Transfer Evaluation Services

Randi Miletsky

Associate Director

NSU NOVA SOUTHEASTERN UNIVERSITY

Enrollment and Student Services

ESS Summit 2017

Transfer Evaluation Services (TES) Staff

- Randi Miletsky – Associate Director of TES
- Teresa Martin - TES Manager
- Tanya White - TES Counselor
- Santosh Jacob- TES Counselor
- Amy Rowe - TES Specialist

Transfer Credit for Undergraduate Students

- Facilitates transfer of credits
- Assists students with obtaining college credit for work experience

Transfer Credits

- Regionally-accredited college or university
- Maximum of 90 credits toward degree requirements
- 50% of major

Evaluation of Transfer Credits

- Facilitates transfer of credits
  - evaluation of academic record
  - research for course descriptions through use of the Transfer Evaluation System
  - Transfer Articulation Module
- Assists students with obtaining college credit for work experience

SACSCOC Policy

- Transfer students who have earned an Associate of Arts degree or 60 credits from a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)-accredited institution from 1992 to the present and are in good academic standing, as defined by the transfer institution, shall be admitted to NSU with junior standing.

CRM Recruit

- TES counselors obtain names of students whose records are ready to be reviewed.

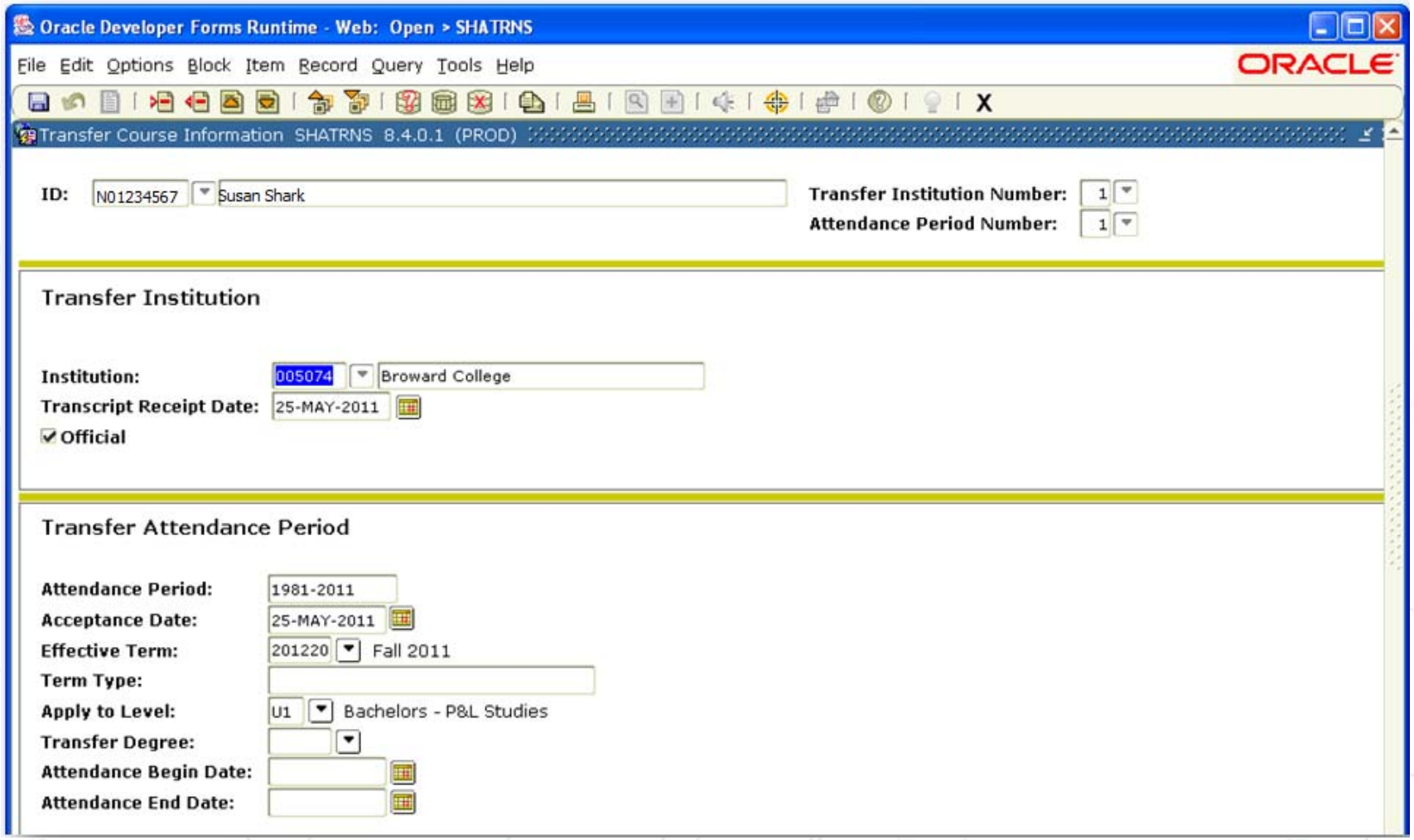
- Check Netsearch for transcripts

Scenario Overview

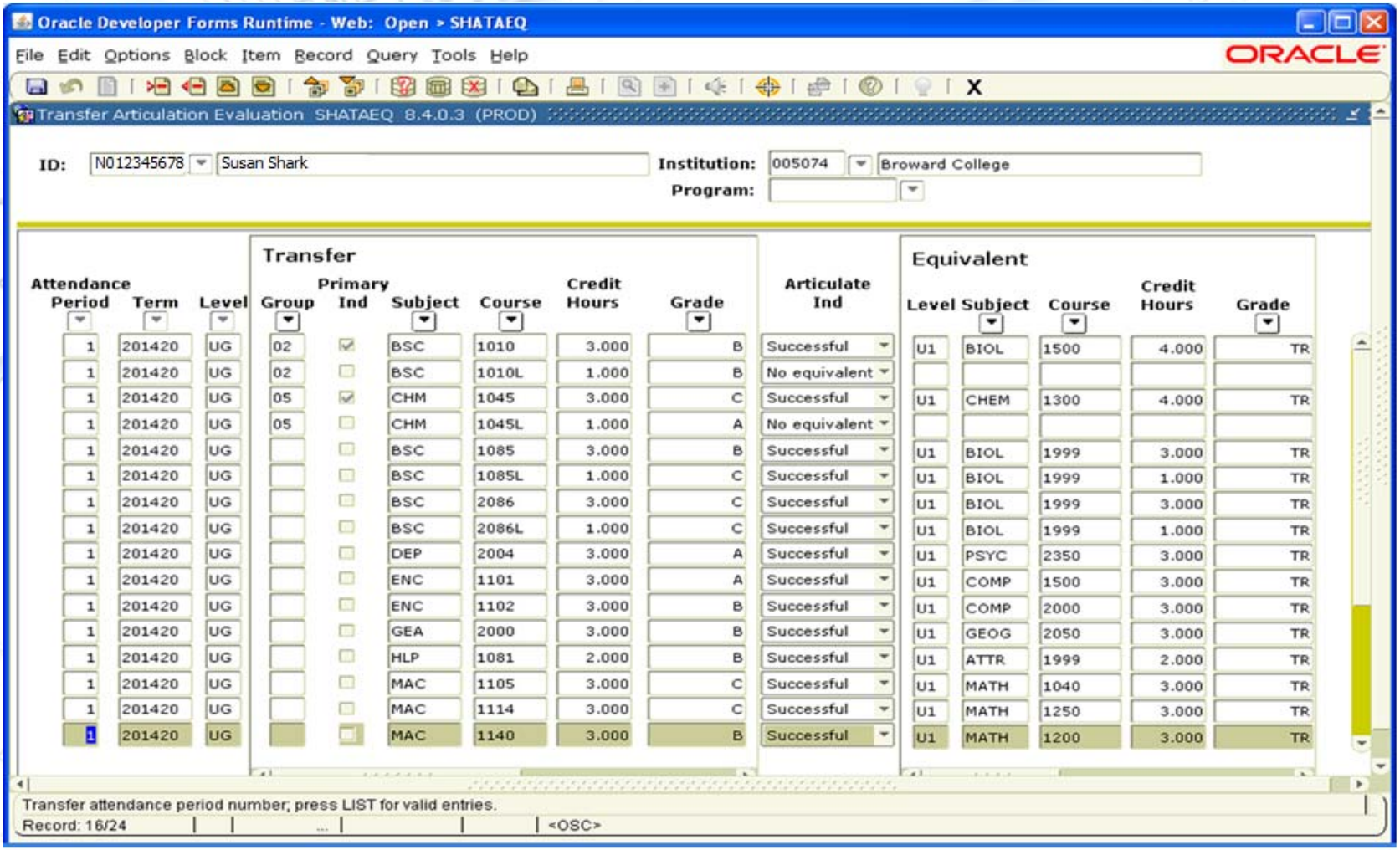
Prospective student Susan Shark has submitted her application for the Bachelor's of Science in Psychology Program.

Susan has already earned college credits at Broward College.

SHATRNS-Transfer Course Information



SHATAEQ-Transfer Articulation Evaluation



Examinations

- College-Level Examination Program **(CLEP)**
- DANTES Subject Standardized Tests **(DSST)**
- New York University Proficiency Examinations
- International Baccalaureate **(IB)**
- Advanced Placement **(AP)**
- Advanced International Certificate in Education **(AICE)**

Full Portfolio

- Challenge a college-level course
- Evaluated by a faculty member
- Steps:
  - oObtain course syllabus
  - oResume
  - oAutobiography
  - oSkill Inventory
  - oDocumentation

  www.nova.edu/registrar/forms/sample_portfolio.pdf

Standard Grant

- Based on common documentation experiences
- Licenses
- Certifications
- Training Courses

Scenario Overview

Current student Susan Shark has decided to take courses through the Travel-Study program. She has scheduled a meeting with her advisor to determine what steps must be completed to ensure transferability of her coursework.

Travel-Study Process

- Meet with advisor and provide list of courses and respective course syllabi.
- Advisor initiates the Anticipated Award of Credit (AAC) form with all coursework and syllabi and submits to *esstes@nova.edu*.
- TES reviews courses and syllabi to determine appropriate course equivalencies.
- TES informs the advisor of equivalencies.
- Advisor completes AAC form with course equivalencies and appropriate signatures and submits to EPS for imaging.

Travel-Study Process *Continued*

- A workflow is started by EPS and acquired by TES.
- When transcript arrives, TES is notified through the workflow.
- TES compares courses approved against courses taken through Travel-Study.
- TES posts the appropriate transfer credit to the student's record.

