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## Student Major Advisor

1.	Start by logging	in to CS Campus Sc	olutions.		
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2. 9	elect the Work	ist Tile from the Ca	mpus Solutions A	dministrator H	lome page.
	Worklist				
	PEOPLESOFT				
3. 1	o review petitio	ons, select the Tran	s Cred eForm link	from your wo	rklist.
Worklist Item	S				
From	Date From	Work Item	Worked By Activity	Priority	Link
	10/04/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15237
	12/06/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15656

*Transfer Institution	×T	ransfer Subject Area <>	*Transfer Catalog Nbr 🗘
1	Q	٩	٩
5. As a Student Ma of Request, Core	jor Advisor, you or Direct Equiva	may change the UH Sub alency, and Desired Core	ject Area, UH Catalog Number, Ty Area.
UH Subject Area BIOL	Q BIOL (Biology)		UH Catalog NBR 2397 Q Selected Topics in Biology
e Credit or Direct Equivalency 1-Core Credit			Cove Area
Total External Credits 4.00			Desired Core Area
	UH Course Credits 3.000000		
6. Review the attac	ched documents		
Attachmente			
Attachments			
<b>0</b>		A _ 4 <sup>1</sup>	Decorintion ^
Status		Action	Description V
Status		View	Petition Course Syllabus
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7. Please leave a ne Note: Comments ar Comments	ote. e required when	View View	Petition Course Syllabus Petition Course Syllabus
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Status         Status         Image: Status	ote. e required when	View View a an administrator makes the Transfer Credit Petiti	Petition Course Syllabus Petition Course Syllabus changes.

### Course College Coordinator

1. S <sup>1</sup>	tart by logging i	n to CS Campus Soli	utions.					
CS	2 Select the Worklist Tile from the Campus Solutions Administrator Home page							
2. S	2. Select the Worklist Tile from the Campus Solutions Administrator Home page.							
	Worklist							
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3. T	o review petitio	ns, select the Trans	Cred eForm link fr	om your work	list.			
Worklist Item								
<b>■</b> Q	-							
From	Date From	Work Item	Worked By Activity	Priority	Link			
	12/01/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15582			
	12/06/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15619			
	12/06/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15653			
	12/07/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15656			
1. A Current Select th	s a Course Colle Transfer Equiva e transfer institution	ge Coordinator, you ency (s) and course(s) for whic	u may change the <sup>-</sup>	Transfer Institu	ution(s) and course(s).			
*Tra	nsfer Institution ◇	*Transt	fer Subject Area ◇	*Trans	fer Catalog Nbr ≎			
1		Q	٩		٩			

<ol> <li>As a Student Major Advisor, you may change the of Request. Core or Direct Equivalency, and Desir</li> </ol>	UH Subject Area, UH Catalog Number, Type ed Core Area.
UH Subject Area BIOL Q BIOL (Biology)	UH Catalog NBR 2397 Q Selected Topics in Biology
Core Credit or Direct Equivalency 1-Core Credit	Code Area
Total External Credits 4.00	Desired Core Area
UH Course Credits 3,000000	
<ol> <li>If you are not the correct College Coordinator, ple Routing/Approval. Select the Academic Org from</li> </ol>	ease fill in the Alt College Coordinator for the list.
College Coordinator	
If you are not the correct College Coordinator, please fill in th	e Alt College Coordinator for Routing/Approval
Academic Organization H460PHI	
Route To Different Acad Org Yes	
Alt Acad Org	Q
<ol> <li>Select the Faculty Reviewer(s) for your dep Reviewers, select 'Yes' – Additional Faculty</li> </ol>	partment. To see additional Faculty Reviewers Required.
Faculty Reviewers	
*Faculty Reviewer 1	0640585 <b>Q</b>
Additional Faculty Reviewers Required?	Yes
Faculty Reviewer 2	Q
Faculty Reviewer 3	Q

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 $\diamond$				
1 📀	View	Petition Course Syllabus				
2	View	Petition Course Syllabus				
<ul> <li>9. Please leave a note.</li> <li>Note: Comments are required when</li> <li>▼ Comments</li> </ul>	an administrator make	s changes.				
10. Deny, Recycle, Hold or Approve t	the Transfer Credit Peti	tion.				
Search Deny Recycle Deny – The petition is denied and will not route Recycle – The petition is returned to the studer Hold – Place the petition on hold when it requi Approve – The petition will be routed to the ne	Hold Approve e to the next approver. nt for correction and up res further review. ext approver.	The student will be notified. odate.				

