

Requesting CTAG (Career Transfer Assurance Guide) Credit be Added to Your Sinclair Transcript:

If you believe you have earned CTAG credit that should be added to your Sinclair transcript and do not see it listed, please follow these steps:

Step 1: Students can view CTAG credit it <u>https://my.sinclair.edu</u> portal under "Transfer Equivalencies". You might have to search for it as shown in the screenshot below.

my. sinclair	transfer equiv	Q
Academics	Administration	Campus
Results (216) MySinclair (7)	Sinclair.edu (209)	
MySinclair		
MySinclair	~	

CTAG credit is listed as transfer credits on the transcript and appears as a lump sum at the end of the transcript.

Depending how recently you last logged in, you may need to reset your Sinclair password. This can be done online at <u>http://www.sinclair.edu/reset</u>. Sinclair's HelpDesk can also help students retrieve login credentials at 937-512-4357.

Step 2: If your credit is not listed, complete and submit a <u>CTAG Retrieval Form</u>. Please allow 7-10 business days for credit to be added. Refer to Step 1 above to verify status of credit to be added.