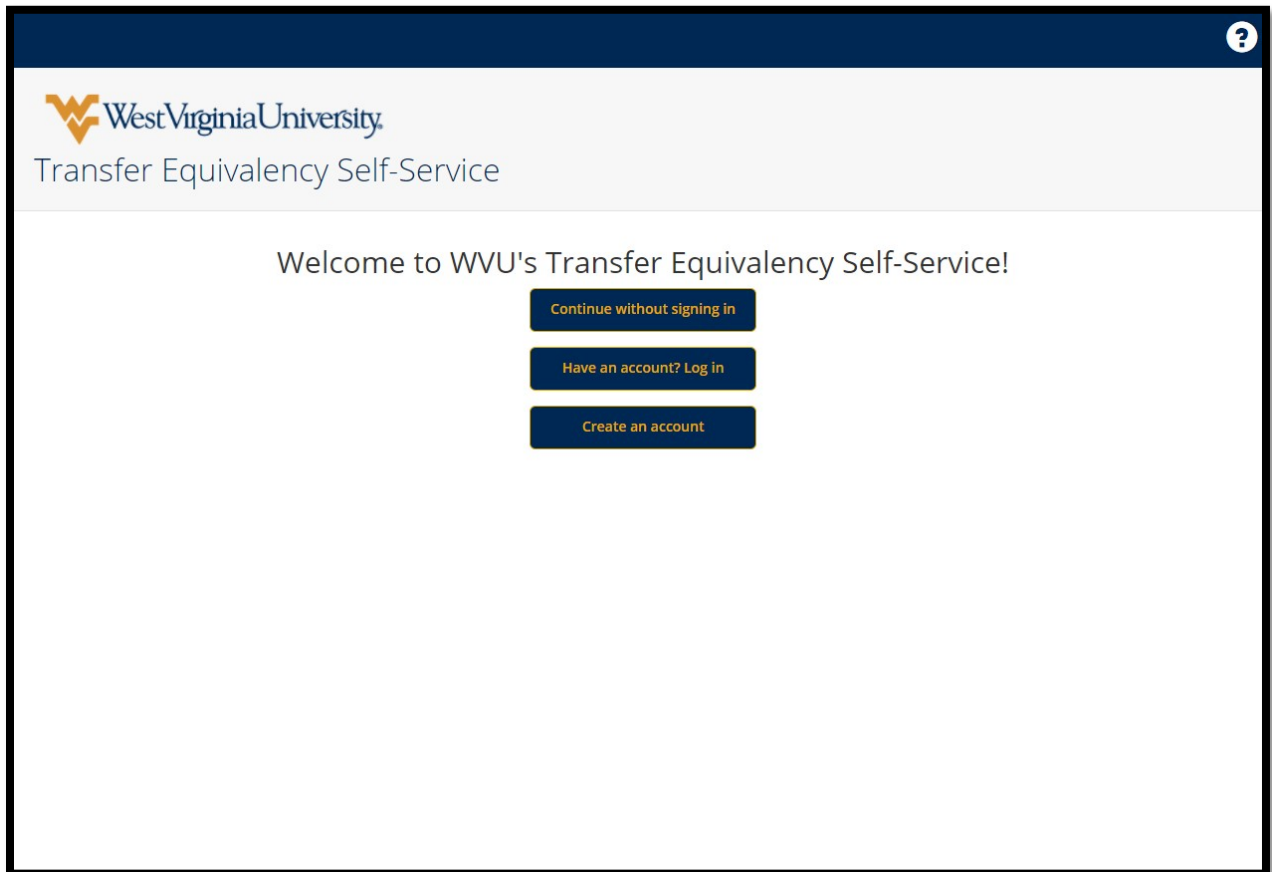


Transfer Equivalency Self Service (TESS) System Walk-through

Students wishing to see how their courses transfer to West Virginia University can utilize DegreeWorks Transfer Equivalency Self Service (TESS) system.



