

# TES Instructions for Counselors

## Check Course Evaluation Info:

□ Visit TES CollegeSource website:

[https://tes.collegesource.com/TES\\_login.aspx](https://tes.collegesource.com/TES_login.aspx)

Click on “Search.” You can also get to the Course Finder by hovering over Search on the drop-down menu and clicking on “Course Finder.”

TES® Search Track Match Manage Support Contact Log Out Powered by CollegeSource TES 4.0

TES®: Transfer Evaluation System

User: ALEXANDER PETERS  
Institution: MIRACOSTA COLLEGE  
Account: 152967

**Search**  
Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.

**Track**  
Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.

**Match**  
Create and manage course equivalencies between your course inventory and other institutions. Create both simple and complex articulations. Group articulations for uses like program-to-program articulations, general studies packages, or statewide initiatives.

**Manage**  
Administer your TES account. Add users, set user rights, customize your public display, export equivalencies, view usage statistics, and more.

**Get the most out of TES**  
TES Basic Certification is an intensive online workshop held over two half-days, with hands-on instruction and exercises to complete. This training is offered monthly, and there are 15 slots available.  
*"I like walking through every one of the features and being given examples of how we might use them. I also like the 'try this' opportunities and the homework assignments. Gives us a chance to practice what we just saw. Not as easy as it sounds."*  
[View sessions and register](#)

Type in school name and press Enter or click the search button.


TES® Search Track Match Manage Support Contact Log Out Powered by CollegeSource TES 4.0

Course Finder 1

INSTITUTION SEARCH: (Optional Search)

U.S. Schools  Non U.S. Schools  All

Palomar College [Search](#)

Select school by pressing the  button to the left of the school's name.


Equivalency Manager

Create and manage course equivalencies between other institutions and MIRACOSTA COLLEGE. Equivalencies are shared between all members/users of your account.

INSTITUTION SEARCH:

U.S. Schools  Non U.S. Schools  All

Palomar College [Search](#)

INSTITUTION	CITY	STATE	DATASET	CATALOG	SHARED
 PALOMAR COLLEGE	SAN MARCOS	CA	✓	✓	

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Select catalog year for course(s) you are researching. In this example, we will use HIST 101 Spring 2020 from Palomar.

**Course Finder 2**

INSTITUTION → DATA SET

PALOMAR COLLEGE SAN MARCOS, CA

DATA SET:

PALOMAR COLLEGE 2019-2020 [Select](#)

SEARCH ALL DATA SETS:

Course Code  Course Title

Enter search term [Search](#)

CATALOG:

PALOMAR COLLEGE 2021-2022 [Select](#)

Our catalog is effective for the academic year beginning with Fall and ending with Summer. You would select 2019-2020 in this case

Select the department from drop down menu.

https://tes.collegesource.com/coursefinder/7E5\_coursefind03.aspx?id=13121&eid=342231

Import bookmarks... Getting Started... MiraCoda Syllabi... ADT CCC Login... ADT Templates... Executive Order 11081... CSU General Educatio... Articulation Resources... Other Bookmarks

SELECT DEPARTMENT:

ACCOUNTING - (ACCT)

ENTERTAINMENT TECHNOLOGY - (ENTT)

FAMILY AND CONSUMER SCIENCES - (FCS)

FASHION - (FASH)

FIRE TECHNOLOGY - (FIRE)

FOREIGN LANGUAGES - (FL)

FRENCH - (FREN)

GEOGRAPHY - (GEOG)

GEOGRAPHY - (N GEOG)

GEOLOGY - (GEO)

GERMAN - (GERM)

GRAPHIC COMMUNICATIONS - (GC)

GRAPHIC COMMUNICATIONS - IMAGING & PUBLISHING - (GCP)

GRAPHIC COMMUNICATIONS - MULTIMEDIA & WEB - (GCMW)

HEALTH - (HE)

**HISTORY - (HIST)**

HUMANITIES - (HUM)

INDUSTRIAL TECHNOLOGY - (IT)

INTERIOR DESIGN - (ID)

INTERNATIONAL BUSINESS - (IBUS)

UNITS [View](#)

3

2

4

4

2

2

3

54

4

4

[Help](#)

[View](#)

Check the box by HIST 101 and left click on

This will bring up the equivalency and general education entered by evaluators if there are equivalencies. There will be a message that says, "There are no data records found." under equivalency history if no equivalency has been made.:

