



**NORTH SEATTLE  
COLLEGE**

*One of the Seattle Colleges*

# The Mysterious World of Credit Evaluation

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**For Faculty & Staff**

Fall Quarter 2014

# Credentials Overview

- Credentials is housed inside of the **A**dmissions, **R**egistration, **R**ecords, **C**redentials Office (ARRC)
- Ways we help serve students:
  - **Official Credit Evaluations**
    - Research and review credit from official transcripts from outside institutions to be transferred toward a degree or certificate at North Seattle College
  - Review and processing of **academic exceptions** and **prior learning credit**
  - Programming and managing the **Degree Audit** system
  - Programming **prerequisite** system
  - **Certification and Degree Verification – Graduation!**
    - Reviewing qualifications, posting transfer credit and posting degrees and certificates to students official transcripts

# General Info

- Official evaluation of incoming credits is necessary for students who wish to apply credit from courses taken at other colleges toward a specific degree or certificate at North Seattle College.
- Official credit evaluations are **not necessary** *if* a student is not intending to graduate from North Seattle College and only needs a course entry code.
  - Divisions and/or Advising may provide entry codes using unofficial transcripts
- Credentials will not provide unofficial or temporary/instant credit evaluations to students.
  - Evaluations requests are processed on a first come, first served basis
  - Students also needing entry codes or course planning should meet with an advisor or faculty coordinator with unofficial transcripts while their official is pending or after the official is complete.
- Official evaluations may take up to 8 weeks to complete

# Options for Evaluating Credit

## *Credit From:*

- Regionally Accredited Colleges & Universities
- Recognized International Colleges & Universities
  - After a 3<sup>rd</sup> Party Evaluation is conducted
- Advanced Placement and International Baccalaureate Exam Scores
- Military Transcripts (SMART transcripts)
- SPS High Schools <https://northseattle.edu/scores/placement-test-scores>
- Prior Learning Credit is assessed by *faculty* and then transcribed by Credentials. Prior Learning credit is usually only recommended for technical programs and not transfer degrees.
  - <https://northseattle.edu/credentials/prior-learning>

# Official vs Unofficial Transcripts

- If a student brings you an official transcript and you need to open it, you should then sign and date it and you will also need to deliver it directly to ARRC. If it is delivered, opened, without a signature or date, or it is delivered already opened by the student, the transcript is no longer considered official. Copies of officials are not official.
- It is *preferred* that the *official* remains sealed until it is received at ARRC and that outside transcript reviews be conducted with unofficial transcripts (or a duplicate official), but we know this isn't always the most convenient for students, faculty, and advisors.

# Process for Students

## 1. Apply for Admissions

1. Currently Admitted (current student or new student for this quarter or upcoming quarter)
2. OR has been actively enrolled within 4 years.
3. If student hasn't attended in more than 4 years, they should resubmit an admissions application online to update/verify their student info in our system prior to applying.

## 2. Provide Official Transcripts

1. Mail
2. Sealed in-person with the evaluation request
3. If opened by an advisor or faculty member, faculty member must sign, date and deliver before the request for evaluation is made by the student
4. Once transcripts are received, student is notified via email and a note is placed in degree audit.

## 3. Decide on a Program (select only 1 program)

## 4. Submit the Complete & Signed Application

1. Available at <https://northseattle.edu/credentials>



# International Evaluations

- Transcripts from outside of the United States must also be evaluated by an independent international credentials evaluation agency.
  - Recommended agencies and more information is available at <https://northseattle.edu/credentials>
- The original transcript, translated in English, is also required.
- All other steps in the process for evaluations are the same.

# Considerations

- All courses are evaluated toward a specific degree or certificate, identified by the student
- Courses are evaluated for equivalency credit
- Technical courses may not be clear enough to evaluate and may be recommended to division to review for transfer credit options
- No “expiration” on transcripts, but some older courses may not be considered
  - Ex: Computer Graphics from 1982 might come in as generic CSC credit and not the equivalent of our current computer graphics course.
  - The student may be required to provide additional information for older courses where descriptions are not readily available for comparison
- Courses are reviewed for equivalent course content/topics, prerequisites, sequence, appropriate academic level (undergrad/college level), if a lab is indicated, etc.
- Grades (1.0 minimum, program minimums, no more than 15 credits of 1.0-1.9 should be transferred in)



# Tools/Resources

- TES – Transfer Evaluation System
- Course Catalogs
- School Websites
- 4 year University Equivalency Guides (UW)
- WA Intercollege Relations Commission Standards
- Curriculum & Academic Standards Committee
- District Guidelines and Regulations
- WA State Board of Education
- HERSHEY – Online Document Management System for North Seattle College

# Working with a student?

- Request “HERSHEY” (document management system) access from Quynh, Records Coordinator in ARRC.
  - Troubleshooting questions (errors) with HERSHEY should be directed to NSC Helpdesk.
- You can request access or use TES (Transfer Evaluation System) from Lisa. Basic tutorial available at:  
<http://facweb.northseattle.edu/ljones/>
- TES allows you to look at course descriptions from a many colleges to advise students (unofficially) for academic planning purposes.
  - Ex: “Do I need to take this entry-level class in my program? I think I took an equivalent at another school.” or “Can I just sign up for the second course in the sequence? I took the first course at another school and don’t want to repeat it.”
- If you are in a tight spot with advising a student about their program plan after reviewing a description for equivalency, you can contact Credentials with questions. (ie, “would X class qualify as ENGL& 102?”)
  - TES even allows you to send course descriptions and equivalency comparisons from the TES program through email.
  - Please do not send students to credentials for unofficial evaluations.