COURSE TRANSFER EVALUATION

The Course Transfer Evaluation process is performed by assigned departmental reviewers in the colleges. As ‘No Rule’ courses are identified in the Transfer Credit Model, the courses are routed to the appropriate department for articulation. The reviewer will be notified via an email with a link to the Subject Area Elements component. Then, the departmental reviewer will provide the internal course equivalency before saving the page, which creates the new rule. This instruction guide begins with the ‘No Rule’ course already being identified and an email sent to the appropriate reviewer.

STEP 1: OPEN TRANSFER CREDIT ARTICULATION EMAIL

Locate the email regarding a pending course equivalency.

This message is a notification that there are pending courses awaiting transfer credit articulation that have been assigned to your department. Your assistance in reviewing course descriptions for your academic area is essential to the success of the transfer evaluation and admissions process. Please click the link below to go to provide course equivalencies for the pending courses.

Remember: courses not given a UF equivalent within 4 weeks from the original assignment date will receive a suggested equivalency as determined by the Office of Admissions. If you have questions or feedback about a specific course equivalency or the transfer evaluation process in general, please contact Melissa Sisk at 352-392-1365 or msisk@admissions.ufl.edu.

<table>
<thead>
<tr>
<th>Source Institution</th>
<th>Subject</th>
<th>Course Number</th>
<th>Description</th>
<th>Subject Area</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Fe College Florida</td>
<td>ART</td>
<td>1112C</td>
<td>CERAMICS 2</td>
<td>ART</td>
<td>Link</td>
</tr>
<tr>
<td>Santa Fe College Florida</td>
<td>ART</td>
<td>1430C</td>
<td>SILK SCRE PRINT</td>
<td>ART</td>
<td>Link</td>
</tr>
<tr>
<td>Santa Fe College Florida</td>
<td>ART</td>
<td>1568C</td>
<td>WATERCOLOR PNT</td>
<td>ART</td>
<td>Link</td>
</tr>
</tbody>
</table>

STEP 2: NAVIGATE TO THE TRANSFER SUBJECT AREA

1. Click the hyperlink provided in the email.
2. Log in using your GatorLink username and password.

**Note:** Once logged in, you will be directed to the Transfer Subject Area page. This page is located in myUFL in Student Information System > Records and Enrollment > Transfer Credit Rules > Transfer Subject Area.

STEP 3: SELECT CORRECT HISTORY

Select the Correct History button to enter Correct History mode.

![Correct History]

STEP 4: ADD A NEW ROW

Click the plus sign (+) in the Subject Area Elements section to add a new row.
STEP 5: VERIFY SUBJECT AREA ELEMENTS

1. Change the Description to the title of the incoming course that is being articulated. This is a 30 character field.
2. Verify Sequence Number, Term Type, Transfer Course checkbox, Transfer Priority, Contingent Credit checkbox, Internal Equivalent Course Value, and Save Excess Units to a Course checkbox. Do not modify these fields.

STEP 6: SEARCH NO RULE COURSES

1. Locate the Incoming Course Section of the page and review the following fields carefully before moving forward.
   a. Seq# (sequence number) – The system automatically assigns a sequential number to each incoming course to identify unique transfer component records within the data table. Do not change the sequence number.
   b. W (wildcard) – Select to use the # wildcard character at the end of the Course Number field value for the incoming course. If you clear this checkbox, the system requires you to use a complete course number.
2. Select the Search ‘No Rule’ Course Only checkbox to limit search results for Subject and Course Number to only ‘No Rule’ courses.
3. Use the lookup beside the Subject field to find ‘No Rule’ courses. Select the appropriate course to populate the field.
4. Use the lookup beside the Course Number field to find ‘No Rule’ courses. Select the appropriate course to populate the field.
**STEP 7: ADD INTERNAL EQUIVALENT**

1. From the Subject Area Elements tab, locate the **Internal Equivalent** area of the page.
2. Enter the **Course ID**.

   **Note:** This is the course that is equivalent to the incoming course on this row of the component subject area. Click the **plus sign (+)** to add additional internal course equivalents.

### Internal Equivalent

<table>
<thead>
<tr>
<th>*Course ID</th>
<th>ART</th>
<th>L000</th>
</tr>
</thead>
<tbody>
<tr>
<td>027833</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Offer Number</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Max Units to Transfer</td>
<td>99.00</td>
<td>Transfer ART Course</td>
</tr>
<tr>
<td>*Default Grade</td>
<td>By Incoming Course</td>
<td></td>
</tr>
<tr>
<td>*Course</td>
<td>Seq 1: ART 1112C</td>
<td></td>
</tr>
</tbody>
</table>

3. Verify the following fields:

   a. **Offer Number** – will default to the offer number of the course that you entered as defined in the course catalog.
   b. **Max Units to Transfer (maximum units to transfer)** – will appear when you Specify Maximum Units in the Internal Equiv Course Value Field. This field determines the maximum number of units that a student can transfer for this incoming course.

4. If applicable, enter the number of **Units** that you want the internal equivalent to be worth, regardless of the number of units the incoming course is worth.

   **Note:** This field appears when you Specify Fixed Units in the Internal Equiv Course Value field.

5. Click the down arrow beside the **Default Grade** field and select **Incoming Course**.

   **Note:** The Default Grade field designates how the system determines the grades for internal equivalent courses. When you select “Incoming Course,” the Transfer Credit process will copy the grade from the incoming course to the internal equivalent course. When you select this value, the Course Field becomes available.
STEP 8: SAVE THE PAGE
Click Save to prevent losing data.

ADDITIONAL HELP
Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Course Transfer Evaluation, contact Melissa Sisk at msisk@ufl.edu or the Transfer Evaluation Team at TE@admissions.ufl.edu.