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.

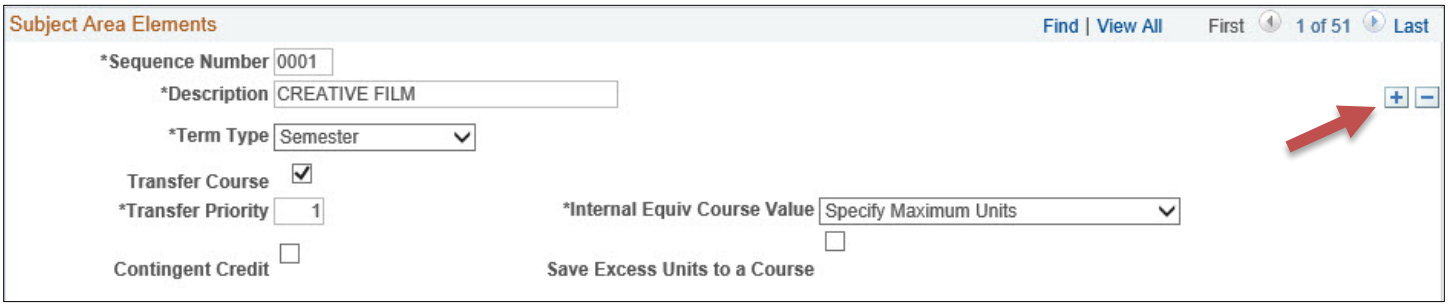
Note: Once logged in, you will be directed to the Transfer Subject Area page. This page is located in myUFL in Student Information System > Records and Enrollment > Transfer Credit Rules > Transfer Subject Area.

Step 3: Select Correct History

Select the **Correct History** button to enter Correct History mode.

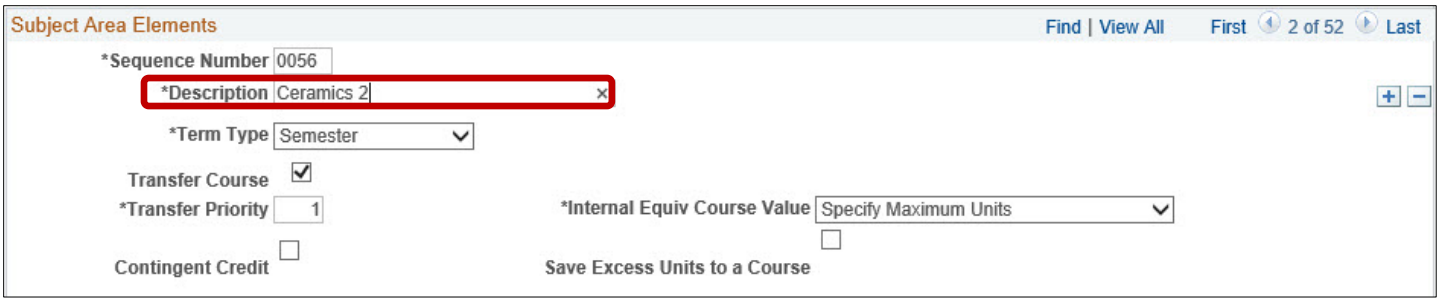
Step 4: Add a New Row

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



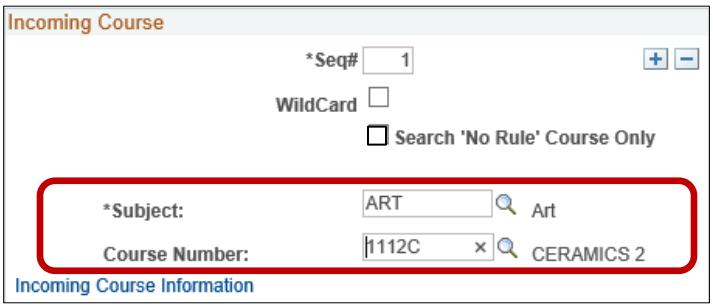
Step 5: Verify Subject Area Elements

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: Enter Subject and Course Number from Email

