Transcript Evaluations

This tutorial is on using the Transcript Evaluations function for ARTSYS. First, we will focus on the two methods that can be used to import your courses into the system so that they can be evaluated.

Starting from the ARTSYS homepage, choose the “Transcript Evaluations” option from either the red function links located towards the middle of the page or in the “Transfer Tools” pull-down menu located in the upper right hand corner.
Selecting Institutions

If you have not done so previously, you will be redirected to select the institutions that will direct ARTSYS to display the appropriate course list for your intended major. With the first pull down menu titled “Transfer From Institutions”, select the community college that you are currently attending.

Then, using the second pull-down menu named “Transfer To Institutions”, select the four-year institution that you want to transfer to. After you have made your selections, click on the “Submit” button.
Entering Courses for Transcript Evaluations

The following page features two red buttons, indicating the two methods used to enter the courses from your transcript so they can be evaluated. We will first work with the “Enter Courses” option. Click on the “Enter Courses” button. PLEASE NOTE: As we examine the following page, it is highly recommended to have your transcript handy in order to ease the process of using the “Enter Courses” method.

On the next screen you will enter your courses. But first, let’s look at each column listed under the Transcript Entries heading, to have a clear idea of what information to enter within each area:

- **Institution** - Each community college has a 2 digit code that ARTSYS uses to identify where the course is from. If you have only attended one community college, you do not have to worry about this column.

- **Course ID** – In this column enter the course prefix and number.

- **Semester** – Use the pull-down menus to select the semester and year the course was taken. This information is essential for the evaluation, as evaluations for many of the courses in ARTSYS database have changed over time.

- **Grade** – Enter the grade that was received in the course. Some of the institutions that participate in ARTSYS accept certain courses in transfer if a minimum grade was received.
Entering Courses for Transcript Evaluations

NOTE: If you have attended more than one community college in Maryland, ARTSYS can evaluate your entire academic record if you have attended multiple schools by assigning the appropriate school code for each code. To include courses from more than one community college, first enter all the courses that you had at your originally selected institution. When you have completed this task, look towards the top of the page and you will see a blue colored link “Click here to select the appropriate code”. Click on that link and a pull-down menu appears. When you open the pull-down menu to view the options, you will see a list of all community colleges in Maryland that also includes their codes. Use the pull-down menu to select the school where your courses were taught. You will notice that after making your selection, that ARTSYS has automatically changed the school code for all course entry areas that were blank. You can now input your classes that were offered by the other community college. You can repeat this process for as many community colleges that are included on your overall academic record.
Another method to have ARTSYS evaluate your transcript is to arrange through your community college to send an electronic transcript to ARTSYS and have your course information automatically populate the Course Entry screen. You can request to have a transcript to the ARTSYS system which should be retrievable through the web about 24 hours have the request has been processed. This service is available at some of Maryland’s community colleges; ask your advisor or Registrar’s office if this service is available.

If your community college can send your Electronic Transcript information to the ARTSYS system, you can use the second button “Retrieve Saved Entries” on the “Select Method for Entering Courses” page to access your transcript. Click on that button to get to the next step.

The next screen contains two boxes that you will use to input information that will identify you to the ARTSYS system. Your community college will provide instructions as to what information you will need to enter in both the “Student ID” and “PIN” text boxes. Click on the Retrieve Entries button after you have entered this information.

If successful, you will see that ARTSYS has taken the course data from your electronic transcript and automatically populated entries in the ‘Course Entry Screen’.
After all courses from your transcript have populated the Course Entry Screen, click on the gray "Course Evaluation" button located towards the top of the page.
Understanding Course Evaluation Results

The ARTSYS system uses its database containing thousands of course evaluations to compile a table displaying how the courses were evaluated. The columns included the results table detail the following information:

- **“Sending Institution”** displays the community college or colleges that offered the course.
- **“Course”** provides the prefix and number that identifies the community college course.
- **“Title”** is the name that the two-year school gave to the course.
- **“Effective Term”** reflects the semester and the year that the community college course became active in the curriculum.
- **“Effective Date”** indicates the semester and year the four-year’s course evaluation became valid.
- **“GenEd Area”** distinguishes if a course is designated as meeting one or more General Education AREAs
- **“Equivalence”** indicates the courses that the four-year will award at the time of transfer.
- **“Credit”** shows the amount the course was awarded, and
- **“Grade”** reflects the grade that was awarded for the course.

