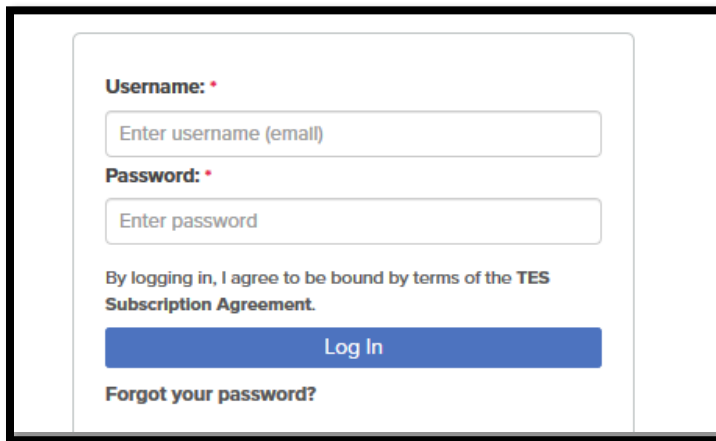


Transfer Evaluation System (TES) User Guide



Username: *

Password: *

By logging in, I agree to be bound by terms of the **TES Subscription Agreement**.

Log In

Forgot your password?


Log In

Go to tes.collegesource.com

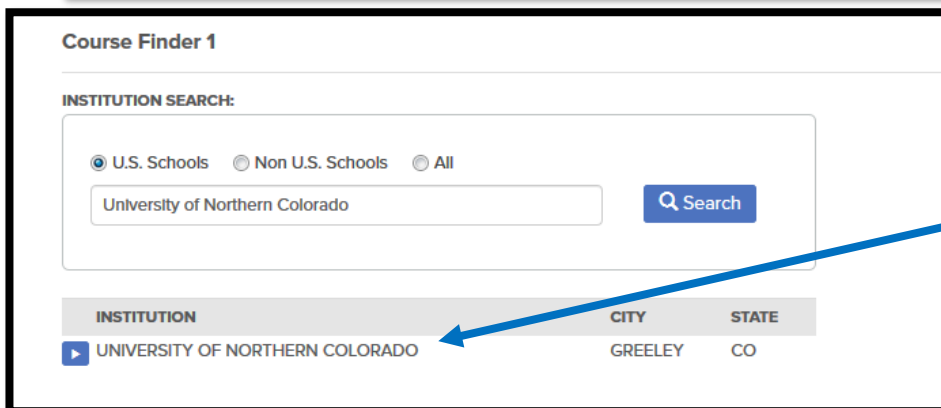
Enter your TES username and password that you received via an email from CollegeSource.

If you need your password resent to you, click **Forgot your password link**.

Creating Equivalencies and Viewing Course Descriptions



Search
Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.



Course Finder 1

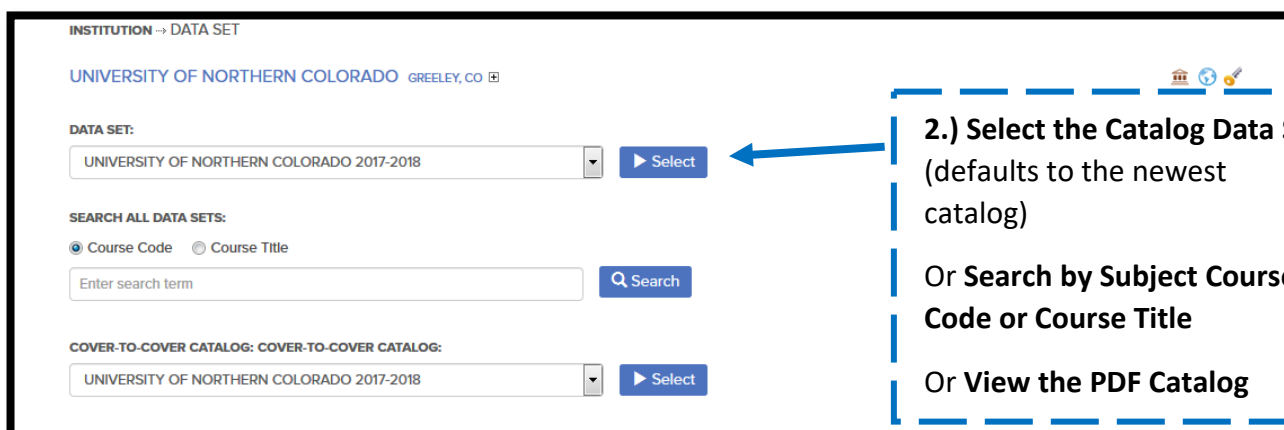
INSTITUTION SEARCH:

