# View Course Credits

1. Click the **Records and Enrollment** link.

2. Click the **Transfer Credit Evaluation** link.

3. Click the **Course Credits - Automated** link.

4. Enter the desired information into the **ID** field.

5. Click the **Search** button.

6. The student’s information is displayed on an institution and course basis.

7. To view courses from another institution, click the **Show next row** button on the **Transfer Credit Model** box.

10. Click the **Course Credits by Term** tab.

11. Credits earned per term, per institution are now displayed.

12. To view course information by term for another institution the student attended, you can click the **Show next row** button (or the **View All** button).

13. The student’s information for this institution is now displayed.

14. **End of Procedure**