NSU
NOVA SOUTHEASTERN UNIVERSITY

Travel Study/Study Abroad Request Application

Student Name: _____

Anticipated Semester: _____ NSU ID: N _____

Transfer Institution: _____ Major: _____

Country of Transfer Institution: _____ Catalog Year: _____

- Students enrolled at NSU may not take courses at other colleges or universities for the purpose of earning an NSU degree without specific, written approval from their college. Written approval must be obtained before registering for a non-NSU course.
- This form must be received no later than the specific date noted for the semester in which the travel study\study abroad experience is requested. Fall: August 1; Winter: December 1; Summer: April 1.
- Unapproved courses will not apply to a degree program, and may have financial aid ramifications.
- Upon completion of courses, students must have official transcripts of all enrolled courses sent to NSU within 30 days, a grade of "C" or higher is required. Transcripts that are in a language other than English must be officially translated into English. The student is responsible for all fees associated with the translation.
- Students traveling to international destinations on NSU-related trips are required to complete the NSU Travel Registration process.

Semester Start and End Dates: _____

ANTICIPATED COLLEGE COURSES			NSU EQUIVALENCY		
Course Subject & Number	Course Title	Credits	Course Subject & Number	Course Title	Credits

ADVISOR VERIFICATION

☐ **The student will have transferred to NSU *no more* than 90 credits.**

☐ **NSU equivalencies have been confirmed.**

_____ _____
Student Signature Date

_____ _____ _____
Academic Advisor Signature Phone ext. Date

_____ _____ _____
Academic Advising Assistant Director Signature Phone ext. Date

AAC

Submit to Enrollment Processing Services (EPS) via any of the following FAX numbers:
(954) 262-3601 - (954) 262-3607 - (954) 262-3608 - (954) 262-3609

Rev. 05/14

Summit 2017

Transfer Credits for Graduate Students

- Regionally-accredited college or university
- Master's and Specialist degree
  - Maximum of 12 credits
- Doctorate degree
  - 2/3 of degree requirements

Transfer Credit Process

- Transfer of credit determined by program offices
- NSU course equivalency determined by program offices

NSU

NOVA SOUTHEASTERN UNIVERSITY

Graduate and Professional Programs Initial Transfer Course Equivalency (TCCE)

NSU College: _____

Student Name: _____ **NSU ID:** _____

Level Code: _____ **Effective Term/Semester:** _____

Transfer Institution Name: _____

Transfer Institution School Code: _____

Course Prefix and Number: _____

Course Title: _____

Credit Hours: _____

Faculty Committee Review

Approved: _____ **Declined:** _____

Course Equivalency: _____

Course Title: _____

Credit Hours: _____

Faculty Review Committee Chair: _____ **Title:** _____

Signature: _____ **Date:** _____

Upon completion please submit to: esstes@nova.edu

Summit 2017

NOVA SOUTHEASTERN UNIVERSITY

Student Transfer of Credit (TOC)

Student Name: _____ ID: N _____

Effective Term: _____ Major: _____

Transfer Institution: _____ Transfer Institution Code: _____

Transfer College Course(s)

Course Subject & Number	Course Title	Credits

Authorizing Name: _____ Signature: _____

Phone Extension: _____ Date: _____

Upon completion please submit to: esstes@nova.edu

TRANSFER EVALUATION SERVICES

- Undergraduate
- Graduate and Professional

UNDERGRADUATE STUDENTS

Wondering how a course you took at another institution will transfer to your undergraduate degree at NSU? Click on our Transfer Credit System icon to find out!

Transfer Credit System

NSU Home › Transfer Evaluation Services

The Office of Transfer Evaluation Services (TES) provides services to undergraduate students who wish to transfer credits to NSU and to students who wish to obtain college credits for learning experiences outside the class room.

For detailed information on the various processes to transfer credit, review the following information:

- NSU Policies on Transferring Credit ›
- Process for Requesting Transfer Credit ›
- Examinations ›
- Prior Experiences ›

Summit 2017

TRANSFER EVALUATION SERVICES

- Undergraduate
- Graduate and Professional

NSU Home > Transfer Evaluation Services > Graduate and Professional

The Office of Transfer Evaluation Services (TES) provides services to students in graduate and professional programs who wish to transfer credits to NSU and to students who wish to obtain college credits for learning experiences outside the class room.

- Maximum Number of Transferable Credits
- Transferring Credit from Other Institutions
- Transferring Credit from one NSU College to Another
- Assessment of Work Experience

NSU's Transfer Credit System

http://tes.collegesource.com

NOVA SOUTHEASTERN UNIVERSITY TRANSFER INFORMATION

Welcome to Nova Southeastern University's Transfer Credit System. This interactive tool will allow you to view and create an unofficial equivalency review of credits earned at current and/or prior institutions and their respective NSU equivalencies. Please note, however, that although a course may be transferrable to the institution it is not a guarantee that it will satisfy your specific degree requirements. Additionally, some courses and/or institutions may not appear on this list, but may be eligible for transfer. If you have attended a regionally-accredited institution and are unable to locate a course equivalency, please email us at esstes@nova.edu. We will gladly review your request. The information in this tool is subject to frequent revision, as we continually add new institutions and course equivalencies.

For further information on how to locate course equivalencies and create an unofficial equivalency review, please see Understanding the Transfer Credit System.

Upon acceptance to Nova Southeastern University and receipt of final official transcripts, Transfer Evaluation Services will send an official letter identifying the courses which are transferrable to the university.

TRANSFER RESOURCE LINKS

- Transfer Policy: http://www.nova.edu/tes/
- Transfer Section: http://www.nova.edu/tes/

FIND TRANSFER COLLEGE BY NAME:

SEARCH

ALPHABETICAL INDEX:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

CREDITS FROM:

PAGE: 1 OF 47 >>

ABRAHAM BALDWIN AGRICULTURAL COLLEGE TIFTON, GA	SEARCH
ACADEMY OF ART UNIVERSITY SAN FRANCISCO, CA	SEARCH
ADAMS STATE UNIVERSITY ALAMOSA, CO	SEARCH
ADELPHI UNIVERSITY GARDEN CITY, NY	SEARCH
ADRIAN COLLEGE ADRIAN, MI	SEARCH
ADVENTIST UNIVERSITY OF HEALTH SCIENCES ORLANDO, FL	SEARCH
AGNES SCOTT COLLEGE DECATUR, GA	SEARCH

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- Transfer Section: http://www.nova.edu/tes/

FIND TRANSFER COLLEGE BY NAME:

Broward College SEARCH

ALPHABETICAL INDEX:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

CREDITS FROM:

PAGE: 1 OF 1

BROWARD COLLEGE FORT LAUDERDALE, FL SEARCH

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NSU's Transfer Credit System

http://tes.collegesource.com

NOVA SOUTHEASTERN UNIVERSITY TRANSFER INFORMATION

INSTITUTION LIST ⇢ EQUIVALENCY SEARCH

CREDITS FROM: **BROWARD COLLEGE**

SHOW ALL SEARCH OPTIONS

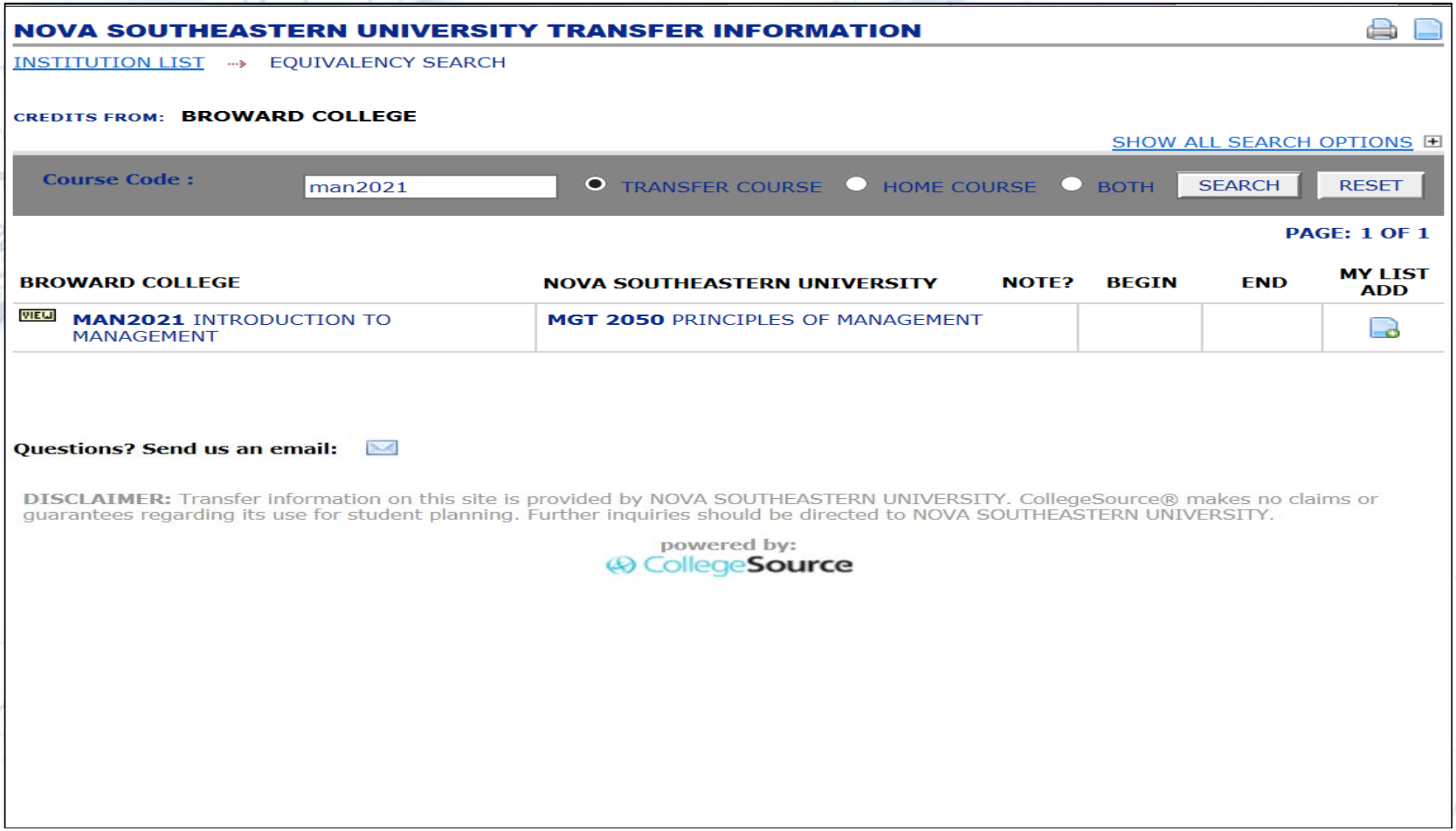
Course Code : ( ) TRANSFER COURSE ( ) HOME COURSE ( ) BOTH SEARCH RESET

