDIT REQUEST APPROVAL

- You will receive an email, requesting your approval for a student to take a course at another institution:

Please review the Transfer Credit Request for Susan Student (123456789) and either Approve or Deny the request.

Term - 2015 Summer Term
School - Texas Tech University
Class - MATH 1351
Approved as TCU equivalent course - MATH 10524 Calculus I

You may return to your email, and use the link below at any time to check the status of this request. Students will be notified by email when the request is fully approved.

Notes From Susan Student:
I want to take my Math requirement at Texas Tech University.

You must sign in to my.tcu.edu here before clicking on the link below:

- Approver: Click Here To Approve This Request
- Student: Click Here To Review Your Request

- Click on the link in the email to login to my.tcu.edu. You should see the student’s request.

  You may approve or deny by clicking the appropriate button. If you approve the request, the next approver will receive an email that lets them know that their action is needed. If you deny the request, the student will receive an email that the request was denied.

- Any notes you add as an approver will be passed along to the next approver, AND the student will also be able to see them.
• When the final approver (usually the associate dean) approves the request, the student will receive an email that the request has been approved.

Alternate Access:
• If you have several advisees requesting approval, you may work from each email (which opens a new window for each student), or click the Faculty dropdown at the top of the page, and click on Transfer Credit Inquiry. You will be able to see all of the requests that are awaiting your approval.

• Enter your search criteria and click the Search box. Click the Approval Page button to access each transfer credit request.
Adding an additional approver:

If you receive a request for transfer credit approval, and you decide that you want another person’s input, click the Add Additional Approver button.

Remember that you can use the lookup button (magnifying glass) to search by name for the appropriate person.

When you have the right person, make sure that you press the "Confirm New Approver" button.
Now you should see the new Approver added immediately below you.

Then you can enter a message to the new Approver in the first "Notes from Approver" box.

When you have entered your message, press the "Approve" button and an email will be sent to the new Approver that includes the Notes that you just added.
You should see that the status of your first approval is set to “Approved” and the status on the new approver is “Needs Approval”.

![Approval History](image-url)
You will receive an email notification when the new approver (Scott Sullivan in this example) Approves the request. Now you can go back in to the Approval page and press “Approve” on the final approval level.

The student will be notified that their request was approved and that they need to send in their transcript when they complete the class. You can see all the approvals and the Registrar’s area on the Approval page at this point.