1.) LOG IN

Go to tes.collegesource.com

Enter your TES user name and password that you received via an email from College Source, tes@collegesource.com

If you need your password resent to you, please “Forgot your password?” or e-mail umdreg@d.umn.edu

2.) VIEW TO-DO LIST

Select TRACK to view courses that need to be reviewed for transfer to UMD.

Select to view the course that needs to be reviewed
**3.) MAKE DECISIONS**

**SELECT ACTION.** This is where to indicate how the course transfers to UMD.

There are two UMD options from this drop-down menu: *Re-Assign* the course to a different department, or *Select/Change Equivalent Course.*

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Select the **Select Equivalent Course(s)** option

Select UMD’s most recent catalog in TES and select **Submit.**
Select the UMD department from the drop-down menu.

Approve the course as equivalent to a UMD course, as an elective (1xx, 2xx, 3xx), or recommend that the course is reviewed for Liberal Education Program credit awards.

If recommending that the course receive LEP credit, please re-assign the course to Academic Affairs, Dr. Gerald Pepper, using the SELECT ACTION option.

If course materials are needed to determine if the course could be a direct equivalent, select CCCC Consult Department with Syllabus.

If you cannot make an evaluation, select NNNN No Transfer.

Be sure to click after making the decision.

4.) APPROVE

The last step is to select Approve from the SELECT ACTION menu.

QUESTIONS?

Contact:

Sarah Hatfield, shatfiel@d.umn.edu or 218-726-7896

UMD Office of the Registrar, umdreg@d.umn.edu