THE UNIVERSITY OF TEXAS AT DALLAS
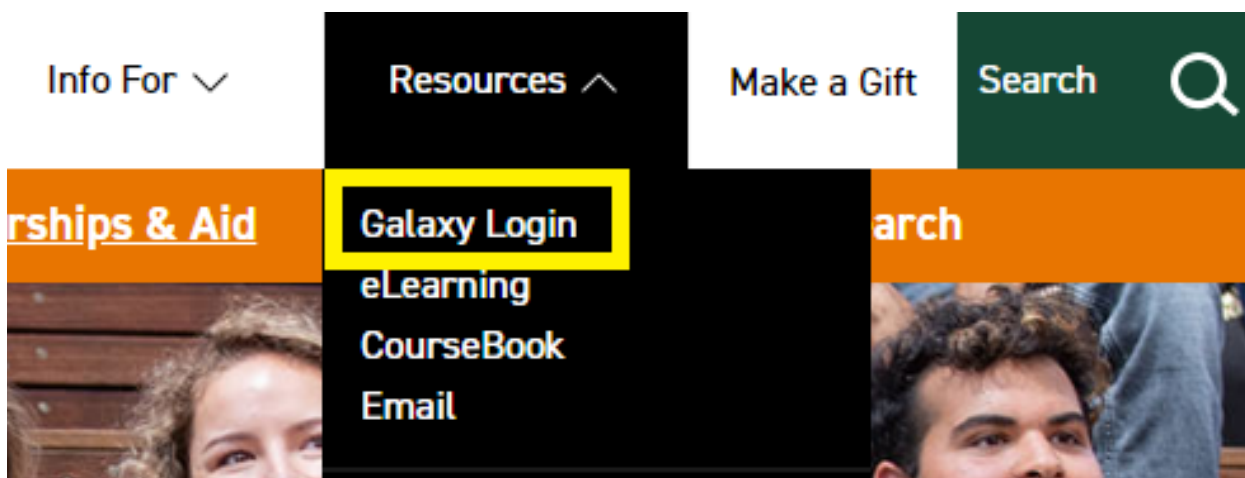## Office of the Registrar

Petition for Test Score Credit
Instructions

Important Reminders:

- o Credit by examination may be established through such testing programs as Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and Cambridge Assessments (CA).
- o Academic semester credit hours awarded through credit by examination become a permanent part of your official UT Dallas transcript and cannot be removed.
- o Students should weigh the advantages of accepting college credit through examinations against the possible impact such credit might have on tuition rebate eligibility and their readiness for subsequent courses in an academic sequence.
- o Credit is petitioned after admission and credit by examination is not considered as part of an applicant's transferable GPA or transfer hours for admissions.
- o UT Dallas does not accept examination credit or scores from other higher education institutions' transcripts. We must receive an official score report from the testing agency that provided the examination.

Step 1) Go to utdallas.edu and select the Galaxy link under the Resources drop down box in the top right-hand corner of the UT Dallas homepage.

Step 2) Select the Orion link in the next Galaxy page to login using your NetID and password.

Galaxy

The Galaxy portal is the starting point for working in the Ori
links to other services such as email and eLearning.

Firefox 102.3.0 ESR is the only supported browser for Orion
If you need help downloading the correct browser, here is a h

Scheduled Maintenance: Orion and Gemini may be unavailabl
maintenance.

Orion

Access to application status, academic records,
financial aid and tuition/fees for applicants, students,
faculty and staff.

Step 3) Login to Galaxy with your NetID and password.
  a) *If you don't know your NetID and password or aren't able to login, please contact the Help Desk using the link on the sign in page.*
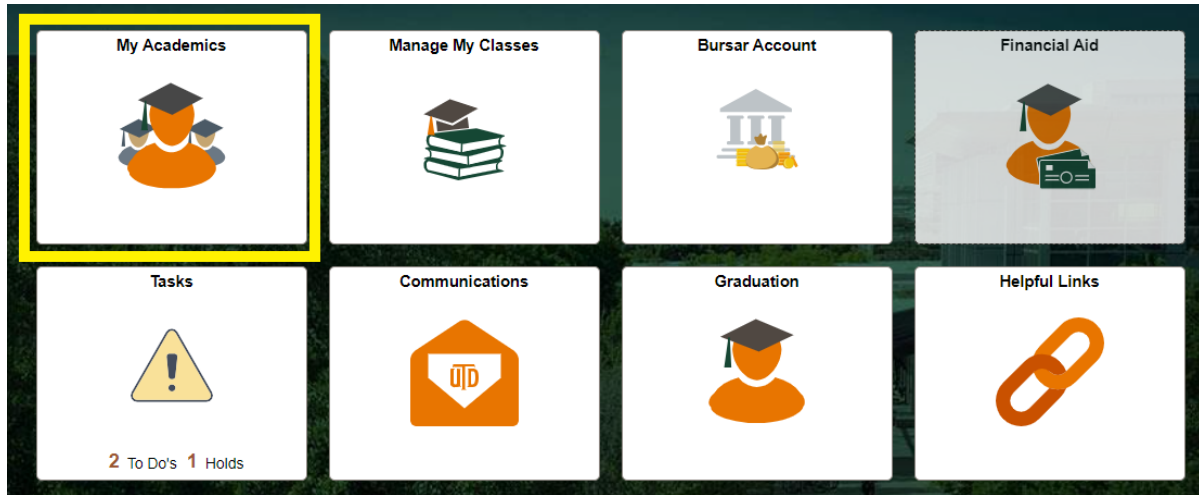
NetID

