

Login with either the first part of your Udel email address or your UD ID.

Login with a UDeINetID or UDID

UDeINetID or UDID:

 Log in

University of Delaware • Newark, DE 19716 • USA
Phone: 302-831-6000 • www.udel.edu/help

The landing page should appear like the table below with a set of instructions at the top. There are three tabs in total:

Action Needed are courses that need to be evaluated.

In Review are courses approved, or if sent to faculty, are ones still in progress of being reviewed, in addition to also being at the final step with the Registrar's office.

Approved courses will be ALL approved courses. You can use the search function to include either the school, course title, or student name.

Action needed In review Approved

Search:

	Action	School ↑↓	Subject ↑↓	Number ↑↓	Title ↑↓	On UD record as ↑↓	Submitted ↑↓	Last review ↑↓
	Evaluate	Delaware Technical/CC	ENG	102	Composition & Research	ENGL 166T Transfer Elective, 3.000 credits	11/21/2024	<i>Not reviewed yet.</i>
	Evaluate	Camden County College	ENG	101	Composition I	<i>Not on record yet.</i>	12/09/2024	<i>Not reviewed yet.</i>
	Evaluate	Carroll CC	ENGL	1	College Writing	ENGL 166T Transfer Elective, 3.000 credits	10/08/2024	10/22/2024

Showing 1 to 3 of 3 results.

The **Action Needed** tab will be all courses submitted by either a student, staff on behalf of a student, or a staff member for GCPS courses or articulated courses that need evaluation.

Use **Evaluate** to open up the information for review:

Evaluate Course Equivalency

✕ Close

Symbol key: * Required information, ! Error

External school: Delaware Technical/CC

Location: Newark, DE

Subject: ENG

Course number: 102

Course title: Composition & Research

Term and year of course: fall 23

Catalog URL:

Course syllabus: [2024-december-lunchK-8 \(4\).pdf](#)

On UD record as: ENGL 166T Transfer Elective, 3.000 credits

- Who will provide course equivalency information? ***
- I will review this course for UD equivalency.
 - Another person/faculty member in my department should review this course for UD equivalency.
 - Return to Originator.

✓ Submit

Here you can choose several options. You can review, or send to another person or faculty member in your department, or if there is not enough information (i.e. a syllabus is missing) you can send it back to the originator with comments.

Option 1: I will review this course for UD equivalency:

Who will provide course equivalency information?

- I will review this course for UD equivalency.
- Another person/faculty member in my department should review this course for UD equivalency.
- Return to Originator.

Number: If you need to add more than one course equivalency to the course you are approving, click "Add course" button below.

* Choose one + Add

Comments: All comments are visible to student.

[History](#)

The dropdown highlighted above will contain ALL courses active in your department. If you teach in multiple departments, it will be under the subject sent by the originator.

The "+Add" button allows you to select multiple courses. This is most typical with lecture and lab courses that are combined into one - i.e. MAT183 at DTCC is 5 credits - which is equivalent to MATH115 and MATH166DE.

Unless otherwise indicated in the comments; ALL courses approved will be added to the Transfer Credit Matrix. If you DO NOT want the course to be added to the matrix (or if the course is older than 7 years) please mention that in the comments. All comments are visible to the student originator, so please do not include a student's academic or personal information in them.

Option 2: Another person/faculty member in my department should review this course for UD equivalency

Who will provide course equivalency information?

- I will review this course for UD equivalency.
- Another person/faculty member in my department should review this course for UD equivalency.
- Return to Originator.

Forward this request to: * Enter all or part of the name or UD email address, then choose the appropriate person from the list displayed.

Comments: * All comments are visible to student.

✓ Submit

[History](#)

If you send requests out to faculty or other members of your department to review specific courses, you can choose the second option and type in the person's name or email address. Please keep in mind this is pulling from the UD Directory, and currently as far as I know is not currently pulling the preferred name.

Option 3: Return to Originator

On UD record as: ENGL 166T Transfer Elective, 3.000 credits

- Who will provide course equivalency information?**
- I will review this course for UD equivalency.
 - Another person/faculty member in my department should review this course for UD equivalency.
 - Return to Originator.**

Comments: * All comments are visible to student.

