



YES User Guide

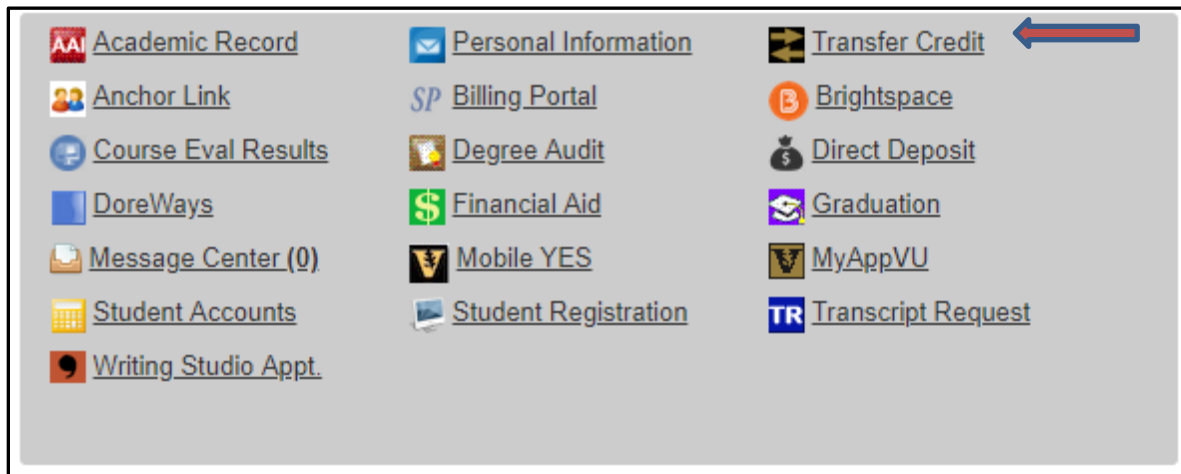
Transfer Credit Submission

The Transfer Credit Submission page allows users to submit external courses for evaluation by Vanderbilt faculty for transfer credit.

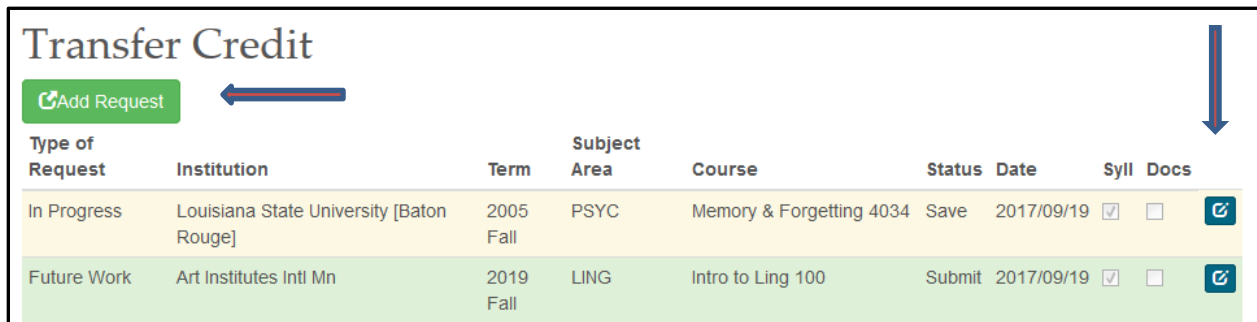
Review the [Transfer Credit](#) webpage for policies and procedures.

Navigating to the Transfer Credit Submission page

From the [YES](#) Landing page, select the **Transfer Credit** icon:



Initial screen defaults to a view page



- Click on the **Add Request** icon to submit a new course;
- Click on the Edit icon on the far right to add a syllabus or other document to a previously saved course.

Transfer Credit Submission Parameters

Transfer Credit Request Fields

The screenshot shows the 'Transfer Credit Request' form with the following fields and controls:

- Type of Request***: A drop-down menu with a red arrow pointing to it.
- Other Institution***: A text input field with a red arrow pointing to it.
- Term***: A drop-down menu with a red arrow pointing to it.
- Year***: A drop-down menu with a red arrow pointing to it.
- Course Subject Area**: A text input field with a red arrow pointing to it.
- Course Number***: A text input field with a red arrow pointing to it.
- Course Title***: A text input field with a red arrow pointing to it.
- Add Syllabus**: A 'Browse...' button with a red arrow pointing to it.
- Additional Documents (Hold ctrl to select multiple files)**: A 'Browse...' button with a red arrow pointing to it.
- Don't have Syllabus?
- Buttons: Save (white), Submit (green), Cancel (red).
- Footer: Vanderbilt University logo and text.

- **Type of Request:** Select Course Work Already Completed/In Progress or Future Course Work from the drop-down menu.
- **Other Institution:** Enter the home institution of the course. The form will make suggestions as you type; select your institution from the list of options.
- **Term:** Select the term the course was or will be taken from the drop-down menu.
- **Year:** Select the year the course was or will be taken from the drop-down menu.
- **Course Subject Area:** Enter the course subject as it appears on the transcript of record (e.g., ANTH, ENGL, SOC, etc.).
- **Course Number:** Enter the course number as it appears on the transcript of record.
- **Course Title:** Enter the course title as it appears on the transcript of record.
- **Add Syllabus:** Click on the **Browse** icon to upload the detailed course syllabus.
- ***NOTE: A detailed course syllabus is required in order for your course to be evaluated.***
- **Additional Documents:** Click on the **Browse** icon to upload additional documents needed for evaluation (e.g., Application for Pre-Freshman Credit or Approval for Summer Work Elsewhere).

- **Save:** Click **Save** to save work not ready for submission, or to save edited fields.
- **Submit:** Click **Submit** to submit the request.
- **Cancel:** Click **Cancel** to nullify the request.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.