

# 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](http://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](mailto: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**.

Your progress in filling out this application

Personal information 
Course Matching
Important Information and Submission

Name	Blcktest Student
Student ID	100282900
Email Address	blcktest.student@dcmail.ca
Phone Number	
Current Durham College Program	Accounting and Payroll

OR

Current Durham College Program \*

- Select -

## PART A: GENERAL ELECTIVES AND BREADTH ELECTIVES

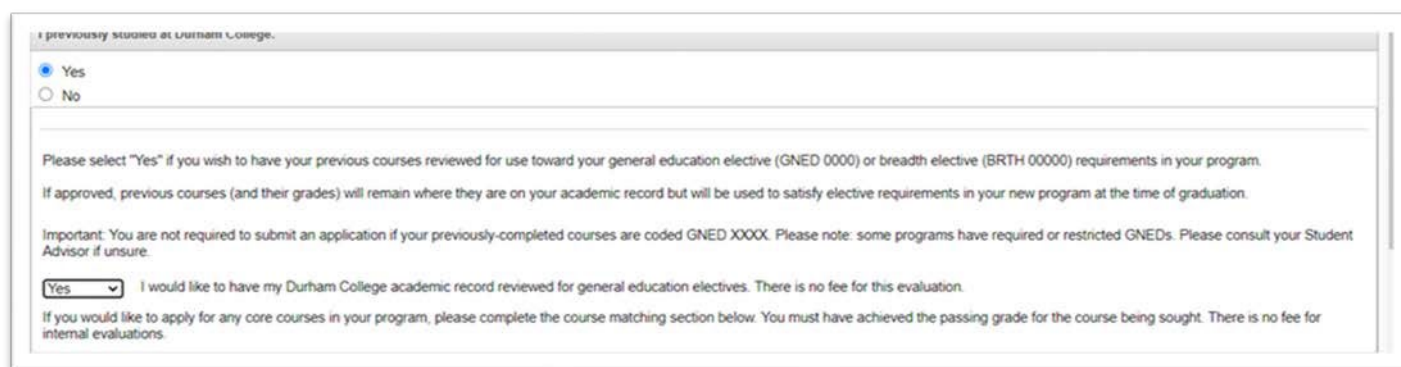
The first section of the application is related to General Electives and Breadth Electives. There is a \$16 evaluation fee for an external review and we will review your transcript for up to 3 electives. There is no evaluation fee for previous electives taken at Durham College.

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**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.**

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- 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.



I previously studied at Durham College.

Yes  
 No

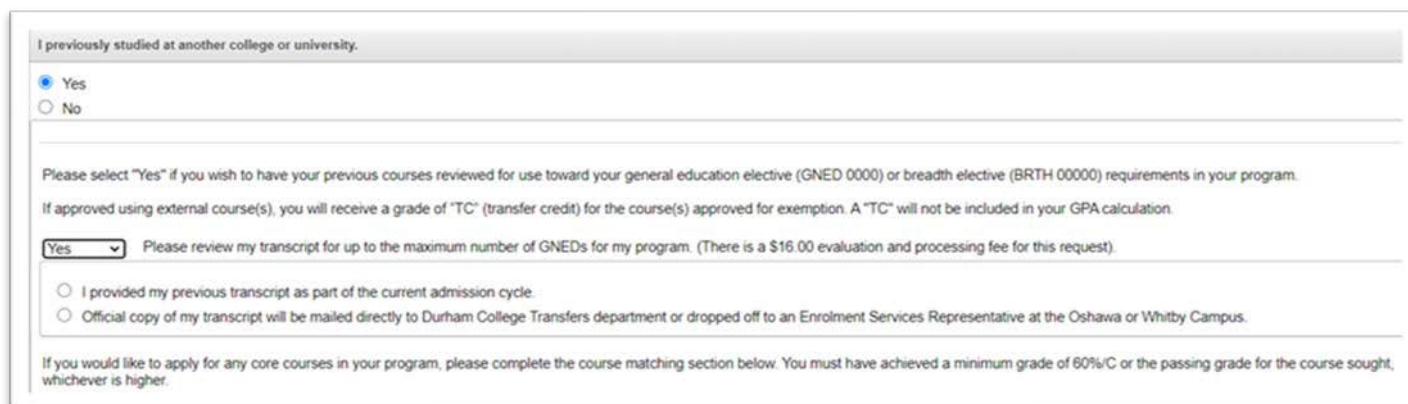
Please select "Yes" if you wish to have your previous courses reviewed for use toward your general education elective (GNED 0000) or breadth elective (BRTH 00000) requirements in your program. If approved, previous courses (and their grades) will remain where they are on your academic record but will be used to satisfy elective requirements in your new program at the time of graduation.

