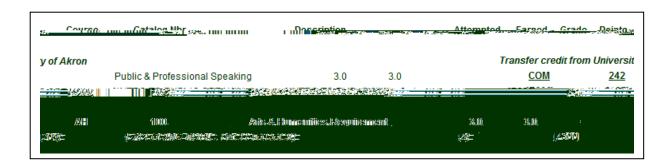


## **Transfer Credit Evaluation: Advisor Communications**

The Advisor Communication portal is an online tool designed to streamline communication between Advisors and the Office of the University Registrar with the goal of creating and maintaining accurate and up to date student records. Approved changes will generally be made within 2 business days.

To request a change, click on the CSU course subject or CSU catalog number of the equivalent in the transfer credit section of the transcript and enter the details of the request. A separate request must be submitted for each transfer credit evaluation update.

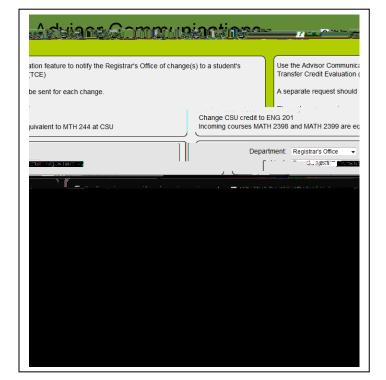


Click on the CSU equivalent to request a change.

Choose TCE Update: This Student Only to request a change that will result in a TCE update only for that particular student.

Choose TCE Update: All Students/Rule to request a change that will result in the update of the applicable transfer rule for that student and will be applied to future students who bring in the same course.

Enter pertinent information in the Question / Comment field and Submit. **Note:** the following characters are not permitted in the Question/Comment field: % " = + \ @



Questions: tce@csuohio.edu