☒ U.S. Schools ☐ Non U.S. Schools ☐ All

Search

INSTITUTION	CITY	STATE
<input checked="" type="checkbox"/> UNIVERSITY OF NORTHERN COLORADO	GREELEY	CO

1.) Click Search-> Course Finder->Type in the Institution, Search, and Select the Institution



INSTITUTION -> DATA SET

UNIVERSITY OF NORTHERN COLORADO GREELEY, CO

DATA SET:

Select

SEARCH ALL DATA SETS:

☒ Course Code ☐ Course Title

Search

COVER-TO-COVER CATALOG: COVER-TO-COVER CATALOG:

Select

2.) Select the Catalog Data Set (defaults to the newest catalog)

Or **Search by Subject Course Code or Course Title**

Or **View the PDF Catalog**

INSTITUTION → DATA SET → COURSE LIST

UNIVERSITY OF NORTHERN COLORADO GREELEY, CO
UNIVERSITY OF NORTHERN COLORADO 2017-2018

SEARCH DATA SET:
☒ Course Code ☐ Course Title

SELECT DEPARTMENT:
 ACCOUNTING - (BAAC)

	UNITS
ACCOUNTING - (BAAC)	
AEROSPACE STUDIES - (AS)	
AFRICANA STUDIES - (AFS)	3
AMERICAN SIGN LANGUAGE - (ASL)	3
ANTHROPOLOGY - (ANT)	3
APPLIED PSYCHOLOGY AND COUNSELOR EDUCATION - (APCE)	3
ASIAN STUDIES - (ASIA)	3
ASTRONOMY - (AST)	3
AUDIOLOGY AND SPEECH-LANGUAGE SCIENCES - (ASLS)	3
BIOLOGY - (BIO)	3
BUSINESS ADMINISTRATION - (BA)	3
BUSINESS FINANCE - (BAFN)	3
CENTER FOR INTERNATIONAL EDUCATION - (CIE)	3
CHEMISTRY - (CHEM)	3
CHINESE - (CHIN)	3

Use the icons to view Institutional Profile, School Website, PDF Catalog, or the Transcript Key

3.) Search for a Course by choosing a Department in the dropdown menu
OR
Select Show All Courses at the bottom of the list of Departments

SELECT DEPARTMENT:
ACCOUNTING - (BAAC)

COURSE CODE	COURSE TITLE	UNITS
<input checked="" type="checkbox"/> BAAC 220	PRINCIPLES OF ACCOUNTING I	3
<input type="checkbox"/> BAAC 221	PRINCIPLES OF ACCOUNTING II	3
<input type="checkbox"/> BAAC 301	SURVEY OF ACCOUNTING	3
<input type="checkbox"/> BAAC 320	INTERMEDIATE ACCOUNTING I	3

4.) Check the box by the institution's course and click View.
This will pull up the course description.

BAAC 220 PRINCIPLES OF ACCOUNTING I

Students must have completed 24 credit hours. An Introduction to basic principles of accounting. The accounting cycle is examined in relation to recording, classifying, reporting and interpreting financial information for business.

Units: 3
Prerequisite: BACS 101
Department: ACCOUNTING
Source catalog: University of Northern Colorado 2017-2018
Course history: 94/95 - 17/18

5.) Click the FootPrints icon to route an equivalency to the department for approval.
OR
Click the Puzzle icon to Create an Equivalency.

TRANSFER COURSE(S):
 BAAC 220 PRINCIPLES OF ACCOUNTING I 3 2017 - 2018

Please select equivalent courses below.

