Using the Student Re-evaluation of Transfer Credit eForm

Contents

Prepare ...................................................................................................................................................... 2
Submitting a Re-evaluation of Transfer Credit Request ................................................................. 4
  Complete the Re-evaluation of Transfer Credit form ................................................................. 5
 Updating a Re-evaluation of Transfer Credit Request ............................................................... 9
 How to view a Re-evaluation of Transfer Credit eForm ........................................................... 12
Using the Student Re-evaluation of Transfer Credit eForm

Prepare

Before submitting a Re-Evaluation of Transfer Credit request, carefully review the University’s Transfer Credit policies at [https://admissions.unc.edu/credit/credit/transfer-credit-evaluation-for-current-students/general-rules/](https://admissions.unc.edu/credit/credit/transfer-credit-evaluation-for-current-students/general-rules/).

- If you have questions contact the Office of Undergraduate Admissions at transfercredit@admissions.unc.edu.
- To submit a Re-evaluation of Transfer Credit eForm, you must be enrolled and your Tar Heel Tracker must have been run within the past 30 days. If you have not run your Tar Heel Tracker in the past 30 days, you will see the following error message.

![Error message: Please run your Tar Heel Tracker report before submitting your eForm!]

- If you see this message, follow these steps to run your Tarheel Tracker:
  1. Log into your **Student Center** in ConnectCarolina.

    ![Student Center in ConnectCarolina]

  2. Locate the **Other academic** drop down arrow to view additional tasks.

    ![Other academic drop down]

  3. Select the **Tar Heel Tracker** option.
Selecting this option will run your Tar Heel Tracker. You should see confirmation that the tracker is run.

![Tar Heel Tracker Screenshot]
Using the Student Re-evaluation of Transfer Credit eForm

Submitting a Re-evaluation of Transfer Credit Request

1. Log into ConnectCarolina.

2. Go to your Student Center.

3. Locate the Other academic drop down arrow to view additional tasks.

4. Select the Manage Transfer Credit Re-eval option.

5. Click the button

The Transfer Credit Home Page menu will appear.

6. To generate a credit re-evaluation request, click on the Submit a Transfer Credit Re-evaluation eForm link.
Using the Student Re-evaluation of Transfer Credit eForm

7. The Submit Re-evaluation of Transfer Credit Request form appears.

Complete the Re-evaluation of Transfer Credit form

1. Read the instructions carefully and completely before beginning.
2. <optional>
   Review your Student Academic Summary.
   To view click the Arrow next to the Student Academic Summary label.
3. Go to the Credit Request Information section and complete the fields. **NOTE: hovering over the ?s displays helpful instructions for each field. This function is available in most browsers, with the exception of Internet Explorer.
Using the Student Re-evaluation of Transfer Credit eForm

a. The Course Information fields contain information about the course to be re-evaluated.
   
   b. **Course Title**: title of the course to be evaluated.

   c. **Transfer Institution**: school where you completed the course.

   d. **Incoming Course**: abbreviation and number of the course (e.g. BIOL 101).

   e. **Units Taken**: number of credit hours earned for the course.

   f. **Grade**: letter grade earned in the course.

Office of Undergraduate Admissions - 6
Using the Student Re-evaluation of Transfer Credit eForm

g. **Course description and pre-requisites**: a description of the course and its pre-requisites. This may be copy-pasted from a website or paper catalog.

h. **Math and Biology course link**: If you are requesting re-evaluation for a math or biology course, provide a link to the website containing the official course catalog description.

i. Use the **Desired Credit Type** field to indicate the type of credit you want to receive.

j. Select **Major/Minor** if you wish to receive credit towards your major or minor.

   i. If you select Major/Minor credit, enter the requirement you are seeking in the **Comments for Students** section.

k. Select **General Education** if you wish to receive credit towards a General Education requirement. **Select this option if you are seeking ENGL 105 Credit**

l. Select **Supplemental General Education** if you have NOT declared a minor, and would like to receive credit towards the UNC Supplemental General Education requirement.

m. Select **Elective** if you wish to receive general elective hours (GENR----) or elective hours in a specific department (e.g. BIOL----).

n. Enter a **Desired UNC Equivalent Course** if you would like the course to count as a specific UNC course (e.g. BIOL 252). Use the **Link to Course Catalog** to look up course numbers.

o. If you are unsure of the specific course number, but have an idea of the subject the course falls under (e.g. BIOL) enter it in the **UNC Equivalent Subject** field.

p. If you are requesting General Education credit, enter the General Education requirement you would like to receive credit for in the **Desired General Education Requirement** field.

