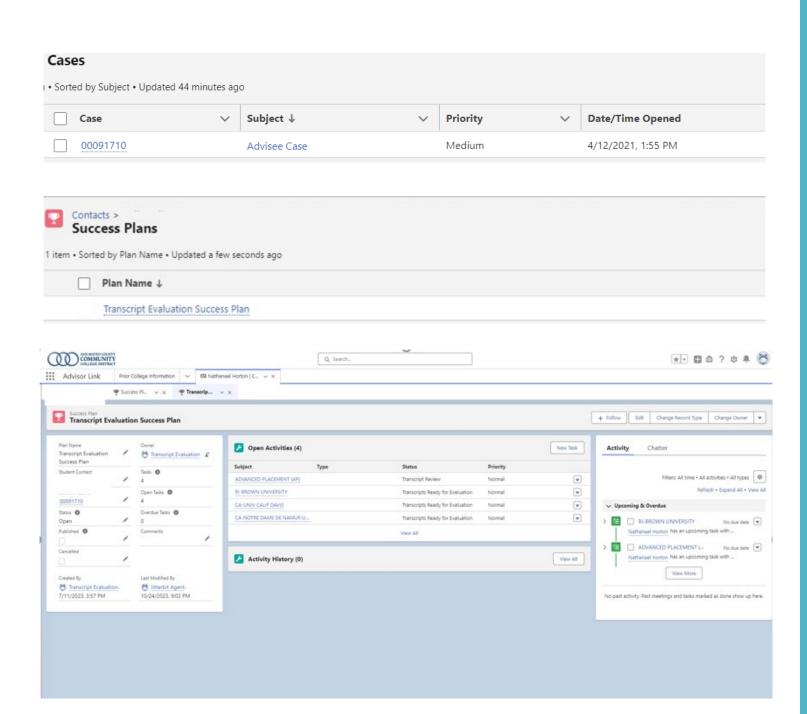# TES Process & CollegeSource Training Spring 2023
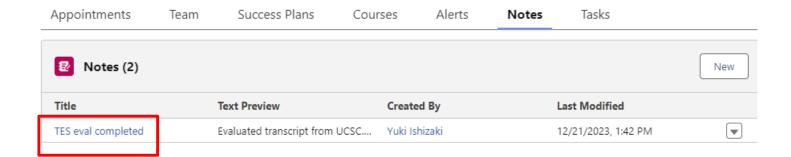
San Mateo Community College District
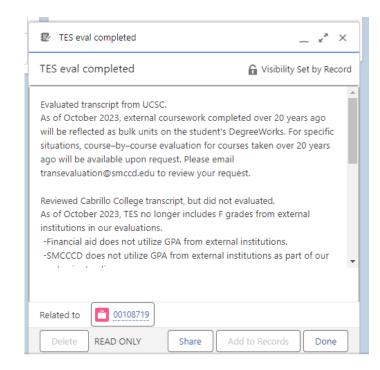
Transcript Evaluation Services
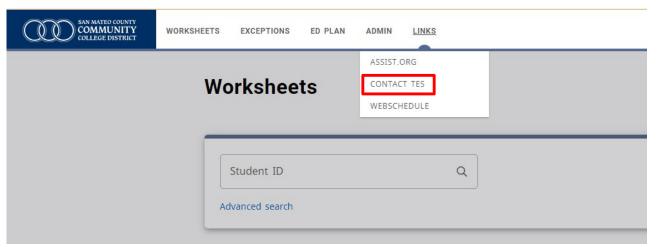
How do I check the status of an evaluation?

- Transcript Evaluation Success Plans are now automatically assigned via CCCapply

- Please see students Success Plan in SSL to check evaluation status

- Please assist us in emphasizing official transcripts must be sent directly to our office to avoid delays!

- Statuses:
  - Transcript Received
  - Transcript Not Received
  - Transcript Review
  - Ready for Evaluation
  - In Progress
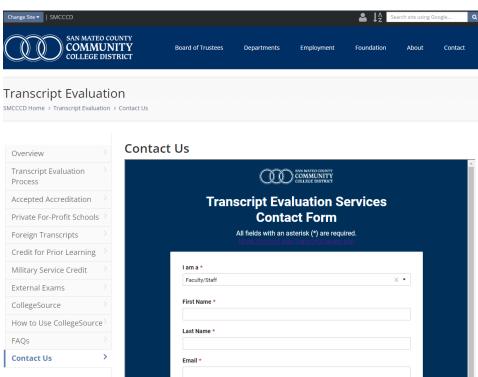 - Completed
  - More Information Needed

Did you know the evaluators leave notes?