Enter Your NetID

Password

Enter Your Password

Login

Need Help? Contact the Help Desk
Forgot Password? Reset Your Password

Do Not Bookmark This Page

Step 4) Select the "**My Academics**" tile.

Step 5) Click on "**Test Credit**" in the left-hand toolbar; then click on "**Petition for Credit**".

Step 6) Before attempting to post any credit, review the different tests' equivalency options:

Advanced Placement Program (AP)
College Level Examination Program (CLEP)
International Baccalaureate (IB)
Cambridge Assessments (CA)

Step 7) When you are ready to post credit, use the "**Select for Credit**" buttons on the right-hand side of the screen.

a. You may select as many courses as you would like from the top section. If you can receive credit for a course from multiple exams, please only select one option.

b. You may only select one Math course for credit at a time. After posting Math credit, the available options will change in accordance with the rules from the Office of Undergraduate Education.

c. Read and agree to the Acknowledgement.

d. Click "**Submit my Request for Credit**."

Select the courses you approve for test credit posting and press submit.

3 rows

	Test ID	Test Component	Description	Test Score	Letter Score	Subject Area	Catalog Nbr	Select for Credit
1	AP	BY	Biology	3.00		BIOL	1---	Yes
2	AP	CH	Chemistry	3.00		CHEM	1---	Yes
3	AP	EMA	Economics: Macroeconomics	3.00		ECON	1---	No

Not all Math courses can be posted. Please review the Advanced Placement Program (AP), the College Level Examination Program (CLEP), the International Baccalaureate (IB), and the Cambridge Assessments (CA) equivalencies before making any selections. Due to the limitations of the Math options, you may only select one Math course at a time.

1 row

	Test ID	Test Component	Description	Test Score	Letter Score	Subject Area	Catalog Nbr	Select for Credit
1	AP	MBC	Mathematics: Calculus BC	3.00		MATH	2312	Yes

Yes — I acknowledge that by clicking Submit I am making this coursework a permanent part of my academic record that cannot be removed.

Submit my Request for Credit — Click Submit Button once, do NOT double-click

If you do not see your expected credit listed on the Petition for Credit page in Orion, then the credit may not be available for one or more of the following reasons:

1. Test results have not been received in the Office of the Registrar.
2. The appropriate exam was not taken to receive credit.
3. The minimum score requirements were not met to receive credit.
4. Credit has already been received in the form of UT Dallas enrollment or transfer credit.
5. **IB Diploma**
   a. IBD code did not upload electronically into Orion.
   b. Hard copy scores or electronic printout in OnBase does not indicate IB Diploma was earned.

If you believe that the credit does not fall into one of the preceding categories, please email transfercredit@utdallas.edu.

Step 8) If you would like to view your posted test credit, click on "**Test Credits Posted**" under the Test Credit folder in the left-hand toolbar.

My Academics

	My Course History
	View/Request Plan Change
	View My Grades
	FERPA Confidentiality
	View My Transcript
	Order Official Transcript
	Enrollment Verification Print
	My Degree Audit
	View My Transfer Credit Report
	Bacterial Meningitis Letter
	Test Credit
	Petition for Credit FL
	Test Credits Posted

Test Credits Posted

Posted Test Credit

	Term	Status	Test ID	Component	Description	Equiv Subj/Catlg	Comment
1	2218	Posted	AP*	UH	U.S. History	HIST 1302	Petition for test credits by n
2	2218	Posted	AP	UH	U.S. History	HIST 1301	Petition for test credits by n
3	2218	Posted	AP	MBC	Mathematics: Calculus BC	MATH 1325	Petition for test credits by n
4	2218	Posted	AP	GPU	Government & Politics: U.S.	GOVT 2305	Petition for test credits by n
5	2218	Posted	AP	ENGLI	English Literature	LIT 2331	Petition for test credits by n