**Worksheet Instructions**

This worksheet is designed to help you organize and identify your expected transfer credits. Don’t worry if you don’t yet have final grades or test scores – perfection isn’t the goal. This tool is meant to guide a collaborative conversation between you and your academic advisor as we plan your course schedule.

**Steps to Complete the Worksheet**

1. Enter the type of credit you are expecting to transfer to Virginia Tech in the **Type of Credit** column.
2. Enter the exam or course you completed or recently taken in the **Exam or Course** column.
3. Provide the grade or score you’ve received in the **Score/Grade** column. If you have not received your grade or score yet, please indicate **TBD**. This means the score is To Be Determined.
4. Use the Transfer Credit Database(s) on the next page that matches the type of credit you expect to transfer to Virginia Tech *(for example, AP, IB, community college, etc.)* to identify the equivalent Virginia Tech course. Hyperlinks are provided to help you access the appropriate website and databases.
5. Once you’ve identified the equivalent course, enter the Virginia Tech course number and name under the **VT Course Equivalent** column, and record the number of credit hours in the **VT Credit Hours** column. If there is no equivalent course, write No Equivalent in the **VT Course Equivalent** column.
6. Some courses may satisfy requirements within Virginia Tech’s Pathways to General Education. If the course meets a Pathways (general education) requirement, note the appropriate Pathways Concept number using the **Alphabetical Pathways Guide**. If it does not apply, write N/A in that column.

**Deadline:** Upload the completed worksheet to the College of Science Pre-Advising Intake Form at least **2 business days before** your academic advising appointment.

**Please see the next page for an example of what the chart could look like.**

**Example**

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| **Type of Credit** | **Exam or Course** | **Score/**  **Grade** | **VT Course Equivalent** | **VT Credit Hours** | **Pathways Concept** |
| **Example:**  Advanced Placement | Calculus AB | 4 | MATH 1225: Calculus of a Single Variable  MATH 1026: Elementary Calculus | 4 3 | 5f |
| **Example:**  Advanced Placement | Calculus BC | TBD | TBD | TBD | TBD |
| **Example:**  Nash Community College | PSY 150: General Psychology | B | PSYC 1004: Introductory Psychology | 3 | 3 |
| **Example:** International Baccalaureate | Economics  (Higher Level) | 5 | ECON 2005: Principles of Economics (Micro)  ECON 2006: Principles of Economics (Macro) | 3  3 | 3  3 |
| **Example:** George Mason University | BIOL 246: Introductory Microbiology | TBD | BIOL 2604: General Microbiology | 3 | N/A |

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| **Transfer Credit Databases** | |
| **Type of Credit** | **Transfer Equivalency Database Website** |
| Advanced Placement (AP)  International Baccalaureate (IB)  College Level Examination Program (CLEP) | [AP/IB/CLEP Transfer Credit Equivalency](https://www.registrar.vt.edu/Transferable-Credit.html) |
| Transfer credit from a Virginia Community College | [VCCS Transfer Equivalencies](https://transferguide.registrar.vt.edu/VCCS-Equivalencies.html) |
| Transfer Credit **NOT** from a Virginia Community College | [Transfer Equivalency Database](https://apps.es.vt.edu/ssb/hzsktgid.P_DispTranGuide) |
| Richard Bland College | [Richard Bland Equivalencies](https://transferguide.registrar.vt.edu/RBC-Equivalencies.html) |
| University of Cambridge International Exam | [University of Cambridge International Examinations](https://www.registrar.vt.edu/Transferable-Credit.html) |
| Pathways Guide for General Education Courses (Use the most recent year) | Use the [Alphabetical Pathways Guide](https://www.pathways.prov.vt.edu/students-and-advisors/pathways-guides.html) |

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