UNIVERSITY OF NORTHERN COLORADO

UNIVERSITY OF NORTHERN COLORADO 2017-2018

ACCOUNTING - (BAAC)

COURSE CODE	COURSE TITLE	UNITS
+ BAAC 220	PRINCIPLES OF ACCOUNTING I	3
+ BAAC 221	PRINCIPLES OF ACCOUNTING II	3
+ BAAC 301	SURVEY OF ACCOUNTING	3
+ BAAC 320	INTERMEDIATE ACCOUNTING I	3
+ BAAC 321	INTERMEDIATE ACCOUNTING II	3

UNIVERSITY OF NEBRASKA AT OMAHA

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2017-2018

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2016-2017

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2015-2016

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2014-2015

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2013-2014

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2012-2013

UNIVERSITY OF NEBRASKA OMAHA GRADUATE CATALOG 2015-2016

UNIVERSITY OF NEBRASKA OMAHA GRADUATE CATALOG 2013-2014

6.) Change UNO catalog year if course is unavailable in most recent catalog (defaults to newest catalog)

Equivalency Manager [Preview](#)

INSTITUTION → EQUIVALENCY LIST → COURSE SELECTION

Single EQ Mode Batch EQ Mode

TRANSFER COURSE(S):
 BAAC 220 PRINCIPLES OF ACCOUNTING I 3 2017 - 2018

UNIVERSITY OF NORTHERN COLORADO

UNIVERSITY OF NORTHERN COLORADO 2017-2018

ACCOUNTING - (BAAC)

COURSE CODE	COURSE TITLE	UNITS
+ BAAC 220	PRINCIPLES OF ACCOUNTING I	3
+ BAAC 221	PRINCIPLES OF ACCOUNTING II	3
+ BAAC 301	SURVEY OF ACCOUNTING	3
+ BAAC 320	INTERMEDIATE ACCOUNTING I	3
+ BAAC 321	INTERMEDIATE ACCOUNTING II	3
+ BAAC 322	FRAUD EXAMINATION	3
+ BAAC 323	COST AND MANAGERIAL ACCOUNTING I	3
+ BAAC 325	INCOME TAX I	3
+ BAAC 328	ACCOUNTING SYSTEMS	3
+ BAAC 329	TAX CASES	3
+ BAAC 420	ACCOUNTING THEORY AND RESEARCH	3
+ BAAC 421	ADVANCED ACCOUNTING	3
+ BAAC 422	DIRECTED STUDIES	1-3

EQUIVALENT COURSE(S):
 ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS 3 2017 - 2018

UNIVERSITY OF NEBRASKA AT OMAHA

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2017-2018

ACCOUNTING - (ACCT)

COURSE CODE	COURSE TITLE	UNITS
+ ACCT 2000	ACCOUNTING BASICS FOR NON-BUSINESS MAJORS	3
+ ACCT 2010	PRINCIPLES OF ACCOUNTING I	3
+ ACCT 2020	PRINCIPLES OF ACCOUNTING II	3
+ ACCT 3000	MANAGERIAL ACCOUNTING FOR SUPPLY CHAIN MANAGEMENT	3
+ ACCT 3020	BASIC FEDERAL INCOME TAXATION	3
+ ACCT 3030	INTERMEDIATE FINANCIAL ACCOUNTING I	3
+ ACCT 3040	INTERMEDIATE FINANCIAL ACCOUNTING II	3
+ ACCT 3050	INTERMEDIATE MANAGERIAL ACCOUNTING	3
+ ACCT 3080	ACCOUNTING INFORMATION SYSTEMS	3
+ ACCT 4000	SPECIAL TOPICS IN ACCOUNTING	1 TO 3
+ ACCT 4010	ADVANCED FINANCIAL ACCOUNTING	3
+ ACCT 4040	ADVANCED FEDERAL INCOME TAXATION	3
+ ACCT 4060	ADVANCED MANAGERIAL ACCOUNTING	3

7.) Search for the UNO Course Equivalent by choosing a Department in the dropdown menu. Add the Equivalent Course. The selected course will show up in the "Equivalent Course" section. You can add multiple courses from either institution if needed.

