

# Transferring in and evaluating course work

Transfer students expecting credit for course work completed at other institutions should begin the admissions process as soon as possible. ***Generally, it can take up to six to eight weeks for official transcripts to be formally evaluated for credit.*** Incoming transfer students should work closely with the Academic Advisement Office to ensure they understand this process thoroughly. Because this process can take time, we encourage you to submit ALL of your official transcripts from EACH of your previously attended institutions as soon as you can. While transfer students follow the same basic admissions process as others, there are some important steps you can take to minimize confusion and maximize efficiency:

- **The protocol for transfer credit is as follows:** Student submits official transcripts to Enrollment Services; Registrar evaluates the transcripts (usually within eight weeks); and the student meets with Advisement to discuss any discrepancies or questions. Keep in mind that the Advisement Office will have a difficult time answering your questions before your transcript is formally evaluated.
- When applying for admission, be sure to select a degree-seeking major. Official transcripts submitted for “temporary” and “non-degree-seeking” students will not be automatically evaluated. It is wise to follow up with Enrollment Services or Advisement to make sure your major is declared properly.
- If you intend to enroll in a course which has a prerequisite, and you believe you’ve completed the prerequisite course at another institution, you may meet with an academic advisor to discuss the best approach to being permitted into the class. You should still submit official transcripts, but you can bring an unofficial transcript to Advisement and they will assist you with determining if you are eligible to enroll in the course you’ve identified.
- Students can determine if their transcripts have been evaluated by logging in to TED and checking their “Academic Transcript” (TED -> Student -> Student Records -> Academic Transcript (select “All Levels” and “Unofficial Transcript Credit”). Once you see your course work from your other institution(s), you may follow up with Advisement for any concerns you have.
- Once your transcript is evaluated - If you see a course re-named or “unclassified” (it may look like ENGL 1XXX, for example), it may mean that TCC either does not have an equivalent course, or TCC has no precedent for ascribing credit for the course. If this happens to one of your courses, and you believe the course should “count,” you can discuss the situation with an academic advisor. Advisement can assist the student in requesting a second review of the course. Usually, this will require a course description (from the college’s catalog published during the appropriate academic year) for the course in question. Advisors do not evaluate courses or transcripts. They simply assist in the process to ensure the student has submitted the proper documents so the course can be reviewed more closely.
- For course work transferring in from out-of-state, smaller, or less common institutions, it is usually requested that the student provide course descriptions from the home college’s catalog. This request is routine for any course work that has not been evaluated previously, as well.
- ***Nursing Applicants*** with transfer course work are strongly encouraged to begin the admissions and transfer process as early as possible. Because applicants face deadlines for their documents, it is crucial that students are proactive during this process. Keep in mind that it takes time for transcripts to be reviewed, and if you need to request a substitution it could take a few more weeks before you have a final ruling on what “counts” and what does not.