PAGE: 1 OF 80 >

BROWARD COLLEGE	NOVA SOUTHEASTERN UNIVERSITY	NOTE?	BEGIN	END	MY LIST ADD
VIEW **ACG1003** ACCOUNTING SURVEY	**ACT 1999** PRIOR LEARNING CREDIT IN ACCOUNTING				
VIEW **ACG2001** PRINCIPLES OF ACCOUNTING I	**ACT 1999** PRIOR LEARNING CREDIT IN ACCOUNTING				
VIEW **ACG2011** PRINCIPLES OF ACCOUNTING II	**ACT 2200** FINANCIAL ACCOUNTING				
VIEW **ACG2071** MANAGERIAL ACCOUNTING	**ACT 2300** MANAGERIAL ACCOUNTING				
VIEW **ACG2100** INTERMEDIATE ACCOUNTING I	**ACT 3050** INTERMEDIATE ACCOUNTING I				
VIEW **ACG2110** INTERMEDIATE ACCOUNTING II	**ACT 3060** INTERMEDIATE ACCOUNTING II				
VIEW **ACG2360** COST ACCOUNTING	**ACT 3030** COST MANAGEMENT				
VIEW **ACG2450C** COMPUTERIZED ACCOUNTING APPLICATIONS	**ACT 1999** PRIOR LEARNING CREDIT IN ACCOUNTING				
VIEW **ACG2949** CO-OP WORK EXPERIENCE	**ACT 3900** ACCOUNTING INTERNSHIP				
VIEW **AER1010C** INTRODUCTION TO AUTOMOTIVE TECHNOLOGY	**NOVA 1999** PRIOR LEARNING				
VIEW **AER1081C** INTRODUCTION TO AUTOMOTIVE TECH	**NOVA 1999** PRIOR LEARNING				

Course Code Search

http://tes.collegesource.com



NOVA SOUTHEASTERN UNIVERSITY TRANSFER INFORMATION

INSTITUTION LIST ⇢ EQUIVALENCY SEARCH

CREDITS FROM: **BROWARD COLLEGE**

SHOW ALL SEARCH OPTIONS

Course Code : man2021 ◉ TRANSFER COURSE ○ HOME COURSE ○ BOTH SEARCH RESET

PAGE: 1 OF 1

BROWARD COLLEGE	NOVA SOUTHEASTERN UNIVERSITY	NOTE?	BEGIN	END	MY LIST ADD
VIEW **MAN2021** INTRODUCTION TO MANAGEMENT	**MGT 2050** PRINCIPLES OF MANAGEMENT				

Questions? Send us an email:

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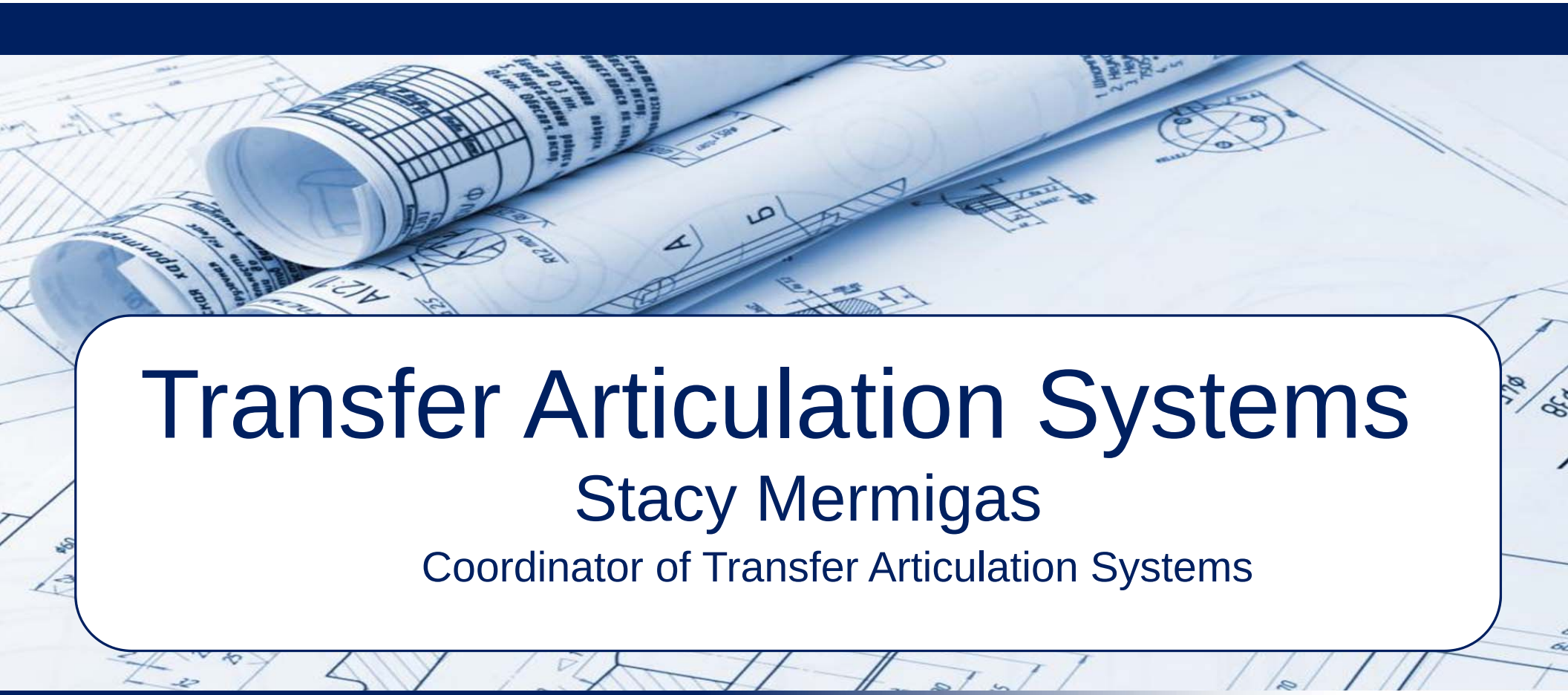
Contact Information

- Website: *www.nova.edu/tes*
- Email: *esstes@nova.edu*
- Phone: (954) 262-8117

WE’RE NOT BUILDING A FUTURE FOR A FEW YEARS, WE’RE BUILDING FOR A LIFETIME.

-Abe Reichental



Transfer Articulation Systems

Stacy Mermigas

Coordinator of Transfer Articulation Systems

NSU NOVA SOUTHEASTERN UNIVERSITY

Enrollment and Student Services

ESS Summit 2017

TAS Staff

- Stacy Mermigas – Coordinator of Transfer Articulation Systems
- Michelene Brown – Data Specialist-Transfer Articulation

Overview

- Articulation of transfer Institutions
- Articulation of transfer courses
- Facilitate articulation of transfer students
- Provide students with information regarding transfer work

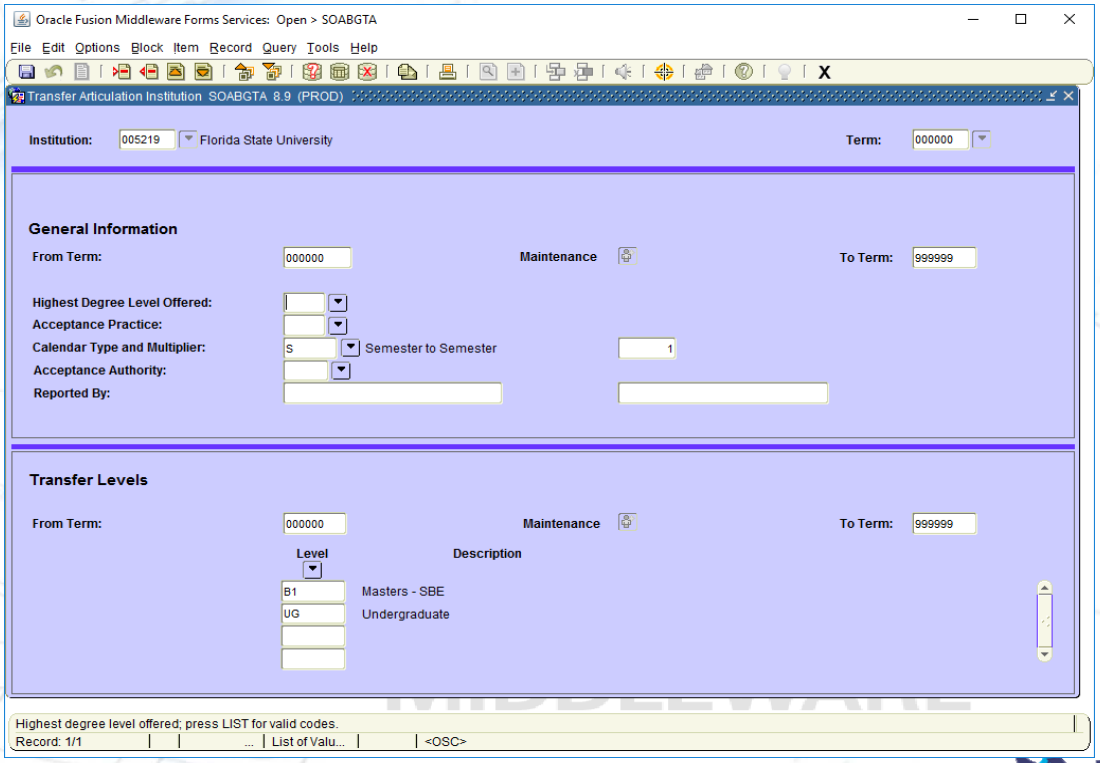
What is Transfer Articulation?

