

Using the Student Re-evaluation of Transfer Credit eForm

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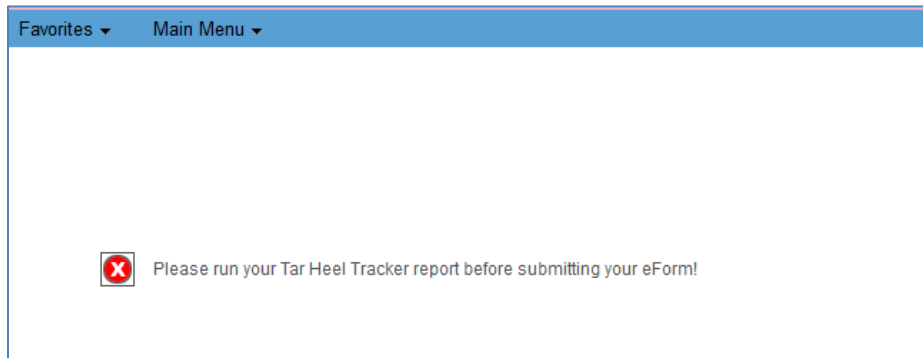
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Using the Student Re-evaluation of Transfer Credit eForm

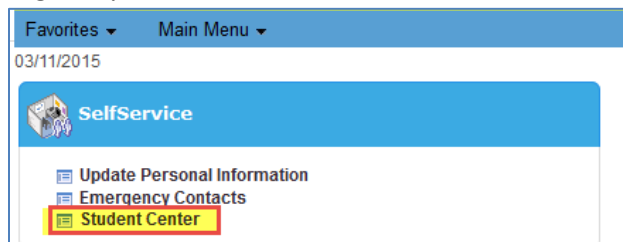
Prepare

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/>.

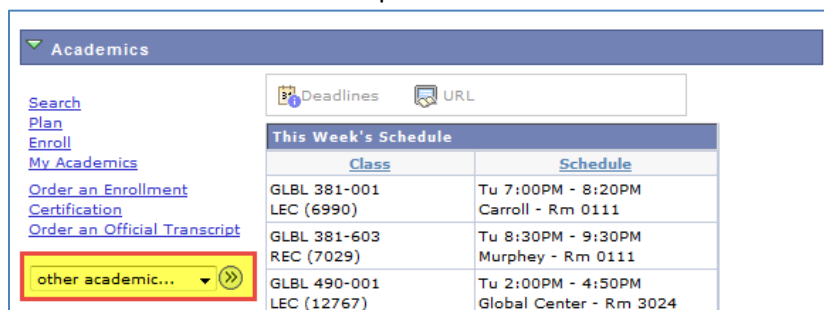
- If you have questions contact the Office of Undergraduate Admissions at transfercredit@admissions.unc.edu.
- To submit a Re-evaluation of Transfer Credit eForm, you must be enrolled and your Tar Heel Tracker must have been run within the past 30 days. If you have not run your Tar Heel Tracker in the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



