

How do I transfer credits into Georgian?

Step 1: Documentation Requirements

Provide official transcripts

Official transcripts must be sent to Georgian College directly from the issuing institution. You may request an official transcript one of the following ways:

1. Request an official transcript from your previous institution and ask for it be sent to CPL@georgiancollege.ca, or
2. Share your official transcript with CPL@georgiancollege.ca through your OCAS portal, or
3. Share your official transcript with CPL@georgiancollege.ca through your MyCreds account.

Provide course outlines

Course outlines must be from the same time the credit was achieved and must include course content, learning outcomes, and grading schemes.

Step 2: Build Your Profile

- Login to the [Transfer Credit System](#) using your Georgian College single-sign-on credentials.
- Starting on the [Timeline](#) tab, click on [Enter your claims](#) to build out your portfolio.
- Add the name of the previous institution of study by clicking the [Actions](#) button, then [Add learning](#).
- Input your prior learning information by clicking [Add credential](#) and/or [Add course](#).

If you have completed a degree: In addition to your course claims if you have completed a degree, you could be eligible for COMM course exemptions. Therefore, ensure you include your completed degree credential in your petition.

- Upload the course outline under the [Supporting Files associated with this Course](#) by clicking on [Add File](#).

Step 3: Start a Petition

- Click on [Petitions tab](#), then [Actions](#) button near the top right and then [Submit a new petition](#).
- From the list of your prior learning ensure the correct courses have been selected to include in your petition.
- When selecting the program, choose the Georgian program for which you are transferring to.

Step 4: Review Petition

Status of Petition: You will be able to view your petition status by logging in to the Transfer Credit System and clicking on the [Petitions](#) tab.

- A [completed](#) petition will have a link to your credit offer. Alternatively, you can click on the [Credit Offers-tab](#) to view.
- A [cancelled](#) petition is generally due to additional information being required. View the Cancellation reason and Cancellation notes to understand what actions are required. You will then need to submit a new petition for assessment.

Step 5: Withdraw from course(s)

- It is your responsibility to withdraw from course(s) that you have received a transfer credit for in Banner if you are registered in them.

Please reach out to cpl@georgiancollege.ca should you have any questions about the Transfer Credit process.