- Transfer articulation is the process of comparing the content of courses that are transferred from post-secondary institutions to NSU
- This process is done electronically using Banner
- Transfer module is currently being built for undergraduate and graduate courses

Banner Forms

SOABGTA – Transfer Articulation Institution

- Build transfer institution calendar type
- Build transfer level

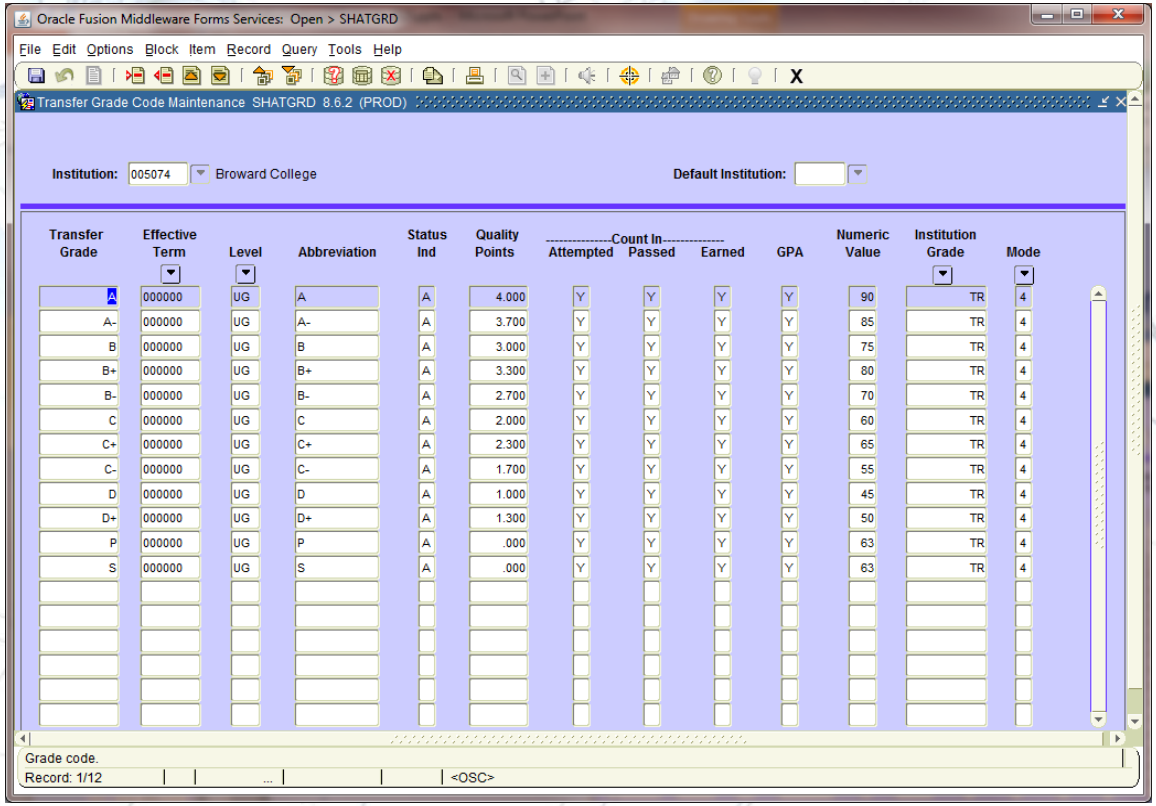


Banner Forms

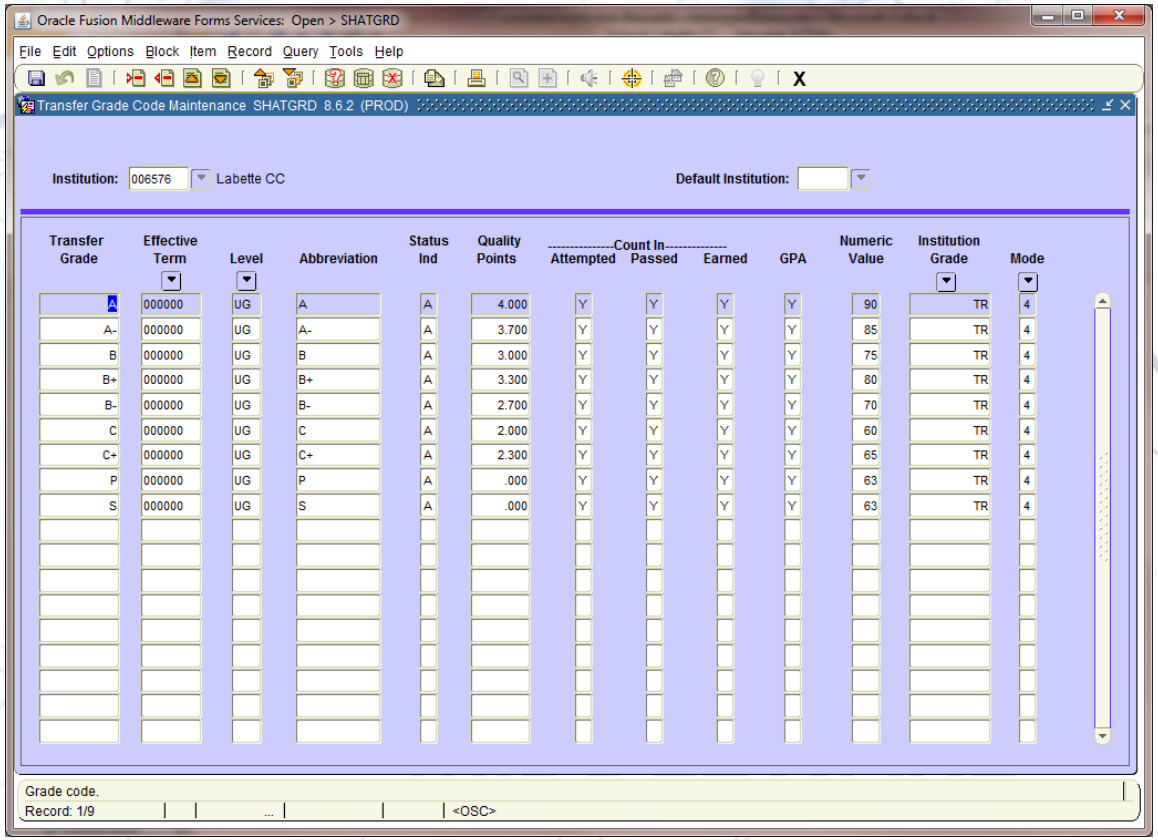
SHATGRD – Transfer Grade Code Maintenance

- Build grading scale for transfer institution:
  - There are two sets of grading scales, based upon the transfer institution's accreditation- (1)Southern Association of Colleges and Schools (SACS) and (2)Non-SACS
  - The grading scale for SACS transfer institutions include "C-, D+, and D"
  - The grading scale for Non-SACS transfer institutions will consist of grades "C" and above

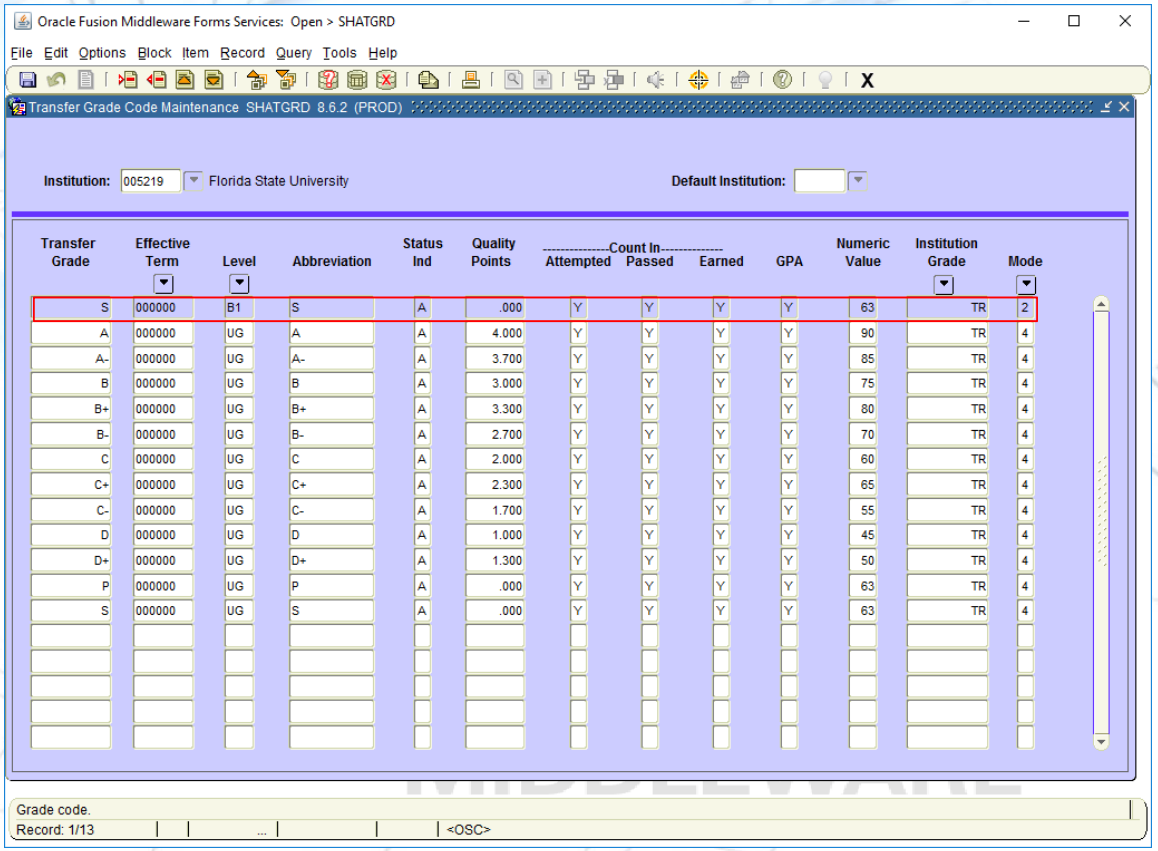
Grading scale for SACS transfer institutions:



Grading scale for Non-SACS transfer institutions:

