Transferring Credits to UD

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

• Preliminary Transfer Credit Evaluations – My Blue Hen Home portal
• Review of Transfer Credit Matrix
• Re-evaluation Process
• Unique Credit Situations/Reminders
• Questions/Contact Information
The Basics...

• UD needs official transcripts, AP score reports, JSTs, etc. in order to post the credits

• We ask for 2-3 weeks to post the credits once documents are received

• For summer courses, or recently completed spring courses, please send the official transcript ASAP.

• We do NOT want you to repeat courses or requirements for which you may already have credit!

• Transfer credits←→Fall registration←→Remaining credits/courses/semesters←→$
Your journey to becoming a Transfer Blue Hen:

- Set up your UD email account. It takes 1-2 business days before your account will become active.
- Register for the Transfer Student Open House on May 17th.
- Complete the Math Placement Exam before June 19, 2019.
- Register for New Student Orientation (NSO) before June 25, 2019.
- Submit your student health forms.
- Sign up to visit campus on our website.
- Students who have transfer credit may review the Transfer Credit Evaluation.
## Preliminary Transfer Credit Evaluation

<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>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>MATH 102 - Pre-Calculus</td>
<td>3</td>
<td>MATH 115 - PRE-CALCULUS</td>
<td>3</td>
</tr>
<tr>
<td>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>PSYCH 101 - Intro to Psychology</td>
<td>3</td>
<td>PSYC 100 - GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>WRIT 101 - Writing Sem I: Written Comm.</td>
<td>3</td>
<td>ENGL 166T - TRANSFER ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>BIOL 103L - Biology I Lab</td>
<td>1</td>
<td>BISC 207 - INTRODUCTORY BIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>BIOL 103 - Biology I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 FALL</td>
<td>Thomas Jefferson University</td>
<td>CHEM 103L - Chemistry I Lab</td>
<td>1</td>
<td>CHEM 103 - GENERAL CHEMISTRY</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 103 - Chemistry I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total course credits</strong></td>
<td><strong>17</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
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.
## Transfer Credit Matrix

<table>
<thead>
<tr>
<th>Delaware Technical/CC</th>
<th>Course</th>
<th>Title</th>
<th>University of Delaware</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
<td>ACC 112</td>
<td>Accounting II</td>
<td>ACCT 207</td>
<td>Accounting I</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Accounting II</td>
<td>ACC 101</td>
<td>Accounting I</td>
<td>ACCT 166DE</td>
<td>Department Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACC 112</td>
<td>Accounting II</td>
<td>ACCT 166DE</td>
<td>Department Elective</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Business Law</td>
<td>ACC 214</td>
<td>Governmental Accounting</td>
<td>UNIV 990</td>
<td>Expired Equivalency</td>
</tr>
<tr>
<td>ACC 214</td>
<td>Governmental Accounting</td>
<td>ACC 221</td>
<td>Cost Accounting I</td>
<td>UNIV 990</td>
<td>Expired Equivalency</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Cost Accounting I</td>
<td></td>
<td></td>
<td>ACCT 208</td>
<td>Accounting II</td>
</tr>
</tbody>
</table>
Re-evaluation Process

• To pursue course re-evaluation, follow the instructions found online: [http://www1.udel.edu/registrar/transfer/](http://www1.udel.edu/registrar/transfer/) . Make sure to include the following information about your course(s):

  o Your name, UD ID number and major at other institution.
  o Official course description from the completed course:
    ▪ Course number, title and number of credits
    ▪ A description of topics or areas covered in the course
  o The term in which you took the course (ex: Fall 2018)
  o The web link to your previous institution's homepage & course catalog.

• Send to the appropriate department contact – 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!
## Re-evaluation Process

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africana Studies</td>
<td>Tammy Poole</td>
<td><a href="mailto:tmpoole@udel.edu">tmpoole@udel.edu</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Dr. Lu Ann De Cunzo</td>
<td><a href="mailto:decunzo@udel.edu">decunzo@udel.edu</a></td>
</tr>
<tr>
<td>Arabic</td>
<td>Dr. Ikram Masmoudi</td>
<td><a href="mailto:masmoudi@udel.edu">masmoudi@udel.edu</a></td>
</tr>
<tr>
<td>Art and Design</td>
<td>Dr. Martha Carothers</td>
<td><a href="mailto:martha@udel.edu">martha@udel.edu</a></td>
</tr>
<tr>
<td>Art Conservation</td>
<td>Susan Behrens</td>
<td><a href="mailto:behrens@udel.edu">behrens@udel.edu</a></td>
</tr>
</tbody>
</table>
| Art History            | Dr. Monica Dominguez-Torres | Instructions  
|                        |                       | ARTH_credittransfer@udel.edu         |
| Biological Sciences    | Dr. Patricia Walsh    | Transfer Course Evaluation Request  |
| Chemistry & Biochemistry| Dr. Sandeep Patel    | sapatel@udel.edu                    |
| Chinese                | Dr. Haihong Yang      | hyang@udel.edu                      |
If Approved for Re-evaluation

• UD academic department will copy the Registrar’s Office on their emails to you and we will update your record....give us 2 weeks!

• Check your student records in UDSIS for updated evaluations.

• The My Blue Hen 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 Brian prior to your New Student Orientation (NSO) date and, after, your academic advisor.
Advising Appointment

• Please tell your advisor about EVERYTHING! (AP scores, missing credits, in-progress courses, etc.

• Please have useful information (unofficial transcripts, scores, emails from departments) available during your appointment.

• Please keep in touch with your advisor/college after the appointment regarding your incoming credits and your fall schedule.

• Repeat: we do not want to see students repeat courses/requirements for which they may already have credit!
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.

- You can review UD’s test score requirements on the Registrar’s website. Information for the 2019-20 academic year is currently posted.

- **ENGL 110** – 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 our website - [http://www1.udel.edu/registrar/transfer/reeval.html](http://www1.udel.edu/registrar/transfer/reeval.html). The ENGL 110 exemption process includes providing a syllabus and copy of previous paper to demonstrate extensive evidence of research and documentation.

- **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.
You’re in charge...but not on your own!

Steps for Transferring Credits

1. Review Transfer Credit Evaluation
2. Review Transfer Matrix
3. Courses not in Matrix must be evaluated
4. Email syllabi + course description to department contacts
5. Department contacts will respond + copy transfercredit@udel.edu
6. Registrar staff will update student record
7. Questions about this process? Contact Brian Posthauer
Contact Information

Visit us on the web: [www1.udel.edu/registrar/transfer/](http://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.

For admissions questions (documents needed, change of major):
[admissions@udel.edu](mailto:admissions@udel.edu)

For transfer credit questions:
Brian Posthauer, Transfer Services Coordinator
[bpoutenson@udel.edu](mailto:bpoutenson@udel.edu)

Questions?