

On April X, 2015, students wishing to request credit re-evaluation for a transfer course are **required** to submit the newly developed Re-evaluation of Transfer Credit eForm, available online in their ConnectCarolina Student Center.

Frequently Asked Questions

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Who can use the new electronic Re-evaluation of Transfer Credit Request?

Reference: <http://admissions.unc.edu/explore/academics/credit-for-outside-coursework/transfer-credit-evaluation-for-current-students/re-evaluation-of-transfer-credits/>

This new electronic process is for enrolled Undergraduate students *who have already received an official evaluation of transfer credit by the Office of Undergraduate Admissions*. This process is not currently used for course pre-approvals or study abroad.

Should students use the new process for Study Abroad courses, too?

No, the process for handling Study Abroad credit has not changed.

How do students submit the Re-evaluation of Transfer Credit Request?

Reference: <https://...>

1. Check their Transfer Credit Report
2. Log into ConnectCarolina Student Center.
3. Under the Other Academic dropdown, choose Manage Transfer Credit Re-eval.
Important: Disable pop-up blockers
4. Select Submit a Transfer Credit Re-evaluation eForm.
5. Follow the instructions on the page: enter **Course Information**, acknowledge all **form messages** by clicking the checkbox, and click **Submit**.

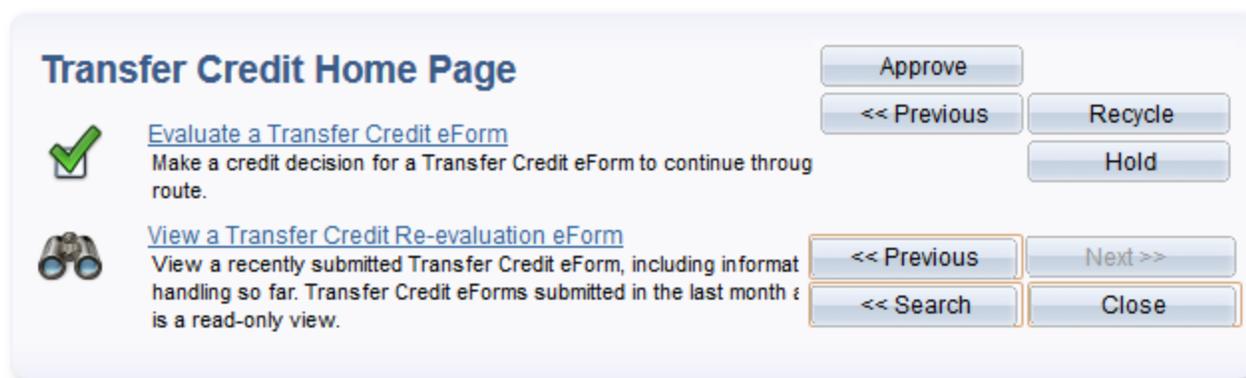
I received a re-evaluation of transfer credit request for a course that doesn't apply to my department. What do I do?

If you do not feel that the course in question should be evaluated by the department(s) you represent, the request may be sent to another department for review. Please email Heather Thompson at heather_thompson@unc.edu with the eForm ID number in the subject line (or forward the "SUBMITTED" email) and indicate the department assigned is incorrect. Someone will contact you to get it straightened out!

Where do I access this new functionality in ConnectCarolina?

Log into ConnectCarolina and navigate to: **Main Menu (at top of screen) > Student Admin Menu > Other Academic Requests > Credit Home**

The image below shows the action buttons that exist on each of the screens that you can access as an approver.



How do I get additional help?

Students:

If students have questions about their transfer credit or re-evaluation request, they can contact the Office of Undergraduate Admissions for assistance at transfercredit@admissions.unc.edu

Staff/Faculty:

If you require technical assistance or have questions about an individual student's request, please contact the Office of Undergraduate Curricula at heather_thompson@unc.edu (preferred) or (919) 445-8859.

If you have comments or suggestions about the electronic transfer reevaluation form process, documentation, website information, etc., email the newly formed Student Administrative Business Analysts (SABA) team at sabateam@unc.edu.

Do I need to be logged in with a VPN connection if I am off campus?

Yes, to access the eForm from off campus you must be logged in with a VPN connection.

Do students submit a separate form for each course?

