

## Job Aid Work Example

### Viewing Transfer Credit

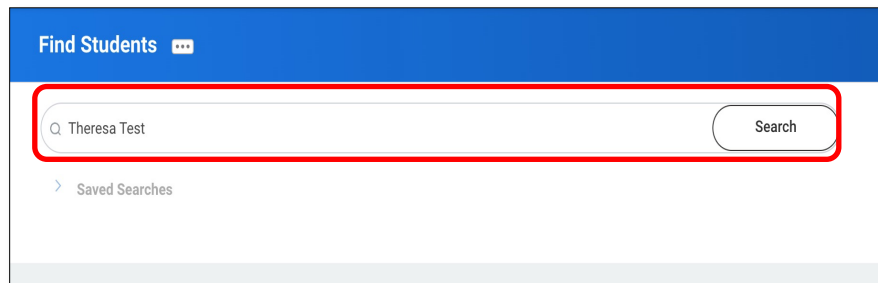
This job aid is created for Registrars.

#### How to View and Find Transfer Credit Articulation Information.

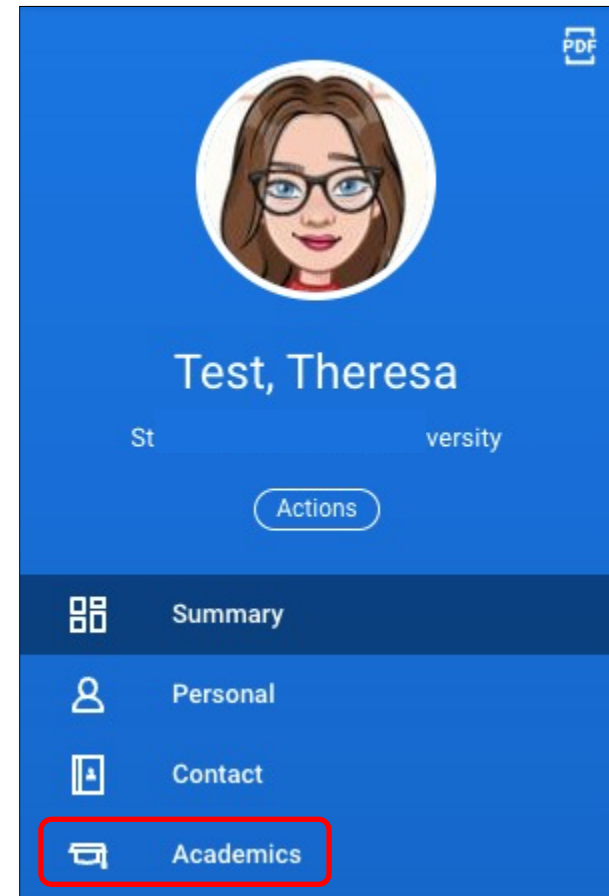
1. Using the Workday search bar, type **Find Students**. Select **Find Students Report**.



2. On the Find Student screen, search for the student by typing the student's **First and Last Name** into the Search field. Then click **Search**.

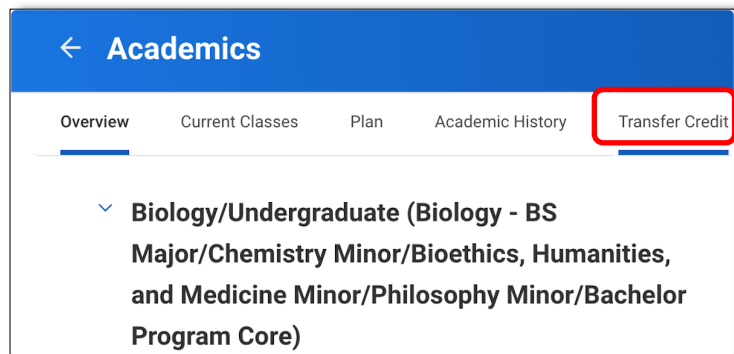


3. Click on the **Academics** tab.



## Job Aid Work Example

- Click on the **Transfer Credit** tab.



- The transferred credits will display.

▼ **Biology/Undergraduate (Biology - BS Major/Chemistry Minor/Bioethics, Humanities, and Medicine Minor/Philosophy Minor/Bachelor Program Core)**

**Credit From Coursework**  
From North Carolina Agricultural and Technical State University

1 item

Transfer Credit	Hours	Grade	Originating Coursework	Locked Credit
<a href="#">MST 111 - Calculus/Analytic Geom I</a>	4	TA	North Carolina Agricultural and Technical State University : Qualified Transfer Credit : XFER_CRSE - Qualified Transfer Credit	Yes

From University of North Carolina Wilmington

1 item

Transfer Credit	Hours	Grade	Originating Coursework	Locked Credit
<a href="#">CHM 223 - Organic Chemistry II</a>	3	TA	University of North Carolina Wilmington : Qualified Transfer Credit : XFER_CRSE - Qualified Transfer Credit	Yes

From Wake Forest University

1 item

Transfer Credit	Hours	Grade	Originating Coursework	Locked Credit
<a href="#">BIO 500 - Transfer Credit</a>	0	EX	Wake Forest University : Qualified Transfer Credit : XFER_CRSE - Qualified Transfer Credit	Yes

- Hover over the blue hyperlink of the credit you wish to view. Click the **Related Actions** button next to the row to view information about the course.