- If a students evaluation has been completed, please check the notes under Student Advisee Case

- The evaluators call out any specific information that may be pertinent to the students evaluation for counseling

What if I have questions about an evaluation?

- DegreeWorks vs. Evaluation
  - For questions regarding DegreeWorks, please complete the Smartsheet located under links in DegreeWorks
  - For questions regarding a specific course evaluation, please utilize the contact us form on our website https://smccd.edu/transcript/index.php

How long does an evaluation take?

- Removing barriers to TES for students and increased student communication

- Prioritized Evaluations
    - Degree Petitioners
    - Veterans
    - Students in Special Admission Programs

- Expedite process must be completed by your Dean at their discretion

- Coming Spring 2024: Automated Transcript Evaluation

- **Coursework Completed over 20 years ago and Course F Grades**
  - Due to limited course & articulation information for older coursework, we will only be completing course–by–course evaluations for courses that have been completed in the last 20 years.
  - Coursework completed over 20 years ago will be added as bulk units onto the student record for the term the evaluation was completed. This will support pace rate calculations for financial aid students.
  - Bulk units will be for local SMCCCD credit only.
  - Course–by–course evaluation for courses taken over 20 years ago will be available upon request ONLY in very specific student situations. Please email: transevaluation@smccd.edu
- **F Grades**
  - We will also no longer be evaluating courses for which the student received a grade of F.
  - Financial aid does not utilize GPA from external institutions as part of their Satisfactory Academic Progress (SAP) calculations.
  - SMCCCD does not utilize GPA from external institutions as part of our academic standing.

What about older coursework? Non-passing grades?

Foreign Coursework Evaluations

- Please see our website for details on Foreign Evaluations: https://smccd.edu/transcript/foreign-transcripts.php

- Highlights:
    - Limitations on course applicability
    - Students must submit report from Foreign Credential Service
    - Report must be sent directly to:
        - *Electronic Transcripts (Preferred) can be sent to: transevaluation@smccd.edu*
        - *OR by Mail:*
        - *College of San Mateo*
        - *Attn: Transcript Evaluation Services*
        - *1700 W Hillsdale Blvd.*
        - *San Mateo, CA 94402*

What can we do while we wait? Use CollegeSource!

- Provides a list of course matches between Skyline College, College of San Mateo and Cañada College and other colleges and universities

- Determine the applicability of external coursework to courses and local general education requirements

How do I find CollegeSource?

- https://smccd.edu/transcript/collegesource.php

- Select your college campus

SMCCD CollegeSource

CollegeSource provides a list of course matches between Skyline College, College of San Mateo and Cañada College and other colleges and universities. CollegeSource is used as a tool to compare external coursework taken at other colleges with courses at our SMCCCD colleges, to determine the applicability of external coursework to courses and local general education requirements.

Skyline College | College of San Mateo | Cañada College
Guide: How to Use CollegeSource

For California Community Colleges (CCCs), CollegeSource will only display course matches and some local GE approvals. For the most up-to-date CSU GE, IGETC and Transferability information for other CCCs please visit ASSIST.org.

Disclaimers

1. Information found in CollegeSource should be used solely as reference and not an SMCCCD official evaluation. IGETC, CSU GE, local GE attributes and course matches are subject to change with new information. All students should make an appointment with an Academic Counselor for academic planning.

2. California transfer articulation is complicated. Transcript Evaluation Services (TES) evaluates course matches and GE attributes, separately. Although we may deem an external course a match to one of our district courses, it does not always mean that the external course will also meet the requirements for CSU GE and/or IGETC that our local course(s) currently have. Therefore, not all course matches will have the same CSU GE/IGETC/local GE approvals as our district courses.

3. SMCCCD CollegeSource information is for internal use, only. Please note that other schools are not bound by the transfer evaluations found on our CollegeSource website, nor are we bound by their transfer evaluations. Although one college may grant a course certain CSU GE/IGETC approvals, it does not mean TES can abide by their approvals and automatically grant the same approval. Each college or university has the right to determine their own transfer decisions.

