

## Instructions Adding Transfer Courses to a Study Plan

Transfer work is recorded on the **Plans** in the **Notes** field for each course. Transfer courses that are to be part of the study plan will need to be entered in the following manner:

Classes that are:

Should be selected in Plans as:

|                          |          |
|--------------------------|----------|
| Undergraduate level work | GRAD 000 |
| Graduate level work      | GRAD 005 |

If you are using transfer work from a school that is on a quarter system rather than semester, the work must be converted to semester credits in the "Plans" section. To list the transfer work on your study plan enter the appropriate subject transfer course as indicated above and total number of transfer (semester) credits in the planner list.

**Formula to convert quarter to semester credits:**

1. Total the number of quarter credits being used
2. Multiply this total by two
3. Divide this total by three
4. The result will be semester credits

Using this formula, fill in the appropriate credits in the Credits field of the GRAD course.

List the course title as it appears on the transcript from the transfer institution using the **Notes** icon  following each course. To identify the classes, you need the following information for each class.

- **Name of Institution and Subject**
- **Course Number, Title and Credits**
- **Year completed (especially important if this work will be completed in a future term)**

**Example:**

Add the course and adjust the credits. Credits automatically default to 99.0 so be sure that the proper credit amount is entered.

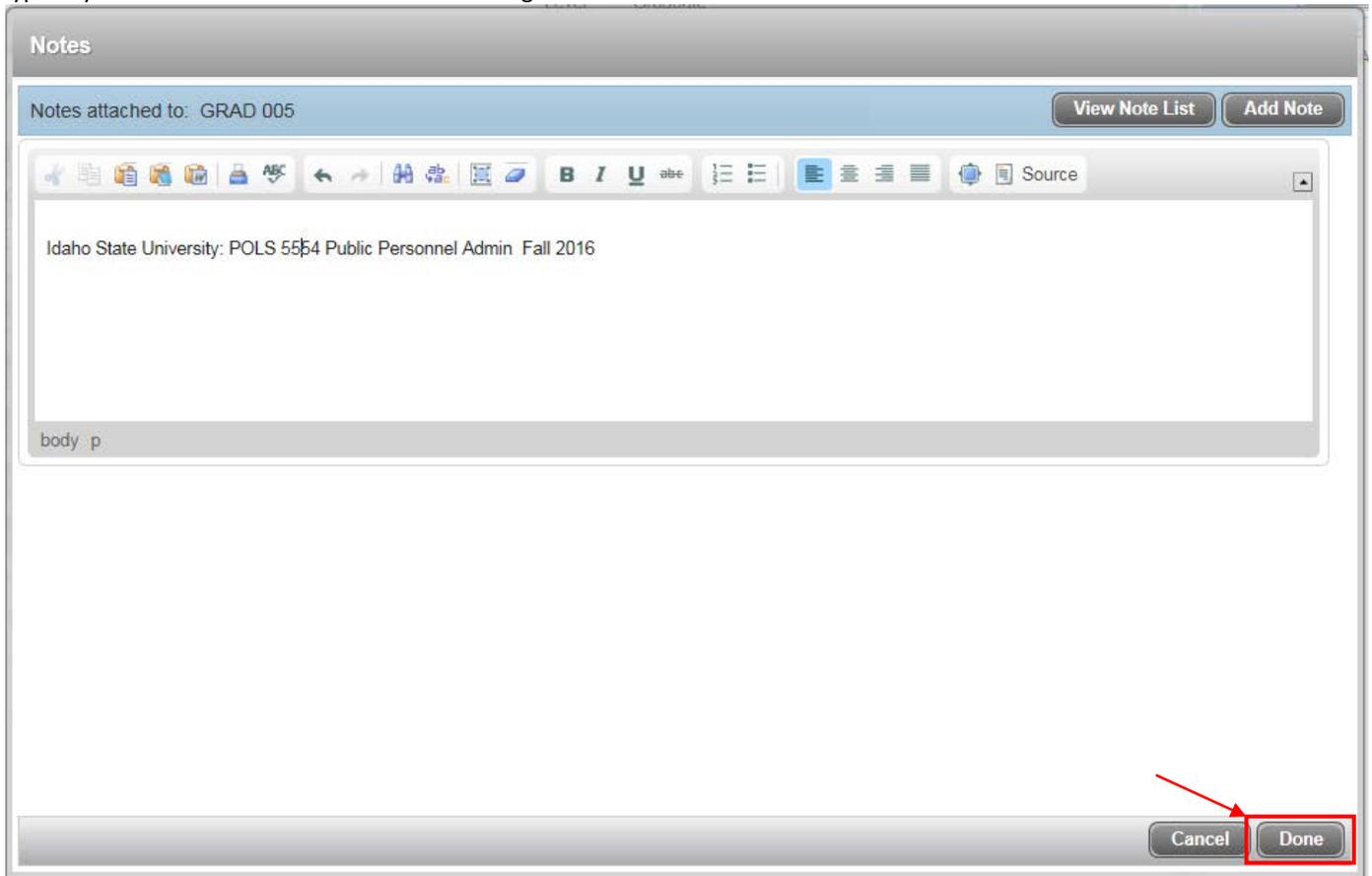
Then click on the **Notes**  icon.



This will pop up the Notes window. Click **Add Note** in the top right corner.



Type in your note and click **Done** in the bottom right corner.



Once the note has been entered, the note icon will change from solid black to black with white lines to alert users that a note exists:  Hovering over the note will show the text.



Your complete study plan will be reviewed by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar. The University of Idaho requires submission of an official transcript from the institution awarding the transfer credit. If you have listed transfer work to be completed in the future, you must have an official transcript sent after the completion of the course. Transfer courses must be verified prior to notation on the academic record. Please visit the Office of the Registrar's Degree Audit webpage if you have any questions about creating or submitting a study plan, or making changes to an approved plan.