



Expected Credits Worksheet

Worksheet Instructions – this worksheet is a tool to help you organize your expected credits. You may not have final grades or test scores yet, and that is okay! The form does not have to be 100% accurate. It is a guide for you & your advisor to work together to build the best schedule for you.

1. Input all of your transferrable credits into the chart in the “Type of Credit” and “Exam or Course”
2. Include your known or anticipated grade/score for the course in the “Score/Grade” column
3. Using the chart below, research and find the appropriate equivalent course at Virginia Tech. These hyperlinks will take you to the appropriate webpage for each list or database.
4. Once you have found the equivalent course, type the Virginia Tech course number and name in the “VT Course Equivalent” column and type the credit hours for each course in the “Credit Hours” column
5. Some courses will transfer to Virginia Tech as a Pathways to General Education Course. You can find an alphabetical list of pathways courses in the chart below. If applicable, include the pathways concept number in the “Pathways concept” column

Due Date: 2 business days prior to meeting with your academic advisor.

Expected Credits Worksheet – Transfer Credits Resources	
Type of Credit	Transfer Equivalency Database Website
Advanced Placement (AP) International Baccalaureate (IB) College Level Examination Program (CLEP)	AP/IB/CLEP Transfer Credit Equivalency
Transfer credit from a Virginia Community College System (VA resident Dual Enrollment)	VCCS Transfer Equivalencies
Transfer Credit from another Institution (ex. Dual Enrollment)	Transfer Equivalency Database
Richard Bland College	Richard Bland Equivalencies
University of Cambridge International Exam	University of Cambridge International Examinations
Pathways Guide for General Education Courses	Use the Alphabetical Pathways Guide



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To see your transfer credits on your account and to confirm that transcripts & scores have been processed, follow the instructions below

1. Log into [Hokie Spa](#)
2. Click **Grades Menu**
3. Click **Transfer and Other Additional Credits**
4. If your scores and transcripts have been received and evaluated, you will be able to see the equivalent course at Virginia Tech you will receive credit for. (See below for an example)

TRANSFER Credits

The following courses have been submitted to Virginia Tech as Transfer Credit.

[Display All Courses/Exams](#)

[Display Credit Awarded](#)

Northern Va Cmty Coll-Annandale						Virginia Tech Equivalent		
Term Taken	Course	Title	Credits	Grade	Term Eff	Course	Title	Credits
SU21-SU22	BIO 141	Human Anatomy & Physiology	4	C	202206	BHSP 2135	Human Anatomy & Physiology	3
SU21-SU22	BIO 142	Human Anatomy & Physiology	4	B	202206	BHSP 2145	Human Anatomy & Physiology Lab	1
SU21-SU22	CHM 242	Organic Chemistry II	3	A	202206	BHSP 2136	Human Anatomy and Physiology	3
FS18-SS19	HIS 111	Hist World Civ I	3	B	202001	BHSP 2146	Human Anatomy & Physiology Lab	1
FS18-SS19	HIS 112	Hist World Civ II	3	B	202001	CHM 2536	Organic Chemistry II	3
Total Transfer Credits Accepted from Northern Va Cmty Coll-Annandale:						HIST 1215	Intro to World History	3
						HIST 1216	Intro to World History	3
						17		

Other Additional Credits

[Display All Courses/Exams](#)

[Display Credit Awarded](#)

The following courses have been submitted to Virginia Tech as Advanced Placement, Advanced Standing, Credit By Exam or Military.

Advanced Standing						Virginia Tech Equivalent		
Term Taken	Course	Title	Credits	Grade	Term Eff	Course	Title	Credits
SS2020	NO TRANSCRIPT DETAIL				202001	MATH 1014	Precalc with Transcendental	3
Total Credits Accepted from Advanced Standing:						3		

International Baccalaureate						Virginia Tech Equivalent		
Term Taken	Course	Title	Credits	Grade	Term Eff	Course	Title	Credits
SS19	BIOL XX04	Biology	3	4	201909	BIOL 1014	Introduction to Biology	3
SS19	ENGL XX04	English & Literature HL	3	4	201909	ENGL 1105	First-Year Writing	3
SS19	MATH SX0X	Math Studies-Standard Level	3	4				
Total Credits Accepted from International Baccalaureate:						6		

Total TRANSFER credits:	17
Total OTHER ADDITIONAL credits:	9
TOTAL CREDITS ACCEPTED:	26

If you discover errors in this information, please contact the Office of the University Registrar (transfercredit@vt.edu).

5. If your scores and transcripts have not been received and evaluated, you will see this message: After reviewing that screen, select the option below that best describes your situation so you can inform your academic advisor when you meet with them:

The following college attendance was self-reported by the student. An official transcript must be sent to Virginia Tech before transfer credit can be considered and awarded.

Institution Code	Transfer Institution	Attendance Period	Date Received
005793	Virginia Peninsula Comm Coll	SRAR	
005793	Virginia Peninsula Comm Coll	SRAR	

When evaluation is complete, the message block above will be deleted and the awarded credit will appear under "TRANSFER CREDITS." If you have questions, contact the Office of the University Registrar at transfercredit@vt.edu.

The following college attendance was self-reported by the student. An official transcript must be sent to Virginia Tech before transfer credit can be considered and awarded.

Institution Code	Transfer Institution	Attendance Period	Date Received	
005793	Virginia Peninsula Comm Coll	SRAR		NOT EVALUATED Unofficial transcript received; please have official transcript sent for evaluation of credit. Incoming students, send to Undergraduate Admissions. Current students, send to Office of University Registrar.
005793	Virginia Peninsula Comm Coll	SRAR		NOT EVALUATED Unofficial transcript received; please have official transcript sent for evaluation of credit. Incoming students, send to Undergraduate Admissions. Current students, send to Office of University Registrar.

When evaluation is complete, the message block above will be deleted and the awarded credit will appear under "TRANSFER CREDITS." If you have questions, contact the Office of the University Registrar at transfercredit@vt.edu.

- ☐ All Expected Credits are awarded in Hokie Spa.
- ☐ Some Expected Credits are awarded in Hokie Spa, some Expected Credits are missing.
- ☐ No Expected Credits are awarded in Hokie Spa, all Expected Credits are missing.
- ☐ Not expecting any Expected Credits.



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[illegible]



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[illegible]