

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.

Select 'Transfer From' and 'Transfer To' Institution

Current Selection is Allegany College of Maryland to Bowie State University

'Transfer From' Institutions
Anne Arundel Community College

'Transfer To' Institutions
Salisbury University
All Institutions
Bowie State University
Capitol College
Coppin State University
Frostburg State University
Goucher College
Hood College
McDaniel College
Morgan State University
Mount St. Mary's University
Notre Dame of Maryland University
Salisbury University
St. Marys College of Maryland
Stevenson University
The Universities at Shady Grove
Towson University
U of Maryland, Baltimore
U of Maryland, Baltimore County
U of Maryland, College Park



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.



Retrieving Saved Courses for Transcript Evaluation

Select method for Entering Courses

Anne Arundel Community College to Bowie State University

You have the option of entering courses manually by choosing the 'Enter Courses' button below or you can request your stored transcript by selecting 'Retrieve Saved Entries'

Enter Courses



Retrieve Saved Entries

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.

Retrieve Saved Entries

Student ID:

PIN:

Retrieve Entries

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".

Course Entry Screen

Transfer to Bowie State University

Student ID is '.....kor'

[Click here to select the appropriate Institution code\(s\)](#)

Save Entries

Erase Entries

RTP Evaluation

Course Evaluation

Copy from This

Transcript Entries				Transcript Entries			
Institution	Course ID	Semester	Grade	Institution	Course ID	Semester	Grade
MC	BI101	Fall 2013	B	MC	EC201	Fall 2013	B
MC	EC202	Spring 2013	B	MC	EN101	Summer 2013	A
MC	MA116	Fall 2013	A	MC	MA180	Winter 2014	C
MC	NF103	Fall 2013	B	AA			

Course Evaluation Process

Course Entry Screen

Transfer to Bowie State University
Student ID iskor7
[Click here to select the appropriate Institution code\(s\)](#)

Transcript Entries				Transcript Entries			
Institution	Course ID	Semester	Grade	Institution	Course ID	Semester	Grade
MC	BI101	Fall 2013	B	MC	EC201	Fall 2013	B
MC	EC202	Spring 2013	B	MC	EN101	Summer 2013	A
MC	MA116	Fall 2013	A	MC	MA180	Winter 2014	C
MC	NF103	Fall 2013	B	AA			

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

Transcript Evaluation Results

Student ID is '.....korf'

[Back to Course Entry Screen](#) [RTP Evaluation](#)

Transfer 'From' Information				Transfer 'To' Bowie State University Information				
Sending Institution	Course	Title	Effective Term	Evaluation Effective	Equivalency	GenEd Area(s)	Credit	Grade
Montgomery College	BI101	General Biology I	Fall 1980	Fall 1980	BIOL101	MS	3	B
Montgomery College	EC201	Principles of Econ. I	Fall 1980	Fall 1980	ECON211	SS	3	B
Montgomery College	EC202	Principles of Econ. II	Fall 1980	Fall 1980	ECON212	SS	3	B
Montgomery College	EN101	Techniques of Reading	Fall 1980	Fall 1980	ENGL101	C	3	A
Montgomery College	MA116	Elements of Statistics	Fall 1980	Fall 1980	Lower Level Elective	MS	3	A
Montgomery College	MA180	Precalculus	Fall 1980	Fall 1980	MATH125	MS	3	C
Montgomery College	NF103	Introduction to Nutrition	Spring 2011	Spring 2011	HEED309		3	B

Course Notes

[NF103](#) : Lower level version of upper level course at receiving institution. Student may still need to complete upper division requirement. Due to possible course overlap, student may not take the upper level course listed.

[Back to Course Entry Screen](#) [RTP Evaluation](#)

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

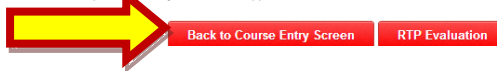
To return to the screen that was used to input your courses into the ARTSYS system, use the “Back to Course Entry Screen” buttons located at both the top and bottom of the Transcript Evaluation Results page.



Transfer 'From' Information				Transfer 'To' Bowie State University	
Sending Institution	Course	Title	Effective Term	Evaluation Effective	Equivalency
Montgomery College	BI101	General Biology I	Fall 1980	Fall 1980	BIOL101
Montgomery College	EC201	Principles of Econ. I	Fall 1980	Fall 1980	ECON211
Montgomery College	EC202	Principles of Econ. II	Fall 1980	Fall 1980	ECON212
Montgomery College	EH101	Techniques of Reading	Fall 1980	Fall 1980	ENGL101
Montgomery College	MA116	Elements of Statistics	Fall 1980	Fall 1980	Lower Level Elective
Montgomery College	MA180	Precalculus	Fall 1980	Fall 1980	MATH125
Montgomery College	NF103	Introduction to Nutrition	Spring 2011	Spring 2011	HEED309

Course Notes

[NF103](#) - Lower level version of upper level course at receiving institution. Student may still need to complete upper level course. Due to possible course overlap, student may not take the upper level course listed.



