

Log-in with your UD credentials. First part of your @udel.edu email address or your UD ID number.

Login with a UDelNetId or UDID

UDelNetID or UDID:

✓ Log in

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

If you have transfer credits that have been posted, but do not have a UD course equivalency (X166Ts Transfer Elective) they will appear automatically in the **Action Needed** tab.

Be sure to read instructions on the form.

You will need course information readily available in order to proceed. You'll need the following:

1. A **course syllabus** (typically includes topics, assessments, textbook information, etc.)
2. **Course information** (should be on the syllabus as well) but includes number of credits/units, course title, semester and year taken.
3. Link to the **college catalog**. Most will be either a PDF or website link. If you have questions about this (in the instance the course catalog is much older, you may want to contact the previous institution's Registrar's Office for copies of the course descriptions. Many will scan and email them directly to you so that you can upload those in the attachments).

Once on the portal page there will be up to 4 tabs:

Action needed

In review

Approved

Request form


Search:

Action Needed Tab:

Action needed

Request form

Search:

	Action	School ↑↓	Course ↑↓	Last review ↑↓
	Edit	Washington College Maryland	BUS 209 Financial Analysis	Not reviewed yet.

On the **action needed tab** you'll find: 166Ts already posted to the record, forms saved but not submitted, and any returned course evaluation that either needs to be redirected to another department or more information.

To submit to a department click **Edit**:

Fill in any open fields that are required (marked with a red asterisk)

Symbol key: * Required information, ! Error

External school:

Delaware Technical/CC

External school location:

Country

United States (USA) ▼

State

Delaware (DE) ▼

City

Newark

External course subject:
(ex. HIST, Mathematics, etc.)

ART

External course number:

109

External course title:

Drawing

Term & year of course: *
(ex. Fall 2021, Summer 2022)

Credits at external school:

3

(use format nnnn.nn)

Initially transferred as:

ART 166T Transfer Elective, 3.000 credits

Choose UD department to review course: *

Choose one ▼

You can either save the draft for later (it will remain in the Action Needed tab), or submit it to the department. You should receive a confirmation email and notification on screen that it was sent.

In Review Tab:

[Action needed](#) [In review](#) [Approved](#) [Request form](#)

Search:

	Action	School <small>↑↓</small>	Course <small>↑↓</small>	UD department <small>↑↓</small>	Last review <small>↑↓</small>
	View	Camden County College	ENG 101 Composition I	English (ENGL)	Not reviewed yet.
	View	Delaware Technical/CC	ENG 102 Composition & Research	English (ENGL)	Not reviewed yet.

Showing 1 to 2 of 2 results.

On this tab you can track where in the process your course evaluations are.

Click **view** to see additional information.

Once approved by the department and the Registrar's Office, your course will appear in the Approved tab.

Approved Tab

All approved courses will appear in the approved tab once they pass through the Registrar step. At this point, the course equivalency **should appear** on your record (preliminary credit evaluation, UDSIS, and degree audits - where applicable depending on your matriculation status - incoming students will be able to see it in your My Blue Hen Home Page, and deposited and current students will be able to see it in UDSIS and in degree audits).

information, they will note this in the comments section, and you will find the form under **Action Needed**.

[Action needed](#) [In review](#) [Approved](#) [Request form](#)

Search:

	Action	School <small>↑↓</small>	Course <small>↑↓</small>	UD department <small>↑↓</small>	UD equivalent <small>↑↓</small>	Approved <small>↑↓</small>
	View	Delaware Technical/CC	ART 109 Drawing	Art and Design (ART)	DESIGN II (ART113)	11/21/2024

Click **View** to see more details and the history (including comments).

Approved Course Equivalency

✕ Close

External school:	Delaware Technical/CC
External school location:	Newark, DE
External school subject:	ART
External course number:	109
External course title:	Drawing
Term of course:	Fall 2024
Catalog URL:	
Course syllabus:	Morris-Library-First-Floor (13).pdf
Reviewed by UD department::	Art and Design (ART)
On UD record as:	ART 166T Transfer Elective, 3.000 credits
Approved as:	DESIGN II (ART113)
Does this fulfill a university breadth requirement?	No.

History

- 11/21/2024 Registrar Coulter-Thurley,Theresa (702488614) Approved
- 11/21/2024 Art and Design (ART) Delaney,Cindy (38117) Evaluated course for UD equivalency
- 11/21/2024 Registrar,AS Test (710000002) submitted to Art and (ART)

The final tab is the **Request Form** should you need to submit information for a class that is not yet on your record as a 166T, and is not currently in the [Matrix](#). Please check the Matrix *first* before submitting the request form.

information, they will note this in the comments section, and you will find the form under **Action Needed**.

Action neededIn reviewApprovedRequest form

Add new transfer course

Important: Please check [UD's Transfer Credit Matrix](#). If there is already a UD equivalency for your course, then you do not need to submit this form.

Note: If the course is older than **7 years**, even if it is in the Matrix it will need to be evaluated for an equivalency. Feel free to use the comment section in the form to note this to the department evaluator.

Be sure to collect the following information before continuing:

- Check the school's website (or a copy of your transcript) for the exact name of the institution, department, course number, title and credits.
- Find an official syllabus and/or detailed course description from the school (PDF or JPG).
- Check the school's website for their official course catalog and copy the URL. If possible, provide a direct link to the description for this specific course. Providing this link can speed up the review process, but if the catalog is *not online*, you can leave this field blank.

Symbol key: ✖ Required information, ! Error

External school:

External school location:

You must fill out ALL required fields. However there is a save draft function should you need to come back to the form with required information or documents.

Upload syllabus: * Use the **Browse** or **Choose file** button to locate the file on your local drive. Note: All attached files on this page must total less than 31 MB.

Choose File

No file chosen

✖ Clear

Choose File

No file chosen

✖ Clear

Choose File

No file chosen

✖ Clear

External catalog URL:

(use format <http://www.mysite.com>)

Save draft

✔ Submit

Frequently Asked Questions & Tips for submissions

- How do I submit multiple courses like a lecture and a lab?
 - Submitting multiple courses: Courses paired together - ex. Lecture and Lab - be sure to submit both courses at the same time. Include a comment when submitting to notify the department contact the first course is 1 of 2 and similarly on the second course 2 of 2.
- Finding Syllabi:
 - Every institution is different but the best places to start would be:
 - If still a current student, your professors, Canvas/Blackboard or other curriculum applications.
 - The institution's catalog (great for course descriptions) or website.
 - The department the course was taken in.
 - Reach out to the Registrar's Office and ask the best contact to gain the syllabus. Smaller institutions may hold them in an Academic Dean's office, or with individual departments.
 - Don't Google - or pay for one online.
- Which department do I submit to?
 - If you are submitting a 166T match the department with the subject code (3-4 letters before the 166T)
 - Most departments will match up. If a course is not on your record, choose the best department. If you are truly unsure feel free to reach out to Lori Moss at lamoss@udel.edu.
- How long does it take to get the course evaluated?
 - Depends on the time of year, but most courses are evaluated, approved and processed to your student record in 2-4 weeks.