

Step-By-Step Guide

Version 3

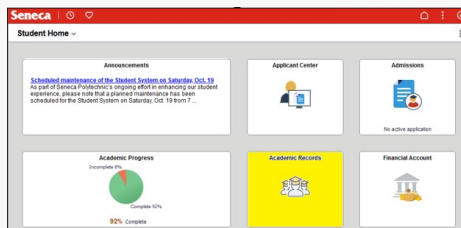
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How to Apply Online A Step-By-Step Guide

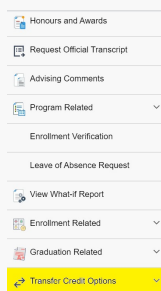
Detailed step-by-step instructions on how to apply using the online form are provided below. Should you have any questions or require assistance with your application please reach out to the Transfer Credit and PLAR Office at theservicehub@senecapolytechnic.ca

Transfer Credit Application – Domestic Institution

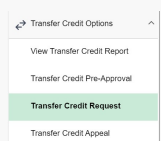
1. Login to your Student Home and select "Academic Records"



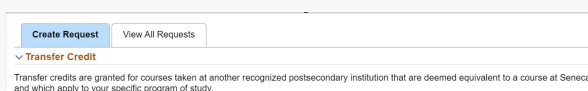
2. At the bottom of the left-hand panel, select "Transfer Credit Options"



3. From the Transfer Credit Options list, select "Transfer Credit Request"



4. To create a new transfer credit application request from a domestic institution, leave "Was your previous institution located within Canada?" to "Yes" and click on "Next".



A separate application will be required for each external institution you are applying for transfer credit.

Was your previous institution located within Canada? No Yes

Next

5. a). Use the magnifier to select **your Seneca program**.

b). Use the magnifier to select the name of your previous post secondary institution.

c). Leave this as "Yes" if your previous post secondary institution was searchable on the list.

If you are unable to find your previous institution in the list, please change to "No". You will then be able to manually enter your previous institution.

d). Select "Yes" if you have completed a degree from this post secondary institution, if yes you may be eligible for [degree completion credits](#).

If you have not completed a degree from this institution, please select "No".

The screenshot shows the 'Transfer Credit' section of a form. It includes a 'Create Request' button and a 'View All Requests' link. Below the title, there is explanatory text: 'Transfer credits are granted for courses taken at another recognized postsecondary institution that are deemed equivalent to a course at Seneca, and which apply to your specific program of study.' and 'A separate application will be required for each external institution you are applying for transfer credit.' The form contains several fields: 'Program' with a search icon and a blue 'A' icon; 'Postsecondary institution' with a search icon and a blue 'B' icon; 'Able to find the post secondary institution' with a 'Yes' radio button and a blue 'C' icon; 'Have you completed a degree?' with a dropdown arrow and a blue 'D' icon; and 'Transcript Details' with a dropdown arrow and a blue 'E' icon. There is also an 'Attachments' button with an information icon. A red speech bubble icon is visible in the bottom right corner.

6). Once you have indicated your degree status from your previous post secondary institution, a new field will populate. Please state if you are applying for course by course transfer credits.

If you select "No" your application will be considered for degree completion credit only. Please skip down to step 25 for further instructions regarding transcript details if you are not applying for course by course transfer credit.

This screenshot shows the same 'Transfer Credit' form as above, but with the 'Applying for course by course transfer credits?' field set to 'No' with a blue 'F' icon. The 'Transcript Details' field now has a yellow background and a blue 'G' icon. The 'Attachments' button and the red speech bubble icon are also present.

If you select "Yes" you will be prompted to provide additional course details and supporting documentation for your previously completed courses.

To do so, click on "Add External Course"

This screenshot shows the 'Transfer Credit' form with the 'Applying for course by course transfer credits?' field set to 'Yes' with a blue 'H' icon. The 'Add External Course' button is highlighted in yellow with a blue 'I' icon. Below this, there is a table with the following structure:

External Course	Rule Accepted	Requested Seneca Course	Attachments	Approver Comments	Status
1					

Below the table, there is a 'Transcript Details' dropdown with a blue 'J' icon and an 'Attachments' button with an information icon. The red speech bubble icon is also present.