Equivalency Manager [Preview](#)

INSTITUTION → EQUIVALENCY LIST → COURSE SELECTION

Single EQ Mode Batch EQ Mode

TRANSFER COURSE(S):
 BAAC 220 PRINCIPLES OF ACCOUNTING I 3 2017 - 2018

UNIVERSITY OF NORTHERN COLORADO

UNIVERSITY OF NORTHERN COLORADO 2017-2018

ACCOUNTING - (BAAC)

COURSE CODE	COURSE TITLE	UNITS
+ BAAC 220	PRINCIPLES OF ACCOUNTING I	3

EQUIVALENT COURSE(S):
 ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS 3 2017 - 2018

UNIVERSITY OF NEBRASKA AT OMAHA

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE COURSE DESCRIPTIONS 2017-2018

ACCOUNTING - (ACCT)

COURSE CODE	COURSE TITLE	UNITS
+ ACCT 2000	ACCOUNTING BASICS FOR NON-BUSINESS MAJORS	3

8.) Click the Preview button after courses are added

9.) You will be brought to one of the screens below depending on if you are:

Creating an Equivalency OR Routing an Equivalency Request to the Department for Evaluation

A. Routing an Equivalency for Department Evaluation

COURSE SELECTION → ADD EVALUATION

UNIVERSITY OF NORTHERN COLORADO

BAAC 220 PRINCIPLES OF ACCOUNTING I
Students must have completed 24 credit hours. An Introduction to basic principles of accounting. The accounting cycle is examined in relation to recording, classifying, reporting and interpreting financial information for business.
Units: 3
Prerequisite: BACS 101
Department: ACCOUNTING
Source catalog: University of Northern Colorado 2017-2018
Course history: 94/95 - 17/18

UNIVERSITY OF NEBRASKA AT OMAHA

ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS
This course is designed to provide non-business students with an understanding of basic accounting terms and concepts, an understanding of the usefulness of accounting data for decision-making by internal and external business stakeholders, and the skills to actually use accounting data in decision-making. General Education/Distribution: Social Science
Units: 3
Prerequisite: Student must be a non-business student. ENGL1150 and MATH1310 with 'C-' or better.
Department: ACCOUNTING
Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018
Course history: 94/95 - 17/18

EVALUATION DETAIL

Assign:

☒ Send email alert?

Comments: (optional)

Support files: (optional)
 No file selected.
 No file selected.

Routing for Approval (Option A)

Assign: Use the dropdown bar to choose who you want your evaluation request to be sent to.

Comments: Optional to include any comments for the evaluator.

Support Files: Optional to include support files such as course outline, syllabus, etc.

After you click **Create**, an e-mail notification will be sent to the assigned evaluator informing them there is a course to evaluate.

B. Creating an Equivalency

UNIVERSITY OF NORTHERN COLORADO	UNIVERSITY OF NEBRASKA AT OMAHA	EQUIVALENCY DETAIL
<p>BAAC 220 PRINCIPLES OF ACCOUNTING I Students must have completed 24 credit hours. An introduction to basic principles of accounting. The accounting cycle is examined in relation to recording, classifying, reporting and interpreting financial information for business.</p> <p>Units: 3 Prerequisite: BACS 101 Department: ACCOUNTING Source catalog: University of Northern Colorado 2017-2018 Course history: 94/95 - 17/18</p>	<p>ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS This course is designed to provide non-business students with an understanding of basic accounting terms and concepts, an understanding of the usefulness of accounting data for decision-making by internal and external business stakeholders, and the skills to actually use accounting data in decision-making. General Education/Distribution: Social Science</p> <p>Units: 3 Prerequisite: Student must be a non-business student. ENGL1150 and MATH1310 with 'C-' or better. Department: ACCOUNTING Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018 Course history: 94/95 - 17/18</p>	<p>Begin Date: <input type="text" value="mm/dd/yyyy"/></p> <p>End Date: <input type="text" value="mm/dd/yyyy"/></p> <p>Public View Hide?: <input type="checkbox"/></p> <p>Public Note: <div></div></p> <p>Private Note: <div></div></p> <p><input type="button" value="Create"/> <input type="button" value="Reset"/></p>

Creating an Equivalency (Option B)

Effective Date-Leave blank unless it is determined that we will only accept that equivalency for a specific time period

Public View Hide-Hides equivalency from the UNO website public transfer guide. If checked, the equivalency will not display on UNO's website but will still be visible to logged in TES users.

Public Note-Notes added that are visible on public transfer guide on the UNO website

Private Note-Notes only visible to logged in TES users

Track Evaluation Requests



Track

Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.