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

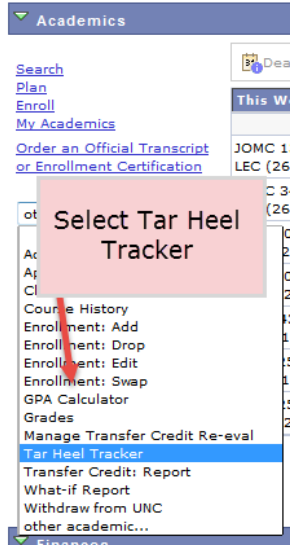


2. Locate the **Other academic** drop down arrow to view additional tasks.

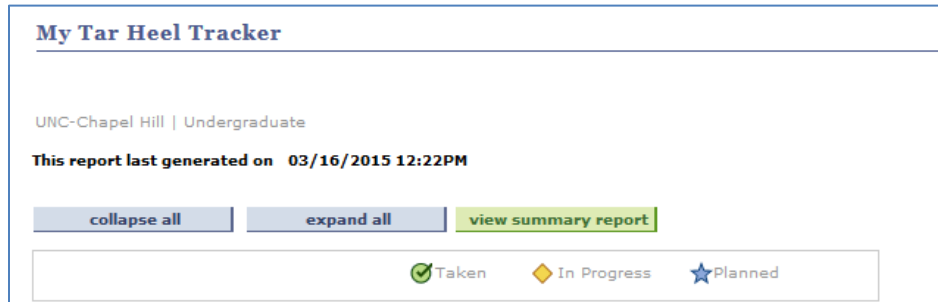


3. Select the **Tar Heel Tracker** option.

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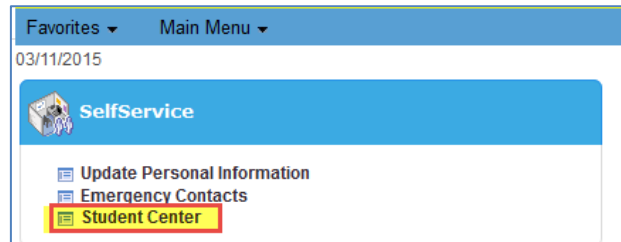
4. Selecting this option will run your Tar Heel Tracker. You should see confirmation that the tracker is run.



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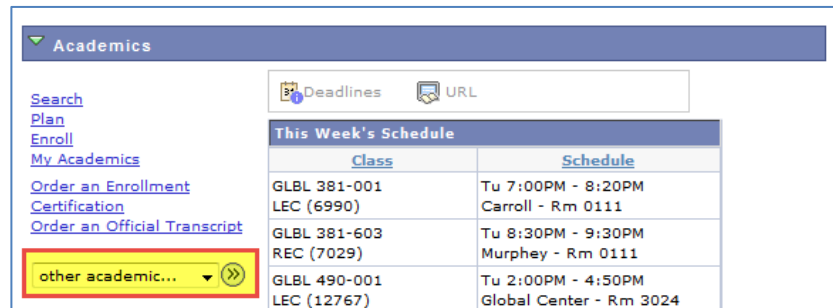
Submitting a Re-evaluation of Transfer Credit Request

1. Log into ConnectCarolina.

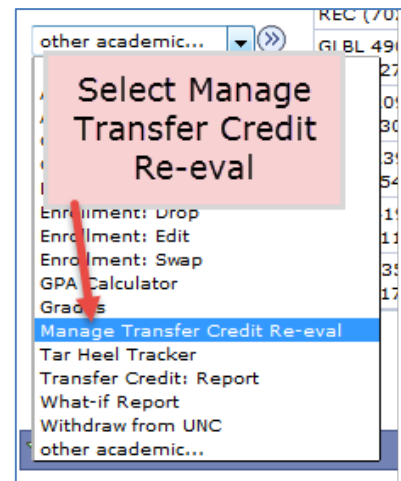


2. Go to your **Student Center**.

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



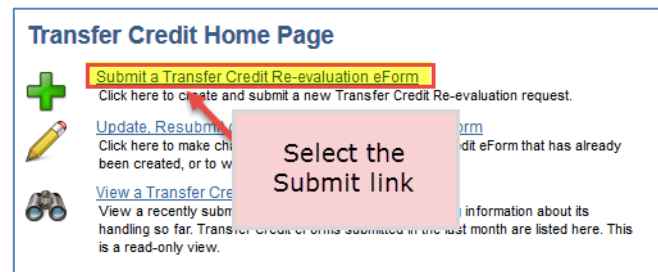
4. Select the **Manage Transfer Credit Re-eval** option.



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.

Create a Re-evaluation Transfer Credit eForm

Step 1 of 2: Submit Re-evaluation of Transfer Credit Request

If you have already received an evaluation of transfer credit, but you wish to petition an academic department for additional credit or believe an error was made, complete these steps to submit this Re-evaluation of Transfer Credit eForm:

1. Run your Tarheel Tracker report. This reflects your current progress towards degree by showing you what courses fulfill your requirements.
2. View your Transfer Credit report.
3. Complete the request below, using your Transfer Credit report as a guide.
4. Submit your request.

