Transfer Credit Evaluation: Advisor Communications

The Advisor Communication portal is an online tool designed to streamline communication between Advisors and the Office of the University Registrar with the goal of creating and maintaining accurate and up to date student records. Approved changes will generally be made within 2 business days.

To request a change, click on the CSU course subject or CSU catalog number of the equivalent in the transfer credit section of the transcript and enter the details of the request. A separate request must be submitted for each transfer credit evaluation update.

Course	Catalog Nbr	Description	Attempted	Earned	Grade	Points
Transfer credit from University of Akron						
COM	**242**	Public & Professional Speaking	3.0	3.0		
[7600]	[105]	[INTRO TO PUBLIC SPEAKING]			[A]	
AH	**100**	Arts & Humanities Requirement	3.0	3.0		
[7500]	[201]	[EXPLORING MUSIC: BACH TO ROCK]			[A]	

Click on the CSU equivalent to request a change.

Choose **TCE Update: This Student Only** to request a change that will result in a TCE update only for that particular student.

Choose **TCE Update: All Students/Rule** to request a change that will result in the update of the applicable transfer rule for that student and will be applied to future students who bring in the same course.

Enter pertinent information in the Question / Comment field and Submit. ***Note:*** *the following characters are not permitted in the Question/Comment field:* % " = + \ @

Advisor Communications   **?** Help

Use the Advisor Communication feature to notify the Registrar's Office of change(s) to a student's Transfer Credit Evaluation (TCE)

A separate request should be sent for each change.

Please keep requests concise e.g.:
Change CSU credit to ENG 201
Incoming courses MATH 2398 and MATH 2399 are equivalent to MTH 244 at CSU

Department: Registrar's Office ▾
Subject: Transfer credit adjustment ▾

○ TCE Update: This Student Only
○ TCE Update: All Students/Rule

The following Data Item(s) will be included in your message:
Student ID, Student Name, TR Institution, CSU Articulation Term, TR Subject(s), TR Course Number(s), TR Course Description, CSU TR Subject(s), CSU TR Course Number(s)

Question / Comment:
(255 Max Characters)

Submit

Questions: tce@csuohio.edu