Transferring Credits to UD
NSO 2018

Brian Posthauer, Transfer Services Coordinator
Registrar’s Office
In this session we will cover...

- Preliminary Transfer Credit Evaluations – My BlueHen Home portal
- Review of Transfer Credit Matrix
- Re-evaluation Process
- Unique Credit Situations/Reminders
- Questions/Contact Information
Preliminary Transfer Credit Evaluations

• Preliminary Transfer Credit Evaluations are available online through Admissions-My BlueHen Home portals for newly admitted students who submitted an OFFICIAL post-secondary transcript with their UD admission application.

• If you did not submit an official transcript as part of your application, or still have coursework in progress, please make sure to submit an/another official transcript so that coursework can be posted to your UD transcript.

• In the meantime, our office can assist with an unofficial transcript evaluation and preliminary advising so you can have an understanding of how your coursework may apply to your intended degree program.
Application Status for [XXX]

Student Type: Transfer
Admitted Major: [XXX]

If you need to contact us regarding your application, provide your name and this reference number: [XXX].

Forms

✓ 02/20/2017 Admissions Decision Reply Form  Edit

Status Update

An update to your application was last posted February 20, 2017.

View Update >>

Your Journey to becoming a Transfer Blue Hen:

- Your Financial Aid Award Notice
- Register for Decision Day, the University of Delaware open house for admitted Students.
- Students who have transfer credit may review the Transfer Credit Evaluation
- After your deposit has been recorded (which can take up to 1 business day), you may set up your UDID and password here (needed to apply for housing):
  http://www.udel.edu/myudsetup/
- Visit My Housing Portal, to apply for housing.
- Take your Math Placement Assessment
Preliminary Transfer Credit Evaluations

- Upon clicking “Transfer Credit Evaluation” from the My BlueHen Home portal, students who have coursework evaluated for transfer may see courses transfer to the university as a specific UD course OR as a departmental elective:

<table>
<thead>
<tr>
<th>External term</th>
<th>External organization</th>
<th>External course</th>
<th>Units taken</th>
<th>UD equivalent course</th>
<th>Units transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 FALL</td>
<td>My Current College</td>
<td>PSYC 201 – Introductory Psychology</td>
<td>3</td>
<td>PSYC 166T - TRANSFER ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>2016 FALL</td>
<td>My Current College</td>
<td>ENGL 101 – College Composition</td>
<td>3</td>
<td>ENGL 166T - TRANSFER ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>2016 FALL</td>
<td>My Current College</td>
<td>HIST 112 – U.S. History I</td>
<td>3</td>
<td>HIST 205 – U.S. History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>2016 FALL</td>
<td>My Current College</td>
<td>MATH 200 – Business Calculus</td>
<td>3</td>
<td>MATH 221 – Calculus I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total course credits</strong></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Specific UD course evaluations (ex: MATH 221) have already been approved by UD academic departments.

- Department elective credits (ex: PSYC 166T) could mean that these course(s) have never been evaluated **OR** that these course(s) have been reviewed and do not transfer as specific UD courses.
Preliminary Transfer Credit Evaluations

• If course work is missing from the preliminary evaluation, it may be because the Registrar’s Office has not yet received an OFFICIAL transcript with final grades.

• Students with missing course work should contact their previous institution to verify the official transcript has been sent to the Registrar’s Office and continue to review their portal for updates.

• Students admitted before the completion of their Spring 2018 semester at another institution must send another official transcript listing final grades.
Transfer Credit Matrix

• The Transfer Matrix is a database of all outside courses approved to transfer to the University and their UD course equivalents. It is organized by state, then school, of coursework that has been approved by UD faculty. It is simply a resource – does not guarantee transfer of coursework.

• Generally, a course will transfer provided:
  o the school is regionally accredited;
  o the course is not remedial;
  o the course is academic in nature;
  o it was taken for standard grading (not pass/fail);
  o a grade of C or better was earned.
Before Re-evaluation

• At times, courses that received a preliminary evaluation of general elective credit, such as BISC 166T or MATH 166T, may prove to be directly equivalent to a UD course, if appropriately re-evaluated.