For additional information about the Transfer Credit process, including a How To guide, please visit <http://admissions.unc.edu/explore/academics/credit-for-outside-coursework/transfer-credit-evaluation-for-current-students/>

If you have additional questions about your transfer credit re-evaluation request, please contact the Office of Undergraduate Admissions at transfercredit@admissions.unc.edu.

▶ Student Summary

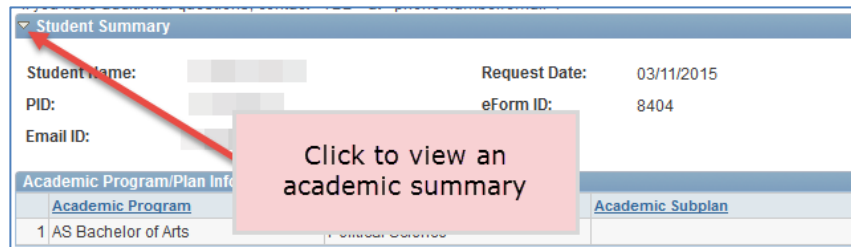
Academic Program/Plan Information

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.



Student Name: [REDACTED]		Request Date: 03/11/2015	
PID: [REDACTED]		eForm ID: 8404	
Email ID: [REDACTED]			
Academic Program/Plan Info			
Academic Program		Academic Subplan	
1 AS Bachelor of Arts			

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

Credit Request Information

Course Information

*Course Title: ?

*Transfer Institution: ?

*Incoming Course: ?

*Units Taken: ?

Grade: ?

*Course description and pre-requisites: ?

For Math courses from US institutions, please provide a link to the website showing the official course catalog description: ?

*Upload course syllabus (PDF or Word Document). *Must be in English*

File Attachments

	Upload	View	Description	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="button" value="Delete"/>

*Desired Credit Type: ?

Major/Minor
 General Education
 Supplemental General Education
 Elective

Desired UNC Equivalent Course: ? [Link to Course Catalog](#)

UNC Equivalent Subject (if exact course unknown): ?

Desired General Education Requirement: ?

- 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.

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.

*Upload course syllabus (PDF or Word Document) *Must be in English*


File Attachments			
	Upload	View	Description
1	Upload	View	Course Syllabus (requir ▾) Delete

Add File Attachment

*Upload course syllabus (PDF or Word Document) *Must be in English*

File Attachments			
	Upload	View	Description
1	Upload	View	Additional Course Information Course Syllabus (required) Delete

Add File Attachment



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.

Using the Student Re-evaluation of Transfer Credit eForm

Form Messages		
	Message Text	Description
<input type="checkbox"/>	 Important - Grade Acknowledgement	I acknowledge that any grade information entered on this request will be made available to University staff reviewing my request. I understand that this grade is not required and I can choose to remove it with no negative impact to the request I am submitting.

6. *<optional>* Add Comments
Comments can be used to communicate with the academic offices evaluating your request.

Comments for Students

Comments for Students: (viewable by students and administrative offices)

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

Create a Re-evaluation Transfer Credit eForm

Step 2 of 2: Submission Complete

Thank you; your Transfer Credit Re-evaluation request has been submitted.

A confirmation email will be sent shortly to your UNC-Chapel Hill email address. Please review the information carefully. You will receive another confirmation email once your request has been processed.

If you have additional questions about your transfer credit re-evaluation request, please contact the Office of Undergraduate Admissions at transfercredit@admissions.unc.edu.

Student Summary

Student Name:	[REDACTED]	Request Date:	04/06/2015
PID:	[REDACTED]	eForm ID:	8665
Email ID:	[REDACTED].unc.edu_UNC		

Form Status

You have just **SUBMITTED** this form. This action passed the form to RETC Approver - OUC Route for further processing.

