

Transfer Credit Frequently Asked Questions

Q: What is the transfer credit process?

- » [Apply](#) for admission to one of WCTC's programs.
- » Submit an official transcript to the WCTC Admissions Office for review.
- » Review the email sent to your WCTC email account. This can take up to 3 weeks during peak times.
- » Review credit awarded.
If you are already admitted, review your transfer credit and how it applies to your program in [Degree Works](#). You will need your WCTC username and password.
- » Visit www.wctc.edu/prior-learning for additional details.

Q: How do I know if my credit from another college can transfer in?

A: If you are unsure which program is best for you or you are looking to see if you should pay to have your transcript sent in, please connect with an [Enrollment Counselor](#). They can provide you with an unofficial review of your transcript. Please note, this is unofficial – nothing is certain until we receive your official transcript, review it, and apply the transfer.

Q: For transfer credit – can I send an unofficial transcript or do you need an official transcript?

A: To receive transfer credit, you must submit an official copy of your transcript.

Q: What makes a transcript official?

A: It must come directly from your previous institution to WCTC (paper or electronic). It cannot come to you as the student and then to us, this will make it unofficial. The only way you as the student can have an official transcript would be if the transcript is sealed in an envelope (or encrypted electronic system). Once you open the envelope it is no longer official.

Q: How long will it take for my transcript to be reviewed?

A: We try to process transcripts as efficiently as possible. There are peak times with high demand (June – August and November – January) where it can take up to 3 weeks to complete a review. Please keep this in mind as you submit your transcripts, especially if you are trying to see if you should take a certain course or not in an upcoming semester. The sooner you send an official transcript the better!

Q: How do I know if my transcript has been reviewed?

A: Once you submit a transcript your transcript is then under review. You will receive a confirmation email once your transcript review is completed.

Q: How do I see what courses transferred?

A: If you are already admitted, review your transfer credit and how it applies to your program in [Degree Works](#). You will need your WCTC username and password. Connect with your [Enrollment Counselor](#) if you need help with the admissions process.



Transfer Credit Frequently Asked Questions (continued)

WCTC Admissions
800 Main Street; Room C-019
Pewaukee, WI 53072
enroll@wctc.edu
www.wctc.edu/prior-learning

Q: Why might I not receive transfer credit?

A: There are a number of reasons someone may not earn transfer credit:

- » We apply transfer credit to students who have applied to a program. If you have not applied to a program, the evaluator does not know which courses to look at for transfer.
- » We only transfer in courses related to your program – if some courses are not required for your chosen program you may not see them come up on your account.
- » If you do not submit an official transcript, you cannot earn transfer credit.
- » In order to earn transfer credit, you must earn a "C" or higher in the course.
- » The course you took may not match a course we offer at WCTC.
- » If you took courses from multiple institutions, you must submit an official transcript from each institution.

Q: How many transcripts can I submit? What if I took courses at multiple institutions?

A: If you took courses from multiple institutions, you must submit a transcript from each institution. There is not a limit to the number of transcripts you can submit.

Q: Do you accept AP credit?

A: Yes, we accept AP, CLEP, DSST, and IB credit. Please see our list of [approved exams for credit](#).

Q: Do you accept credit from the military?

A: Yes – we complete transfer reviews from the [Community College of the Air Force](#) in addition to the Army, Coast Guard, Marine Corps and Navy through the [Joint Services Transcript \(JST\)](#). Please follow the official process for submitting these transcripts.

Q: Do you accept credit from schools in countries outside the United States?

A: Yes – we ask for you to have your transcript evaluated by an educational credentialing agency (such as World Education Services (WES) or Educational Credential Evaluators (ECE)) for an official evaluation. When completing this be sure to ask for a course by course evaluation.

Q: If I have an industry recognized certificate or relevant work experience can I earn credit?

A: Yes – please visit www.wctc.edu/prior-learning for additional details.

Q: What does transfer credit look like on my account?

A: There are several ways transfer credit might look on your account:

- TR** = Courses for which you have received transfer credit.
- PD** = Transfer credit received as a result of a prior degree (Associate level or higher).
- AP** = Credit granted for an Advanced Placement course with a passing AP test score.
- CL** = Credit granted due to a passing College-Level Examination Program (CLEP) test score.
- DT** = Credit granted due to a passing DSST/DANTES test score.
- IB** = Credit granted for an International Baccalaureate course with a passing IB test score.
- EX** = Credit granted by any "other" National exam.
- OT** = Credit granted for advanced High School coursework covered under an articulation agreement with WCTC.



Transfer Credit Frequently Asked Questions (continued)

WCTC Admissions
800 Main Street; Room C-019
Pewaukee, WI 53072
enroll@wctc.edu
www.wctc.edu/prior-learning

Q: If I earn a prior degree from another institution how does that help me?

A. If you earn a prior degree of an associates or higher from an accredited institution, you are able to receive a prior degree package of 21 general studies credits. These courses include courses such as English Composition (801-136) and Intro to Psychology (809-198). The prior degree package excludes math and science courses – these will be evaluated separately.

If you apply for a shared program, the Technical Studies - Journeyworker program or either of our Liberal Arts programs, a prior degree package will not be applied; a course to course evaluation will be performed.

