To View a Student’s Transfer Credit Report

1. Click on Classic Home

2. Click on Self Service > Advisor Center > My Advisees
3. Select a student displayed on this page using the **View Student Details** link corresponding to that student **OR** click on the **View Data for Other Students** button which allows one to access all students in the system. [NOTE: If one clicks on the **View Data for Other Students** button, the **Advisee’s Student Center** search page will open where one can search using last and first name].

4. The **Advisee’s Student Center** search page will open where one can search using last and first name.
5. Upon selection of the student, that **Student’s Advising Center** page will open. Select “Transfer Credit: Report” using the drop-down arrow next to the “Other Academic…” box [located under the **Academics** header] and then click the double-arrow Go button.
6. The **Advisee Transfer Credit** page opens and all transfer and test credit coursework [including the equivalent Benedictine University course] is displayed. **Note**: this page displays the coursework transferred in with the equivalent Benedictine Course.