# HOW TO COMPLETE CREDIT TRANSFER APPLICATION

Credit transfer provides an opportunity to leverage previously completed courses from Durham College or another recognized post-secondary institution toward your program. No more than 75 percent of a program of study can be obtained through credit transfer for all credentials. For more information visit: www.durhamcollege.ca/credittransfer

Please review the steps below for details on how to complete the online Application for Credit Transfer. Questions may be directed to transfers@durhamcollege.ca

1. *Log* into MyDC and *select* **Application for Credit Transfer** listed under "Enrolment Services -> Registration -> Self Service Links".
2. *Select* **Start New Application** to begin your application.
3. Review the information provided to determine if you're eligible for credit transfer and if the **credit transfer submission window for the current term is open.**   If you are eligible, select "**Start New Application**".
4. Confirm your personal information and program are correct. If a program does not automatically pre-populate, *select* your program from the drop-down list **Current Durham College Program**.
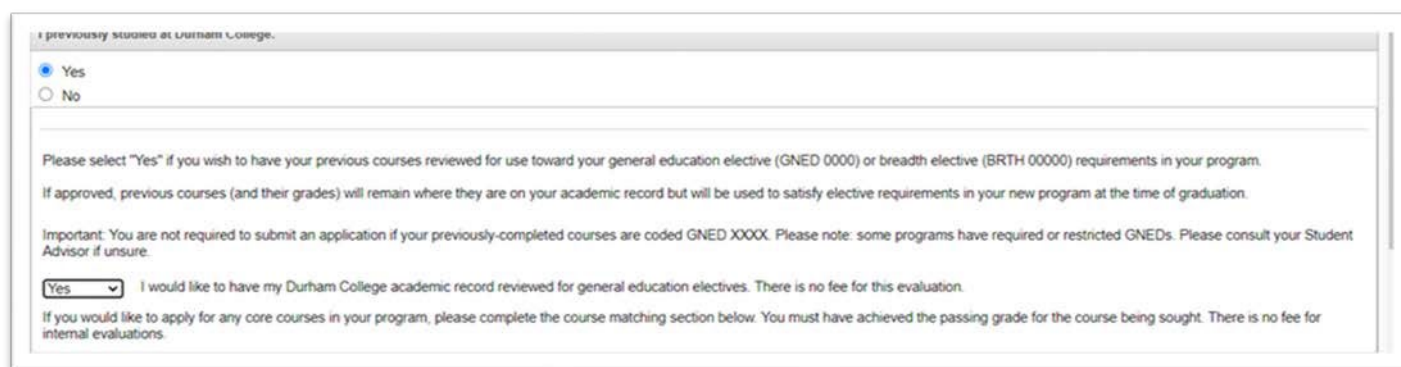
# PART A: GENERAL ELECTIVES AND BREADTH ELECTIVES

The first section of the application is related to General Electives and Breadth Electives. There is a $16 evaluation fee for an external review and we will review your transcript for up to 3 electives. There is no evaluation fee for previous electives taken at Durham College.

**PLEASE NOTE:** For **Professional and Part-time Learning online students**, you must complete the course matching section of the application to apply for General Electives. **Please proceed to PART B.**

5. Identify if you previously studied at **Durham College** by selecting the **Yes** or **No** button. If you selected Yes, a window will appear. Select **Yes** from the drop-down list to have your academic history reviewed for electives.
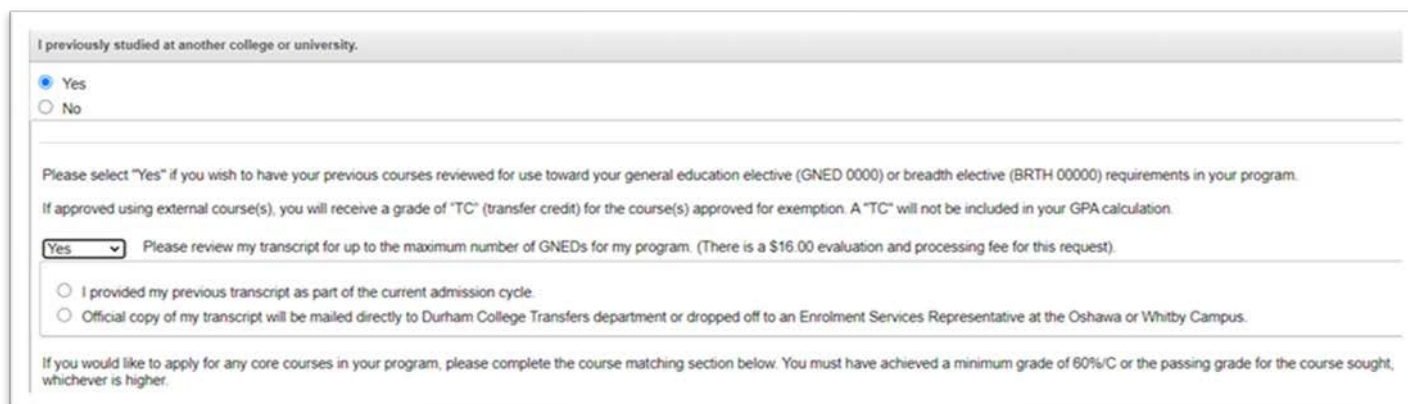