This is the landing page, which gives students the options of creating an account, or continuing without signing in. For a one-time analysis of how your courses transfer, students can continue without signing in. For your course information to be saved to be referenced later, you students are encouraged to create an account and sign in. This account is entirely separate from your WVU student account, and is only utilized for the TESS system.

West Virginia University
Transfer Equivalency Self-Service

Basics | Transfer | Results

What is your intended program? *

- Accountancy MACC
- Accounting BSBAD**
- Accounting PHD
- Acting BFA
- Acting MFS
- Aerospace Engineering BSAE
- Aerospace Engineering MSAE
- Aerospace Engineering PHD
- Ag Natural Resrcr and Design MAGR
- Agribusiness Management BS
- Agricultural & Extension Ed BSAGR
- Agricultural & Extension Ed MS
- Agricultural & Extension Ed PHD
- Agricultural & Resource Econom MS
- Agronomy BSAGR
- Agronomy MS
- Animal & Food Science PHD
- Animal & Nutritional Sciences
- Animal & Nutritional Sciences BS

Your Answers

- Enrollment Dates *
Spring 2019
- Intended Program *
- Intended Level *
- Intended College *
- Intended Degree *
- Intended Major *
- Intended Concentration
- Intended Minor

Before selecting your coursework, you will be asked some information regarding your potential program at WVU. These questions are necessary to accurately show you how your transfer work will complete requirements in that degree. After indicating when you plan to enroll at WVU. You will be asked to select your intended program. Although all WVU system degrees are listed, at this time, TESS only works for undergraduate programs on the Morgantown campus. For information about those programs, please visit <https://admissions.wvu.edu/academics/majors>.

West Virginia University

Transfer Equivalency Self-Service

1 Basics 2 Transfer 3 Results

What is your intended college? *

Business & Economics

Your Answers

1. Enrollment Dates *
Spring 2019
2. Intended Program *
Accounting BSBAD
3. Intended Level *
Undergraduate
4. Intended College *
Business & Economics
5. Intended Degree *
6. Intended Major *
7. Intended Concentration
8. Intended Minor

After you have selected your intended program, Questions 3 – 6 will automatically populate based on your selection.

West Virginia University

Transfer Equivalency Self-Service

1 Basics 2 Transfer 3 Results

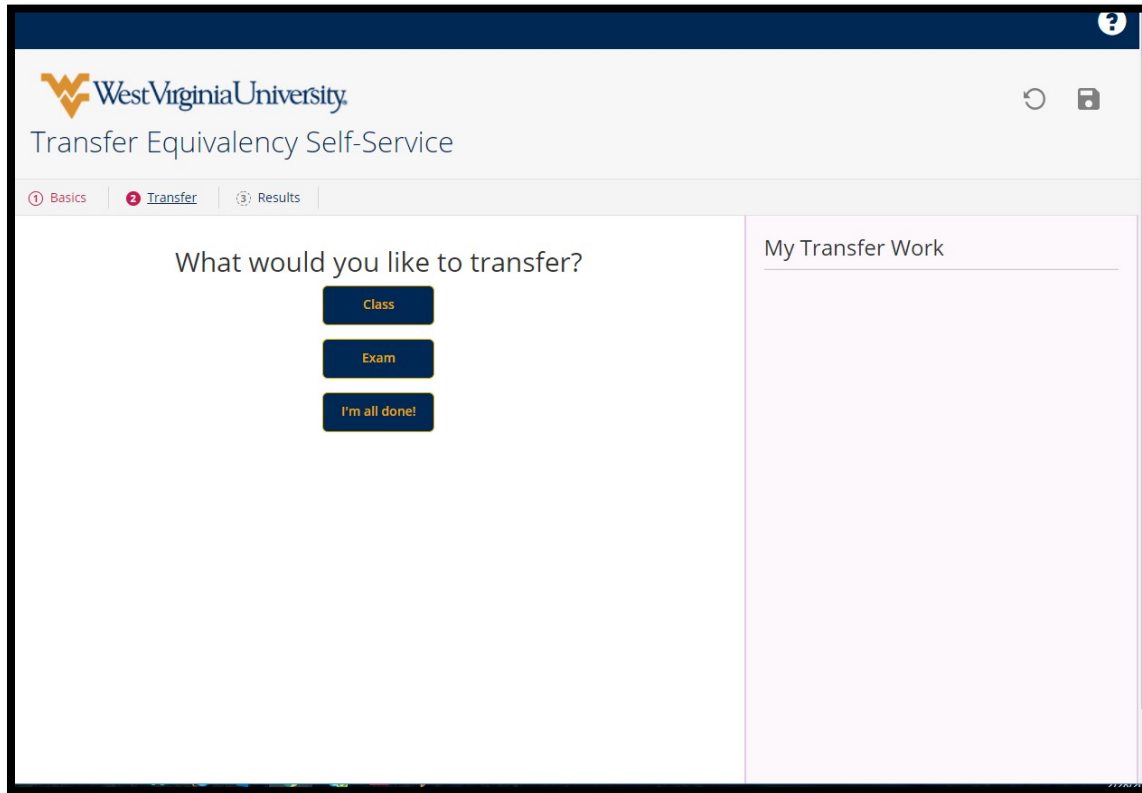
What is your intended concentration?