# Faculty Reviewer

	Start by logging	; in to CS Campus S	olutions.					
C	5							
2.	Select the Wor	klist Tile from the (	Campus Solutions	Administrato	or Home page.			
	Worklist							
	PEOPLESOFT							
3.	To review petiti	ons, select the Tra	ns Cred eForm lin	k from your v	vorklist.			
Worklist Iten	กร							
<b>■</b> Q	Date From	Work Itom	Markad By Astivity	Briority				
From	12/07/2021	Notification Worklist	Worked by Activity	~	Trans Cred eForm - Form ID:15656			
4.	12/07/2021       Notification Worklist       Image: Cred eForm - Form ID:15656         4. Faculty Reviewers will decide if it is appropriate to 'Create a Rule' for a specific course from a site is a state of the stat							
	specific institution. All 'No' responses will require a note from the Faculty Reviewer.							
Trans	fer Credit Ap	proval						
Trans	fer Credit Aj	oproval Course	e Level Freshn	nan				

5. Review the attached documents.		
File Attachments		
Status	Action	Description 🛇
1 📀	View	Petition Course Syllabus
2	View	Petition Course Syllabus
Note: Comments are required when a Comments	n administrator makes	s changes and/or Create Rule is No.
7. Deny, Recycle, Hold or Approve the Search Deny Recycle	e Transfer Credit Petit	tion.
Deny – The petition is denied and will not Recycle – The petition is returned to the s Hold – Place the petition on hold when it i Approve – The petition will be routed to th	route to the next appr tudent for correction a requires further reviev he next approver.	rover. The student will be notified. and update. v.