Course by Course Transfer Credits

7. Please add **your previous post secondary institution's course details**.

a). Use the magnifier to select the **subject code from your previous institution**.

b). Use the magnifier to select the **course number from your previous institution**.

c). If you were able to find your previous institution's course in the drop-down menus, select "Yes". **If you are unable to locate your previous institution's course, please change to "No"**.

The screenshot shows the 'Add Course Detail' form for George Brown College of Applied Arts And Tech. It includes fields for 'Subject' (with a magnifying glass icon and a dropdown menu) and 'Course Nbr' (with a magnifying glass icon and a dropdown menu). Below these are checkboxes for 'Were you able to find the course in drop down above' and 'Requested Seneca Course' (with a magnifying glass icon). The 'Requested Seneca Course' field is currently empty.

If you select "No" you will be able to enter your course details manually. This should match the course code as listed on your transcript and match the course outlines being provided.

e). Manually enter your previous post secondary institution's course code.

f). Manually enter your previous post secondary institution's course title.

The screenshot shows the 'Add Course Detail' form for George Brown College of Applied Arts And Tech. It includes fields for 'Course code' and 'Course title', both with magnifying glass icons. Below these are a 'Course Type' dropdown menu, a 'Requested Seneca Course' field with a magnifying glass icon, and a checkbox for 'Were you able to find the Seneca Course in the list'. There is also an 'Upload Course Outline' button at the bottom.

8. If the course you have entered has previously been evaluated and determined to be equivalent to a course in your program, you will be asked if you would like to request credit for this course.

If you select yes, you will not be required to provide any additional supporting documentation for this course, such as a course outline.

The screenshot shows the 'Add Course Detail' form for George Brown College of Applied Arts And Tech. It includes fields for 'Subject' (COMM) and 'Course Nbr' (1007) with magnifying glass icons. Below these are checkboxes for 'Were you able to find the course in drop down above' and 'Request Equivalent Course'. The 'Request Equivalent Course' checkbox is checked. The 'Equivalent Seneca course' field is populated with 'COM101 Communicating Across Contexts'.

9. If you were hoping to request a course that differs to the equivalent Seneca Course on file, please select "No" for "Request Equivalent Course".

The screenshot shows the 'Add Course Detail' form for George Brown College of Applied Arts And Tech. It includes fields for 'Subject' (COMM) and 'Course Nbr' (1007) with magnifying glass icons. Below these are checkboxes for 'Were you able to find the course in drop down above' and 'Request Equivalent Course'. The 'Request Equivalent Course' checkbox is checked. The 'Equivalent Seneca course' field is populated with 'COM101 Communicating Across Contexts'.

10. Select your course type:

If you select **"General Education"** you will be able to select a course from a list of electives for your program.

If you select **"Professional"** you will be able to select a course from a list of core and professional option courses for your program.

11. Use the magnifier to view the list of courses from your program based on your selected course type.

12. Leave "Were you able to find the Seneca Course in the list" to "Yes" if the course was listed.

The screenshot shows the 'Add Course Detail' form for George Brown College of Applied Arts And Tech. The 'Course Type' dropdown is set to 'General Education'. The 'Requested Seneca Course' field is empty with a magnifying glass icon. The checkbox for 'Were you able to find the Seneca Course in the list' is checked and labeled 'Yes'.

13. If you are not able to find the Seneca course you would like to request, please change "Were you able to find the Seneca Course in the list" to "No".

The screenshot shows the 'Add Course Detail' form with 'General Education' selected for Course Type. The checkbox for 'Were you able to find the Seneca Course in the list' is unchecked and labeled 'No'. The 'Requested Seneca Course' field is highlighted in yellow.

14. Use the magnifier to search for additional Seneca Courses. Once you have found the Seneca course you would like to request for transfer credit, select that course and then click on "Save".

The screenshot shows the 'Add Course Detail' form with 'Subject' set to 'COMM' and 'Course Nbr' set to '1007'. The 'Requested Seneca Course' field is highlighted in yellow and contains 'College English'. Below it, an 'Equivalent Seneca course' is listed as 'COM101 Communicating Across Contexts'. The 'Request Equivalent Course' checkbox is unchecked and labeled 'No'. The 'Requested Seneca Course' field is highlighted in yellow. The checkbox for 'Were you able to find the Seneca Course in the list' is checked and labeled 'Yes'. An 'Upload Course Outline' button is visible at the bottom.