Process Visualizer

1: [Student Icon]

2: RETC Approver - OUC Route

3: RETC - Academic Department

4: RETC Approver 2

5: RETC Approver - OUC Evaluate

6: RETC Approver for Ugrad Admsn

7: RETC approver for OUR

8: System

[View This Form](#)
[Close This Form](#)

Updating a Re-evaluation of Transfer Credit Request

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.

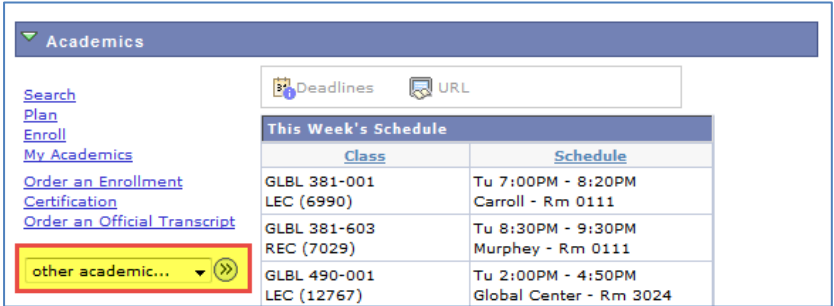
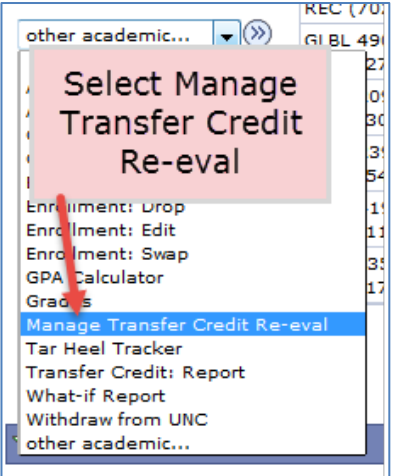

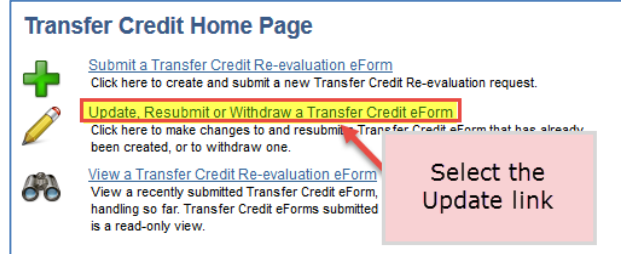
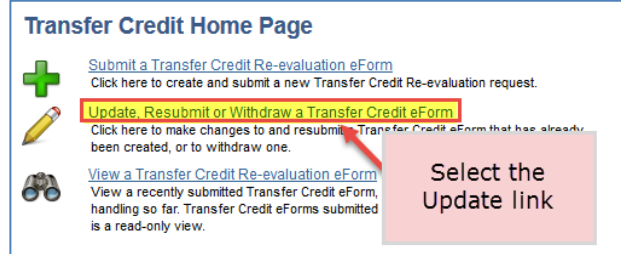
03/11/2015

