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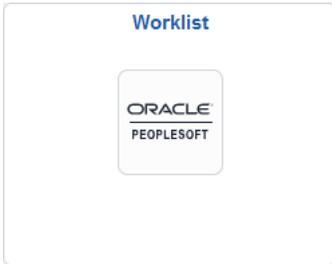
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## Student Major Advisor

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. To review petitions, select the Trans Cred eForm link from your worklist.

### Worklist Items



From	Date From	Work Item	Worked By Activity	Priority	Link
[REDACTED]	10/04/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15237</a>
[REDACTED]	12/06/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15656</a>

4. As a Student Major Advisor, you may change the Transfer Institution(s) and course(s).

#### Current Transfer Equivalency

Select the transfer institution(s) and course(s) for which you would like to petition the transfer credit.

	*Transfer Institution 	*Transfer Subject Area 	*Transfer Catalog Nbr 
1	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 

5. As a Student Major Advisor, you may change the UH Subject Area, UH Catalog Number, Type of Request, Core or Direct Equivalency, and Desired Core Area.

UH Subject Area	<input type="text" value="BIOL"/> 	BIOL (Biology)	UH Catalog NBR	<input type="text" value="2397"/> 	Selected Topics in Biology
Core Credit or Direct Equivalency	1-Core Credit		Core Area	<input type="text"/>	
Total External Credits	4.00		Desired Core Area	<input type="text"/>	
UH Course Credits 3.000000					

6. Review the attached documents.

#### File Attachments

	Status	Action	Description 
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

7. Please leave a note.

Note: Comments are required when an administrator makes changes.

#### ▼ Comments

8. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

<a href="#">Search</a>	<a href="#">Deny</a>	<a href="#">Recycle</a>	<a href="#">Hold</a>	<a href="#">Approve</a>
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Deny – The petition is denied and will not route to the next approver. The student will be notified.

Recycle – The petition is returned to the student for correction and update.

Hold – Place the petition on hold when it requires further review.

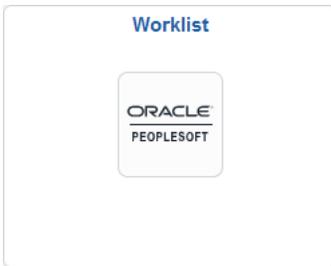
Approve – The petition will be routed to the next approver.

## Course College Coordinator

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. To review petitions, select the Trans Cred eForm link from your worklist.

### Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
██████	12/01/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15582</a>
██████████	12/06/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15619</a>
██████	12/06/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15653</a>
██████	12/07/2021	Notification Worklist		<input type="text" value="v"/>	<a href="#">Trans Cred eForm - Form ID:15656</a>

1. As a Course College Coordinator, you may change the Transfer Institution(s) and course(s).

### Current Transfer Equivalency

Select the transfer institution(s) and course(s) for which you would like to petition the transfer credit.

*Transfer Institution	*Transfer Subject Area	*Transfer Catalog Nbr
1 <input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>

4. As a Student Major Advisor, you may change the UH Subject Area, UH Catalog Number, Type of Request, Core or Direct Equivalency, and Desired Core Area.

UH Subject Area  BIOL (Biology) UH Catalog NBR  Selected Topics in Biology

Core Credit or Direct Equivalency 1-Core Credit Core Area

Total External Credits 4.00 Desired Core Area

UH Course Credits 3.000000

5. If you are not the correct College Coordinator, please fill in the Alt College Coordinator for Routing/Approval. Select the Academic Org from the list.

### College Coordinator

If you are not the correct College Coordinator, please fill in the Alt College Coordinator for Routing/Approval

Academic Organization H460PHI

Route To Different Acad Org  Yes

Alt Acad Org

6. Select the Faculty Reviewer(s) for your department. To see additional Faculty Reviewers, select 'Yes' – Additional Faculty Reviewers Required.

### Faculty Reviewers

\*Faculty Reviewer 1

Additional Faculty Reviewers Required?  Yes

Faculty Reviewer 2

Faculty Reviewer 3

7. Use the Search Criteria to refine your search.

▼ **Search Criteria**

**User ID**  
(begins with)

**Name**  
(begins with)

**Department**  
(begins with)

**Job Title**  
(begins with)

**Search**

**Clear**

8. Review the attached documents.

**File Attachments**

	Status	Action	Description ◇
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

9. Please leave a note.

Note: Comments are required when an administrator makes changes.

▼ **Comments**

10. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

[Search](#)

[Deny](#)

[Recycle](#)

[Hold](#)

[Approve](#)

Deny – The petition is denied and will not route to the next approver. The student will be notified.

Recycle – The petition is returned to the student for correction and update.

Hold – Place the petition on hold when it requires further review.

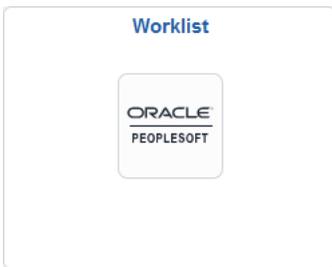
Approve – The petition will be routed to the next approver.

# Faculty Reviewer

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. To review petitions, select the Trans Cred eForm link from your worklist.

## Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
	12/07/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15656</a>

4. Faculty Reviewers will decide if it is appropriate to 'Create a Rule' for a specific course from a specific institution. All 'No' responses will require a note from the Faculty Reviewer.

## Transfer Credit Approval

Course Level Freshman

\*Create Rule

5. Review the attached documents.

**File Attachments**

	Status	Action	Description 
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

6. Please leave a note.

Note: Comments are required when an administrator makes changes and/or Create Rule is No.