In most cases, students must submit a separate form for each course they wish to have re-evaluated. The one exception is in the case of lecture and lab courses that are taken in combination (for example BIO 101 and BIO 101L at another school when seeking BIOL 101 and BIOL 101L credit at UNC). If students have questions about whether a course should be submitted separately or with a paired offering such as this example, they can reach out to Heather Thompson heather_thompson@unc.edu for assistance.

The student is requesting General Education credit. How should I evaluate that?

If a General Education credit request has been routed to you as a Departmental Approver, it is most likely because the student has requested a specific UNC equivalent course, or has not yet been granted academic credit for the course. You only need to evaluate whether or not the student's transfer course is equivalent to the requested UNC course. If the course is NOT equivalent but you still believe the course may count towards General Education credit, indicate so in the Evaluator Comments section of the eForm. If the student has not received academic credit (current credit is listed as "rejected" or "No Credit Awarded") you have the option to approve for departmental elective credit if appropriate.

What does the question "Applicable to all students" mean?

This question is basically asking "Should this credit decision apply to all students requesting the same credit going forward?" Your answer will aid the Office of Undergraduate Admissions in updating credit articulation tables, reducing the number of repetitive re-evaluation requests.

What is the difference between "Comments for Students" and "Comments for Evaluators"?

The "Comments for Students" section is for any comments that the student needs to see. For example, if you decide not to award credit for a course, it is best to indicate this in the student comments. The "Comments for Evaluators" section is for comments relevant to any other evaluators in the system (i.e. Office of Undergraduate Curricula, Undergraduate Admissions, Office of University Registrar). Students cannot see anything entered in the "Comments for Evaluators" section.

What does the Hold button do?

The Hold button is exceptionally useful if there are multiple approvers in a given department or office. Placing a request on hold is a way to reserve a form that you are evaluating so that other approvers do not duplicate work by attempting to evaluate the same form. This functionality is also useful if you get interrupted during the evaluation process and want to save your work so far.

Do I need to click the "Approve" button even when I am not changing the student's credit?

Yes. Even if you are not approving a change to the student's credit, you will still click the Approve button. In the context of this form, Approve means "allow this form to proceed forward in the evaluation process."

What format does the Tarheel Tracker code need to be in?

The Tarheel Tracker Code should be entered as three sets of 4-digit numbers, separated by dashes (i.e. 1111-1111-1111). Spaces cannot be used to separate each set of numbers. The Tarheel Tracker Configuration Finder automatically puts the code into the correct format, so you can copy and paste directly from this site.

I accidentally assigned credit to a form without meaning to. What do I do?

If you accidentally assign credit on the Evaluate step before you are ready to approve the form, you can undo these changes by going back to the home page. You will see a message asking if you want to stay and save your changes or continue without saving. Click "Cancel" to continue and your changes will not be saved.

If you discover the error after you have approved the form, please contact Heather Thompson heather_thompson@unc.edu in the Office of Undergraduate Curricula as quickly as possible, so the form can be returned to you before proceeding further through the approval system.

Why can't I find this student's form from the Evaluate Search screen?

If you have already assigned credit and approved, you will no longer be able to access the form from the Evaluate Search screen. It is also possible that the student has updated and re-submitted their request, which causes the form to go back through each previous evaluation step before reaching you. You will be able to see any form in the system from the View page, so this is the best place to search for a form that you have questions about.

I am not awarding a Tarheel Tracker adjustment but I'm seeing an error message saying the THT is required. Why is this happening?

If you select "Department elective" and the "Counts towards major/minor" checkbox, then change your selection without unchecking the checkbox, it remains checked even when your selection is changed. You must uncheck the "Counts towards major/minor" checkbox if you are not awarding Department elective credit.

Message

Tarheel Tracker Code (24654,211)

A Tarheel Tracker Code is required when the selected credit decision counts toward major/minor.

OK

Academic Department Credit Evaluation

Credit Awarded: [?](#)

No course credit change. Student's current credit (above) is correct.

UNC equivalent course.

Departmental elective credit (no equivalent).

Counts towards major/minor. [?](#)

Tarheel Tracker Code: [?](#) [Tarheel Tracker Configuration Finder](#)

Counts as elective hours towards degree. [?](#)

Applicable to all students? [?](#)

Yes

No