6. Identify if you previously studied at another **College or University.** If you are requesting an elective review from another college or university, please also indicate if you have already provided your transcript as part of the current admission cycle or if you are requesting an official copy.

7. If you are **only seeking elective courses,** scroll down to the bottom of the page and *select* **Continue** and proceed to **step 10** to continue your application.

   If you would like to also **apply for core courses** in your program, please continue to the **Course Matching** section in **PART B**.

# PART B: CORE PROGRAM COURSES

→ If you would like to apply for core courses in your program using a previous course taken at **Durham College** proceed to **step 8**.

→ If you would like to apply for core courses in your program using a previous course taken at **another college or university** proceed to **step 9.**
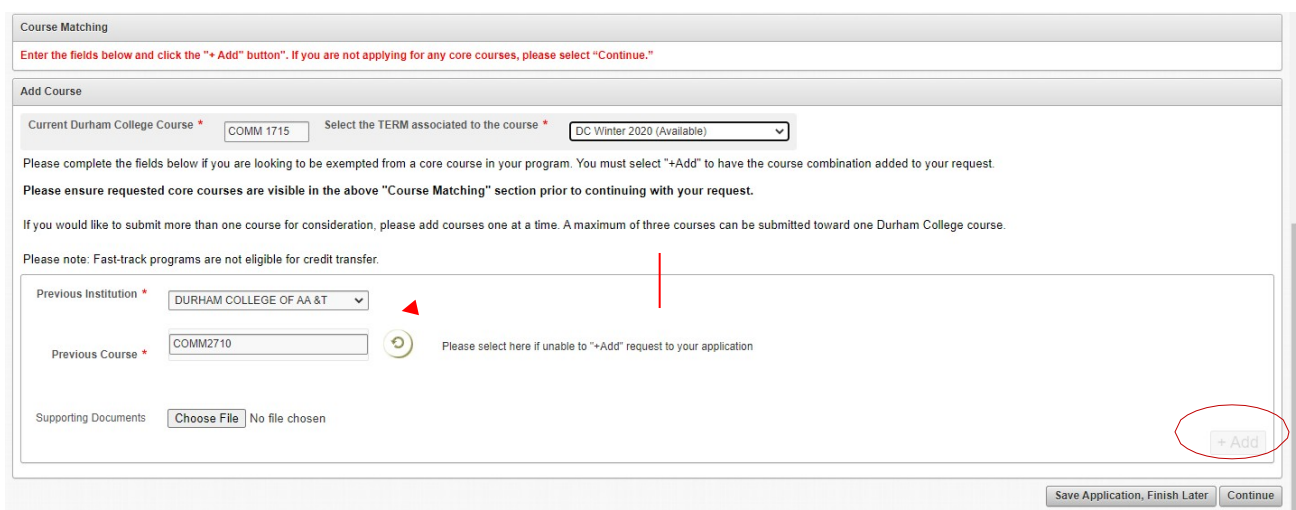
**Previous course taken at Durham College**

8. In the Course Matching section:

   a) Identify the Current Durham College Course you're seeking exemption from. This list will pre-populate with courses in your current program.

   b) Select the **TERM** associated to your course.

   > **Note:** If the deadline to apply has **passed DAY 10** for the active term, you will not be permitted to continue. The current term will be inactive.

   c) Enter the information for the previous course that you feel is equivalent. If completed at Durham College, enter Previous Course code without a space (i.e. COMM 2204 = COMM2204). *The data in this field will authenticate against your Durham College academic history.*

   d) Select the button **+Add** to add the course combination to your application.

