

# The Art and Science of Credit Transfer

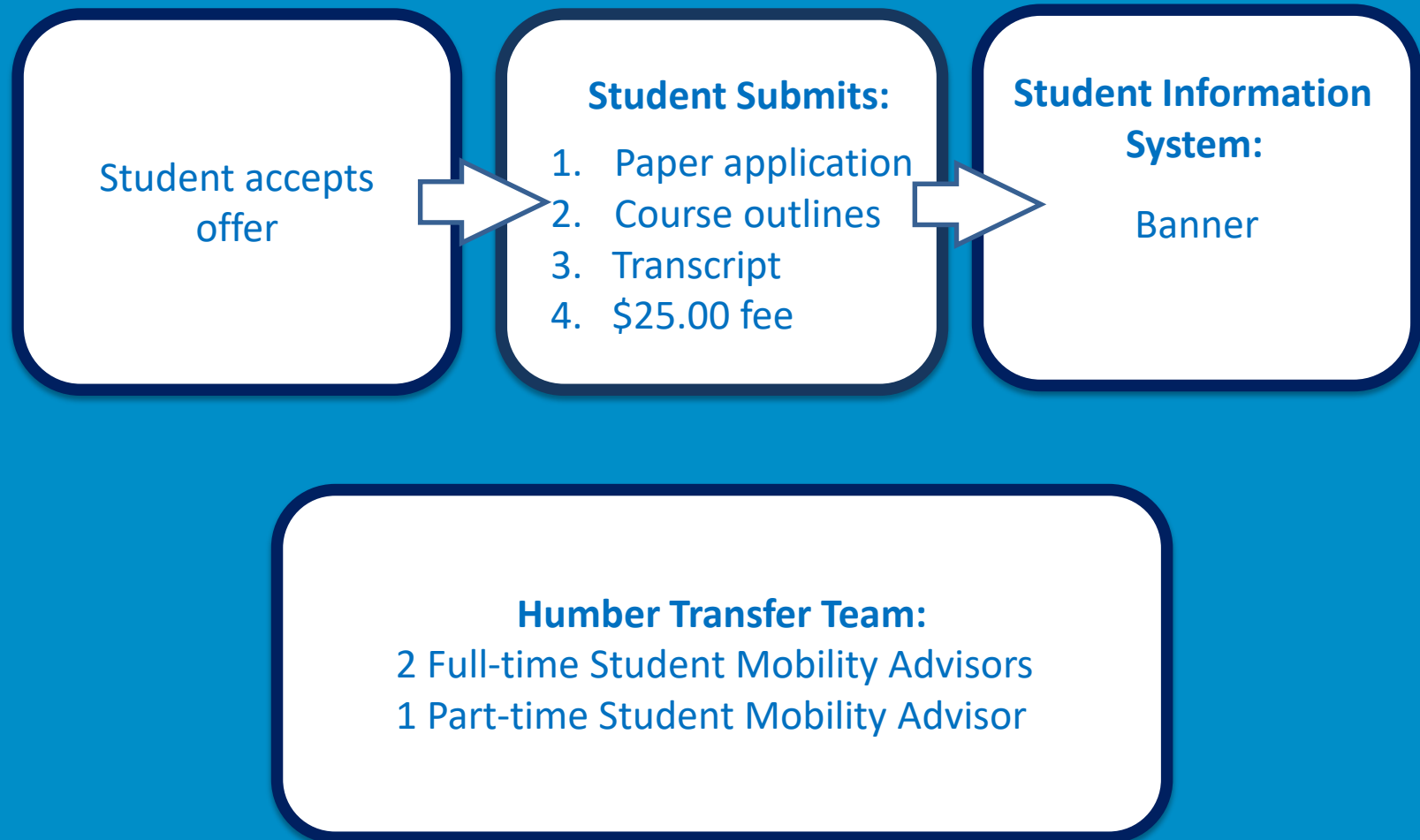
HUMBER COLLEGE



**WE ARE**

**HUMBER**

# Overview of Transfer at Humber: A Student Driven Process



# What is working well for us:

## Website Refresh

- Centralized transfer in, within and transfer out databases
- New course outline search
- Transparent policy
- Pathway widget on each program page

## Front Line Advising

- Students seen on a queue system, no need for appointments
- Communication plan to target transfer students
- Auto-generated emails during transfer credit process

## Transfer Specific Events

- Transfer Thursdays: see a transfer advisor on the fly
- Get Transfer Ready Day: a 'first-year' experience day for non-direct students

# Refreshed Website

New  
Course outline  
search



**New Feature! Course Outline Search**  
Looking for a course outline? Try our new search feature and learn more about your transfer options.  
[Course Outline Search >](#)

## GET THE CREDIT YOU DESERVE



### Transfer In

If you want to transfer credits or credentials from another college or university or apply for credit based on prior work or life experience.