View equivalency requests you have sent out to see if your course has been approved

AND/OR



Evaluate those equivalencies that have been sent to you for approval

The screenshot shows the TES interface. At the top, there are tabs: Search, Track, Match, and Manage. The 'Track' tab is selected, and a dropdown menu is open showing options: My Evaluations, All Open Evaluations, All Closed Evaluations, and Send Email Reminders. Below the tabs, the 'My Evaluations' section is visible. It has two radio buttons: 'Assigned to me' (which is selected) and 'Created by me'. A blue arrow points from the 'Created by me' button to a text box on the right. Below the radio buttons, it says 'There are no data records found.'

1.) Select Track-My Evaluations

Assigned to Me button-Those courses waiting for you to process

Created by Me Button-Those requests you have sent out to others for approval

INSTITUTION
 ANOKA-RAMSEY COMMUNITY COLLEGE
 AUGSBURG COLLEGE
 BETHEL UNIVERSITY

2.) Click the blue arrow next to an institution to view the status of your request

#COURSE	CITY
4	COON RA
2	MINNEAP
1	SANTEE

The screenshot shows a dropdown menu titled 'SELECT AN ACTION:'. The menu is open, showing a list of actions: Approve, Deny, --- Subject, --- Level, --- Lab, --- Sequence, --- Other, Need More Information, Re-Assign, Add/Edit Course, **Create Equivalency and Close** (highlighted in blue), Add/Edit Support File, and Close.

UNIVERSITY OF NEBRASKA AT OMAHA

BSADL BUSINESS ADMINISTRATION LOWER LEVEL ELECTIVE CREDIT

A lower level general elective credit course in Business Administration.

Department: BUSINESS ADMINISTRATION
Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018

Course history: 10/11 - 17/18

3.) Finishing the equivalency after the Evaluator has evaluated (*skip to step 4 if you are the Evaluator*)

If your course has been **Approved**:

You will now open the course and Select An Action of "Create Equivalency and Close" from the dropdown menu.

A course will not be official or on the articulation guide until you click Create Equivalency and Close.

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course**
- Create Equivalency and Close
- Add/Edit Support File
- Close

UNIVERSITY OF NEBRASKA AT OMAHA

NSCIGE NATURAL SCIENCE GENERAL EDUCATION ELECTIVE CREDIT
This course counts toward the Natural Science General Education requirement.

Department: GENERAL EDUCATION REQUIREMENTS

Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2016-2017

Course history: 10/11 - 17/18

Units: 4

Department: BIOLOGY

Source catalog: Anoka-Ramsey Community College 2017-2018

Course history: 98/99 - 17/18

If your course has been Denied:
You can change the equivalency to a lower level equivalency.
(This is because even though we don't have a direct equivalency at UNO, we can accept it as a lower level elective.)
Note: If the course is developmental do not create the equivalency or change to lower level. These courses will never be accepted for college credit.

Change the Select An Action to **Add/Edit Course- Find your UNO subject-Add the lower level elective UNO course**. Then **delete** out the course that is not equivalent at the top by **clicking the X** next to the course.

Once you have completed this, click **Done**.

You can then change the Select An Action to **Create Equivalency and Close**. This will remove the course from your queue and add the equivalency to the guide.

TES ADD/EDIT COURSE

TRANSFER COURSE(S)

<input checked="" type="checkbox"/>	BUS 1101	INTRODUCTION TO BUSINESS	3
-------------------------------------	----------	--------------------------	---

EQUIVALENT COURSE(S):

<input checked="" type="checkbox"/>	BSAD 1100	PRINCIPLES OF SUSTAINABILITY: IMPACT OF INDIVIDUALS & ORGANIZATIONS ON ECOLOGY, EQUITY & ECONOMICS	3
-------------------------------------	-----------	----------------------------------------------------------------------------------------------------	---

ANOKA-RAMSEY COMMUNITY COLLEGE

ANOKA-RAMSEY COMMUNITY COLLEGE 2017-2018

AMERICAN SIGN LANGUAGE - (ASL)

