

STUDENT STEPS FOR THE ONLINE INCOMING STUDENTS TRANSFER CREDIT FORM

Use this form to obtain approval of **coursework taken prior to matriculating** at Dickinson. The form is accessible by incoming first-year and transfer students up through your first semester at Dickinson (after that point, please contact the Registrar's Office for assistance).

As part of the submission, you are required to attach the course syllabus. If you only want the course to count as one credit toward the 32 required to graduate from Dickinson and not be counted toward any general graduation requirements or any major/minor/certificate requirements, you can attach a course description instead of a syllabus.

The submitted form will be reviewed by the Associate Registrar. If further review is needed for specific credit, the Associate Registrar will forward the form to the appropriate requirement-specific approver. Once all steps are completed, you will receive an email with the results.

Any questions or concerns? Please contact the Registrar's Office – reg@dickinson.edu or 717-245-1315.

To start a new form, go to the **Forms Center in CLIQ** and select Incoming Student Transfer Credit under Registrar Forms.

1. Review the directions at the top of the form, then click on the "Start Transfer Credit Form" button.
2. Read the information at the top of the form.
3. Where did you take the course?
Enter information about the other institution, including the institution name, city and state.
4. When did you take the course?
Enter information about when you took the course, including the semester, year and term start/end dates.
5. Enter information about the course you took, including the other institution's subject, course number, **exact** title, whether the course was taken online/hybrid, and the number of credits earned.
6. Syllabus
Upload a pdf of the **required** syllabus by clicking on the Choose File button, then navigating to the document. For general college credit, a course description can be substituted.

If you have any additional documents you would like to include, you can do so using the optional document below the syllabus.

When successfully added, documents will be linked to your form. You can delete them, if needed, using the trash can icon.

7. Confirm Submission
Once you have completed the form and reviewed it, check the Confirm Submission box below and then click the Submit button at the bottom of the page. **You will not be able to make changes once the form is submitted.**

After submitting the form, you will see a message indicating the form is completed and providing options to view your form, return to the Forms Center, or return to CLIQ.

If you go to the Form Center, your submitted form will show as “Locked.”

If you start the form but you do not finish it, on the Form Center screen you can click on the row for that form and a side box will appear. Click the Edit Form button to edit/complete the form or Delete Form to remove it.

Once you have submitted the form, on the Form Center screen, if you click on the row for that form, a side box will appear with tracking information. You can reference this at any point to see the status of your form.

Once the processing of the form is complete, you will receive an email confirmation.

If you have any questions about your transfer credit or form, please contact the Registrar’s Office – reg@dickinson.edu or 717-245-1315.