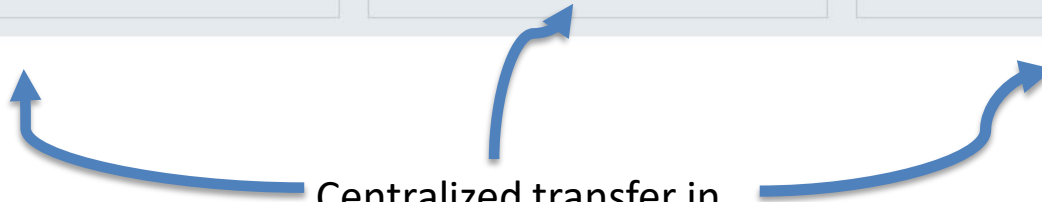
### Transfer Within

If you are a Humber student or graduate wanting to transfer credits or a completed credential into another Humber program.



### Transfer Out

If you are a Humber graduate wanting to further your education through future study options at other educational institutions.



Centralized transfer in,  
within and  
transfer out databases

# Transparent policy

## READY TO TRANSFER YOUR CREDITS?



### STEP 1: FIND YOUR MATCH

Review the courses in your Humber program and compare them to post-secondary courses completed prior to Humber. You are welcome to apply to transfer elective courses and courses that are comparable to specific core courses in your Humber program.

#### Please note:

- Your credits must be no older than 5 years for core courses and 10 years for writing, math and elective courses to be eligible to transfer.
- Your credits must have a grade no lower than 'C' (60%) to transfer between the same credential level and no lower than a 'C+' (65%) to transfer from a diploma to a degree.

[Search Humber Course Outlines >](#)



### STEP 2: COLLECT YOUR DOCUMENTS

#### Course Outlines

Check the database above for pre-approved courses. If you do not see a direct course equivalency, we will require a detailed course outline from the sending institution for the year you took the course. Detailed course outlines are not required for pre-approved courses that appear in the database.

#### Transcripts and International Document Assessment

- Acquire an official sealed transcript from your previous institution.
- Alternatively, you can request a copy of your transcript to be uploaded to Ontario Colleges:  
<https://www.ontariocolleges.ca/en/apply/transcripts>
- All international transcripts must be accompanied by a course by course evaluation from one of the following certified credential evaluation services:
  - World Education Services (WES)
  - International Credential Assessment Service (ICAS)



### STEP 3: APPLY

Submit all required documentation to the Office of the Registrar at the campus you will be attending at least **4 weeks** prior to the start of class.

[Transfer Credit Application Form >](#)



### STEP 4: TRACK YOUR TRANSFER CREDITS

Transfer credit will be posted to your Academic Progress report on MyHumber as "IP" (in progress). If a transfer credit is approved, you will see "TRC" with a green check mark. Once a course is approved, you are responsible for dropping the course from your timetable.

Please refer to the Humber Academic Calendar for important course enrollment and withdrawal deadlines.

#### Important Reminders:

1. We do not accept incomplete applications. Please ensure you have all the required documents at the time of submission.
2. Transfer credit fees will be posted to your MyHumberaccount. See [humber.ca/fees](https://www.humber.ca/fees) for more information.
3. We provide exemption for WRIT 100 - level English course if a student holds a conferred degree from a recognized Canadian or American institution. Please read our FAQ section under "Want To Know More" for more information.

If you have a degree from an institution outside of Canada, you may still be eligible for an exemption. Please submit your transfer credit application and WES/ICAS evaluation to the Office of Registrar for assessment.

## Pathway widget on each program page (soon to include Ontario college diplomas)

**Business Administration**

Credential: **Advanced Diploma** | Program Code: **02511** | Length: **6 semesters** | Program Starting Between: **Sept 2019 - Aug 2020**

Humber's Business Administration advanced diploma program allows you to develop extensive knowledge on how businesses work and teaches you to become competent in the full range of skills needed to facilitate business operations.

Courses in operations management, accounting, human resources management, marketing research and much more will give you the opportunity to cultivate key business skills such as communication, teamwork, project management and strategic business analysis. This program is built on a common platform of a solid business education – principles of management, marketing, business law, finance mathematics and microeconomics. This common platform is shared with other business diploma programs in year one and is expanded on in year two.