Immediately below this table is a section that details any Course Notes associated with the course evaluation. These notes specify any important information related to how the course was accepted or how it will be applied after transfer.
Saving Course Entries

To return to the screen that was used to input your courses into the ARTSYS system, use the “Back to Course Entry Screen” buttons located at both the top and bottom of the Transcript Evaluation Results page.

The “Save Entries” can be used to save a copy of your course, so they can be accessed through ARTSYS at a later date. After clicking this button, a pop-up box will appear at the top of the page. Enter your name or a User ID and a PIN that is easy to remember. Then hit “Enter”.

Your course entries are now saved in the ARTSYS system. Your entries will continue to remain on the system as long as it is retrieved once during a sixty day time period.
Recommended Transfer Program Evaluation

This tutorial details how to have your community college courses evaluated by a participating four-year institution and comparing the results against Recommended Transfer Program, or RTP.

After all courses from your transcript have populated the Course Entry Screen", click on the gray “RTP Evaluation” button located towards the top of the page.

The ARTSYS system will display on the succeeding screen a list of all of the academic majors offered by the four-year school you selected at the beginning of this exercise. Find the listing that represents your intended major and click on that link.
Understanding the RTP Evaluation

A graphic indicating that “ARTSYS is working on your request.” will quickly flash on the screen followed by the evaluation page. The results are displayed by presenting the Recommended Transfer Program or RTP listing and then indicating if any course from your transcript that met a requirement by listing it directly beneath.
Understanding the RTP Evaluation

Additional presentations of useful information can be found directly below the RTP listing. The subsection that immediately follows the RTP provides a quick synopsis of the results, including:

- the total credits accepted by the four-year institution during transfer,
- the total credits that you attempted during your enrollment in order to distinguish that a four-year may not accept all your completed coursework,
- the amount of credits that were applied towards both the academic major and general education,
- the amount of credits that were treated as elective credit, and
- the amount of credits that remain to complete all the suggested courses in the RTP.

The next section details any Course Notes, consisting of important information related to how the courses were accepted or how they will be applied after transfer.

The Course Evaluation table that is presented immediately below the Course Note section details the results of the course evaluation, which includes the following transcript information:

- “Course” provides the prefix and number that identifies the community college course.
- “Grade” reflects the grade that was awarded for the course.
- “Credit Earned” shows the amount the course was awarded.
- “Equiv Course” indicates the courses that the four-year awards at the time of transfer, and
- “GenEd Area” distinguishes if a course is designated as meeting one or more General Education AREAs.

The “Additional Requirements & Information” section which follows the “Course Evaluation” table The “Additional Requirements and Information” section is an optional area where you can find information about selective admissions requirements, research and internship opportunities and what students do once they graduate from that academic program.
Display Remaining Requirements

Finally at the bottom of the web page are a group of red buttons. If your evaluation indicates that you have additional requirements to meet and you would like to know your options, click on the “Display Remaining Requirements” button. The resulting page presents either the direct equivalents for the remaining courses or those that meet the General Education area that were not fulfilled.

The “Display Remaining Requirements” section contains two forms of course information: courses that are specifically named, and a list of course options that fulfill the General Education that were not completed by the courses that were presented in your evaluation.
Saving and Retrieving RTP Summaries

The “Save Summaries” button will save a copy of your RTP evaluation, so you can access it at a later date. After clicking this button, a pop-up box will appear at the top of the page. In this box enter your name or a User ID that is easy to remember. Then hit “Enter”.

The results of your evaluation are now saved in the ARTSYS system. You can use the “Save Summaries” to evaluate your transcript against multiple institutions and save the results for future reference. Your evaluation will continue to remain on the system as long as it is retrieved once during a sixty day time period.

To retrieve a saved summary, use the “Show Summaries” button.

After saving your results, use the “More Evaluations” button to compare your courses against another academic program at the same institution.

If you want to compare your courses against an academic program at another participating ARTSYS school, use the “Change Institutions” button on the left of the page and change the “Transfer To” institution to your desired choice.