Uploading Course Outlines/Additional Documentation

15. Select "Upload Course Outline"

The screenshot shows the 'Add Course Detail' form with 'Subject' set to 'COMM' and 'Course Nbr' set to '1007'. The 'Requested Seneca Course' field is highlighted in yellow and contains 'ANR110'. Below it, the course name 'Cultural Anthropology' is displayed. The checkbox for 'Were you able to find the Seneca Course in the list' is checked and labeled 'Yes'. The 'Upload Course Outline' button is highlighted in red.

16. You will have two options regarding the type of attachment. Please note that **Course Outlines are required for an application to be considered complete.**

a). For course outlines, please select "Course Outline". In the description field please provide the institution name and course code. Example: HumberACCT111.

b). For courses that may require additional documentation such as certificates, please select "Additional Information".

The screenshot shows the 'Upload File' form with 'Attachment Type' set to 'Course Outline'. The 'Upload Required' checkbox is checked.

Description HumberACCT111

Add Attachment

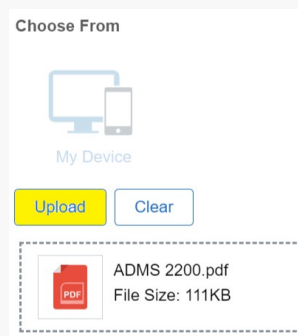
17. Click on "Add Attachment"

18. Click on "My Device" to choose your document.



19. Once you have selected your document it should appear below "My Device". Click on "Upload".

No



20. Once the upload has completed click on "Done".

21. If applicable, please add any additional attachments by selecting "Add Another Attachment" and following steps 18-19.

22. Once all documents have been uploaded click on "Done"

23. You will then be returned to the Add Course Detail page. Click "Save"

A form titled "Add Course Detail" with a "Cancel" button on the left and a "Save" button on the right. The form contains the following fields:


- School: George Brown College of Applied Arts And Tech
- Subject: COMM
- Course Nbr: 1007
- College English: College English
- Were you able to find the course in drop down above: Yes (checked)
- Equivalent Seneca course: COM101 Communicating Across Contexts
- Request Equivalent Course: No
- Course Type: General Education
- Requested Seneca Course: ANR110
- Cultural Anthropology
- Were you able to find the Seneca Course in the list: Yes (checked)
- Upload Course Outline button

24. If you would like to add additional courses to be considered for transfer credit, please select "Add External Course" and follow steps 7-23.

25. Once you have added all external courses to your application and uploaded all necessary documentation, you will be required to submit your transcript details.



A form titled "Add External Course" with an "Add External Course" button at the bottom left. The form contains the following fields:

- Program: ACC
- Accounting
- Postsecondary institution: 0001000014
- George Brown College of Applied Arts And Tech
- Able to find the post secondary institution: Yes (checked)
- Have you completed a degree?: Yes
- Applying for course by course transfer credits?: Yes

External Course	Rule Accepted	Requested Seneca Course	Attachments
1 College English (COMM1007)	No	Cultural Anthropology (ANR110)	 

Transcript Details  

26. From the drop-down menu, please select how your transcript has been electronically sent to Seneca.


Transcript Details  


- Official copy will be emailed
- Previously submitted to OCAS
- Previously submitted to Seneca

27. Please review your complete application before saving and submitting your request.


You will notice that there is a heading called "Rule Accepted". If a rule exists for your Seneca course, and you have accepted the equivalent rule on your application it would be reflected here. Otherwise, if there is no rule, or you have requested a different course, you will see a "No" under "Rule Accepted" and your request will be sent for review.


A separate application will be required for each external institution you are applying for transfer credit.


Program  Accounting

Postsecondary Institution  George Brown College of Applied Arts And Tech

Able to find the post secondary institution

Have you completed a degree? 

Applying for course by course transfer credits? 

[Add External Course](#) 

External Course	Rule Accepted	Requested Seneca Course	Attachments
1 College English (COMM1007)	No	Cultural Anthropology (ANR110)	

28. Once you have confirmed your application is complete, please select "Save" and then "Submit".


[Save](#) [Submit](#)


[Create Request](#) [View All Requests](#)

Transfer Credit

transfer credits are granted for courses taken at another recognized postsecondary institution that are deemed equivalent to a course at Seneca, and which apply to your specific program of study.

A separate application will be required for each external institution you are applying for transfer credit.

Program  Accounting

Postsecondary Institution  George Brown College of Applied Arts And Tech