SelfService

- Update Personal Information
- Emergency Contacts
- Student Center**

2. Go to your **Student Center**.

Using the Student Re-evaluation of Transfer Credit eForm

<p>3. Locate the Other Academic drop down arrow to view additional tasks.</p>	 <p>The screenshot shows the 'Academics' section with a search bar and a 'This Week's Schedule' table. A red box highlights the 'other academic...' dropdown menu.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>GLBL 381-001 LEC (6990)</td> <td>Tu 7:00PM - 8:20PM Carroll - Rm 0111</td> </tr> <tr> <td>GLBL 381-603 REC (7029)</td> <td>Tu 8:30PM - 9:30PM Murphey - Rm 0111</td> </tr> <tr> <td>GLBL 490-001 LEC (12767)</td> <td>Tu 2:00PM - 4:50PM Global Center - Rm 3024</td> </tr> </tbody> </table>	Class	Schedule	GLBL 381-001 LEC (6990)	Tu 7:00PM - 8:20PM Carroll - Rm 0111	GLBL 381-603 REC (7029)	Tu 8:30PM - 9:30PM Murphey - Rm 0111	GLBL 490-001 LEC (12767)	Tu 2:00PM - 4:50PM Global Center - Rm 3024
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GLBL 490-001 LEC (12767)	Tu 2:00PM - 4:50PM Global Center - Rm 3024								
<p>4. Select the Manage Transfer Credit Re-eval option.</p>	 <p>The screenshot shows the dropdown menu from the previous step. A red arrow points to the 'Manage Transfer Credit Re-eval' option, which is highlighted in blue.</p>								
<p>5. Click the  button.</p>	 <p>The screenshot shows the 'Transfer Credit Home Page' with three main links. The 'Update, Resubmit, or Withdraw a Transfer Credit eForm' link is highlighted in red, and a red arrow points to it from a pink callout box.</p>								
<p>6. Click the Update, Resubmit, or Withdraw a Transfer Credit eForm link.</p>	 <p>This is a zoomed-in view of the link highlighted in the previous screenshot. A red arrow points to the link from a pink callout box that says 'Select the Update link'.</p>								
<p>7. Select the request you want to update from the Update Transfer Credit eForm search results screen.</p>	<p>(This section is currently blank in the provided image.)</p>								

Using the Student Re-evaluation of Transfer Credit eForm

Update Transfer Credit eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search Results

View All First Last

Transfer Institution	Course Title	Incoming Course	Empl ID	eForm ID	Original Date	Workflow Form	Status
NC State University	BIOL 105	Biology in the Modern World	720132115 8392	03/10/2015	Part Apprv		
Wake Community College	Women's Studies	PLS 178	720132115 8346	03/06/2015	Part Apprv		
Norfolk State University	Operating Systems	CSC 464	720132115 8344	03/06/2015	Part Apprv		
Norfolk State University	Database Principles and Design	CSC 420	720132115 8342	03/06/2015	Part Apprv		
Norfolk State University	Intro to Computer Science	Computer Programming I	720132115 8340	03/06/2015	Part Apprv		

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

Update a Re-evaluation Transfer Credit Request

Step 2 of 2: Update Complete

A confirmation email will be sent shortly to your UNC-Chapel Hill email address. Please review the information carefully.

If you have additional questions about your transfer credit re-evaluation request, please contact the Office of Undergraduate Admissions at transfercredit@admissions.unc.edu.

Student Summary

Student Name: [Redacted] Request Date: 03/03/2015
PID: [Redacted] eForm ID: 8237
Email ID: [Redacted].unc.edu_UNC

Form Status

You have just **RESUBMITTED** this form. This action passed the form to RETC Approver - OUC Route for further processing.

Process Visualizer

1: (23 days 17 hours 56 minutes) > 2: RETC Approver - OUC Route > 3: RETC - Academic Department > 4: RETC Approver 2 > 5: RETC Approver - OUC Evaluate > 6: RETC Approver for Ugrad Admssn > 7: RETC approver for OUR > 8: System

[View This Form](#)
[Close This Form](#)

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.

Favorites ▾ Main Menu ▾

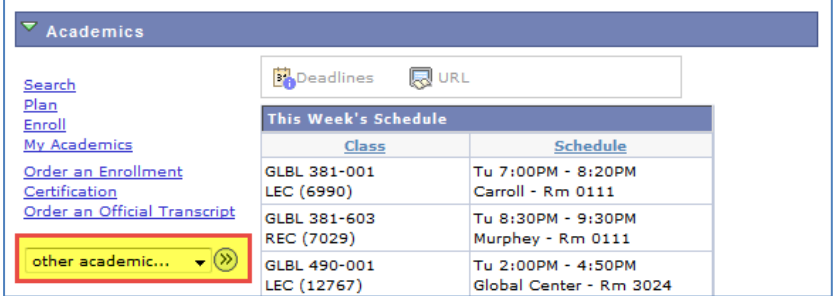
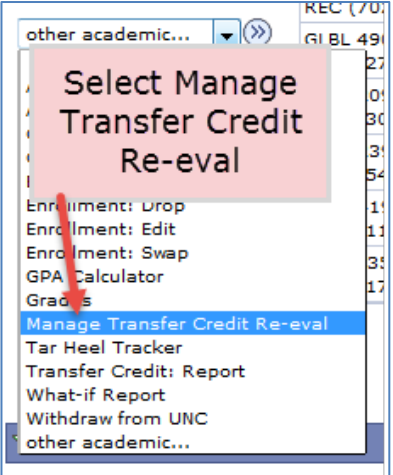

