

**How to Read the Transfer Evaluation System (TES)**

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| **To find a course from a different school** | **To find a Bethel general education requirement** | **To find a Bethel major or minor requirement** |
| 1. Find the name of the transfer school/university 2. Click on school name or “SEARCH” in that row 3. Type the other school’s course code into the box 4. Select “SEARCH” 5. Click on  to add the desired course to “my list” 6. Add additional courses 7. Print or email “my list” | 1. Find the name of the transfer school/university 2. Click on “GUIDES” in the row of the transfer school 3. Select the > next to the desired general education category 4. Click on “VIEW” 5. Click on  to add the desired course to “my list” 6. Print or email “my list” | 1. Find the name of the transfer school/university 2. Click on school name or “SEARCH” in that row 3. Type the Bethel course number into the box 4. Click the button next to “home course” 5. Select “SEARCH” 6. Click on  to add the desired course to “my list” 7. Print or email “my list” |

**Trouble Finding the Course:**

* If the **course** is not listed, the course has not been evaluated by our faculty yet. Please fill out the online petition form: <https://www.bethel.edu/undergrad/admissions/explore/undergrad-course-petition>
* If the **school** is not listed, you can fill out the above petition form or e-mail a copy of your unofficial transcript to [cas-registrar@bethel.edu](mailto:cas-registrar@bethel.edu)

**Understanding Transfer Equivalencies:**

* If a credit range is listed or there is a credit discrepancy between the transfer course and the equivalent Bethel course, the course will always transfer in as the same number of credits for which it was taken.
* Each row is one equivalency:

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| --- | --- |
| *one course will transfer in as two courses* |  |
| *two courses are required to be equivalent to one Bethel course* |  |
| *two transfer courses will transfer in as two Bethel courses* |  |
| *this course can transfer in as one or the other Bethel equivalency, not both* |  |

**End Dates on Transfer Equivalencies:**

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| **Bethel Course Number Changes:**  *(only the current Bethel course equivalency will show in the default view)* |  |
| **Change in Bethel’s Gen Ed Curriculum:**  Students starting at Bethel before Fall 2017  Students starting at Bethel in Fall 2017 or after |  |
| **Change in Bethel’s Gen Ed Curriculum:**  Students starting at Bethel before Fall 2017  Students starting at Bethel in Fall 2017 or after |  |
| **Change in Bethel’s Gen Ed Curriculum:**  Students starting at Bethel in Fall 2019 or after  Students starting at Bethel before Fall 2019 |  |
| **Change in Bethel’s Gen Ed Curriculum:**  Students starting at Bethel in Fall 2019 or after  Students starting at Bethel before Fall 2019 |  |

**If you are looking for a Bethel course that is no longer offered:**

1. Find the name of the transfer school/university
2. Click on school name or “SEARCH” in that row
3. Select “SHOW ALL SEARCH OPTIONS”
4. Change “Effective Date” option to “SHOW ALL”
5. Type the Bethel course number into the box
6. Click the button next to “home course”
7. Select “SEARCH”

**For more information:**

1. Go to: <https://www.bethel.edu/registrar/transfer-credits/transfer-evaluation-system>
2. E-mail: [cas-registrar@bethel.edu](mailto:cas-registrar@bethel.edu)