<input checked="" type="checkbox"/>	ASL 1101	AMERICAN SIGN LANGUAGE & CULTURE I	4
<input checked="" type="checkbox"/>	ASL 1102	AMERICAN SIGN LANGUAGE & CULTURE II	4
<input checked="" type="checkbox"/>	ASL 1103	DEAF CULTURE	3
<input checked="" type="checkbox"/>	ASL 1120	FINGERSPELLING & NUMBERS	3
<input checked="" type="checkbox"/>	ASL 2201	AMERICAN SIGN LANGUAGE & CULTURE III	4
<input checked="" type="checkbox"/>	ASL 2202	AMERICAN SIGN LANGUAGE & CULTURE IV	4

UNIVERSITY OF NEBRASKA AT OMAHA

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUATE

BUSINESS ADMINISTRATION - (BSAD)

<input checked="" type="checkbox"/>	BSAD 2100	PRINCIPLES OF SUSTAINABILITY: IMPACT OF INDIVIDUALS & ORGANIZATIONS ON ECOLOGY, EQUITY & ECONOMICS	3
<input checked="" type="checkbox"/>	BSAD 2130	PRINCIPLES OF BUSINESS STATISTICS	3
<input checked="" type="checkbox"/>	BSAD 2600	ETHICS IN ORGANIZATIONS	3
<input checked="" type="checkbox"/>	BSAD 2700	GLOBALIZATION OF BUSINESS ENTERPRISE	3
<input checked="" type="checkbox"/>	BSAD 3140	BUSINESS STATISTICAL APPLICATIONS	3
<input checked="" type="checkbox"/>	BSAD 3160	MANAGERIAL STATISTICS FOR BUSINESS	4
<input checked="" type="checkbox"/>	BSAD 3600	BUSINESS ETHICS	3
<input checked="" type="checkbox"/>	BSAD 4000	INTERNATIONAL BUSINESS STUDY ABROAD	3

Done

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close**
- Add/Edit Support File
- Close

UNIVERSITY OF NEBRASKA AT OMAHA

BSADL BUSINESS ADMINISTRATION LOWER LEVEL ELECTIVE CREDIT
A lower level general elective credit course in Business Administration.

Department: BUSINESS ADMINISTRATION

Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018

Course history: 10/11 - 17/18

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File**
- Close

UNIVERSITY OF NEBRASKA AT OMAHA

SPED 1110 AMERICAN SIGN LANGUAGE I
 This is the beginning course in a five course series teaching American Sign Language. Candidates will be introduced to use of body language/mime, basic sentence types, manual alphabet, manual numbers/number systems, basic vocabulary (n=300).

Units: 3
Prerequisite: co-requisite SPED 1114
Department: SPECIAL EDUCATION & COMMUNICATION DISORDERS
Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018
Course history: 99/00 - 17/18 ⓘ

Units: 4
Department: AMERICAN SIGN LANGUAGE ⓘ
Source catalog: Anoka-Ramsey Community College 2017-2018

If your course comes back with **Need More Information**- A syllabus or other information may be needed. Get a copy of the syllabus in PDF form.

Change Select An Action to **Add/Edit Support File**.

Click **Browse**, select the PDF from your computer and click **Submit**.

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

Select File(s): No file selected.
 No file selected.

Change Select An Action to **Re-Assign**- Choose the appropriate evaluator to send the equivalency back to with the syllabus now attached. The support file will be attached at the bottom of the course description when the evaluator opens their course to evaluate. They can evaluate/process like usual.

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign**
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Close

UNIVERSITY OF NEBRASKA AT OMAHA

SPED 1110 AMERICAN SIGN LANGUAGE I
 This is the beginning course in a five course series teaching American Sign Language. Candidates will be introduced to use of body language/mime, basic sentence types, manual alphabet, manual numbers/number systems, basic vocabulary (n=300).

Units: 3
Prerequisite: co-requisite SPED 1114
Department: SPECIAL EDUCATION & COMMUNICATION DISORDERS
Source catalog: University of Nebraska Omaha Undergraduate Course Descriptions 2017-2018
Course history: 99/00 - 17/18 ⓘ

Units: 4
Department: AMERICAN SIGN LANGUAGE ⓘ
Source catalog: Anoka-Ramsey Community College 2017-2018
Course history: 98/99 - 17/18 ⓘ

Support files:

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Close**

UNIVERSITY OF NEBRASKA

SPED 1110 AMERICAN SIGN LANGUAGE
 This is the beginning course for students who are deaf or hard of hearing. It covers the basics of American Sign Language, including hand positions, sentence types, manual numbers/number system, and basic conversation skills.