• Before proceeding with the re-evaluation process, it is helpful to first review UD's Transfer Credit Matrix to see if your courses have already been evaluated for transfer. Generally, only courses listed in the Matrix as 166T and courses not in the matrix should be submitted for re-evaluation.

• Before proceeding with re-evaluation, it would be helpful to review UD course descriptions to ensure that UD has a similar course to the one you took. If there is no similar UD course, then the elective credit will remain and the course should not be submitted for re-evaluation. (Ex: architecture)

• Course descriptions may be found here - https://udapps.nss.udel.edu/CourseDescription/
Re-evaluation Process

- To pursue course re-evaluation, follow the instructions found online: http://www1.udel.edu/registrar/transfer/. Make sure to include the following information about your course(s):
  - Your name, UD ID number and major at other institution
  - Official course description from the completed course:
    - Course number, title and number of credits
    - A description of topics or areas covered in the course
  - The term in which you took the course (ex: Fall 2016)
  - The web link to your previous institution's homepage & course catalog

- Send to the appropriate department faculty – see list on our website.

- This may seem overwhelming – but if you are organized and start early, we think you’ll be fine! PLUS – we’re here to help!
ENGL 110 Exemption Evaluation

• This course is required of all UD students. To be considered for an ENGL 110 exemption based on prior coursework, please review the specific instructions for this course on the Registrar’s website - http://www1.udel.edu/registrar/transfer/reeval.html.

• To qualify for exemption, the course must be a rhetoric/writing and composition course that focuses on non-literary texts and includes academic research.

• The request for evaluation and associated materials should be sent to 110transferexemption@udel.edu.
If Approved for Re-evaluation

• If a course is approved for re-evaluation, the UD academic department will contact the Registrar’s Office with the new course equivalency and we will update your record.

• **Check your student records in UDSIS for updated evaluations.**

• Please note that My BlueHen Home portal is to be used *prior* to enrolling. Upon becoming a UD student, you will use the student database, UDSIS, to log into your Student Center for all pertinent academic information.

• If you have questions as to how a change in course equivalency/re-evaluation may impact your degree program, please contact your academic advisor.
Unique Credit Situations/Reminders

• **Test Credits** – If you have ever received college credit for test credits such as Advanced Placement (AP) or International Baccalaureate (IB), etc. you must have official test scores submitted to UD in order to be considered to transfer credits.

• Before sending AP/IB scores, you can review UD’s test score requirements for students admitted in Fall 2018/Spring 2019 on the Registrar’s website.

• **Transfer Credits from Institutions Outside of U.S.** – See specific instructions online - [http://www1.udel.edu/registrar/transfer/intl.html](http://www1.udel.edu/registrar/transfer/intl.html) or contact our staff for assistance.

• When speaking with our office or advisors, make sure to let us know about any missing course work, such as pending/missing transfer credits, test credits, etc. This is SO important – we want to make sure that you don’t take coursework at UD for which you may have transfer credit.
Unique Credit Situations/Reminders

• **Get started on those re-evaluations!** – If there is Transfer Elective credit you want re-evaluated, the sooner YOU send that to the department, the sooner you can learn how it may be re-evaluated & impact your degree progression. You can get started now!

• **Remember to send final, official transcripts!** – If you have not already done so, make sure to send final, official transcripts for Spring 2018 or Summer 2018 coursework as soon as your grades are posted. If you plan to take summer courses at your previous school, you will need to send a transcript for those, as well.

• We are here to help you understand UD requirements but can only do so with the information we have available to us. Students are ultimately responsible to make sure they are not duplicating any courses for which you have/may receive UD equivalency.
Summary

• Review Transfer Credit Evaluation...

• Review Transfer Matrix...

• Courses not in Matrix must be evaluated...

• Email syllabi & course descriptions to appropriate academic departments...

• Departments will respond and copy transfercredit@udel.edu with their evaluation...

• Registrar staff will update the student record.

• Unsure what to do? → → → Email Brian Posthauer at bpost@udel.edu
Contact Information

Visit us on the web: www1.udel.edu/registrar/transfer/ - All of the information discussed today can be found in more detail on our website.

Visit us in-person: University Visitor’s Center – 210 S. College Ave.

transfercredit@udel.edu

302-831-1551 – for questions about the posting/re-evaluation of transfer credit
302-831-1554 – for advisement-related concerns

Questions?