#### Dean Approvers

Image: constrained on the state of the	1. S <sup>1</sup>	tart by logging	g in to CS Campus So	olutions.		
2. Select the Worklist Tile from the Campus Solutions Administrator Home page.   Worklist   Image: Construction   Image: Construction <td< th=""><th>CS</th><th>5</th><th></th><th></th><th></th><th></th></td<>	CS	5				
Worklist         Image: Construction of the second of the	2. S	elect the Wo	rklist Tile from the C	ampus Solutior	ns Administrato	or Home page.
a. Select the Trans Cred eForm link from your worklist to review petitions.   Interview provide the Trans Cred eForm link from your worklist to review petitions.     Interview provide the Trans Cred eForm link from your worklist to review petitions.     Interview provide the Trans Cred eForm link from your worklist to review petitions.     Interview provide the Trans Cred eForm link from your worklist to review petitions.   Interview provide the Trans Cred eForm link from your worklist to review petitions.   Interview provide the Trans Cred eForm. Form ID 15420   Interview Provide the Trans Cred eForm. Form ID 15420   Interview Priority Link   Interview Cred eForm ID 15420   Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 Interview Cred eForm ID 15420 <th></th> <th>Worklist</th> <th></th> <th></th> <th></th> <th></th>		Worklist				
<b>Course Level Freshman Course Level Freshman Course Level Freshman</b>						
a. Select the Trans Cred eForm link from your worklist to review petitions.   Image: Cred Eform Vork tem   Vork tem Vorked By Activity   Virians Cred eform Form ID 15420   11/222021 Notification Workist   12/072021 Ut Cause Credit S		PEOPLESOFT				
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<ul> <li>3. Select the Trans Cred eForm link from your worklist to review petitions.</li> <li>Interface of the Trans Cred eForm link from your worklist to review petitions.</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm - Form ID 15420</li> <li>Interface of the Trans Cred eForm -</li></ul>						
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Tom   Date From Work Item Worked By Activity Priority Link   11/22/2021 Notification Worklist    Trans Cred eForm - Form ID:15420   12/07/2021 Notification Worklist     Trans Cred eForm - Form ID:15420   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        <	orklist Items					
Trans       Date From       Work Item       Worked By Activity       Priority       Link         11/22/2021       Notification Worklist       Image: Trans Cred eForm - Form ID: 15420       Image: Trans Cred eForm - Form ID: 15420         12/07/2021       Notification Worklist       Image: Trans Cred eForm - Form ID: 15420       Image: Trans Cred eForm - Form ID: 15420         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.       Image: Trans Cred eForm - Form ID: 15656         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.       Image: Trans Cred eForm - Form ID: 15656         4. As a Student Major Advisor, you may change the UH Subject Area       Image: Trans Cred eForm - Form ID: 15656         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.       Image: Trans Cred eForm - Form ID: 15656         If Subject Area       Image: Trans Cred eForm - Form ID: 15656       Image: Trans Cred eForm - Form ID: 15656         If Subject Area       Image: Trans Cred eForm - Form ID: 15656       Image: Trans Cred eForm - Form ID: 15656         If Subject Area       Image: Trans Cred eForm - Form ID: 15656       Image: Trans Cred eForm - Form ID: 15656         If Course Credits 3: 00000       Image: Trans Cred eForm - Form ID: 15656 <th><b>■</b> Q</th> <th></th> <th></th> <th></th> <th></th> <th></th>	<b>■</b> Q					
11/22/2021       Notification Worklist <ul> <li>Trans Cred eForm - Form ID:15420</li> <li>Trans Cred eForm - Form ID:15630</li> </ul> 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. <ul> <li>UH Subject Area BIOL</li> <li>Q BIOL (Biology)</li> <li>UH Catalog NBR 237</li> <li>Q Selected Core Area</li> <li>Cree Credits 400</li> <li>Desired Core Area</li> <li>UH Course Credits 300000</li> </ul> 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. <b>Course Level Freshman Course Credit Approval</b>	rom	Date From	Work Item	Worked By Activity	Priority	Link
1207/2021       Notification Worklist       Trans Cred eForm - Form ID 15666         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       BIOL (Biology)         UH Subject Area       BIOL       BIOL (Biology)         Core Credit or Direct Equivalency       1-Core Credit       Cole Area         Total External Credits       4.00       Desired Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image: Credit Area         UH Course Credits       3.00000       Estrend Core Area       Image:		11/22/2021	Notification Worklist		· ·	Trans Cred eForm - Form ID:15420
<ul> <li>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.</li> <li>UH Subject Area BIOL Q BIOL (Biology)</li> <li>UH Catalog NBR 207 Q Selected Core Credit or Direct Equivalency 1-Core Credit</li> <li>Core Credit or Direct Equivalency 1-Core Credit</li> <li>UH Course Credits 300000</li> <li>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.</li> <li>Transfer Credit Approval</li> <li>Course Level Freshman</li> <li>*Create Rule</li> </ul>		12/07/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15656
UH Subject Area       BIOL       Q       BIOL (Biology)       UH Catalog NBR       2397       Q       Selected         Core Credit or Direct Equivalency 1-Core Credit       Core Area       Image: Core Area	4. A 0	s a Student N f Request, Co	lajor Advisor, you m re or Direct Equivale	ay change the l ency, and Desire	JH Subject Area ed Core Area.	a, UH Catalog Number, Type
Core Credit or Direct Equivalency 1-Core Credit       Code Area         Total External Credits 4.00       Desired Core Area         UH Course Credits 3.00000       T         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 Freshman         *Create Rule		UH Subject A	rea BIOL Q BIOL (Biology	)		UH Catalog NBR 2397 Q Selected To
Total External Credits 4.00       Desired Core Area         UH Course Credits 3.00000         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 Freshman         *Create Rule		Core Credit or Direct Equivale	ncy 1-Core Credit			Cove Area
UH Course Credits 300000 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 Freshman *Create Rule		Total External Cree	dits 4.00			Desired Core Area
<ul> <li>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.</li> <li>Transfer Credit Approval</li> <li>Course Level Freshman</li> <li>*Create Rule</li> </ul>			UH Course Cred	its 3.000000		
Transfer Credit Approval Course Level Freshman *Create Rule	5. D R fr	ean approver ule' for a spec om the Dean	s are the final appro cific course from a s	overs. Deans w pecific institutio	vill decide if it is on. All 'No' resp	appropriate to 'Create a ponses will require a note
Course Level Freshman *Create Rule		Transfer Cred	lit Approval			
*Create Rule 🗸			Cours	e Level Freshm	an	
			*Crea	te Rule		~

