

one.bellarmino.edu

Viewing transfer credits from a previous institution

Here are step-by-step instructions for students on how to view courses completed by transfer credits in One Bellarmine:

1. Go to one.bellarmino.edu, and click the “**One Login**” button in the upper right hand corner of the page.
2. Log in using your **Bellarmino email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Student Dashboard page. *(If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301).*
3. On the upper left side of your Student Dashboard page, click the Self-Service button to take you to the Self-Service main menu page.
4. From there select **Student Planning** and click, “**Go to Plan & Schedule**”.
5. Click the gray tab, “**Timeline**”. The timeline is in chronological order by semester with Non-term Courses located to the far left. If the **Non-term Courses** block is not visible, use the < arrow on the screen.

The block “Non-term Courses” shows a list of Bellarmine courses with credit amounts that were earned by transfer credit or test scores. It could also include courses that a student placed out of by taking a proficiency test (ex. WebCAPE), but did not earn credit.