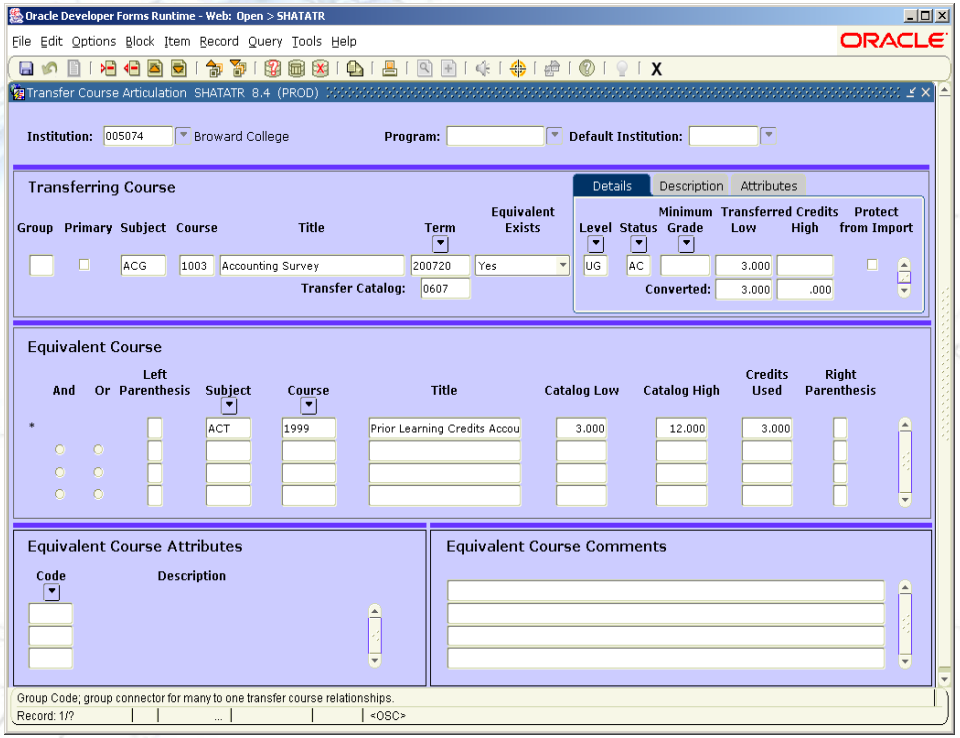


Grading scale for Graduate Transfer Courses:



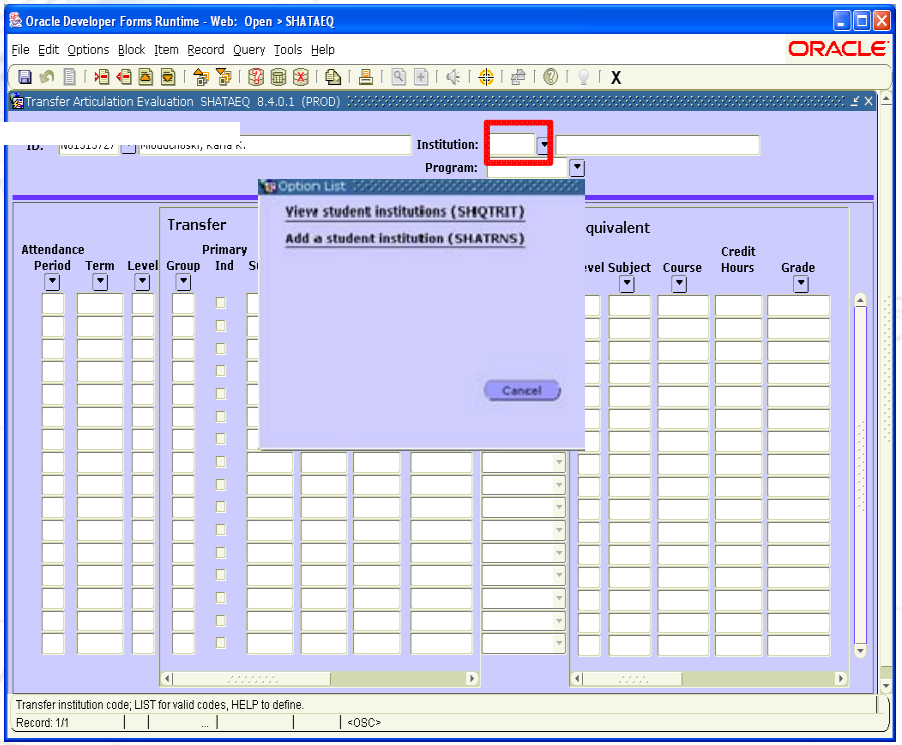
Banner Forms
SHATATR – Transfer Course Articulation

- Transfer course equivalencies are determined either by faculty or an approved representative of the TES Department and then entered into the module



Banner Forms
SHATAEQ – Transfer Articulation Evaluation

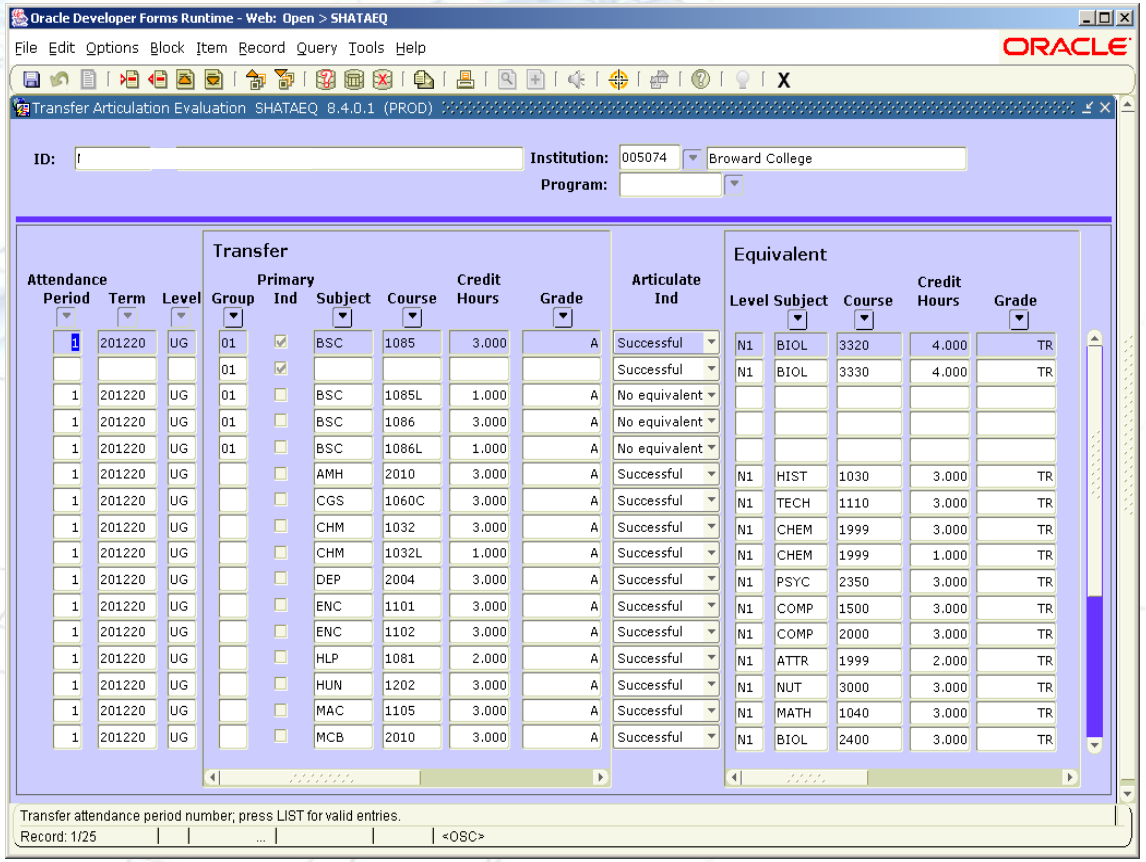
- Enter transfer student's NSU ID
- Click down arrow to select transfer institution
- Click **View student institutions (SHQTRIT)** on Option List pop-up box



Banner Forms

SHATAEQ – Transfer Articulation Evaluation

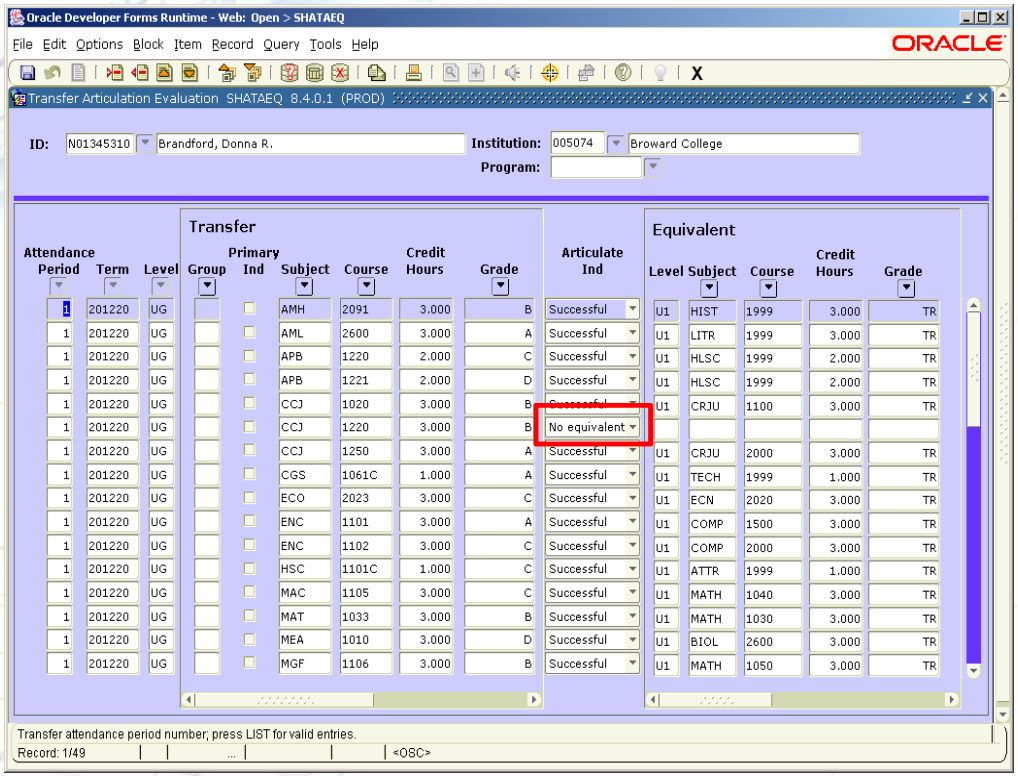
- Click the Next Block icon to view the transfer courses



Banner Forms
SHATAEQ – Transfer Articulation Evaluation

- When a course does not articulate, “No equivalent” will appear in the **Articulation Ind** field