Important: You are not required to submit an application if your previously-completed courses are coded GNED XXXX. Please note: some programs have required or restricted GNEDs. Please consult your Student Advisor if unsure.

I would like to have my Durham College academic record reviewed for general education electives. There is no fee for this evaluation.

If you would like to apply for any core courses in your program, please complete the course matching section below. You must have achieved the passing grade for the course being sought. There is no fee for internal evaluations.

- 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.



I previously studied at another college or university.

Yes  
 No

Please select "Yes" if you wish to have your previous courses reviewed for use toward your general education elective (GNED 0000) or breadth elective (BRTH 00000) requirements in your program. If approved using external course(s), you will receive a grade of "TC" (transfer credit) for the course(s) approved for exemption. A "TC" will not be included in your GPA calculation.

Please review my transcript for up to the maximum number of GNEDs for my program. (There is a \$16.00 evaluation and processing fee for this request).

I provided my previous transcript as part of the current admission cycle.  
 Official copy of my transcript will be mailed directly to Durham College Transfers department or dropped off to an Enrolment Services Representative at the Oshawa or Whitby Campus.

If you would like to apply for any core courses in your program, please complete the course matching section below. You must have achieved a minimum grade of 60% C or the passing grade for the course sought, whichever is higher.

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.

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**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.

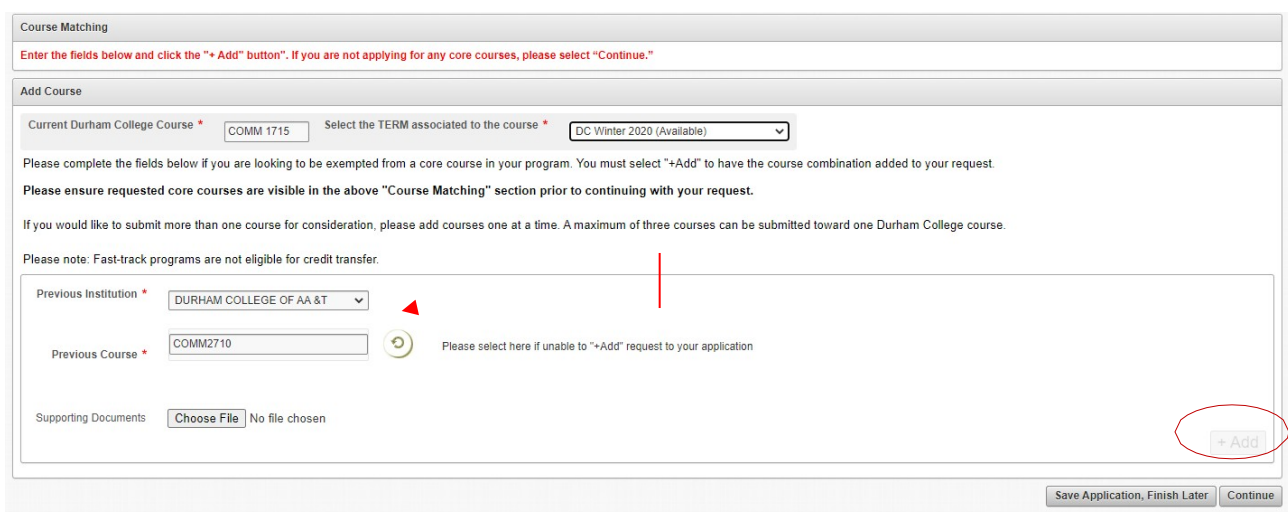
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- c) Enter the information for the previous course that you feel is equivalent. If completed at Durham College, enter Previous Course code without a space (i.e. COMM 2204 = COMM2204). *The data in this field will authenticate against your Durham College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

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

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- 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.

