

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.

Source Institution	Subject	Course Number	Description	Subject Area	Link
Santa Fe College Florida	ART	1112C	CERAMICS 2	ART	Link
Santa Fe College Florida	ART	1430C	SILK SCRE PRINT	ART	Link
Santa Fe College Florida	ART	1568C	WATERCOLOR PNT	ART	Link

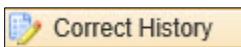
STEP 2: NAVIGATE TO THE TRANSFER SUBJECT AREA

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.



STEP 4: ADD A NEW ROW

Click the **plus sign (+)** in the Subject Area Elements section to add a new row.

Subject Area Elements Find | View All First 1 of 51 Last

*Sequence Number

*Description

*Term Type

Transfer Course


*Transfer Priority

Contingent Credit

*Internal Equiv Course Value

Save Excess Units to a Course

+ -



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.

Subject Area Elements Find | View All First 2 of 52 Last

*Sequence Number

*Description

*Term Type

Transfer Course

*Transfer Priority

Contingent Credit

*Internal Equiv Course Value

Save Excess Units to a Course

+ -

STEP 6: ENTER SUBJECT AND COURSE NUMBER FROM EMAIL

1. Enter the **Subject** using the information contained in the email. In this example, the subject is **ART**.
2. Enter the **Course Number** using the information contained in the email. In this example, the Course Number is **1112C**.

Incoming Course

*Seq#

Wildcard

Search 'No Rule' Course Only

*Subject: Art

Course Number: CERAMICS 2

Incoming Course Information

STEP 7: ADD INTERNAL EQUIVALENT

1. From the Subject Area Elements tab, locate the **Internal Equivalent** area of the page.
2. Use the **Look Up** icon to locate 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.

The screenshot shows the 'Subject Area Elements' form. The 'Incoming Course' section includes fields for *Seq# (1), WildCard, and Search 'No Rule' Course Only (checked). The 'Internal Equivalent' section includes fields for *Course ID (with a red-circled magnifying glass icon), *Offer Number, Max Units to Transfer (0.00), and *Default Grade (By Transfer Equivalency Setup). A 'Look up Course ID (Alt+5)' button is also visible above the *Course ID field.

3. Enter the three character **Subject** in the **Subject Area** field. Click **Look Up**.

The 'Look Up Course ID' dialog box shows the following fields: Academic Institution (UFLO), Course ID (begins with), Subject Area (begins with ART, circled in red), Catalog Nbr (begins with), and Description (begins with ART, Art, 1302000). At the bottom, there are buttons for 'Look Up' (circled in red), 'Clear', 'Cancel', and 'Basic Lookup'.

4. Scroll down.

Look Up Course ID

Academic Institution: UFOR

Course ID: begins with []

Subject Area: begins with ART

Catalog Nbr: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-240 of 240 Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
000193	ART	101Y	Beginning Design 1	Approved

5. Click the **Catalog Nbr** to sort the column to find the No Rule course ID.

Look Up Course ID

Search Results

View 100 First 1-240 of 240 Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
000183	ART	101X	Beginning Design 1	Approved
000184	ART	102X	Beginning Design 2	Approved
000185	ART	103X	Begin Draw and Paint 1	Approved
000186	ART	104X	Begin Draw and Paint 2	Approved
000187	ART	205X	Intermediate Design	Approved
000188	ART	206X	Intermed Draw and Paint	Approved
000189	ART	207X	Intro Hist of Art 1	Approved
000190	ART	208X	Intro Hist of Art 2	Approved
000191	ART	209X	Intro Hist of Art 3	Approved
000192	ART	210X	Studio for Non-Majors	Approved
000193	ART	260X	Lettering	Approved

6. Because this is a lower division course with no one-to-one course equivalent, yet it still qualifies for elective credit, we need to select the appropriate **L000** option for **ART**. Click the **027933** Course ID.

Look Up Course ID

Course ID: begins with |
 Subject Area: begins with ART
 Catalog Nbr: begins with
 Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-240 of 240 Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
027933	ART	L000	Transfer ART Course	Approved
027935	ART	T000	Transfer ART Course	Approved
027934	ART	U000	Transfer ART Course	Approved

7. 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.
8. 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.

Internal Equivalent

*Course ID 027933 ART L000
 *Offer Number 1 Transfer ART Course
 Max Units to Transfer 99.00
 *Default Grade By Incoming Course
 *Course Seq 1: ART 1112C

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

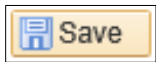
Note: The Default Grade field designates how the system determines the grades for internal equivalent courses. When you select “Incoming Course,” the Transfer Credit process will copy the grade from the incoming course to the internal equivalent course. When you select this value, the Course Field becomes available.

Internal Equivalent

*Course ID	027933	ART	L000
*Offer Number	1	Transfer ART Course	
Max Units to Transfer	99.00		
*Default Grade	By Incoming Course		
*Course	Seq 1: ART 1112C		

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.