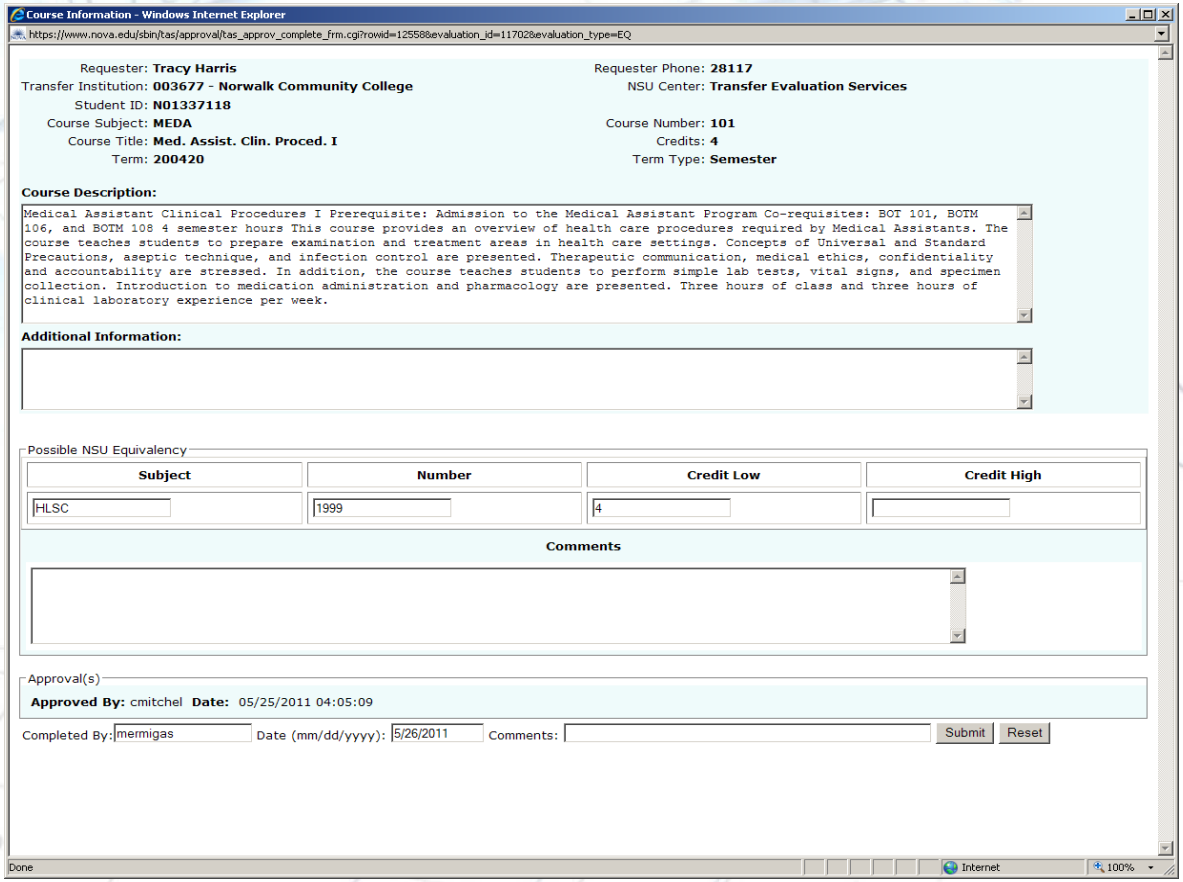
- Course Request form is then created from the Transfer Articulation Workflow



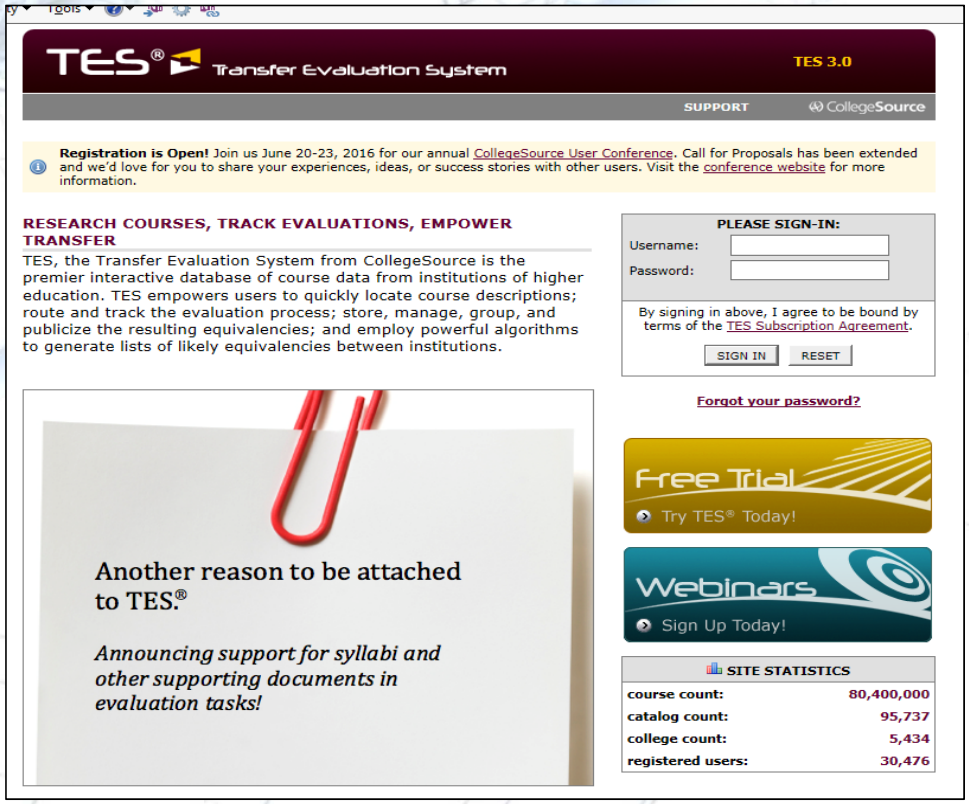
Course Workflow Resources:
https://www.nova.edu/sbin/tas/tas_main.cgi

- Initial Course Request Form
- Transfer Course Evaluation
- Evaluation Review and Approval
- Completion of Final Approvals

Course Workflow Resources:
Completion of Final Approvals



Transfer Evaluation System: http://tes.collegesource.com/



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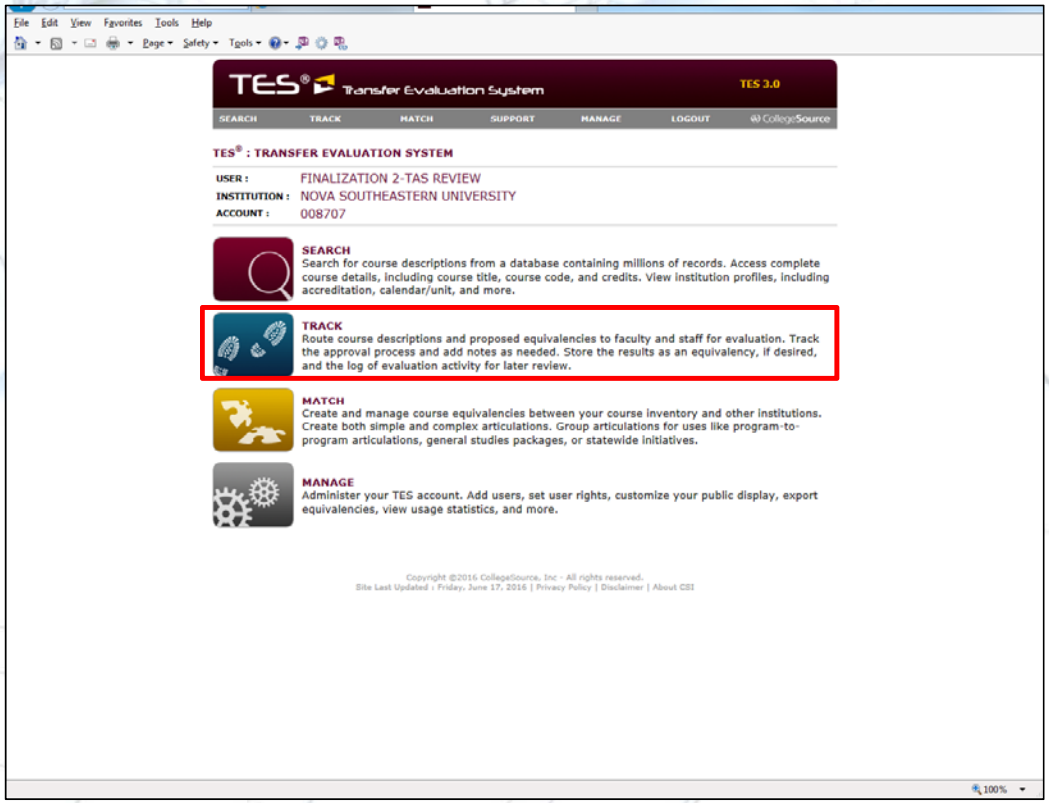

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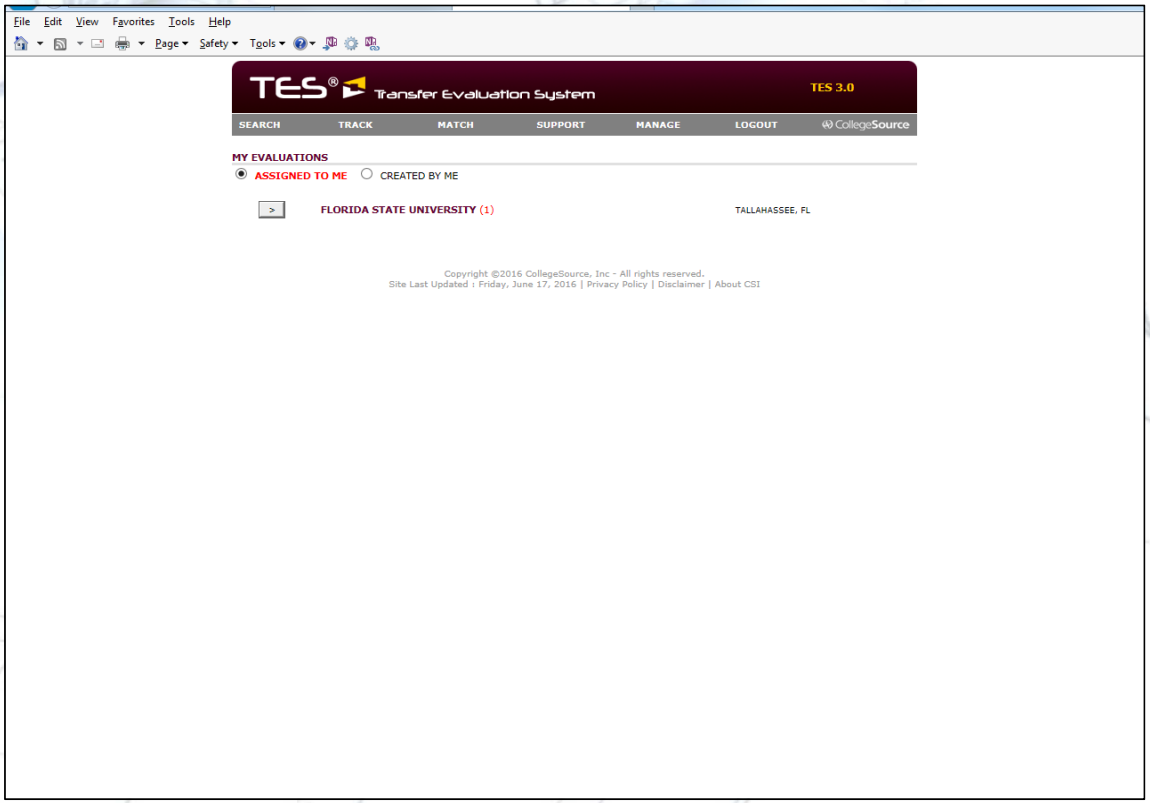