   > **Note**: If the **+Add** button remains disable, select the arrow cycle next to the previous course text field to refresh the screen.

**Course Matching**

Enter the fields below and click the "+ Add" button". If you are not applying for any core courses, please select "Continue."

**Add Course**

Current Durham College Course * `COMM 1715`   Select the TERM associated to the course *  `DC Winter 2020 (Available)`

Please complete the fields below if you are looking to be exempted from a core course in your program. You must select "+Add" to have the course combination added to your request.

**Please ensure requested core courses are visible in the above "Course Matching" section prior to continuing with your request.**

If you would like to submit more than one course for consideration, please add courses one at a time. A maximum of three courses can be submitted toward one Durham College course.

Please note: Fast-track programs are not eligible for credit transfer.

Previous Institution *  `DURHAM COLLEGE OF AA &T`

Previous Course *  `COMM2710`   Please select here if unable to "+Add" request to your application

Supporting Documents   Choose File   No file chosen

+ Add

Save Application, Finish Later   Continue

   e) If you have multiple credit applications, repeat steps **8 a) to 8 d)**
   f) Once you are complete, click **Continue**.

## Previous course taken at another College or University

9. In the Course Matching section:

   a) Identify the Current Durham College Course you're seeking exemption from. This list will pre-populate with courses in your current program.

   b) Select the **TERM** associated to your course.

   > **Note:** If the deadline to apply has **passed DAY 10** for the active term, you will not be permitted to continue. The current term will be inactive.

   c) Select your previous institution from the drop-down list. If your previous institution is not listed, select "other – not shown."

   d) Enter the previous course

   e) Select the grade obtained

   f) Upload course outlines in the Supporting Documentation section. If unable to upload course outlines, select to drop off hard copy documents in person.

   g) Select the button **+Add** to add the course combination to your application.

   > **Note**: If the **+Add** button remains disable, select the arrow cycle next to the previous course text field to refresh the screen.

   h) If you have multiple credit applications, repeat steps **9 a) to 9 g)**

   i) Once you are complete, click **Continue.**

10. Read and accept all conditions detailed on the **Important Information and Submission** page.

→ If only submitting a request with previous Durham College courses, your request will be submitted after this step.

→ If your courses were completed at another college or university, you will submit and proceed to payment.



11. Review payment information.

1. If you pay in person, you will be provided with a page you can print for reference. The evaluation process will begin <u>after payment is made</u>.

2. Alternatively, you may pay by credit card to start the process right away.

**NEXT STEPS FOR AFTER YOU APPLY:**

- ✓ You may monitor the status of your application in MyDC (click on Application for Credit Transfer, select Check Status)
- ✓ Credit transfer reviews can **approximately 4-6 weeks** depending on the volume of request received.

**NEXT STEPS FOR APPROVED CREDITS:**

- ✓ If you have been **approved credit for several courses**, you should contact your student advisor to discuss adjusting your timetable.
- ✓ If approved for a single course, you can drop it afterward once the timetable change window opens.
  - → Please refer to the Important Dates listed on MyDC for the date when timetable changes are permitted.  Instructions are available in the "Tutorials" section of MyDC under "Enrolment Services -> Registration".

- ✓ **Professional and Part-time Learning online students**, you should not register for any of your approved courses.

**IMPORTANT:** It is your responsibility to review your student status after dropping credits. An underload of courses may change your status to part-time.

## ORDERING TRANSCRIPTS

### Daytime Programs

- request your transcript through your existing Ontario Colleges application (or by email or phone at 1.888.892.2228);
- request it through your previous post-secondary institution, have them:
    a. Email your transcript to transfers@durhamcollege.ca  OR
    b. Mail to 2000 Simcoe Street North, Oshawa, ON L1G 0C5 (to the attention of Durham College Credit Transfer Office)

### Professional and Part-time Learning online students

If you submitted your transcript with the **Centre for Professional and Part-Time Learning,** please email a copy to transfers@durhamcollege.ca, along with your student number.

### International students

All international requests for credit transfer must include a course-by-course credential assessment from either World Education Services (WES) (https://www.wes.org/ca/) or the International Credential Assessment Service of Canada (ICAS) (https://www.icascanada.ca/).  However, this does take some time and there will be a cost associated with this. WES or ICAS evaluations can be emailed to transfers@durhamcollege.ca or uploaded with your credit transfer application.

Should you have any question, email transfers@durhamcollege.ca and we would be happy to assist you!