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”.

Course Entry Screen

Transfer to Bowie State University
Student ID is '.....kori'

[Click here to select the appropriate Institution code\(s\)](#)

<input type="text"/>	Enter 'Save as' ID
<input type="text"/>	Enter 'Save as' PIN

If you clicked on 'Save Entries' by mistake, or you don't want to continue, leave the 'Save as' ID blank and Click 'Save Now'

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.

Course Entry Screen

Transfer to Bowie State University
Student ID is '.....mh'

[Click here to select the appropriate Institution code\(s\)](#)

Transcript Entries				Transcript Entries			
Institution	Course ID	Semester	Grade	Institution	Course ID	Semester	Grade
MC	BI101	Fall 2013	B	MC	EC201	Fall 2013	B
MC	EC202	Spring 2013	B	MC	EN101	Summer 2013	A
MC	MA116	Fall 2013	A	MC	MA180	Winter 2014	C
MC	INF103	Fall 2013	B	MC			

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.

Select Transfer Program for Evaluation

From Montgomery College to Bowie State University

[Back to Course Entry Screen](#)

**Select the degree program from Bowie State University that you would like to be evaluated for transferring.

Transfer Programs	
Communications (Starting Fall 2008)	Biology Education (Starting Fall 2008)
Biology (Starting Fall 1988)	Biology (Starting Fall 2008)
Business Administration - Accounting (Starting Fall 1988)	Business Administration - Accounting (Starting Fall 2008)
Business Administration - Bank & Fin (Starting Fall 1988)	Business Administration - Banking and Finance (Starting Fall 2008)
Business Administration - Business Information Sys (Starting Fall 2008)	Business Administration - Economics (Starting Fall 1988)
Business Administration - Economics (Starting Fall 2008)	Business Administration - Gen Busin (Starting Fall 1988)
Business Administration - General Business (Starting Fall 2008)	Business Administration - Industrial Relations (Starting Fall 2008)
Business Administration - Info Syst (Starting Fall 1988)	Business Administration - Management (Starting Fall 1988)
Business Administration - Management (Starting Fall 2008)	Business Administration - Marketing (Starting Fall 1988)
Business Administration - Marketing (Starting Fall 2008)	Business Administration - Small Business Entrepren (Starting Fall 2008)
Business Administration (Starting Fall 1988)	Chemistry Education (Starting Fall 2008)
Comm Media - Broadcast BA (Starting Fall 1988)	Comm Media - Media Management BA (Starting Fall 1988)



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.

Recommended Transfer Program Evaluation

Transfer from: Montgomery College
 Transfer to: Bowie State University
Communications (Starting Fall 2008)

[Back to Course Entry Screen](#)

[More Evaluations](#)

[Display Remaining Requirements](#)

Credits	Course
3 Credits	COMM101 (Oral Communications)
3 Credits	COMM104 (Voice & Diction)
3 Credits	COMM240 (Intro To Mass Comm)
3 Credits	COMM248 (Intro to Broadcast News)
3 Credits	ENGL101 (Expository Writing)
3 Credit(s) Accepted; Course(s)=EN101	
3 Credits	ENGL102 (Comp And Literature II)
3 Credits	MATH116 (Intro to Mathematical Ideas)
3 Credits	HIST114 (Afro-Amer Hist To 1865)
3 Credits	HIST115 (Afro-Amer Hist Sin 1865)
6 Credits	Arts & Humanities AREA: (Maximum of 1 from one department)
6 Credits	Social Sciences AREA: (Maximum of 1 from one department)
3 Credit(s) Accepted; Course(s)=EC202	
4 Credits	(CHEM107 (General Chemistry I (Lecture)) and CHEM170) or (PHYS251 (Principles Of Physics I) and PHYS201 (Physics Lab I)) or (PHYS271 (General Physics I) and PHYS201 (Physics Lab I)) or (PHYS252 (Prin Physics II) and PHYS202 (Physics Lab II)) or (PHYS272 (General Physics II) and PHYS202 (Physics Lab II)) or BIOL101 (Biological Science) or PHSC101 (Earth Science I) or PHSC100 (Physical Science) or PHSC203
3 Credit(s) Accepted; Course(s)=BI101	
3-4 Credits	BIOL (Biology) or CHEM (Chemistry) or PHYS (Physics) or PHSC (Physical Science)
3 Credits	BUIS260 (Computer App In Business) or COSC110 (Comp LiterApplication) or COSC111 (Computer Prin & Technology) or COSC112 (Computer Science I) or COSC113 (Computer Science II) or CTEC125 (Intro To Visual Basic)
3 Credits	HEED102 (Life And Health) or HEED200 (Fund Of Sex Education) or IDIS210 (Cont Hith Iss For Women)
9 Credits	Lower Level Elective
12 Credit(s) Accepted; Course(s)=EC201 MA116 MA180 NF103	
62 Credits	