None
0.5 Early Childhood Education
Administration and Planning
Administrative Pharmacy
Adult & Continuing Education
Adventure Media
Advertising
Advertising/Public Relations
Advertising/Public Relations
Aerospace Engineering - Aeronautical Eng (BSAE)
Aerospace Engineering - Astronautical Eng (BSAE)
African-American History
Ag Ext Ed - Agric & Environmental Tech (BSAGR)
Ag Ext Ed - Agricultural & Extension Ed (PhD)
Ag Ext Ed - Agricultural Teacher Education (BSAGR)
Ag Ext Ed - Extension Education (BSAGR)
Ag Ext Education - Agriculture Extension Education
Ag Extension Education - Teaching Vocational
Agriculture (5-12)

Your Answers

1. Enrollment Dates *
Spring 2019
2. Intended Program *
Accounting BSBAD
3. Intended Level *
Undergraduate
4. Intended College *
Business & Economics
5. Intended Degree *
BS in Business Administration
6. Intended Major *
Accounting
7. Intended Concentration
8. Intended Minor

Questions 7 & 8 are optional questions. If you wish to not answer these, you can either select “None” or simply click on the #2 Transfer button indicated above.



You are now ready to begin adding your transfer work to the system. You can either select to transfer in classes you have taken (or plan to take), or you may apply advanced placement exams that are in our database. Clicking “Exam” will take you to the following page:

West Virginia University
Transfer Equivalency Self-Service

Basics Transfer Results

Exam Information

Test Name *

Test Score *

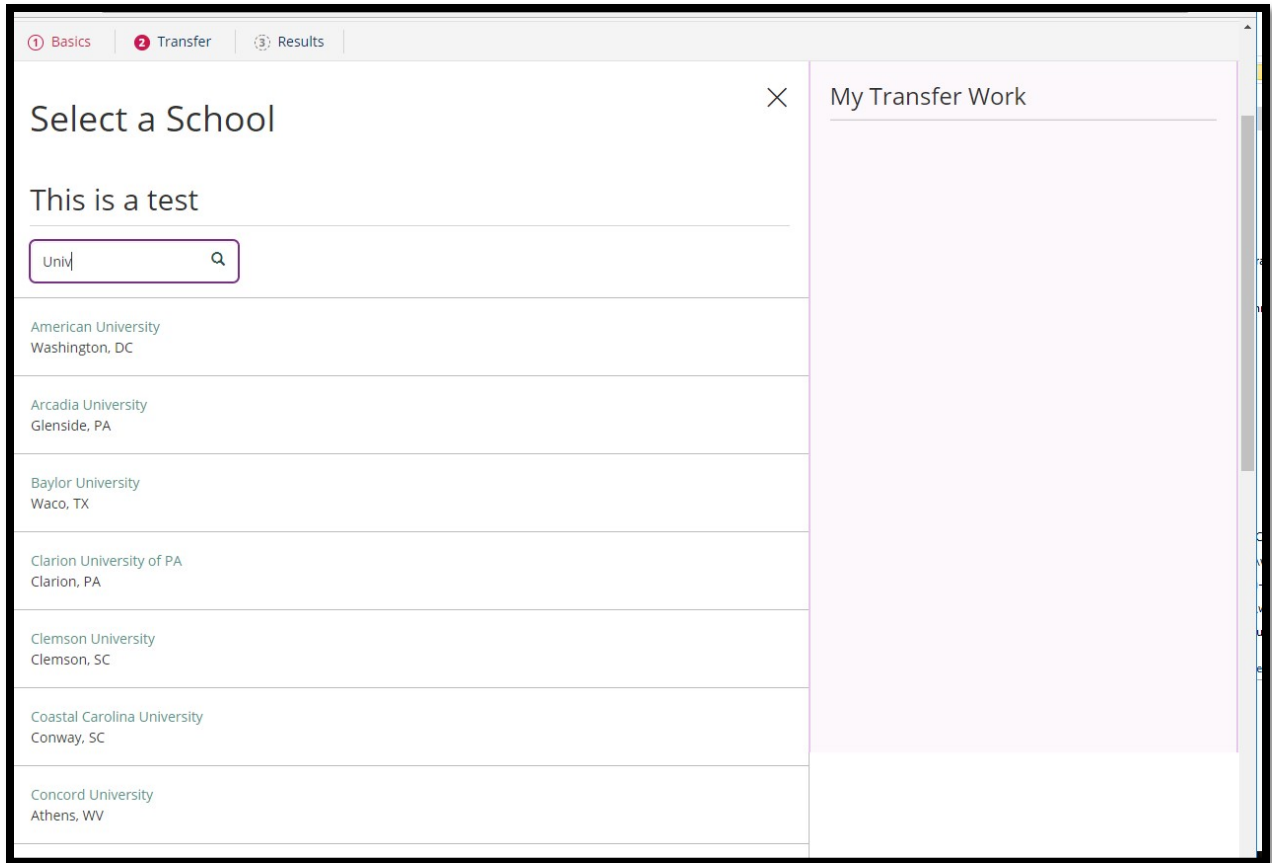
Test Date

Done

My Transfer Work

The drop down will provide you the various exam options that WVU offers equivalency for. You then will need to indicate the score you received on that exam. If your score carries an equivalent course at WVU, it will be indicated on your degree audit accordingly. If the score you provide does not warrant an equivalent course at WVU, you will see the course translated as “NOEQ 100 – Insufficient grade – no credit awarded” below the Course Equivalencies section at the bottom of your audit.

Selecting “Class” will take you to the following page:



You can scroll alphabetically through all the institutions within WVU's transfer credit database, or you can utilize the 'smart search' feature as seen above.

Only institutions for which WVU has evaluated courses will appear on this page. If your institution is not listed, WVU simply has not evaluated courses from that institution yet. For more information about how to have your coursework evaluated, please visit the page on [Transferring Course Credit to WVU](#).

After selecting an institution, you will be taken to a similar page where you will be able to select coursework you have taken (or plan to take) from that institution.

The screenshot shows a web interface for selecting a class. At the top, there are three tabs: 'Basics', 'Transfer', and 'Results'. The main heading is 'Select a Class' with a close button (X). Below the heading, the institution 'American University' is displayed. A search bar with a magnifying glass icon is present. The course list includes:

- PRIN FINANCIAL ACCOUNTING
ACCT 240
- PRIN MANAGERIAL ACCT
ACCT 241
- CULT:THE HUMAN MIRROR
ANTH 110
- ANTH OF AMERICAN LIFE
ANTH 150
- ROOTS RACISM/INTL HARM
ANTH 210
- INTERMEDIATE ARABIC II
ARAB 203
- EUROP ART:CAVE TO CATHED
ARTH 100

The right side of the page is titled 'My Transfer Work' and is currently empty.

Similar to the institution selection page, you can scroll alphabetically through the listed of evaluated courses from this institution, or utilize the 'smart search' bar feature.

