



## Logging Into TES

1. Navigate to tes.collegesource.com and select “Log In.”
2. Enter your username and password. Select “Log In.” If you are logging in for the first time, see your email inbox for your username and password.
3. To change your password: After logging in, select the “Manage” tab on the TES main menu page. Then choose “User Preferences.” Enter and confirm your new password and select “Submit.”

## Transfer Course Acceptability

1. Acceptable course(s) must be taken from a Regionally Accredited institution for credit as determined by the Admissions Office.
2. Once a course is found 'acceptable' it is categorized as a direct articulation, departmental elective or general elective.

### Direct Articulation

- Course is equivalent to the UofU course and will automatically apply in its place.
- Recognized in degree audit requirements (when minimum grades are met), in prerequisite checking, and duplicate course processing.
- Course Equivalent such as MATH 1050, WRTG 2010, etc.




### Departmental Elective

- Courses will apply within the degree audit anywhere a departmental course is allowed — major electives, allied hours, etc.
- Course will NOT be recognized within pre-requisite checking nor in duplicate course processing.
- DEPT 1XXX, DEPT 2XXX, DEPT 3XXX, etc.

### General Elective

- Courses may apply within the degree audit in total hours, Upper Division, residency, etc.
- Course will NOT be recognized for pre-requisite checking nor in duplicate course processing.
- TRNSF 1XXX, TRNSF 2XXX, TRNSF 3XXX, etc.

## Course Finder

1. From the TES main menu, select the “Search” tab, then select “Course Finder.”
2. Indicate whether you would like to search U.S. Schools, Non U.S. Schools, or All.   
3. Enter the name of the institution, select “Search,” then choose the desired transfer institution. You may view the institution’s profile, website, and transcript key.
4. To search specific courses at the transfer institution, enter either the course code or course title and select “Search.”
5. Check the course(s) and select “View” to see information about the transfer course.

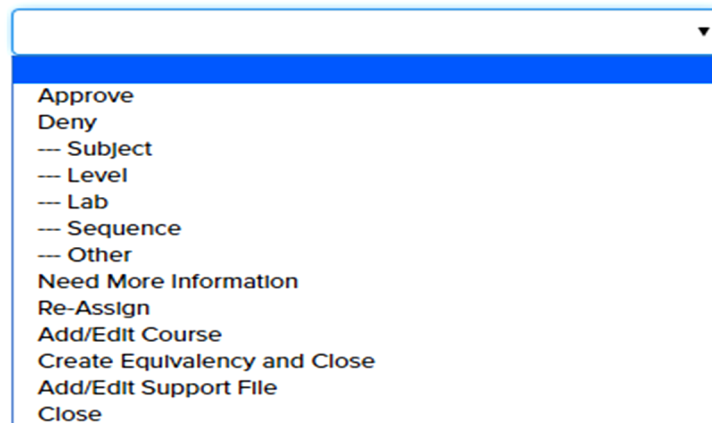
# Transfer Evaluation System (TES) Reference Guide (page 2)

## TES Evaluation Options

1. From the TES main menu, select the “Track” tab, then select “My Evaluations.”
2. Select “Assigned to Me,” the transfer institution, and then the evaluation.
3. Open the “SELECT AN ACTION” drop-down menu and select one of the following items.
  - Approve
  - Add/Edit Course
  - Add/Edit Support File

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:



## Approve an Evaluation

1. Indicate why the evaluation was approved (e.g. approved by Dr. Jones) and select “Confirm.” The date will be recorded when the evaluation is submitted.
2. If sending ONE evaluation, select the ‘send email alert’ box to notify us.
3. If sending MORE THAN ONE evaluation, select the ‘send email alert’ box to notify us on your last evaluation.

## Add/Edit Course to an Evaluation

1. At the top of the Add/Edit Course window, you may remove the proposed transfer or equivalent course(s).
2. You may add transfer and equivalent courses from the transfer institution or the University of Utah to the evaluation.
3. Once you have removed or added any courses to the evaluation, select “Done.” Then approve the evaluation using the “Approve” steps above.

## Add/Edit Support File to an Evaluation

1. Select “Choose File” and browse for a saved PDF.
2. Choose the appropriate document then select “Submit.”

MY QUEUE → EVALUATION LIST → EDIT EVALUATION → FILE-UPLOAD

Select File(s):

**Add/Edit Support Files (PDF Only < 4MB)**

Choose File No file chosen

Choose File No file chosen

Submit

Reset