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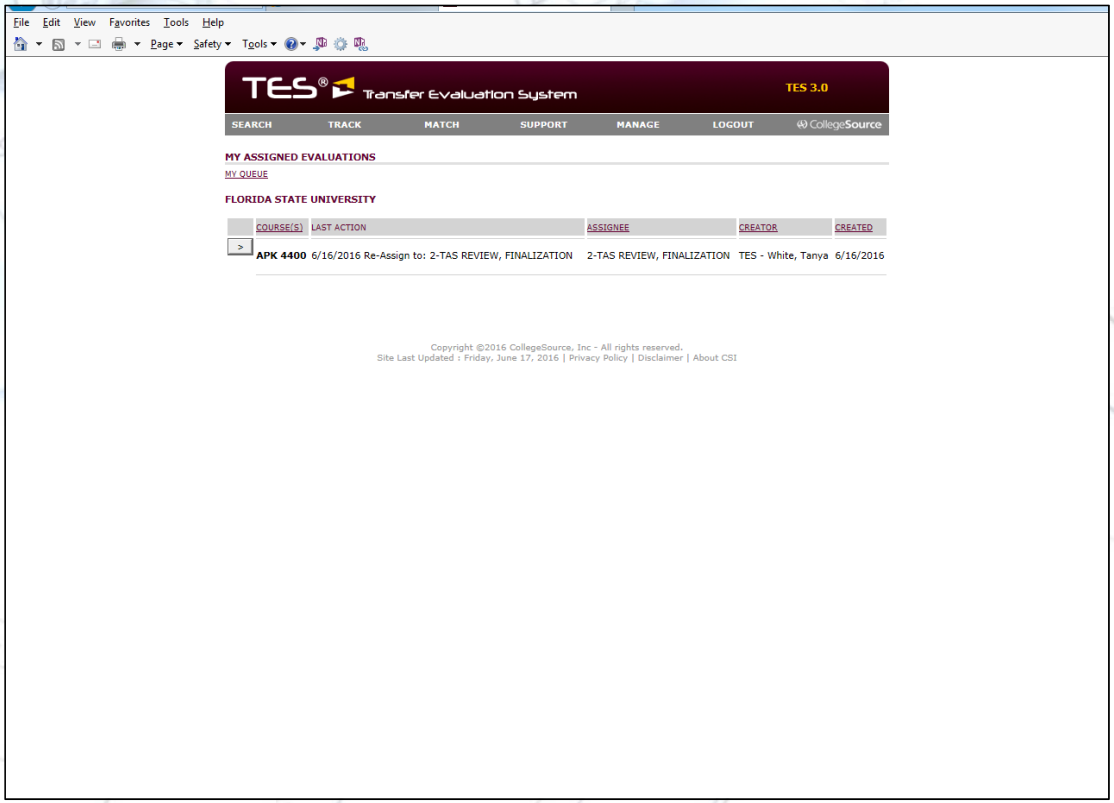

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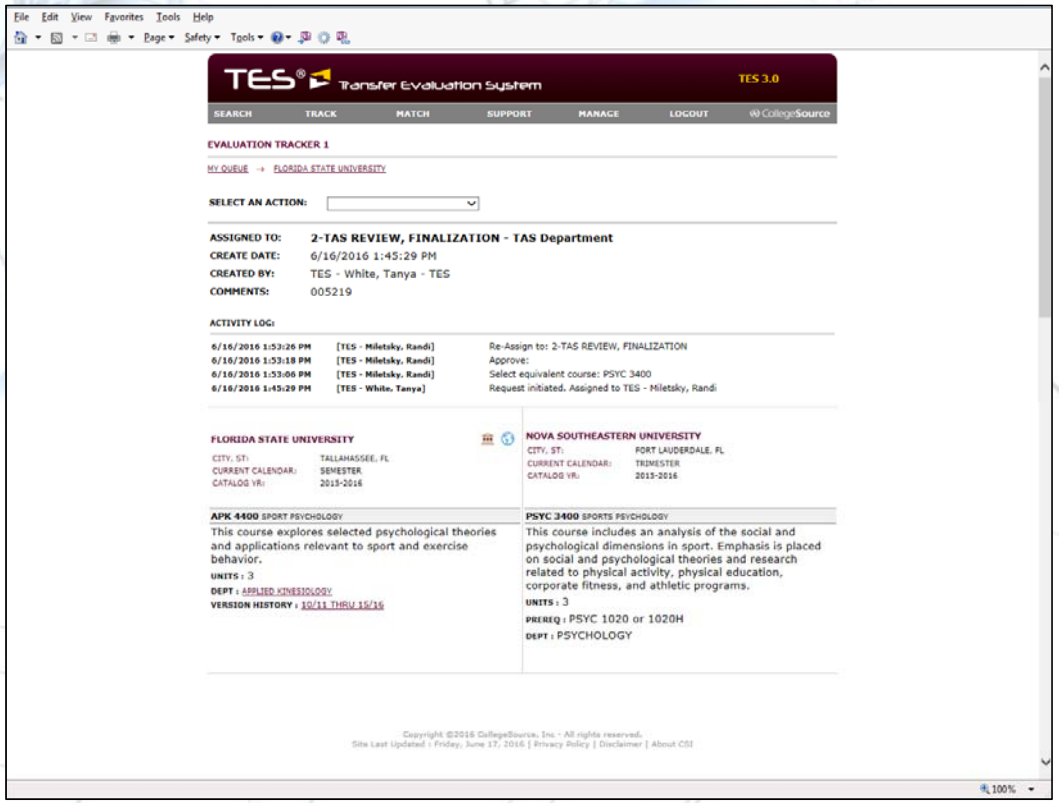

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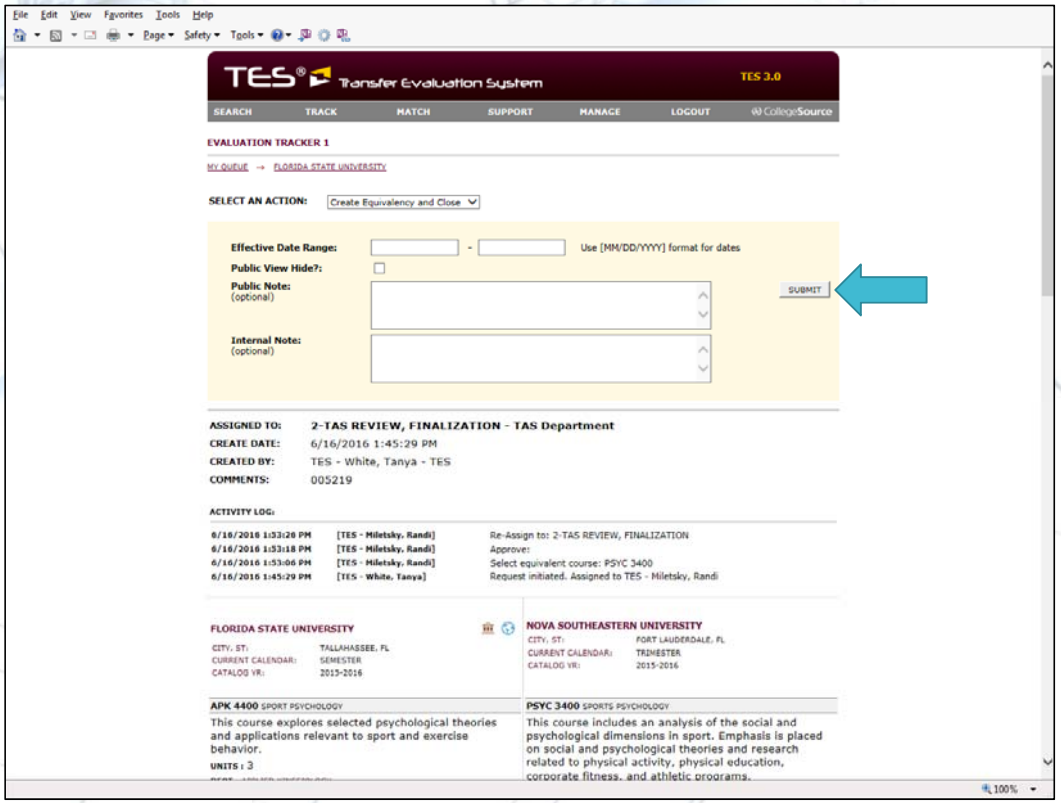
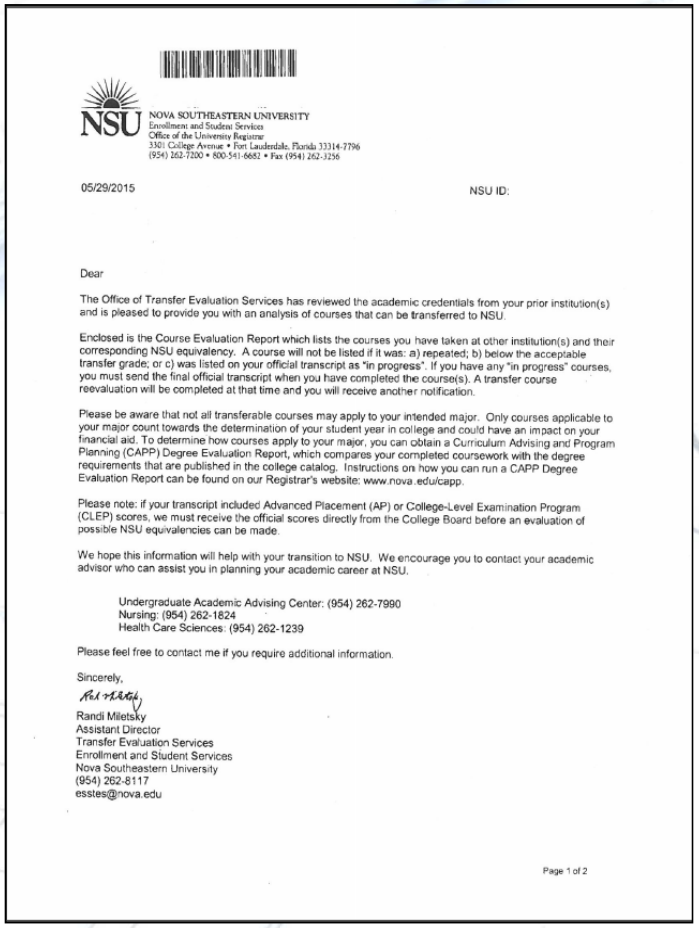