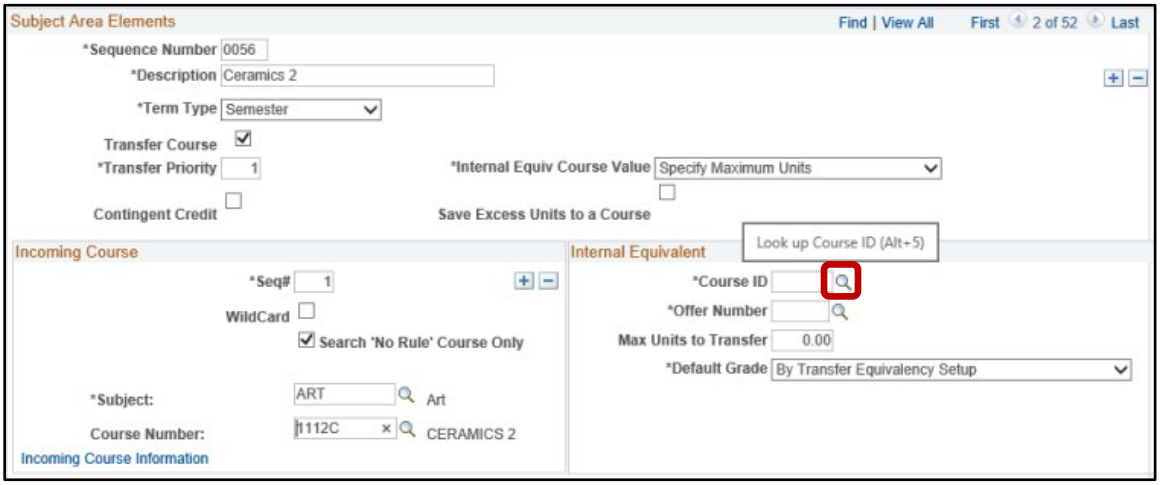
1. Enter the **Subject** using the information contained in the email. In this example, the subject is **ART**.
2. Enter the **Course Number** using the information contained in the email. In this example, the Course Number is **1112C**.



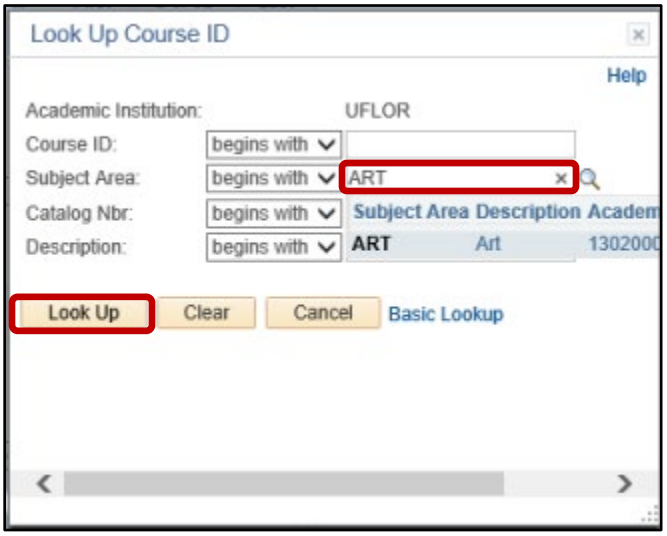
Step 7: Add Internal Equivalent

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**.

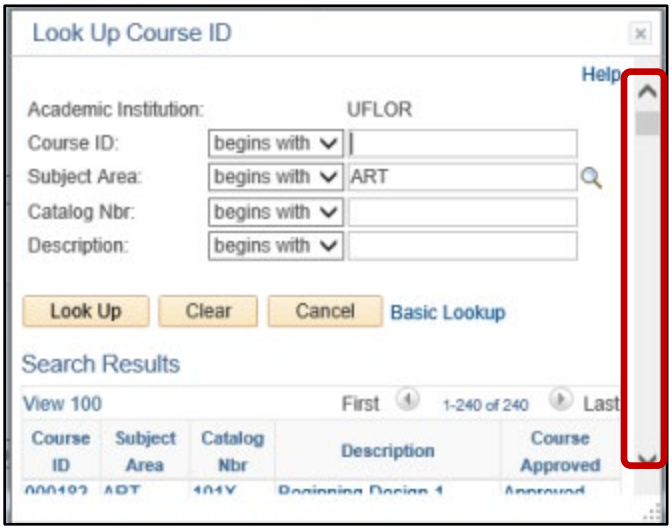
Note: This is the course that is equivalent to the incoming course on this row of the component subject area. Click the **plus sign (+)** to add additional internal course equivalents.