Units: 3
Prerequisite: CO
Department: S
Source catalog: U

If your course is **denied** and cannot be accepted as a lower level equivalency- If an equivalency has been denied and cannot be given elective credit (i.e. developmental courses), change Select An Action to **Close**. This will remove the evaluation from your queue.

SELECT AN ACTION:

- Approve**
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Close

4.) Evaluate the Course (*This step is for Evaluators*)

Select An Action. This is where to determine if the transfer course is equivalent. Decision options are described below.

Approve-The equivalency is approved.

Deny- This is not a UNO equivalent. Choose an appropriate reason and enter any applicable notes to the requestor.

Need More Information- Use if you need a syllabus or something else before you can make your determination on the equivalency.

Re-Assign- Send the equivalency to someone other than yourself to make the approval determination.

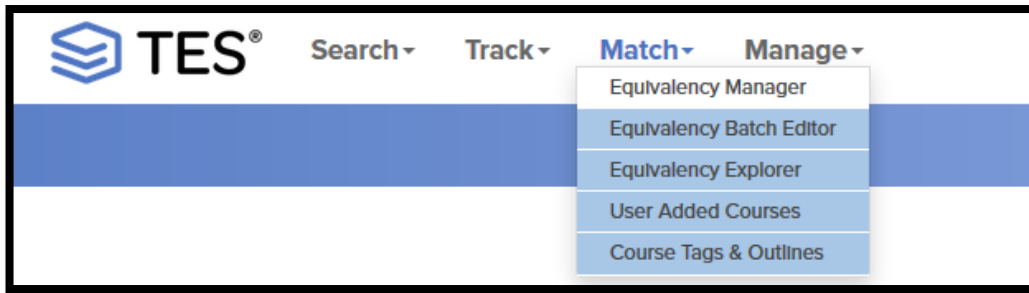
Add/Edit Course- If the incorrect UNO equivalency was selected, you can change it to what the correct UNO equivalency would be for that transfer course. Refer to page 7 for details on using the Add/Edit Course option.

Create Equivalency and Close- Evaluators **will not** use this action. Once an equivalency has been approved, it will go back to the original requestor and that requestor will complete this step. The original requestor will select Create Equivalency and Close to post the equivalency to the articulation guide and can add any needed notes. Do not Create Equivalency and Close before approving.