Student Letter and Report:

- Official Letter



NSU NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services
Office of the University Registrar
3301 College Avenue • Fort Lauderdale, Florida 33314-7796
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

05/29/2015 NSU ID:

Dear

The Office of Transfer Evaluation Services has reviewed the academic credentials from your prior institution(s) and is pleased to provide you with an analysis of courses that can be transferred to NSU.

Enclosed is the Course Evaluation Report which lists the courses you have taken at other institution(s) and their corresponding NSU equivalency. A course will not be listed if it was: a) repeated; b) below the acceptable transfer grade; or c) was listed on your official transcript as "in progress". If you have any "in progress" courses, you must send the final official transcript when you have completed the course(s). A transfer course reevaluation will be completed at that time and you will receive another notification.

Please be aware that not all transferable courses may apply to your intended major. Only courses applicable to your major count towards the determination of your student year in college and could have an impact on your financial aid. To determine how courses apply to your major, you can obtain a Curriculum Advising and Program Planning (CAPP) Degree Evaluation Report, which compares your completed coursework with the degree requirements that are published in the college catalog. Instructions on how you can run a CAPP Degree Evaluation Report can be found on our Registrar's website: www.nova.edu/capp.

Please note: if your transcript included Advanced Placement (AP) or College-Level Examination Program (CLEP) scores, we must receive the official scores directly from the College Board before an evaluation of possible NSU equivalencies can be made.

We hope this information will help with your transition to NSU. We encourage you to contact your academic advisor who can assist you in planning your academic career at NSU.

Undergraduate Academic Advising Center: (954) 262-7990
Nursing: (954) 262-1824
Health Care Sciences: (954) 262-1239

Please feel free to contact me if you require additional information.

Sincerely,

Randi Miletsky
Assistant Director
Transfer Evaluation Services
Enrollment and Student Services
Nova Southeastern University
(954) 262-8117
esstes@nova.edu

Page 1 of 2

Student Letter and Report:

- Unofficial Letter

NSU NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services
Office of the University Registrar
3301 College Avenue • Fort Lauderdale, Florida 33314-7796
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05/28/2015 NSU ID:

Dear

The Office of Transfer Evaluation Services has reviewed your academic credentials from your prior institution(s) and is pleased to provide you with an analysis of courses that can be transferred to Nova Southeastern University (NSU).

Enclosed is the Course Evaluation Report which lists the courses you have taken at other institution(s) and their corresponding NSU equivalency. A course will not be listed if it: (a) was repeated; (b) was below the acceptable transfer grade; or, (c) was listed on your transcript as "in progress." If you have any "in progress" courses, you must send the final official transcript when you have completed the course(s). A transfer course reevaluation will be completed at that time and you will receive another notification.

Please be aware that not all transferable courses may apply to your intended major. Only courses applicable to your major count towards the determination of your student year in college and could have an impact on your financial aid. To determine how courses apply to your major, you can obtain a Curriculum Advising and Program Planning (CAPP) Degree Evaluation Report. The CAPP report compares your completed coursework with degree requirements that are published in the college catalog. Instructions on how to generate a CAPP Degree Evaluation Report can be found at www.nova.edu/capp.

If your transcript included Advanced Placement (AP) or College-Level Examination Program (CLEP) scores, we must receive the official scores directly from the College Board before an evaluation of possible NSU equivalencies can be made.

All final official transcripts must be submitted in order to be fully admitted to NSU. If you previously submitted unofficial transcripts or official transcripts with coursework "in progress" a final comparison of your coursework that has been applied to your academic record will be completed. If there are no changes, this letter serves as your final notification. You will only receive a new letter if there are changes.

Please contact your academic advisor for assistance with planning your academic career at NSU.

Undergraduate Academic Advising Center: (954) 262-7990
Nursing: (954) 262-1824
Health Care Sciences: (954) 262-1239

Please feel free to contact me if you require additional information.

Sincerely,

Randi Miletsky
Assistant Director
Transfer Evaluation Services
Enrollment and Student Services
Nova Southeastern University
(954) 262-8117
esstes@nova.edu

Page 1 of 3

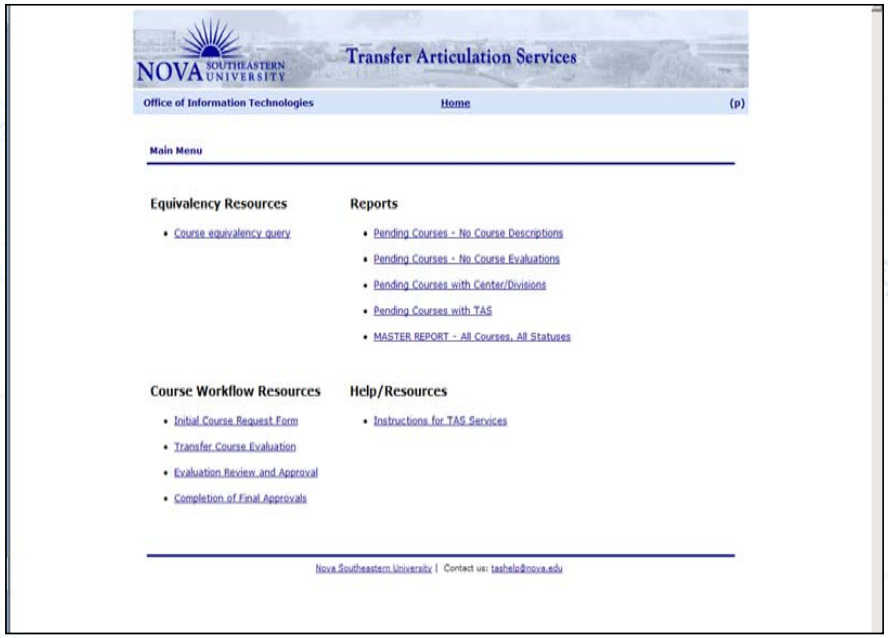
Transfer Articulation Interface

Equivalency Resources

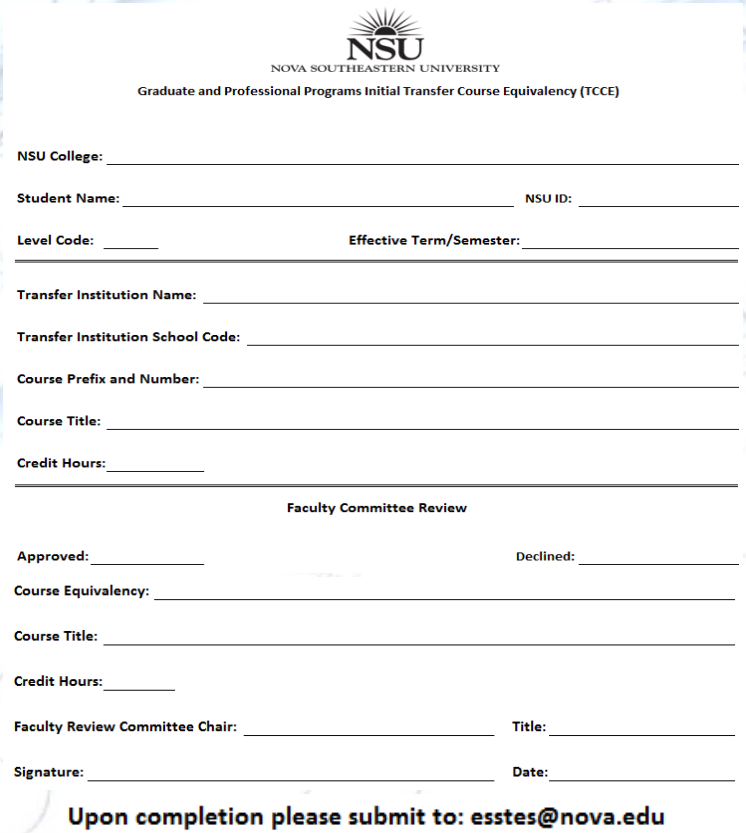
https://www.nova.edu/sbin/tas/tas_main.cgi

- The interface is used to find an equivalency for any school that has been built in the Module

- Click **Equivalency Resources**:
  - Course equivalency query



Graduate and Professional Course Equivalency (TCCE) Form:



NSU
NOVA SOUTHEASTERN UNIVERSITY

Graduate and Professional Programs Initial Transfer Course Equivalency (TCCE)

NSU College: _____

Student Name: _____ **NSU ID:** _____

Level Code: _____ **Effective Term/Semester:** _____

Transfer Institution Name: _____

Transfer Institution School Code: _____

Course Prefix and Number: _____

Course Title: _____

Credit Hours: _____

Faculty Committee Review

Approved: _____ **Declined:** _____

Course Equivalency: _____

Course Title: _____

Credit Hours: _____

Faculty Review Committee Chair: _____ **Title:** _____

Signature: _____ **Date:** _____

Upon completion please submit to: esstes@nova.edu

Contact Information:

- Email: tashelp@nova.edu
  mermigas@nova.edu
  mbrown2@nova.edu

- Phone: 954-262-8075 – Stacy Mermigas
  954-262-7220 – Michelene Brown

“Instead of building walls, we should be building bridges.”

-Vincente Fox

Questions