4. **Upload a syllabus** for the course to be evaluated. A syllabus is required, but you may optionally attach additional documents. Be sure to select a description of your document from the dropdown menu.

   ![Syllabus Image]

5. **Answer any Form Messages**

   This area contains messages that you will need to read to complete the Re-evaluation of Transfer Credit form. Some messages will require you to acknowledge policies as well as identify any additional tasks that need to be completed before submissions.

Office of Undergraduate Admissions - 7
6. <optional> Add Comments
   Comments can be used to communicate with the academic offices evaluating your request.

7. Click the submit button.
8. Resolve any error messages
   To view a list of specific errors go to the Re-evaluation of Transfer Credit FAQ page

9. The Student Re-evaluation of Transfer Credit eForm is then sent to the appropriate office for review and processing.
10. Step 2 of 2 displays the status of your request.
Using the Student Re-evaluation of Transfer Credit eForm

The Re-evaluation of Transfer Credit eForm can be updated with additional documents or to change any responses to the fields.

1. Log into ConnectCarolina.
2. Go to your Student Center.
3. Locate the **Other Academic** drop down arrow to view additional tasks.

4. Select the **Manage Transfer Credit Re-eval** option.

5. Click the **button**.

   The Transfer Credit Home Page menu will appear.

6. Click the **Update, Resubmit, or Withdraw a Transfer Credit eForm** link.

7. Select the request you want to update from the Update Transfer Credit eForm search results screen.
Using the Student Re-evaluation of Transfer Credit eForm

8. Make any necessary changes to the form. To view any comments that have been entered, scroll to the bottom of the page. You may add additional comments if you would like.

9. When ready to resubmit to the next office for review, click the Resubmit button.

10. If you have changed your mind and wish to withdraw your request from consideration, click the Withdraw button. Doing this will stop your request from proceeding any further in the re-evaluation process.

11. The form will proceed to the next approver for evaluation. Step 2 displays the status of your request.
Using the Student Re-evaluation of Transfer Credit eForm

Viewing the Status of a Re-evaluation of Transfer Credit Request

The Re-evaluation of Transfer Credit eForm can be viewed at any time.

1. Log into ConnectCarolina.

2. Go to your Student Center.
3. Locate the **Other Academic** drop down arrow to view additional tasks.

4. Select the **Manage Transfer Credit Re-eval** option.

5. Click the **button.**

   The Transfer Credit Home Page menu will appear.

6. Click the **View a Transfer Credit Re-evaluation eForm** link.

7. Select the request you want to view from the **View Transfer Credit eForm** search results screen.
8. Step 2 displays your request information. To view any comments that have been entered, scroll to the bottom of the page.

9. Click the Next button to go to the next page.

10. Step 3 displays the status of your request. In the example below, the request is at step 2 with the approver in the Office of Undergraduate Curricula. For additional information, you can also click on the “Who can work this form?” link.
Using the Student Re-evaluation of Transfer Credit eForm

View a Re-evaluation Transfer Credit eForm

Step 3 of 3: Form History

The Process Visualizer below shows the current status of this Re-evaluation of Transfer Credit request. Details about which review and approval steps have been completed are shown under the Transaction/Signature Log.

Form Information
- eForm ID: 8414
- Form Status: Pending
- Form Type: RTCREDIT
- Condition: DEFAULT
- Next Approver: NC_CS_GT_RETC_APPROVER_OUC

Who can work this form?

Form Messages

Process Visualizer

Transaction / Signature Log

<table>
<thead>
<tr>
<th>Current Date/Time</th>
<th>Role Name</th>
<th>User ID</th>
<th>User Description</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 03/12/2015 12:37:06PM</td>
<td>SHIB_UNC_CS_SS_STUDENT</td>
<td></td>
<td></td>
<td>Submit</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<< Previous      Next >>
<< Search        Close

Office of Undergraduate Admissions - 15