A Transfer Credit Summary Report is an unofficial document that includes a list of classes and grades transferred from other institutions, degree awarded by other institutions and/or special credit awarded for exams. Your transfer grade point average will not be combined with your University at Buffalo’s grade point average.

Transfer credit summaries cannot be used to transfer to another university, but are primarily used for academic advising and personal reference purposes.

Begin by clicking on the University at Buffalo → Transfer Credit → Transfer Credit Report

You can run a report by searching for an existing Run Control ID or you can Add a New Value. For this tutorial, we’ll assume that a prior report HAS NOT been run. Click the Add New Value tab.
A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the Run Control ID field (e.g. TC_SUMMARY_RPT_XXX).

Use the Process Transfer Credit Report page to determine the students for which you want to generate a transfer credit report.

To run the report for multiple students, use the Add a New Row button (+ sign) to add additional students. Use the Delete a Row button (-sign) to remove students.

On the following screen, simply click “OK”
Click “Process Monitor” to check the status of the report.

The Run Status in the Process List Group box must update to Success and the Distribution Status to Posted.

When the Distribution Status has been updated to Posted select the Go back to Transfer Credit Report link.
Click the Report Manager link.

Click the Administration tab.

Click this link to view the report.
The report will open up a new window and is ready for you to view or print.

You have successfully run a Transfer Credit Summary for an admitted Transfer applicant.