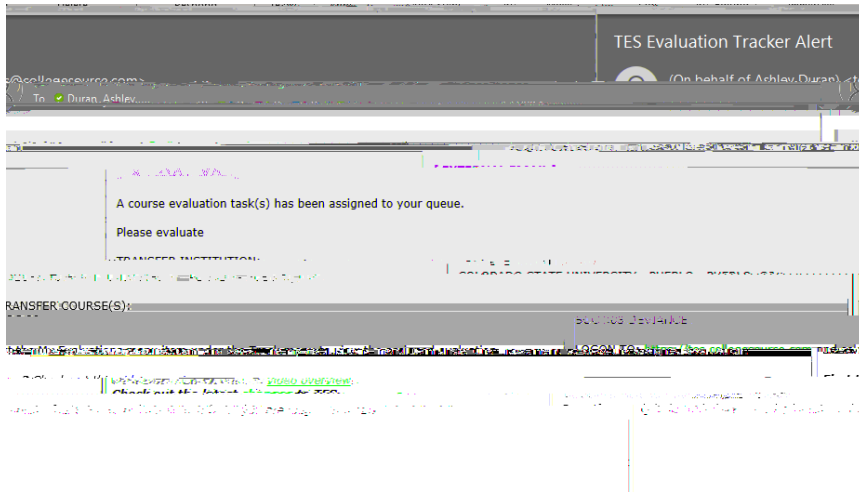


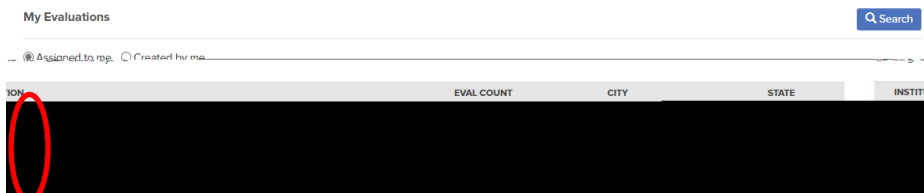
Transfer Evaluation Tracker Process

The Evaluation Process

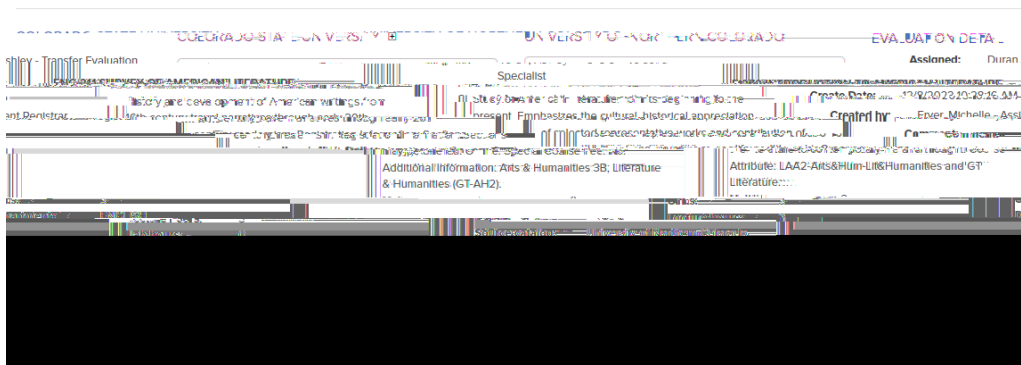
1. The Transfer Evaluation Team will set up your account to automatically show your department.
2. An email notification will be sent to your email address, alerting you an evaluation is needed to establish an equivalency.



3. Select the school(s) the Transfer Evaluation Team has requested to have an equivalency established.



4. The Transfer Evaluation Team will select the most appropriate equivalency or recommend as a departmental elective.



Select An Action for Evaluation

1. Under Select An Action, you can select the following options:

A. Select An Action: Approve

1. Will allow you to approve the equivalency the Transfer Specialist recommends.
2. Make a comment if needed in the Note Section.

3. Select Confirm.

4. The Transfer Evaluation Specialist will create the approved equivalency and be available for future students.

B. Select An Action: Deny

- 1.

3. Select Confirm.
4. The Transfer Evaluation Specialist will take the appropriate next steps.

C. Select An Action: Need More Information

1. Note what is needed to help complete the evaluation.
- 2.

2. Select Confirm.
3. An email will be sent to the secondary approver notifying them to review the request.

E. Select