Contact Person:
 Competitive Admissions GPA:
 Minimum Program Grade:

RTP Last Updated: October 27, 2008

Total Credits Accepted : 21.00
Total Credits Attempted : 21.00
Major/GenEd Credits Transferable : 9.00
Applicable Elective Credits : 9.00
Additional Elective Credits (See advisor for more info.) : 3.00
44.00 of 62.00 remain for Communications

Course Notes

NF103: Lower level version of upper level course at receiving institution. Student may still need to complete upper division requirement. Due to possible course overlap, student may not take the upper level course listed.
 CHEM107 and CHEM170 still needed for course(s) to satisfy requirement of 'CHEM107 and CHEM170 '
 PHYS251 and PHYS201 still needed for course(s) to satisfy requirement of 'PHYS251 and PHYS201 '
 PHYS252 and PHYS202 still needed for course(s) to satisfy requirement of 'PHYS252 and PHYS202 '
 PHYS271 and PHYS201 still needed for course(s) to satisfy requirement of 'PHYS271 and PHYS201 '
 PHYS272 and PHYS202 still needed for course(s) to satisfy requirement of 'PHYS272 and PHYS202 '

Courses presented; used in evaluation (Transferable)

Course	Grade	Credit Earned	Credit Accepted	Equip Course	Gen. Ed.
BI101	B	03	03	BIOL101	
EC201	B	03	03	ECON211	SS
EC202	B	03	03	ECON212	SS
EN101	A	03	03	ENGL101	
MA116	A	03	03		
MA180	C	03	03	MATH125	
NF103	B	03	03	HEED309	

This RTP may not satisfy all degree requirements at Montgomery College

[Display Remaining Requirements](#)



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

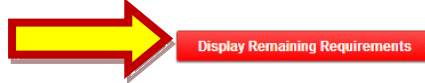
The “Additional Requirements & Information” section which follows the “Course Evaluation” table. The “Additional Requirements and Information” section is an optional area where you can find information about selective admissions requirements, research and internship opportunities and what students do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

1A116	A	03	03		
1A180	C	03	03	MATH125	
F103	B	03	03	HEED309	

This RTP may not satisfy all degree requirements at Montgomery College



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.

Requirements not Completed

Requirement: 3 Credits COMM101 (Oral Communications)

3 Credits Remain

No Additional Courses were found to satisfy this requirement

Requirement: 3 Credits COMM104 (Voice & Diction)

3 Credits Remain

No Additional Courses were found to satisfy this requirement

Requirement: 3 Credits COMM240 (Intro To Mass Comm)

3 Credits Remain

Courses applicable for COMM240

[TR104](#) Media Appreciation (3.00)

Requirement: 3 Credits COMM248 (Intro to Broadcast News)

3 Credits Remain

No Additional Courses were found to satisfy this requirement

Requirement: 3 Credits ENGL102 (Comp And Literature II)

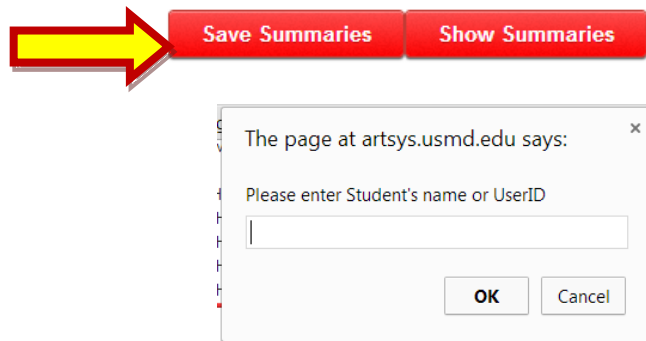
3 Credits Remain

Courses applicable for ENGL102

[EN102](#) Critical Reading, Writing, and Research (3.00)

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.

RTP Evaluation Summary

Major	Institution	Transferable	Major/GenEd	Applicable Electives	Additional Electives	Remaining
Communications	Bowie State University	21.00	9.00	9.00	3.00	44.00 of 62.00

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.