Only courses from this institution for which WVU has evaluated will appear on this page. If your course(s) is not listed, WVU simply has not evaluated that course(s) yet. For more information about how to have your coursework evaluated, please visit the page on [Transferring Course Credit to WVU](#).

Once you have selected a course, you will need to complete information about that course on the page below. It is important that the information about the course is accurate, so pay close attention as you complete the following page. For example, indicating too many or too few credit hours will result in an error in the translation of the equivalent course.

Transfer Equivalency Self-Service

① Basics | ② Transfer | ③ Results

Class Information

American University

< Select a Class

ANTH OF AMERICAN LIFE
ANTH 150

What was the term? *

How many credits did you receive? *

0.0

What was your grade? *

What type of credits? *

Semester

Add another class from this school

Proceed

My Transfer Work

Generally speaking, equivalencies in TESS go back to the Fall of 2013. If you took the course prior to that date, you may request the system to process it, but it likely display “NOEQ 100 – Insufficient grade – no credit awarded” below the Course Equivalencies section at the bottom of your audit. If this happens, you will simply need to have that course evaluated to confirm it matches more recent equivalencies. For more information about how to have your coursework evaluated, please visit the page on [Transferring Course Credit to WVU](#).

If you wish to input multiple courses from the same institution, check the “Add another class from this school” highlighted above. If you do not check this box, you will be returned to the institution selection page.

You may continue to add courses until you have successfully filled the system with all the transfer work you have completed or plan to take, that is currently in the WVU transfer credit database.

When you are finished, you can either click the #3 Results button indicated above, or the “I’m all done” button on the main page. After doing so, an audit of your intended degree will load to show you the

following:

West Virginia University

Degree Audit

Transfer Equivalency Self-Service Worksheet as of 02/01/2018 at 10:31

| | |
|---------------|------------------------------|
| Level | Undergraduate |
| Degree | Bachelor of Science |
| Academic Year | 2018 - 2019 |
| College | Arts & Sciences |
| Major | Physics |
| Concentration | Physics - Biophysics (BA/BS) |

Degree Progress

Bachelor of Science Catalog Year: 2018 - 2019 Credits Required: 120
Credits Earned + In-Progress: 29

Unmet conditions for this set of requirements: 91 Credits needed

- Credit Residence Rule - 90 credits or last 30 of 36 credits at WVU Campuses** **Still Needed** A minimum of 90 credits or 30 of a student's last 36 credits must be taken at WVU
- Your GPA is below 2.0. Please see an advisor.** **Still Needed**
- General Education Foundations** **Still Needed** See General Education Foundations section
- First Year Seminar** **Still Needed** See First Year Seminar section
- University Capstone Course Requirement** **Still Needed** See Capstone section
- ECAS B.S. Requirements** **Still Needed** See ECAS B.S. Requirements section
- Major Requirements** **Still Needed** See Physics section

General Education Foundations

Click here to see which courses fulfill GEF requirements

- F1. Composition and Rhetoric** **Still Needed** Choose from 1 of the following:
 - ENGL 101** Composition And Rhetoric A 3 Spring 2016
 - Composition and Rhetoric** ENGL 111 - College Composition I - Lord Fairfax Community College (3 Credits in ENGL 102*) or (3 Credits in ENGL 102*)
 - Accelerated Academic Writing** (3 Credits in ENGL 103*)
- F2AB. Science & Technology**
 - Science & Technology with Laboratory**
 - Fundamentals of Chemistry** CHEM 115 Fundamentals of Chemistry B 4 Fall 2016
 - Satisfied by** CHM 111 - College Chemistry I - Lord Fairfax Community College
 - F3. Mathematics & Quantitative Skills** MATH 155 Calculus 1 A 4 Fall 2015
 - Satisfied by** MTH 1200 - Calc I & Analytical Geometry - College of Southern Maryland
- F4. Society & Connections** **Still Needed** 3 Credits in @ with Attribute F4
- F5. Human Inquiry & the Past** HIST 152 Growth-American Nation to 1965 C 3 Spring 2016
- Satisfied by** HIS 121 - United States History I - Lord Fairfax Community College
- F6. The Arts & Creativity** ARHS 120 Survey of Art History 1 A+ 3 Fall 2016
- Satisfied by** ART 101 - History and Apprec of Art I - Lord Fairfax Community College
- F7. Global Studies & Diversity** **Still Needed** 3 Credits in @ with Attribute F7
- F8. Focus**
 - PHYS 111** General Physics B 4 Spring 2016
 - Satisfied by** PHY 241 - University Physics I - Lord Fairfax Community College
 - PHYS 112** General Physics C 4 Fall 2016
 - Satisfied by** PHY 242 - University Physics II - Lord Fairfax Community College
 - MATH 196** Calculus 2 A+ 4 Fall 2016
 - Satisfied by** MTH 174 - Calc with Analytical Geom II - Lord Fairfax Community College