4. TES requires syllabi for any reevaluation request for IGETC, CSU GE and/or course matches and only re-evaluates for students who have already received an official SMCCCD Transcript Evaluation. Please note, syllabi must be from the same term the student took the course as courses can change over time. Please send to transevaluation@smccd.edu

5. External courses matched to a "TRNS XXX" signify that we currently do not have a 1-to-1 course match in our current catalogs. These transfer courses may still be eligible for applicability to specific general education or major requirements. Please consult with an Academic Counselor for further assistance.

Navigation (left sidebar)

- Overview
- Transcript Evaluation Process
- Accepted Accreditation
- Private For-Profit Schools
- Foreign Transcripts
- Credit for Prior Learning
- Military Service Credit
- External Exams
- **CollegeSource**
- How to Use CollegeSource
- FAQs
- Contact Us

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SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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Keywords for Utilizing CollegeSource:

- **Course Match**: This refers only to the SMCCCD College's Prefix + Course Number. This does NOT necessarily mean that the incoming course has the same Attributes as SMCCCD's course.

- **Attributes**: These are the requirements the course could satisfy based on the information we have and the relevant standards. See attribute legend on our website.

- **Begin & End Date**:

  Month: 8: Fall; 5: Summer; 3: Winter/Spring

  Day: "01" signifies the start of the term

  Year: Academic Year

How do I use CollegeSource?

Step 1: Select Student's Previous Institution

How do I use CollegeSource?

Step 2: Select Course Taken by Student

SKYLINE COLLEGE

INSTITUTION LIST / EQUIVALENCY LIST

[Q Search] [⟳ Reset] [+ Add/View My List]

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CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO	SKYLINE COLLEGE	NOTE?	BEGIN	END	
AE 237 ENGINEERING SURVEYING I (2)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/1977	08/01/1982	☐
AGB 101 INTRODUCTION TO AGRIBUSINESS (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2003	08/01/2005	☐
AGB 101 INTRODUCTION TO AGRIBUSINESS (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2005	08/01/2010	☐
ARCH 106 MATERIALS OF CONSTRUCTION (2)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/1979	08/01/1984	☐
ARCH 217 HISTORY OF WORLD ARCHITECTURE: PREHISTORY - MIDDLE AGES (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2001	08/01/2009	☐
ARCH 219 HISTORY OF WORLD ARCHITECTURE: 18TH CENTURY - PRESENT (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2001	08/01/2006	☐
ART 112 WESTERN ART: A THEMATIC HISTORY (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2000	08/01/2005	☐
ASTR 101 INTRODUCTION TO THE SOLAR SYSTEM (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/1983	08/01/2009	☐
ASTR 101 INTRODUCTION TO THE SOLAR SYSTEM (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2009	08/01/2014	☐
BIO 111 GENERAL BIOLOGY (4)	BIOL 110 PRINCIPLES OF BIOLOGY (4)	✔	08/01/2007	08/01/2012	☐
BIO 127 NATURAL HISTORY: ANIMAL ADAPTATIONS (3)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/1979	08/01/1984	☐
BIO 200 SPECIAL PROBLEMS FOR UNDERGRADUATES (1-2)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2009	08/01/2014	☐
BIO 227 WILDLIFE CONSERVATION BIOLOGY (4)	TRNS XXX LOWER DIVISION ELECTIVE	✔	08/01/2001	08/01/2015	☐

How do I use CollegeSource?

Step 3: Review Course Information

Example: No direct course equivalent

How do I use CollegeSource?

Step 3: Review Course Information

Example: Direct course equivalent

EQUIVALENCY DETAIL

BEGIN DATE: 8/1/2005   ← Equivalency Effective Dates
END DATE: 8/1/2007
NOTE: ASS;D;CSU;4   ← Attributes

Direct 1-1 Course Match

CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO

ECON 221 MICROECONOMICS
Microeconomic principles. Marginal and equilibrium analysis of commodity and factor markets in determination of price and output. Normative issues of efficiency and equity.
Units: 4
Lecture hours: 4
Department: ECONOMICS
Source catalog: California Polytechnic State University San Luis Obispo 2022-2026