✓ Submit

History

The final option should be used to send the request back to the originator. This could be because there is information that is lacking (i.e. a syllabus or course description), or because the course is a better fit for another department (i.e. the course is a MATH course at the previous institution, but is actually a Statistics course that should go to STAT).

In any case, a comment is required for this option and all comments are visible to students, as they will be able to see why it was returned to them when they open the course from their action needed tab as well as be able to see the comment in History.

History

- 10/15/2024 Registrar Coulter-Thurley,Theresa (702488614) Approved
- 10/15/2024 English (ENGL) Wilson,Miranda (47456) Evaluated course for UD equivalency
- 10/15/2024 [REDACTED] submitted to English (ENGL)

To submit any of the options above use the Submit button in blue at the bottom:



- 11/21/2024 Registrar,AS Test (71000002) submitted to English (ENGL)

In Review Tab:

Action needed
In review
Approved

Search:

	Action	School ↑↓	Subject ↑↓	Number ↑↓	Title ↑↓	On UD record as ↑↓	Current holder ↑↓	Submitted ↑↓	Last review ↑↓
+	View	Monroe CC	HIS	12	History of the U.S. Since 1865	HIST 166T Transfer Elective, 3.000 credits	(registrar@udel.edu)	11/13/2024	11/13/2024

Once a course is in review it will appear automatically on the in review tab. It will show when the course was submitted, the last time it was reviewed, and where it currently sits (as seen above).

The course will move to the **Approved tab** once the Registrar’s Office has posted it to the student record (if applicable) or the Transfer Credit Matrix (if applicable).

Action needed
In review
Approved

Search:

	Action	School ↑↓	Subject ↑↓	Number ↑↓	Title ↑↓	On UD record as ↑↓	UD department ↑↓	UD equivalent ↑↓	Approved ↑↓
+	View	Harford CC	ENG	1	English Composition	ENGL 166T Transfer Elective, 3.000 credits	English (ENGL)	TOPICS IN JOURNALISM (ENGL409)	10/11/2024
+	View	Univ of Rhode Island	ENG	25	The Short Story	ENGL 166T Transfer Elective, 3.000 credits	English (ENGL)	STORIES THAT CHANGE THE WORLD (ENGL223)	10/15/2024
+	View	Monroe CC	PSY	22	Fund of APA Style	PSYC 166T Transfer Elective, 1.000 credits	English (ENGL)	TOPICS IN WRITING (ENGL306)	10/04/2024

IMPORTANT - FOR EVALUATORS WHO HAVE MORE THAN ONE ROLE

This could be you evaluate for more than one department (i.e. Sociology & Criminal Justice) or you are both an evaluator and an academic advisor (Viewer role).

The **CHANGE ROLE** function allows you to seamlessly swap between different roles you may have, or the different departments you evaluate for.

UNIVERSITY OF DELAWARE

TRANSFER COURSE EVALUATION

[Change role](#) [Help](#) [Logout](#)

Transfer Course(s) Submitted for Departmental Evaluation

Use this form to request and track a UD department's evaluation of an incoming transfer course. If you have questions regarding this form, contact either of us in Transfer Services: Theresa Coulter-Thurley at coultert@udel.edu, or Lori Moss at lamoss@udel.edu.

Most courses for review will be a one-to-one equivalency. Please note that any additional X66DE credits are automatically applied to a course needing additional credits to total the incoming transferred course - Ex. CHM150 at DTCC is 5 credits, when evaluated is two separate courses, with a departmental elective automatically applied and is CHEM103 (3cr), 133 (1cr.), and 166DE (1cr).

Students have been instructed to place notes in the comment box on the form should two courses be reviewed together. Ex. BIO101(3) & BIO101L (1) reviewed together for a BISC207 equivalency.

The button is highlighted in the screenshot above.

To swap roles, just click on the link. It'll take you to the following screen with a dropdown feature to swap between your different roles.

[Help](#) [Logout](#)

If you have multiple roles in the system, choose your role for this session.

Symbol key: * Required information, ! Error

Choose your role

Role: * Choose one

- Choose one
- Department Administrator (LEST)
- Department Administrator (POSC)
- Viewer

Simply choose the role, evaluate the courses as needed and swap back. In the screenshot above, the evaluator can view two different subjects (departments) as well as the Viewer role (for advising views to look up individual students).