**Work Placement**

You'll be assisted in finding a paid or unpaid business work placement where you'll practise your skills during an 84-hour assignment. This adds valuable hands-on experience to your resumé. Close relationships with the

**Program Availability**

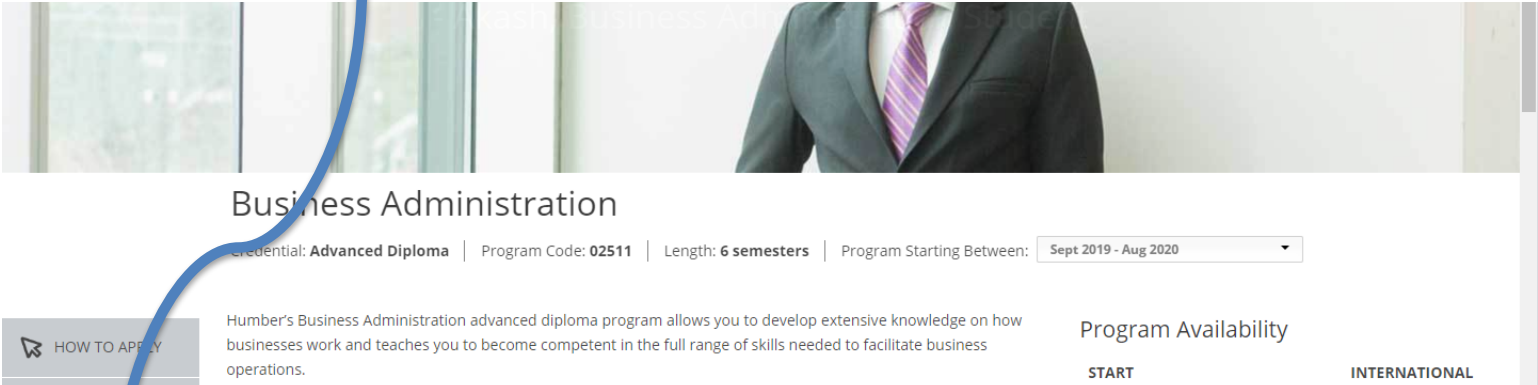
START DATE	LOCATION	STATUS	INTERNATIONAL STATUS
May 2019	North	● Open	● Closed
September 2019	Lakeshore	● Open	● Open
September 2019	North	● Open	● Open
January 2020	North	● Open	● Open

**Navigation Menu:**

- HOW TO APPLY
- ADMISSION REQUIREMENT
- FEES
- PATHWAYS**
- CONTACT US

**Buttons:** Courses, Program Standards

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**Business Administration**

Credential: **Advanced Diploma** | Program Code: **02511** | Length: **6 semesters** | Program Starting Between: **Sept 2019 - Aug 2020**

Program Availability: **START** | **INTERNATIONAL**

- HOW TO APPLY
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Humber's Business Administration advanced diploma program allows you to develop extensive knowledge on how businesses work and teaches you to become competent in the full range of skills needed to facilitate business operations.

Courses in operation: more will give you the opportunity to manage and strategic education - principles of management. A common platform is shared.

**Work Placement**  
You'll be assisted in finding an 84-hour assignment. This is a required component of the program.

- HOW TO APPLY
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- FEEES
- PATHWAYS**
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### Pathways

Pathways are academic routes that students can take to move from one credential to another.

#### PATHWAYS WITHIN HUMBER AFTER THIS PROGRAM

Accounting, Bachelor of Commerce	View Degree >
Digital Business Management, Bachelor of Commerce	View Degree >
Fashion Management, Bachelor of Commerce	View Degree >
Finance, Bachelor of Commerce	View Degree >
Healthcare Management, Bachelor of Commerce	View Degree >
Hospitality and Tourism Management, Bachelor of Commerce	View Degree >
Human Resources Management, Bachelor of Commerce	View Degree >
International Business, Bachelor of Commerce	View Degree >

# Challenges we face

## Consistent Reporting & Tracking

- Not tracking denied credits
- Block transfers do not reflect a number of credits

## Paper Based System

- Transfer process includes time for paper to be sent to other departments
- Potential for lost applications, not efficient
- Currently working on online application system

## Awareness

- Advising model is scattered across multiple departments
- Difficult to organize faculty training
- Stigma around college verses university degrees



# THANK YOU.

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