**STEP 1:** Login with your application email and 8 character password given to you by the Office of Admissions.
STEP 2: Click on **Begin**.
STEP 3: Please indicate the last year you were enrolled in High School. Then click Add School.
STEP 4: Type in your previous school and then select the appropriate college/university from the drop down menu.
STEP 5: Select the appropriate school from the bottom.
STEP 6: Enter the dates of your enrollment at the college/university. Then select the grade scale. Click continue.
**STEP 7:** Input all courses for the academic year (fall and spring semesters). Select the first time frame and click the green arrow.
STEP 8: Input your GPA, the school year, and the grades you received in each course. You must input both fall and spring semesters before saving changes. Repeat steps 7 and 8 for each academic year.
STEP 9: If you attended additional colleges/universities, please click the **Enter College** link at the top.
STEP 10: Select add another college/university and repeat steps 4-8 for as many as needed.
STEP 11: Once all colleges/universities have been inputted click the Review link at the top.
STEP 12: Scroll to the bottom of all your inputted course work and click View Preliminary Transfer Credit Evaluation.

STEP 13: Select the school within Rutgers University-Newark to see the transfer credit evaluation, then click view Report
The following is an example of a Transfer Credit Evaluation Report:

![Image of a Transfer Credit Evaluation Report]

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***TrAC Preliminary Transfer Credit Evaluation***

Shown below is a preliminary transfer credit evaluation based on the coursework you entered as part of your TrAC.

- Please note course prerequisites and footnotes.
- Blank course equivalencies are currently under review.
- A grade of C or better in each course is required to receive transfer credit.
- Official transcripts must be submitted by all enrolling students for final transfer credit evaluations.
- Evaluation subject to change once reviewed by the school of enrollment. Final authority about all transfer credit resides with the academic dean.
- Academic departments may have restrictions on the application of transfer courses toward specific major or minor requirements.
- For additional information about academic policies and departments at each school of Rutgers, please visit: [http://uwide.rutgers.edu/academics/schools-colleges](http://uwide.rutgers.edu/academics/schools-colleges)

STUDENT INFORMATION - NEWARK COLLEGE OF ARTS AND SCIENCES

Name: Services, Transfer

COURSE EVALUATIONS

<table>
<thead>
<tr>
<th>Sender Course ID</th>
<th>Sender Course</th>
<th>Credits Earned</th>
<th>Grade</th>
<th>Credits Transferred</th>
<th>Rutgers Course ID</th>
<th>Rutgers Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS100</td>
<td>MUSIC</td>
<td>03.00</td>
<td>C</td>
<td>03.00</td>
<td>21:087:101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select a school from the drop-down list to view a preliminary transfer credit evaluation for that school.

**Note:** All schools at Rutgers University evaluate credit differently so check the report for each school in which you are interested.

### Course Evaluations

#### Spring 2012 - Essex County College - Newark NJ, 07102

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Credits Earned</th>
<th>Grade</th>
<th>Credits Transferred</th>
<th>Rutgers Course ID</th>
<th>Rutgers Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS100</td>
<td>Music Appreciation</td>
<td>03.00</td>
<td>C</td>
<td>03.00</td>
<td>21:087:101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC250</td>
<td>Drug Abuse in Amer. Soc.</td>
<td>03.00</td>
<td>D</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Not transferrable</td>
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<tr>
<td>CSC122</td>
<td>Computer Science II</td>
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<td>C</td>
<td>04.00</td>
<td>21:198:102</td>
<td>Computer &amp; Program II</td>
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</tbody>
</table>

#### Summer 2012 - Kean University - Union NJ, 07083

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Credits Earned</th>
<th>Grade</th>
<th>Credits Transferred</th>
<th>Rutgers Course ID</th>
<th>Rutgers Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1030</td>
<td>College Composition</td>
<td>03.00</td>
<td>A</td>
<td>03.00</td>
<td>21:350:101</td>
<td>English Composition</td>
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<tr>
<td>MAT0150</td>
<td>Intro to Algebra</td>
<td>04.00</td>
<td>A</td>
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<tr>
<td>PS1010</td>
<td>Intro to Pol Sci</td>
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<td>C</td>
<td>03.00</td>
<td>TR:T21:EC</td>
<td>Free Elective</td>
<td>Pending Dept Evaluation</td>
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#### Fall 2012 - Essex County College - Newark NJ, 07102