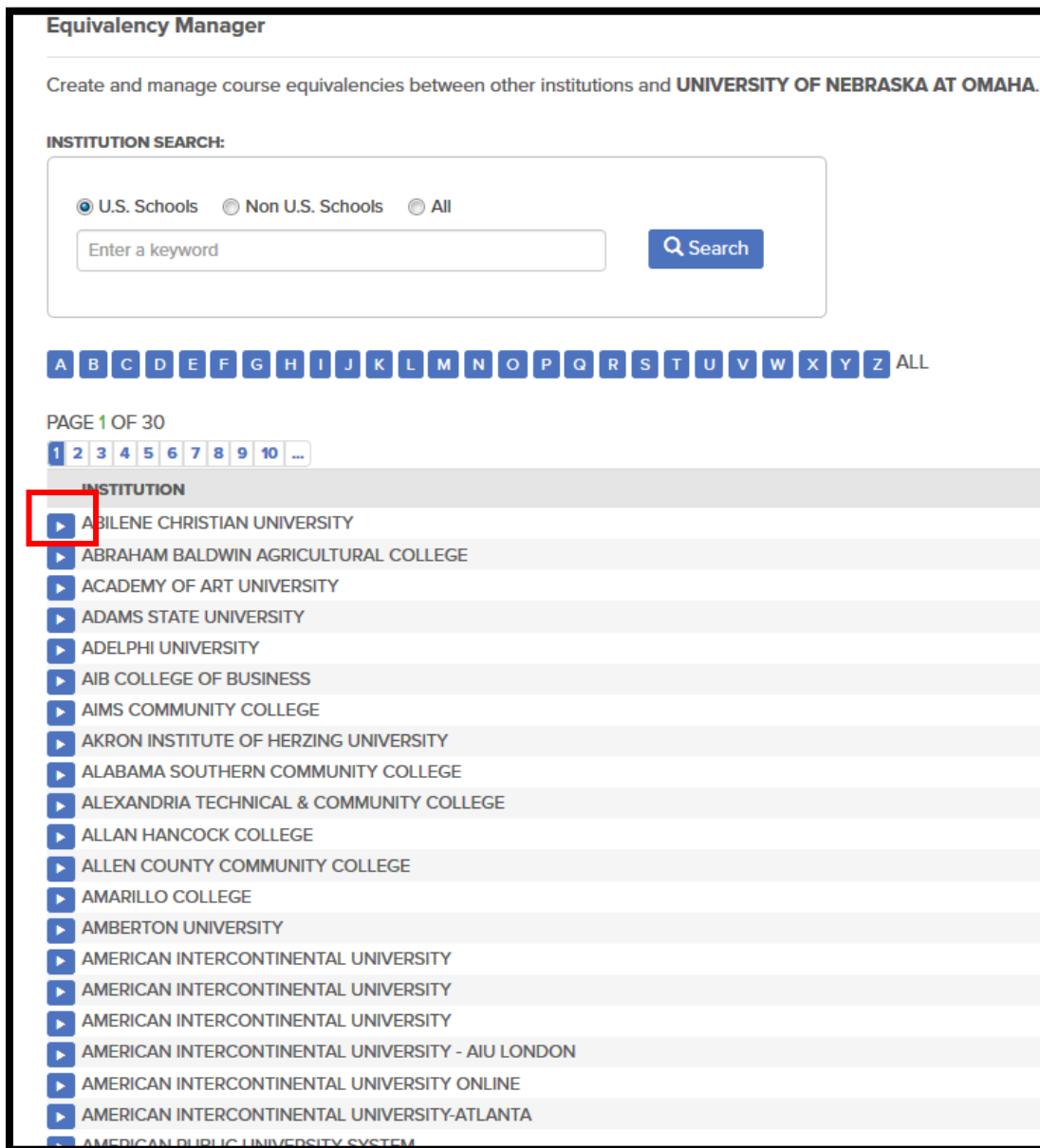
Add/Edit Support File-Evaluators **will not** use this action. If you use the Need More Information option, requestors will use Add/Edit Support Files to attach any necessary information back to you.

Close- Evaluators **will not** use this action. If an equivalency has been denied and cannot be changed to be accepted as elective credit (i.e. developmental courses), the equivalency will go back to the original requestor and that requestor will complete this step. The original requestor will select Close to remove the equivalency evaluation from their queue.

View Existing Course Equivalencies



1.) Navigate to Match >
Select Equivalency
Manager



2.) Select the
Institution

The established
equivalencies we
have for that
school will be
shown.

Specify search criteria for equivalencies if desired

Equivalency Manager

INSTITUTION → EQUIVALENCY LIST

ABILENE CHRISTIAN UNIVERSITY

Search + EQ Add Groups - EQ Dedupe No EQ View

Export

TES* EQUIVALENCY SEARCH

Effective Date: ☐ Active ☐ In-Active ☒ Both

Course Code:

☒ Transfer Course ☐ Equivalent Course ☐ Both

Records Per Page: 50

Sort List By: Transfer Course

Search Reset

Equivalency Search Criteria

Course Code: For searching by department subjects.

Transfer Course- You can search by the other institutions subject (i.e. ENG)

Home Course- You can search by our subject (i.e. ENGL)

Both- You can search for equivalencies by subject from either our institution or the other institution

Effective Date: This is where you can search for courses based on if they are still active.

Active: Only current equivalencies will display (All courses with no end date entered will display)

Inactive: Courses that we entered with an end date as only valid/equivalent for a specific period of time in the past will display

Show all: Displays all equivalencies

Records per page: Set how many equivalencies display on your page at once

Sort list by: Displays alphabetically by subject (Transfer Course, Home Course, Begin Date or End Date)

View the course descriptions for evaluated courses

ABILENE CHRISTIAN UNIVERSITY	
ABILENE CHRISTIAN UNIVERSITY	UNIVERSITY OF NEBRASKA AT OMAHA
AENV 130 ENVIRONMENTAL AND TECHNOLOGICAL SCIENCE	NSCIGE NATURAL SCIENCE GENERAL EDUCATION ELECTIVE CREDIT