SKYLINE COLLEGE

ECON 102 PRINCIPLES OF MICROECONOMICS
Introduction to the functioning of markets. Theory of the determination of output and prices for markets under competitive and noncompetitive conditions. Analysis of firms' costs and revenues. Government tax and regulatory policies in response to imperfect competition and market failures. Current economic topics such as international trade and labor markets. Degree Credit. Hours/semester: 48-54 Lecture; 96-108 Homework. AA/AS Degree Requirements: Area 9D1. Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4). C-ID: ECON 201.
Units: 3
Prerequisite: MATH 110 or MATH 190 or equivalent
Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent
Department: ECONOMICS
Source catalog: Skyline College 2022-2023

AND	1 to many course match *often used for lecture/lab sequences
EITHER/OR	More than one possible course match. However, only 1 can be applied (1:1).
ADO	AA/AS Applicable ONLY; No Transfer
AEC	AA/AS ENGL Competency
AHU	AA/AS Humanities
AMC	AA/AS MATH Competency
ANS	AA/AS Science
ANSL	AA/AS Science Lab
APE	AA/AS Physical Education
ASS	AA/AS Social Science
ACRE	AA/AS Career Development/Lifelong Learning
CSU	*Generally*, CSU Transferable
A1	CSU GE Area A1
A2	CSU GE Area A2
A3	CSU GE Area A3
B1	CSU GE Area B1

https://smccd.edu/transcript/howtousecollegesource.php

What can I do if the student took the course outside of the effective dates?

- Compare the course descriptions between the indicated effective dates and the year the student took the course

- Compare the articulation between the indicated effective dates and the year the student took the course

- Has there been a significant change?

- Was there a change to our SMCCD course?

AMS 001C — American Lives Through Autobiography (4 units)

Course Description: American culture as understood through the individual life stories told by Americans, with attention to the roles of gender, race, ethnicity, social class, and sexual orientation in the individual's life course.

✖

Learning Activities: Lecture 3 hour(s), Discussion 1 hour(s).

Grade Mode: Letter.

General Education: Arts & Humanities (AH) or Social Sciences (SS); American Cultures, Governance, & History (ACGH); Domestic Diversity (DD); Writing Experience (WE).

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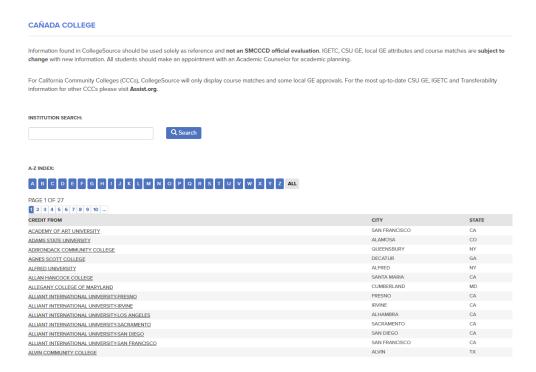# What about California Community Colleges?

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CollegeSource is ready to use!

CAÑADA COLLEGE

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INSTITUTION SEARCH:

[Search]

A-Z INDEX:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **ALL**

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CREDIT FROM	CITY	STATE
ACADEMY OF ART UNIVERSITY	SAN FRANCISCO	CA
ADAMS STATE UNIVERSITY	ALAMOSA	CO
ADIRONDACK COMMUNITY COLLEGE	QUEENSBURY	NY
AGNES SCOTT COLLEGE	DECATUR	GA
ALFRED UNIVERSITY	ALFRED	NY
ALLAN HANCOCK COLLEGE	SANTA MARIA	CA
ALLEGANY COLLEGE OF MARYLAND	CUMBERLAND	MD
ALLIANT INTERNATIONAL UNIVERSITY-FRESNO	FRESNO	CA
ALLIANT INTERNATIONAL UNIVERSITY-IRVINE	IRVINE	CA
ALLIANT INTERNATIONAL UNIVERSITY-LOS ANGELES	ALHAMBRA	CA
ALLIANT INTERNATIONAL UNIVERSITY-SACRAMENTO	SACRAMENTO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN DIEGO	SAN DIEGO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN FRANCISCO	SAN FRANCISCO	CA
ALVIN COMMUNITY COLLEGE	ALVIN	TX

https://smccd.edu/transcript/collegesource.php

Questions?

Madeline Wiest

Program Supervisor (Transcript Evaluation Services)

wiestm@smccd.edu