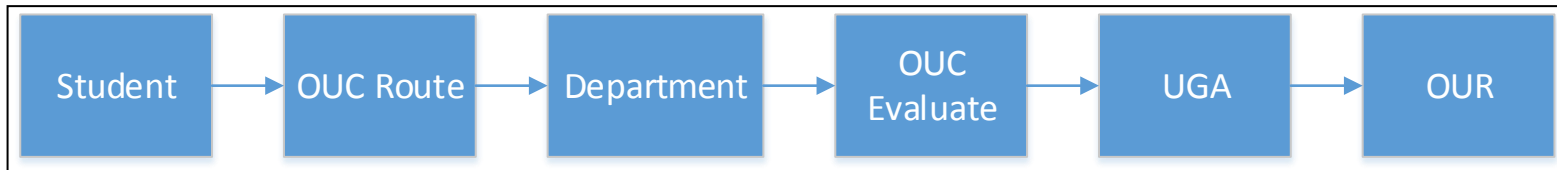
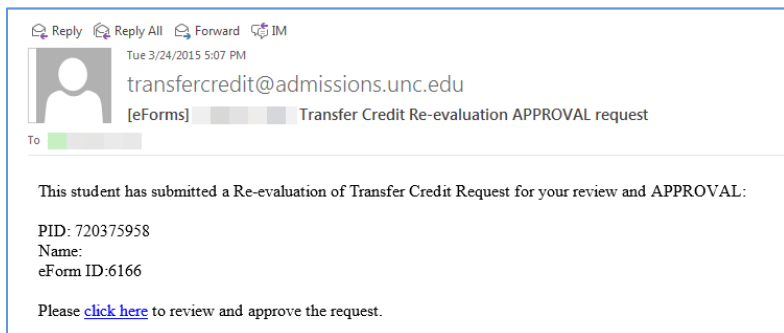


Transfer Credit Re-evaluation Process

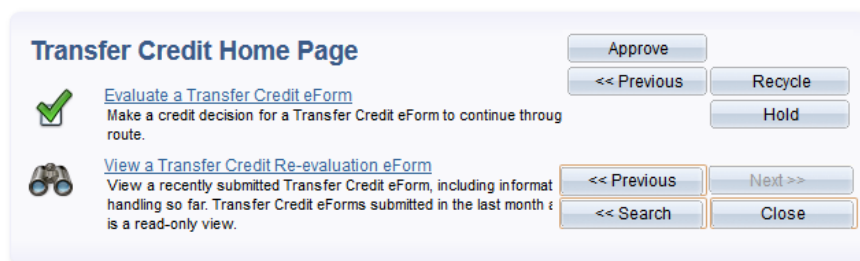
Approver: Quick Start Guide



1. Access Request: Main Menu >> Student Admin Menu >> Other Academic Requests >> Credit Home page in ConnectCarolina. You may also access requests through an email link:



2. Click on the Evaluate a Transfer Credit eForm link



3. Search by eForm ID, PID, Name, or other criteria (info available in automated email message)
4. Review Page 1 of eForm
 - a. Student Academic Summary
 - b. Student's Credit Request Information
 - c. Course syllabus and any additional documents (page 1 of form)
 - d. Review the **Comments for Students** area (if any)
5. Evaluate Request (Page 2 of eForm)
 - a. Review Comments for Evaluators (if any)
 - b. Provide your evaluation
 - i. No course credit change
 - ii. UNC equivalent course
 - iii. Departmental elective credit (no equivalent)
 1. Counts toward major/minor (provide THT codes)
 2. Counts as elective hours towards degree
 3. Counts towards supplemental general education (for Gen Ed requests only)
 - c. Applicable to all students?
 - d. Select Approve
 - e. Confirm your Approval Action – **Include a student comment if you have selected "No course credit change."**

-If you have questions about the status of an individual student's request or any questions about the transfer credit re-evaluation process, please email Heather Thompson at heather_thompson@unc.edu

-If you have comments or suggestions about the electronic re-evaluation of transfer credit process, documentation, website information, etc., email the Student Administrative Business Analysts (SABA) team at sabateam@unc.edu.