**Course Finder 4**

INSTITUTION → DATA SET → COURSE LIST → COURSE DETAIL

PALOMAR COLLEGE SAN MARCOS, CA

PALOMAR COLLEGE 2020-2021

HIST 101 HISTORY OF THE UNITED STATES THROUGH RECONSTRUCTION

Political, economic, social, and cultural development of the American people through Reconstruction with particular emphasis on the colonial period; the Revolution; constitutional development; westward expansion with emphasis on California and frontier influences; emergence of sectionalism; the Civil War and Reconstruction. Note: This course plus History 102 meets the State requirement in American History and Institutions. Transfer acceptability: CSU; UC HIST 101 and 102 or AS 101 and 102 combined; maximum credit, one pair C-ID HIST 130.

Units: 3

Lecture hours: 3

Department: HISTORY

Source catalog: Palomar College 2020-2021


Course history: View Detail

EQUIVALENCY HISTORY

TRANSFER COURSE(S)	EQUIVALENT COURSE(S)	BEGIN	END
HIST 101	HIST 110 + US 1	1/1/1995	
HIST 101 + HIST 102	US 1+ US 2 + US 3	1/1/1995	

EVALUATION HISTORY

There are no data records found.

Click on the  button to get a more detailed look of the equivalency, and to read evaluators notes. The notes can give different information such as if the course meets a specific major, if we have a syllabus on file, if it is only equivalent if you complete a pair of courses, etc.

**TES<sup>®</sup> EQUIVALENCY DETAIL** ×

**BEGIN DATE:** 1/1/1995  
**END DATE:** --  
**PUBLIC NOTE:** HIST 101 and HIST 102 combined meet AL. HIST 101 partially meets US-2 until Fall 2017  
**PRIVATE NOTE:** --

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**PALOMAR COLLEGE**

**HIST 101 HISTORY OF THE UNITED STATES THROUGH RECONSTRUCTION**  
 Political, economic, social, and cultural development of the American people through Reconstruction with particular emphasis on the colonial period; the Revolution; constitutional development; westward expansion with emphasis on California and frontier influences; emergence of sectionalism; the Civil War and Reconstruction. Note: This course plus History 102 meets the State requirement in American History and Institutions. Transfer acceptability: CSU; UC – HIST 101 and 102 or AS 101 and 102 combined: maximum credit, one pair.  
**Units:** 3  
**Lecture hours:** 3  
**Department:** HISTORY  
**Source catalog:** Palomar College 2015-2016  
**Course history:** [View Detail](#)


**MIRACOSTA COLLEGE**

**HIST 110 UNITED STATES HISTORY TO 1877**  
 This course covers the history of the United States from the early cultures to Reconstruction. It emphasizes political, economic, social, and cultural developments. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146. C-ID HIST-130. Enrollment Limitation: Not open to students with credit in HIST 110H. Acceptable for Credit: CSU, UC Credit Limitation. (Taxonomy of Program number: 2205.00).  
**Units:** 3  
**Lecture hours:** 3  
**Prerequisite:** None  
**Department:** HISTORY  
**Source catalog:** MiraCosta College 2015-2016  
**Course history:** [View Detail](#)


**US 1 AMERICAN INSTITUTIONS - HISTORY**  
**Department:** G.E./CSU G.E.  
**Source catalog:** MiraCosta College 2015-2016  
**Course history:** [View Detail](#)

## View Course Equivalency Information


You can view courses with existing equivalencies and general education designations by clicking on MATCH:




**Search**  
 Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.



**Track**  
 Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.



**Match**   
 Create and manage course equivalencies between your course inventory and other institutions. Create both simple and complex articulations. Group articulations for uses like program-to-program articulations, general studies packages, or statewide initiatives.

You can also get to the Equivalency Manager by hovering over Match on the drop-down menu and clicking on “Equivalency Manager.”

The screenshot shows the TES Equivalency Manager interface. At the top, there are navigation links: Search, Track, Match, Manage, Support, Contact, Log Out, and CollegeSource. The main heading is 'Equivalency Manager'. Below it, a sub-heading reads: 'Create and manage course equivalencies between other institutions and MIRACOSTA COLLEGE. Equivalencies are shared between all members/users of your account.' There is an 'INSTITUTION SEARCH' section with a search bar and a 'Search' button. Below the search bar is a navigation bar with letters A-Z and 'ALL'. Below that is a table with columns: INSTITUTION, CITY, STATE, GROUPS?, and GROUP REPORTS?. The table lists various institutions like Abilene Christian University, Abraham Baldwin Agricultural College, etc.

