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

Similar to the institution selection page, you can scroll alphabetically though 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.
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
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.

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.