Domestic Transfer Course Process

Student is admitted to UMD

ARS posts transfer courses to student’s record

TCS reviews, sends course description to dept for review and adds FN PE to TCEQ, indicating pending evaluation

TCS reviews and adds FN NS to TCEQ indicating a syllabus is needed

Syllabi received by TCS are sent to dept for review and FN PE is updated in TCEQ

Dept reviews course for acceptability and notifies TCS

TCS adds evaluation to the TCEQ and/or student’s record as appropriate

SRECORD Notations

The outlined course does not have a notation next to it. This means the course is not in the TCEQ database. The course needs to be evaluated for acceptability by UMD. Any course that has already been entered in the TCEQ database will have some type of notation next to it.

By default, a transfer course that is not already in the TCEQ database is listed as acceptable on a student’s record. The course must be evaluated for acceptability to ensure the credit is not removed if the course is deemed not acceptable by UMD.
AoW Transcript Notations

The same applies to the Advise on the Web transcript.

Reasons why some courses will never have a notation in SRECORD or AoW:
• Lab course that doesn’t have a direct equivalency, but is part of DSNL for GenEd.
• Course without a unique course ID listed on the sending institutions transcript. This is typically for international transfer courses, but can also be for domestic.

TCS Orientation Prep Checks

- Student’s GenEd status is accurate (all newly admitted students for Fall 2016 are GenEd)
- Domestic (if possible international) transfer courses are posted to student’s record
  - Contact UG Admissions to request international transcript is processed and sent to TCS for posting
- Domestic (if possible international) transfer courses are noted as PE or NS in TCEQ
- Fundamental Studies: ENGL Req, Math Req and Prof. ENGL Req are satisfied
- Degree verification: bachelor’s degree from any institution and associate’s degree from Maryland public institutions