You can view all existing equivalencies for a particular college by typing in the name of the college or by clicking on the first letter of the college and scrolling until you find the college you are searching for.

### Explanation of Symbols used in TES:

Other than the ‘standard’ symbols used to designate G.E (General Education). categories (i.e., CSUGE A1) you may see the following:

<b>+</b>	<b>NO= ; NDA</b>	<b>NON-DEGREE APPLICABLE</b>
<b>+</b>	<b>NO= ; NT</b>	<b>DEGREE APPLICABLE, NOT TRANSFERABLE</b>
<b>+</b>	<b>NO= ; TR</b>	<b>TRANSFERABLE TO CSU</b>



**NO=; NDA.:** No equivalent course at MiraCosta. The course is Non-Degree Applicable. Units are counted towards cumulative total only. They do not count towards Degree Applicable or Transferable units.

**NO=; NT:** No equivalent course at MiraCosta. The course is Non-Transferable but is Degree Applicable. Units *may* be counted towards non-ADT degrees.

**NO=; TR:** No equivalent course at MiraCosta. The course is CSU Transferable and is also Degree Applicable. We do not determine UC transferability.

In the example below CSNT 111 at Palomar is equivalent to CSIT 181 and can be used the same way as CSIT 181 at MiraCosta. **It is important to check ASSIST for General Education if you are looking at a California Community College course.** You may see differences in what General Education areas a course meets. For example, NUTR 185 at Palomar is equivalent to NUTR 100. NUTR 185 is approved for Plan B- Area E, while our NUTR 100 is approved for Plan B- Area B2 or Area E. Please email [evaluations@miracosta.edu](mailto:evaluations@miracosta.edu) if you have any questions.

▶ CSNT 111 NETWORKING FUNDAMENTALS (3)	CSIT 181 FUNDAMENTALS OF COMPUTER NETWORKING (3)	?
▶ CSNT 181 HACKER PREVENTION/SECURITY (3)	CSIT 182 FUNDAMENTALS OF COMPUTER SECURITY (3)	?
▶ CSWB 110 WEB SITE DEVELOPMENT WITH HTML5/CSS3 (3)	NO= ; TR TRANSFERABLE TO CSU	
▶ CSWB 280 WEB DESIGN AND DEVELOPMENT CAPSTONE (3)	NO= ; TR TRANSFERABLE TO CSU	
▶ DBA 100 INTRODUCTION TO RADIO AND TV (3)	CSUGE C1 CSU G.E. AREA C1 - ARTS MCC C MCC PLAN A: C - HUMANITIES NO= ; TR TRANSFERABLE TO CSU	

**NOTE?** If you notice a  or  icon under the "note?" heading, please make sure that you click on the icon and view the note. The notes are put in by evaluators to clarify how the course is to be used or to provide important background information on the course.

**PALOMAR COLLEGE**

**NUTR 185 SCIENCE OF HUMAN NUTRITION**  
 Science of food, nutrients, and other substances. Processes by which humans ingest, digest, absorb, transport, utilize, and excrete foods and nutrients are explored. Emphasis on biological, chemical, and physiological implications to human nutrition and overall health. Current nutrition recommendations and controversies are analyzed from a scientific perspective. (Formerly FCS 185). Note: Cross listed as BIOL 185. Transfer acceptability: CSU; UC – NUTR 165, NUTR 185, BIOL 185. HE 165 combined: maximum credit, one course. Course Identification Numbering System: NUTR 110.  
**Units:** 3  
**Lecture hours:** 3  
**Recommended:** Preparation: CHEM 110 and BIOL 210 or BIOL 211  
**Department:** NUTRITION  
**Source catalog:** Palomar College 2018-2019  
**Course history:** View Detail

**MIRACOSTA COLLEGE**

**CSUGE E CSU G.E. AREA E - LIFELONG LEARNING & SELF DEVELOPMENT**  
**Department:** G.E./CSU G.E.  
**Source catalog:** MiraCosta College 2018-2019  
**Course history:** View Detail

**MCC E2 MCC PLAN A: E2 - SELF-DEVELOPMENT**  
**Department:** G.E./MCC A  
**Source catalog:** MiraCosta College 2018-2019  
**Course history:** View Detail

**NUTR 100 NUTRITION TODAY**  
 This course relates scientific concepts of nutrition to the function of nutrients in basic life processes. It emphasizes individual needs; functions and sources of nutrients; current nutrition and health issues; scientific method for analysis and evaluation of nutrition information; dietary guidelines and current nutrition

**EQUIVALENCY DETAIL**

**Begin Date:** –  
**End Date:** –  
**Public View Hide?:** No  
**Public Note:** Common C-Id number. No Area B credit.  
**Private Note:** –



**Question#1:** What do the End and Beginning dates refer to? Answer: The beginning and end dates are inserted automatically by TES when we define a course. When we set the course up, we usually look for the year the course was taken and set it up for that year. Unfortunately, we do not have control of the end dates right now.

