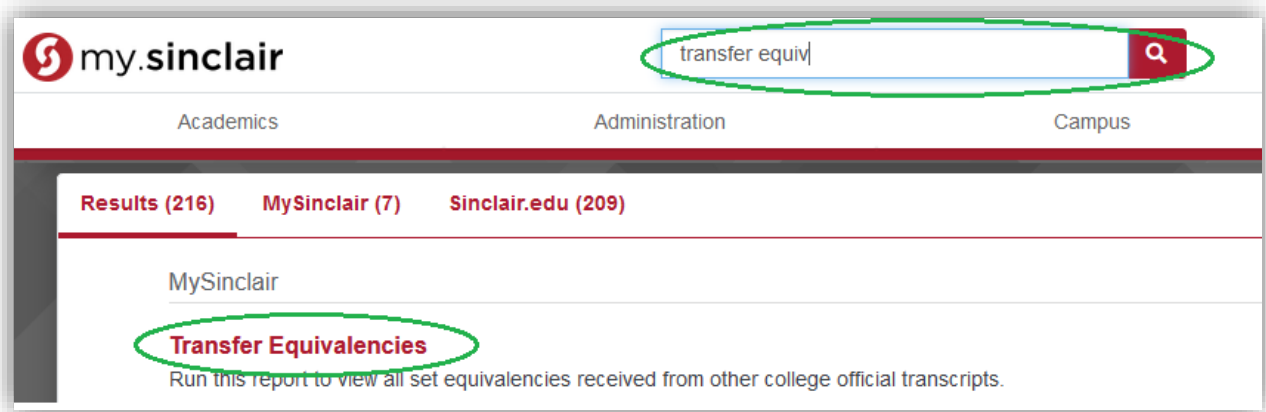


Requesting CTAG (Career Transfer Assurance Guide) Credit be Added to Your Sinclair Transcript:

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 <https://my.sinclair.edu> portal under “Transfer Equivalencies”. You might have to search for it as shown in the screenshot below.



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

Example:

----- TRANSFER CREDITS -----

2019 Career Technical Credit 2.0

***** END OF TRANSCRIPT *****

Depending how recently you last logged in, you may need to reset your Sinclair password. This can be done online at <http://www.sinclair.edu/reset>. 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 [CTAG Retrieval Form](#). Please allow 7-10 business days for credit to be added. Refer to Step 1 above to verify status of credit to be added.