Status	Action	Description $\Diamond$
<b>Ø</b>	View	Petition Course Syllabus
<b>Ø</b>	View	Petition Course Syllabus
7. Please leave a note. Comments are required w 'No.' Comments	nen an administrator makes chan	ges and/or the Create Rule field is
7. Please leave a note. Comments are required w 'No.' <b>Comments</b> 8. Depy. Recycle. Hold o	nen an administrator makes chan	ges and/or the Create Rule field is
<ol> <li>Please leave a note.</li> <li>Comments are required w 'No.'</li> <li>Comments</li> <li>8. Deny, Recycle, Hold o</li> </ol>	nen an administrator makes chan Approve the Transfer Credit Peti	ges and/or the Create Rule field is

#### Provost

1.	Start by logging i	in to CS Campus Soli	utions.		
2.	Select the Work	list Tile from the Ca	mpus Solutions Ad	ministrator Hc	ome page.
	Worklist ORACLE PEOPLESOFT				
3. Worklist Ite	Select the Trans	Cred eForm link from	m your worklist to	review core pe	etitions.
From	Date From	Work Itom	Worked By Activity	Priority	Link
	11/22/2021	Notification Worklist	Worked by Adamy	v v	Trans Cred eForm - Form ID:15455
	11/23/2021	Notification Worklist		· · · · ·	Trans Cred eForm - Form ID:15544
	11/23/2021	Notification Worklist			Trans Cred eForm - Form ID:15545
	12/01/2021	Notification Worklist			Trans Cred eForm - Form ID:15578
	12/01/2021	Notification Worklist		· · · ·	Trans Cred eForm - Form ID:15583
	12/07/2021	Notification Worklist		~ ·	Trans Cred eForm - Form ID:15656
4. File Att	Review attached tachments	documents.			
	Status		Action	Desc	ription 🗘
1	<b>I</b>		View	Petitio	n Course Syllabus
2	<b>S</b>		View	Petitio	in Course Syllabus

5. As a Student Major Advisor, you may change the	e UH Subject Area, UH Catalog Number, Type
of Request, Core or Direct Equivalency, and Desi	ired Core Area.
UH Subject Area BIOL BIOL (Biology)	UH Catalog NBR 2397 Q Selected Topics in Biology
Core Credit or Direct Equivalency 1-Core Credit	Code Area
Total External Credits 4.00	Desired Core Area
UH Course Credits 3.000000	
<ul> <li>6. Please leave a note. Comments are required w</li> <li>▼ Comments</li> </ul>	hen an administrator makes changes.
7. Deny, Recycle, Hold or Approve the Transfer Cre	dit Petition.
Search Deny Recycle Hold	Арргоvе
Deny – The petition is denied and will not route to the n	ext approver. The student will be notified.
Recycle – The petition is returned to the student for cor	rection and update.
Hold – Place the petition on hold when it requires furthe	er review.

#### Transfer Credit

1. Start by logging in to CS Campus Solutions.							
2. Select the Worklist Tile from the Campus Solutions Administrator Home page.							
<ul> <li>Select the Trans Cred eForm link from your worklist to review core petitions.</li> <li>Worklist Items         <ul> <li>Q</li> </ul> </li> </ul>							
From	Date From	Work Item	Worked By Activity	Priority	Link		
	11/23/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15544		
	12/01/2021	Notification Worklist		×	Trans Cred eForm - Form ID:15578		
	12/06/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15650		
	12/07/2021	Notification Worklist		~	Trans Cred eForm - Form ID:15656		
4. Review the attached documents. File Attachments							
St	Status		Action Description $\Diamond$		ription 🛇		
1			View	Petitio	n Course Syllabus		
2			View	Petitio	n Course Syllabus		

<ul> <li>5. Please leave a note. Comments are required when an administrator makes changes.</li> <li>Comments</li> </ul>					
6. 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.					

#### View Transfer Credit Petition eForm as an Administrator

1. Start by logging in to CS Campus Solutions.					
CS					
2. Select the Student Records Tile from the Campus Solutions Administrator Home page.					
Student Records					
3. Select View Transfer Credit eForm from the left navigation.					
5 Transfer Credit Petition					
View Transfer Credit eForm					
4. Enter a Form ID, Student ID number, Academic Organization, or Form Status to view a transfer credit petition.					
Form ID Begins With v					
Student ID Begins With v					
Academic Organization Begins With ~					
Form Status is Equal To v					
Search					