**Question#2:** We noticed that the courses are evaluated per a certain catalog year at both institutions, so does this mean we can or cannot use the TES information if we meet with the student that took the same course, but in a different year? Answer: Right now, it is safe to assume that we will use the course the way it is set up in TES regardless of the year. We will only be dealing with this issue for a little while longer because once the Degree Audit is up and running, we will be updating all the catalog equivalencies on a yearly basis. Please email [evaluations@miracosta.edu](mailto:evaluations@miracosta.edu) if you have any questions.

**Send Courses to Evaluators for Evaluation:**

Courses can also be sent to evaluators on an individual course basis. You would use this option if you do not need the entire transcript evaluated but you had a question about one or two individual courses on the transcript. No more than three courses should be sent in this manner. If more than 3 courses are needed to review, then a Prior College Credit evaluation is likely warranted.

□

□ Login to TES with your credentials: <http://tes.collegesource.com>

□ Select Search/Course Finder in TES:

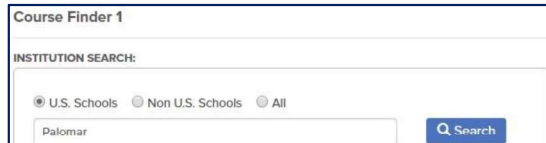


□

□

□

□ Enter College Name:



Course Finder 1

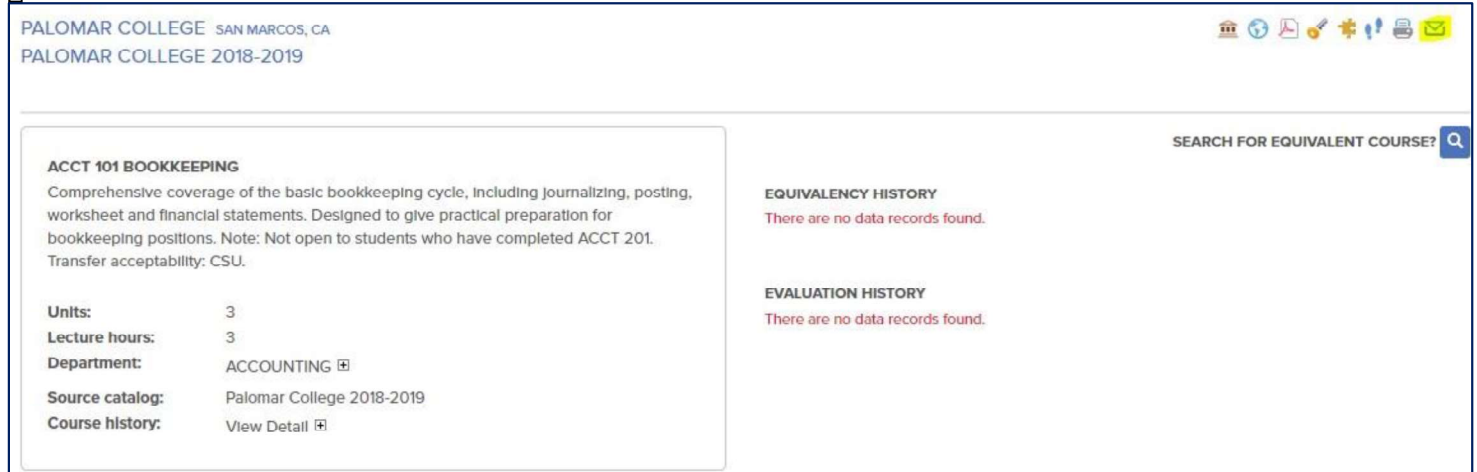
INSTITUTION SEARCH:

U.S. Schools  Non U.S. Schools  All

□ Find the course:

COURSE CODE	COURSE TITLE	UNITS	<input type="button" value="View"/>
ACCOUNTING			
<input type="checkbox"/> ACCT 101	BOOKKEEPING	3	

□ Click the email icon:



PALOMAR COLLEGE SAN MARCOS, CA  
PALOMAR COLLEGE 2018-2019

SEARCH FOR EQUIVALENT COURSE?

