

1. Log into your myCampus Portal and choose My Student Center
2. Select Transfer Credit Request from the Office of the Registrar Menu (circled below)

Student Center

Academics

***** My Student Status *****

You are a part-time student. The registration period is now closed.

[Important: Information about your status](#)

Search
Plan
Enroll
My Academics
Textbook List

other academic... »

Finances

My Account

[Account Summary](#)
[Your Fee Notifications](#)

[View/Print Tax Slips](#)
[T4/T4A Tax Consent](#)

Search for Classes

Office of the Registrar

[Student Centre Overview](#)
[Confirmation of Enrolment](#)
[Transfer Credit Requests](#)

Financial Aid and Fee Payments

[Scholarships and Bursaries](#)
[Tuition and Ancillary Fees](#)
[Fee Payments \(Domestic\)](#)

Fleming Pages

[Student Life](#)
[Fleming News](#)
[Campus Maps](#)

ⓘ When you are enrolled in classes, they will be listed here.

[Enrollment Shopping Cart ▶](#)

ⓘ You have no outstanding charges at this time.

[Make a Payment](#)

3. Select Add New Value

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date = BT

Approval Status =

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Complete ALL fields and hit Save (you must save the form before you can attach any documents)

Form | Instructions | Attachments

Course Transfer Credit Request

*Subject

Priority 3-Standard Due Date

Status Initial

Student Information

*Student Number

*Name

*Program of Study

Previous College or University Course:

*College/University

*Course Code

*Course Name

*Grade

Transfer Credit Requested For:

*Fleming Course Code

*Fleming Course Number

*Semester

More Information

Save

Notify

5. When adding an attachment, please include a description of document. Hit the Attach button to search for your document. When attaching more then one document use the + button to add another row.

Form | Instructions | **Attachments**

Course Transfer Credit Request

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1		Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

*Description	Attached File	Attach	Open
<input type="text"/>		Attach	Open

Notify

Form | Instructions | Attachments

- Return to the Form tab and select the Submit button. The Transfer Credit Coordinator will be notified that a transfer credit is pending evaluation.

Form | Instructions | Attachments

Seq # 18 **Course Transfer Credit Request**

*Subject

Priority 3-Standard Due Date

Status Cancelled

Student Information

*Student Number

*Name

*Program of Study

Previous College or University Course:

*College/University

*Course Code

*Course Name

*Grade

Transfer Credit Requested For:

*Fleming Course Code

*Fleming Course Number

*Semester

More Information

- The Instructions Tab provides more information should you require it.