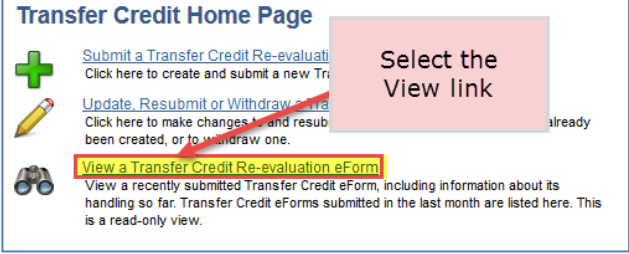
03/11/2015

SelfService

- Update Personal Information
- Emergency Contacts
- Student Center**

2. Go to your **Student Center**.

Using the Student Re-evaluation of Transfer Credit eForm

<p>3. Locate the Other Academic drop down arrow to view additional tasks.</p>	 <p>The screenshot shows the 'Academics' section with a list of links: Search, Plan, Enroll, My Academics, Order an Enrollment Certification, and Order an Official Transcript. At the bottom, a dropdown menu is open, showing 'other academic...' with a right-pointing arrow icon highlighted in a red box.</p>
<p>4. Select the Manage Transfer Credit Re-eval option.</p>	 <p>The screenshot shows the dropdown menu from the previous step. The 'Manage Transfer Credit Re-eval' option is highlighted in a blue box. A red arrow points to this option from a pink callout box that says 'Select Manage Transfer Credit Re-eval'.</p>
<p>5. Click the  button.</p>	 <p>The screenshot shows the 'Transfer Credit Home Page' with three main links: 'Submit a Transfer Credit Re-evaluation eForm', 'Update, Resubmit or Withdraw a Transfer Credit Re-evaluation eForm', and 'View a Transfer Credit Re-evaluation eForm'. The 'View a Transfer Credit Re-evaluation eForm' link is highlighted in a red box. A pink callout box with the text 'Select the View link' has a red arrow pointing to the highlighted link.</p>
<p>The Transfer Credit Home Page menu will appear.</p> <p>6. Click the View a Transfer Credit Re-evaluation eForm link.</p>	<p>7. Select the request you want to view from the View Transfer Credit eForm search results screen.</p>

Using the Student Re-evaluation of Transfer Credit eForm

View Transfer Credit eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID: begins with ▼

Empl ID: begins with ▼

Name: begins with ▼

Department: begins with ▼

Workflow Form Status: = ▼ ▼

Originated Date From: >= ▼ 12/11/2014 B1

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All
First
1-100 of 234
Last

eForm ID	Empl ID	Name	Department	Original Date	Workflow Form Status	Last Operator	Last Date
8414	720132115		(blank)	03/11/2015	Pending		03/11/2015
8416	720132115		(blank)	03/11/2015	Pending		03/11/2015
7181	720132115		(blank)	02/12/2015	Pending		03/11/2015
8418	720132115		(blank)	03/11/2015	Pending		03/11/2015
8412	720132115		(blank)	03/11/2015	Pending		03/11/2015

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. Next >>

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 Re-evaluation of Transfer Cred
Condition	DEFAULT Default
Next Approver	NC_CS_GT_RETC_APPROVER_OUC
Who can work this form? Form Messages	



Transaction / Signature Log						
	<u>Current DateTime</u>	<u>Role Name</u>	<u>User ID</u>	<u>User Description</u>	<u>Action</u>	<u>Status</u>
1	03/11/2015 12:37:06PM	SHIB_UNC_CS_SS_STUDENT			Submit	Pending