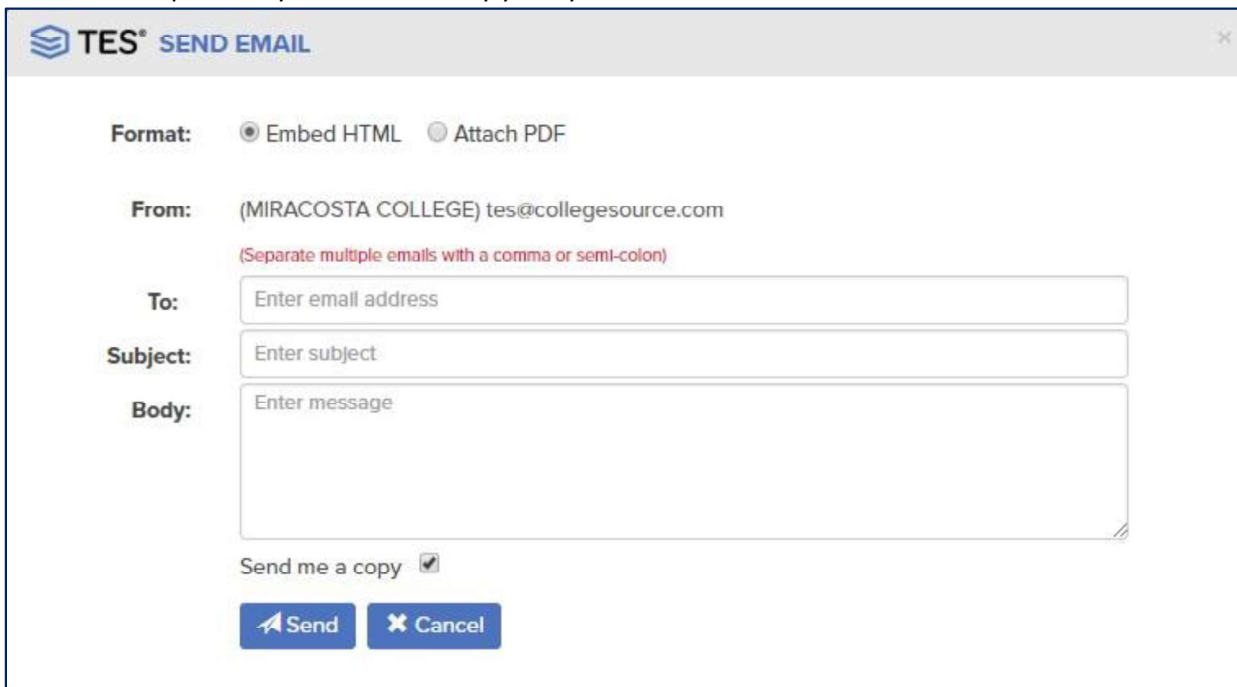
**ACCT 101 BOOKKEEPING**  
Comprehensive coverage of the basic bookkeeping cycle, including journalizing, posting, worksheet and financial statements. Designed to give practical preparation for bookkeeping positions. Note: Not open to students who have completed ACCT 201. Transfer acceptability: CSU.

**Units:** 3  
**Lecture hours:** 3  
**Department:** ACCOUNTING   
**Source catalog:** Palomar College 2018-2019  
**Course history:** View Detail

**EQUIVALENCY HISTORY**  
There are no data records found.

**EVALUATION HISTORY**  
There are no data records found.

□ Use the [evaluations@miracosta.edu](mailto:evaluations@miracosta.edu) email address and include the student's first and last name and their Student ID. The Evaluators will automatically evaluate the course for course equivalency at MCC and whether it meets any G.E. Areas. Please indicate in the email if you need additional information about the course such as if it meets a specific ADT major requirement. **The more specific your request is in the email the better able we are to help you.** Evaluators will create the equivalency in TES and notify you by email when it has been done.



TES<sup>®</sup> SEND EMAIL

**Format:**  Embed HTML  Attach PDF

**From:** (MIRACOSTA COLLEGE) tes@collegesource.com  
(Separate multiple emails with a comma or semi-colon)

**To:**

**Subject:**

**Body:**

Send me a copy

Evaluators will email you when the request has been processed.