

VIEW YOUR TRANSFER CREDIT AWARD

(YOUR TRANSFER CREDIT AWARD CANNOT BE VIEWED UNTIL YOU RECEIVE YOUR OFFICIAL LETTER OF ACCEPTANCE FROM LANIER TECHNICAL COLLEGE)

www.laniertech.edu

Select Banner Web,

Select Enter Banner Web Secure Area,

Scroll to bottom of page and enter your name, then click "Accept",

User ID: Your student ID number or SS number (no dashes),

PIN: Your date of birth (entered as 2 digits for the month, 2 digits for the day, and 2 digits for the year)

Example - if your date of birth was March 2, 1985, you would enter your date of birth as 030285,

Click on "Login",

You should be in Banner Web at this time. Select "Student & Financial Aid",

Select "Student Records",

Select "Academic Transcript",

For Transcript Level, select "CERT, DIPLOMA, DEGREE",

For Transcript Type, select "STUDENT",

Click "Submit",

At the top left of the page, click on "Transfer Credit",

At the top of the screen you will see "Transfer Credit Accepted by Institution",

Click on your printer icon to print - **BE SURE TO TAKE A COPY WITH YOU TO ADVISEMENT/REGISTRATION.**

AS YOU REVIEW YOUR TRANSFER CREDIT, PLEASE NOTE THE FOLLOWING:

- Only coursework that equates to courses within your LTC program of study are transferred.
- Only the transcripts that were on file at the time of the transfer credit review have been evaluated. If additional transcripts have been submitted, it will be necessary to submit an additional request for transfer credit form.
- There are time limitations on transfer of some types of courses such as those for the healthcare programs and computer courses. These are reviewed based on program policy for transfer.
- Only grades of "C" or better can be transferred and the number of credit hours the course carries must equate to the number of credit hours required for the LTC course it would substitute for.
- Some transfer credit requests must be evaluated by the program instructor as well as the Registrar's office. If this is the case, any additional transfer credit approved by the instructor will be posted on your transcript when the instructor notifies the Registrar's office of approval.