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**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.

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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.

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

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

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

**Add Course**

Current Durham College Course \*  Select the TERM associated to the course \*

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 \*

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

Grade (Please select the most appropriate) \*

**Supporting Documentation**  
 To determine if your previous course is equivalent to the Durham College course you're seeking exemption from, you are required to provide a detailed course outline to support your request. A course description alone is not sufficient for credit transfer review and will be denied on the basis of insufficient information.

A course outline should include: A course description, details regarding hours of instruction, learning outcomes, week-by-week topic breakdown, grade evaluation, etc.

Please note: If you select a grade of SAT, the course outline provided MUST indicate that at least a 60%/C was needed to receive credit in the course.

I will provide hard copy documents \*  Yes

Supporting Documents  GBC.pdf

## 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.

Your progress in filling out this application

Personal information <input checked="" type="checkbox"/>	Course Matching <input checked="" type="checkbox"/>	Important Information and Submission	Payment summary
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By submitting your application, you acknowledge that you've read all of the following items and your application meets the criteria detailed to the best of your ability. **Please read and accept all conditions detailed below prior to submitting your request.** If you have questions regarding any of these terms, please contact [transfers@durhamcollege.ca](mailto:transfers@durhamcollege.ca).

- Courses should be equivalent in both **content** and **hours**. A subject matter expert will review submitted course documentation to determine if a minimum 80% similarity is evident in content and learning outcomes.
- Courses completed more than four years prior may be denied on the basis of age if the course learning outcomes are dated. This is particularly true of fields where learning changes rapidly, such as with computers. General Education elective courses do not have a time limit.
- It is your responsibility to provide appropriate supporting documentation (course outline with listed learning outcomes) as evidence of equivalency. Requests without sufficient documentation cannot be processed.
- Prior learning completed at a career college or private institution is not eligible for credit transfer. You should investigate Prior Learning Assessment and Recognition (PLAR): [www.durhamcollege.ca/plar](http://www.durhamcollege.ca/plar).
- Please be aware that courses approved as equivalent and dropped from your timetable may impact your full-time enrolment status, which could impact OSAP funding. If dropping more than two courses, it would be advisable to contact Financial Aid.
- Fees are not refunded for successful credit transfer requests unless you drop to a part-time status.

If you agree to the terms above and your previous courses were completed at Durham College, your request will be submitted when you select "Submit".  
 If you agree to the terms above and your previous courses were complete at another recognized post-secondary institution, you will be directed to the payment page when you select "Submit."

## 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 after payment is made.
2. Alternatively, you may pay by credit card to start the process right away.

Your progress in filling out this application

Personal information <input checked="" type="checkbox"/>	Course Matching <input checked="" type="checkbox"/>	Important Information and Submission <input checked="" type="checkbox"/>	Payment summary <input checked="" type="checkbox"/>
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An evaluation/processing fee is required for all courses completed externally (not at Durham College).

Item	Fee
GNED Evaluation	\$16.00
----- COMM 1234	\$16.00
<b>Total</b>	<b>\$32.00</b>

To finalize your application, please choose to "Pay with Credit Card" or "Pay in Person". Once payment is received, your application will be sent for review.

### 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.

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

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## 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](mailto: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](mailto: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](mailto:transfers@durhamcollege.ca) or uploaded with your credit transfer application.

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Should you have any question, email [transfers@durhamcollege.ca](mailto:transfers@durhamcollege.ca) and we would be happy to assist you!