F8 may be completed with the completion of a Minor, Double Major or Dual Degree at WVU.

Header

You can see how the courses are translated to WVU courses, and completing degree requirements at WVU.

At the bottom of the page will be a more direct translation of how your courses and/or exams are being articulated to WVU courses.

| Not Counted | | Credit Applied: 1 | Classes Applied: 1 |
|---------------|---------------|--|--------------------|
| MATH 1TC | Math Elective | Max of zero classes/Credits exceeded | A+ 1 Fall 2016 |
| Satisfied by: | | MTH 174 - Calc with Analytical Geom II - Lord Fairfax Community Collge | |

| Legend | | |
|--|--|---------------------|
| <input checked="" type="checkbox"/> Complete | <input type="checkbox"/> Complete except for classes in-progress | (T) Transfer Class |
| <input type="checkbox"/> Not Complete | <input type="checkbox"/> Nearly complete - see advisor | @ Any course number |

This report should be used as a guide to help you understand how your transfer classes may equate to classes here and to how those classes may apply to degree requirements. The Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements.

Course Equivalencies

| College of Southern Maryland | | | | West Virginia University | | | | | |
|--------------------------------|------------------------------|----|---|--------------------------|---|----------|--------------------------------|----|---|
| MTH 1200 | Calc I & Analytical Geometry | A | 4 | Fall 2015 | → | MATH 155 | Calculus 1 | A | 4 |
| Lord Fairfax Community College | | | | West Virginia University | | | | | |
| ART 101 | History and Apprec of Art I | A+ | 3 | Fall 2016 | → | ARHS 120 | Survey of Art History 1 | A+ | 3 |
| CHM 111 | College Chemistry I | B | 4 | Fall 2016 | → | CHEM 115 | Fundamentals of Chemistry | B | 4 |
| END 111 | College Composition I | A | 3 | Spring 2016 | → | ENGL 101 | Composition And Rhetoric | A | 3 |
| HIS 121 | United States History I | C | 3 | Spring 2016 | → | HIST 152 | Growth-American Nation to 1865 | C | 3 |
| MTH 174 | Calc with Analytical Geom II | A+ | 5 | Fall 2016 | → | MATH 196 | Calculus 2 | A+ | 4 |
| PHY 241 | University Physics I | B | 4 | Spring 2016 | → | MATH 1TC | Math Elective | A+ | 3 |
| PHY 242 | University Physics II | C | 4 | Fall 2016 | → | PHYS 111 | General Physics | B | 4 |
| | | | | | → | PHYS 112 | General Physics | C | 4 |

Any course that has not been evaluated, or is not currently in the system, will be translated as “NOEQ 100 – Insufficient grade – no credit awarded”. Additionally, if the course information (specifically the number of credit hours) does not match what is listed in our database, you will also see this error message. If you believe that a course you have entered is receiving this message in error, please email transfercredit@mail.wvu.edu and we will be happy to look into the issue.

You are encouraged to save this audit if you plan to discuss your transfer credit with a WVU department or advisor.

If you have any questions about TESS or specific transfer courses, please email transfercredit@mail.wvu.edu for assistance.