**Pre-Residency Field Experience-Transferred Hours**

**Entering hours from other universities into PASSPORT**

The transfer student should use the attached table to log hours from other universities (more rows may be added as needed). Only hours from approved transfer courses can be used.

**Example:** *If you transferred a course or courses equivalent to Southeastern’s EDUC 202, you may list the hours you completed in the equivalent course from another university.*

Save the table as a word document and upload the word document into the artifact bin. Within the portal folio, attach it as an artifact but it will not go into any of the tabs. You will send the artifact to Ms. Jordan Ahrend for review. You will only be contacted if there is a concern with your hours. This will also assist your other evaluators and will make them aware of additional hours not logged in the FX section of PASS-PORT. Candidates should send an email to their evaluator (advisor) making them aware of the artifact.

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| **Field Experiences (FXs) Transferred** |
| **Name of University/College**:  |
| **Courses Completed/Transferred** | **FXs Required/Completed** | **Location** | **Date** |
| *Course Prefix and Number* | *Number of hours for the entire course* | *Parish, System or School* | *Sem/Yr.* |
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| **Total FX Hours** **(not in PASS-PORT)**  |  |