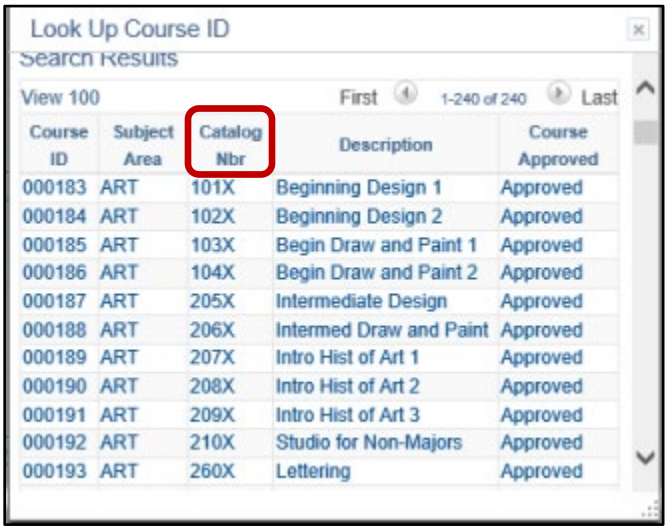
3. Enter the three character **Subject** in the **Subject Area** field. Click **Look Up**.



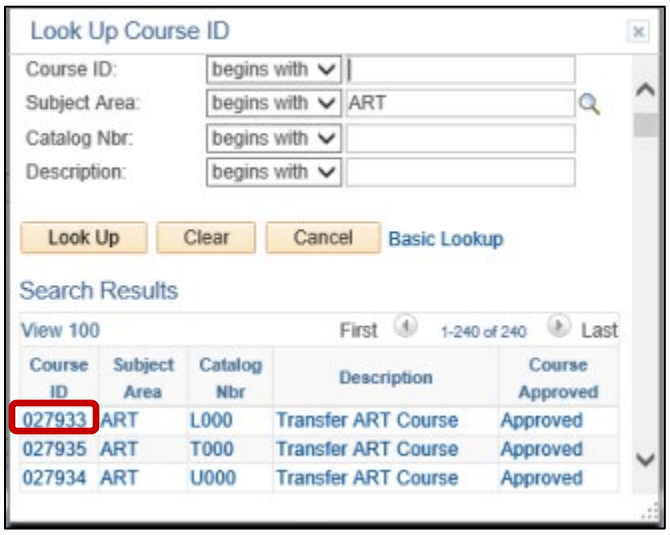
4. **Scroll down**.



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

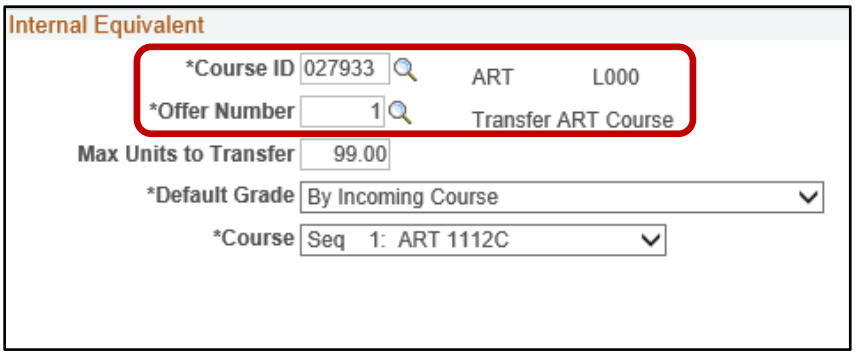


6. Because this is a lower division course with no one-to-one course equivalent, yet it still qualifies for elective credit, we need to select the appropriate **L000** option for **ART**. Click the **027933** Course ID.



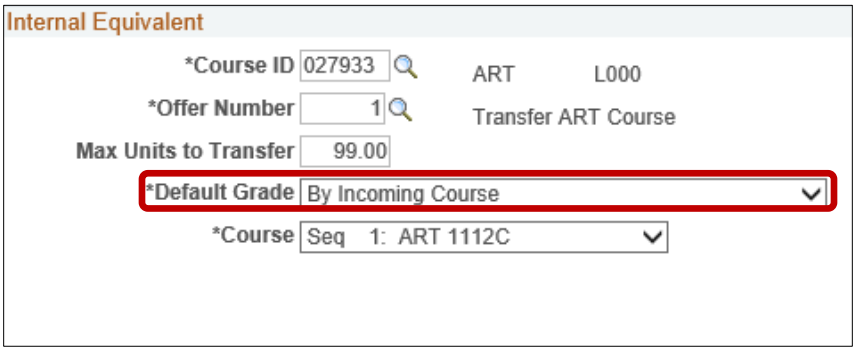
7. Verify the following fields:
   a. **Offer Number** – will default to the offer number of the course that you entered as defined in the course catalog.
   b. **Max Units to Transfer (maximum units to transfer)** – will appear when you Specify Maximum Units in the Internal Equiv Course Value Field. 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.



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.



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.