**▼ Comments**

7. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

[Search](#) [Deny](#) [Recycle](#) [Hold](#) [Approve](#)

Deny – The petition is denied and will not route to the next approver. The student will be notified.

Recycle – The petition is returned to the student for correction and update.

Hold – Place the petition on hold when it requires further review.

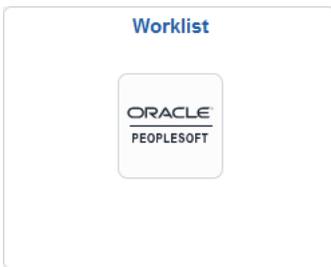
Approve – The petition will be routed to the next approver.

## Dean Approvers

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. Select the Trans Cred eForm link from your worklist to review petitions.

### Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
[REDACTED]	11/22/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15420</a>
[REDACTED]	12/07/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15656</a>

4. As a Student Major Advisor, you may change the UH Subject Area, UH Catalog Number, Type of Request, Core or Direct Equivalency, and Desired Core Area.

UH Subject Area  BIOL (Biology) UH Catalog NBR  Selected Topics in E

Core Credit or Direct Equivalency  Core Area

Total External Credits  Desired Core Area

UH Course Credits

5. Dean approvers are the final approvers. Deans will decide if it is appropriate to 'Create a Rule' for a specific course from a specific institution. All 'No' responses will require a note from the Dean.

### Transfer Credit Approval

Course Level

\*Create Rule

6. Review the attached documents.

#### File Attachments

	Status	Action	Description 
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

7. Please leave a note.

Comments are required when an administrator makes changes and/or the Create Rule field is 'No.'

#### ▼ Comments

8. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

[Search](#) [Deny](#) [Recycle](#) [Hold](#) [Approve](#)

Deny – The petition is denied and will not route to the next approver. The student will be notified.

Recycle – The petition is returned to the student for correction and update.

Hold – Place the petition on hold when it requires further review.

Approve – The petition will be routed to the next approver.

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. Select the Trans Cred eForm link from your worklist to review core petitions.

**Worklist Items**

From	Date From	Work Item	Worked By Activity	Priority	Link
[REDACTED]	11/22/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15455</a>
[REDACTED]	11/23/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15544</a>
[REDACTED]	11/23/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15545</a>
[REDACTED]	12/01/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15578</a>
[REDACTED]	12/01/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15583</a>
[REDACTED]	12/07/2021	Notification Worklist		[Dropdown]	<a href="#">Trans Cred eForm - Form ID:15656</a>

4. Review attached documents.

**File Attachments**

	Status	Action	Description
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

5. As a Student Major Advisor, you may change the UH Subject Area, UH Catalog Number, Type of Request, Core or Direct Equivalency, and Desired Core Area.

UH Subject Area	<input type="text" value="BIOL"/> <input type="button" value="Q"/>	BIOL (Biology)	UH Catalog NBR	<input type="text" value="2397"/> <input type="button" value="Q"/>	Selected Topics in Biology
Core Credit or Direct Equivalency	1-Core Credit		Core Area	<input type="text"/>	
Total External Credits	4.00		Desired Core Area	<input type="text"/>	
UH Course Credits 3.000000					

6. Please leave a note. Comments are required when an administrator makes changes.

▼ **Comments**

7. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

<input type="button" value="Search"/>	<input type="button" value="Deny"/>	<input type="button" value="Recycle"/>	<input type="button" value="Hold"/>	<input type="button" value="Approve"/>
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Deny – The petition is denied and will not route to the next approver. The student will be notified.

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Hold – Place the petition on hold when it requires further review.

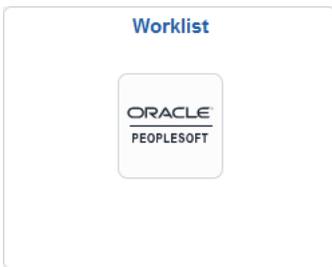
Approve – The petition will be routed to the next approver.

# Transfer Credit

1. Start by logging in to CS Campus Solutions.



2. Select the Worklist Tile from the Campus Solutions Administrator Home page.



3. Select the Trans Cred eForm link from your worklist to review core petitions.

### Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
[REDACTED]	11/23/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15544</a>
[REDACTED]	12/01/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15578</a>
[REDACTED]	12/06/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15650</a>
[REDACTED]	12/07/2021	Notification Worklist		<input type="text"/>	<a href="#">Trans Cred eForm - Form ID:15656</a>

4. Review the attached documents.

### File Attachments

	Status	Action	Description
1		<a href="#">View</a>	Petition Course Syllabus
2		<a href="#">View</a>	Petition Course Syllabus

5. Please leave a note. Comments are required when an administrator makes changes.

▼ **Comments**

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6. Deny, Recycle, Hold or Approve the Transfer Credit Petition.

Deny – The petition is denied and will not route to the next approver. The student will be notified.

Recycle – The petition is returned to the student for correction and update.

Hold – Place the petition on hold when it requires further review.

Approve – The petition will be routed to the next approver.

## View Transfer Credit Petition eForm as an Administrator

1. Start by logging in to CS Campus Solutions.



2. Select the Student Records Tile from the Campus Solutions Administrator Home page.



3. Select View Transfer Credit eForm from the left navigation.



4. Enter a Form ID, Student ID number, Academic Organization, or Form Status to view a transfer credit petition.

Search by:

<b>Form ID</b>	Begins With	<input type="text"/>
<b>Student ID</b>	Begins With	<input type="text"/>
<b>Academic Organization</b>	Begins With	<input type="text"/>
<b>Form Status</b>	is Equal To	<input type="text"/>

Search

Clear