



### **Quick 10- Step Refresher for Completing Course Evaluations in ACETS**

**How will I know that I have courses to evaluate?** You will receive an email called “ACETS Notification,” from [Alecia.Mooney@nau.edu](mailto:Alecia.Mooney@nau.edu). When you receive this email, click on the link inside the email to login to ACETS (bookmark this link). You can also find this link from the homepage in the NAU index under “A” [Articulation Transfer](#) (Faculty/Staff). Once you are on the AZ Transfer Articulation NAU page, click on [ACETS Faculty Evaluators](#) and “ACETS Login.”


**Why is this important?** You are the designated evaluator for your department. You are the decision-maker for how coursework transfers to NAU. Your decisions documented in ACETS are used to populate:

- Incoming student transcripts (decisions are encoded in Peoplesoft)
- The AZ [Course Equivalency Guide \(CEG\)](#) (decisions display in the NAU column which shows students how their courses transfer to NAU).
- The new [NAU TAP \(Transfer Academic Plan\) pathway tool](#) (decisions display in the pathways applicable to various NAU degrees).
- Other NAU Resources/Tools such as [Jacks Transfer Guide](#).

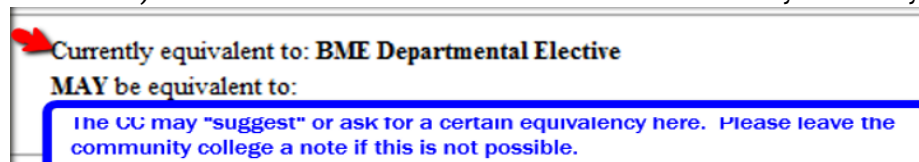
### **10 Steps for Evaluating Courses**

1. **Login to ACETS**
2. **Enter your Username and Password:** Use lower-case letters. Your username is usually your entire first name followed by your last initial (no spaces). Your initial password is normally your department’s prefix. Please change your password once you login for the first time. If you forget your password, click on “Forgot Your Password” on the ACETS homepage to receive an email for resetting your password. If you have forgotten your username, or cannot login to your account, call or email [Alecia.Mooney@nau.edu](mailto:Alecia.Mooney@nau.edu) (928) 523-1745.

3. **After logging in:** you will see a list of courses to evaluate. Click on “Edit” to enter the form for each course to record your evaluation.

	Pima	REA 112 (4.0) - Summer Session I 2016 Critical Reading	<b>Mod</b> <b>Other: Modified prerequisites.</b>
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4. **Types of Forms:** The community colleges will send their courses through ACETS whenever they create a “NEW” course or modify “MOD” the content of an existing one. Modifications to course content are sent to faculty for a re-evaluation.
- A new course will arrive on a (**NEW**) form. Because these courses have never been evaluated before, you will not see a previous equivalency in the form or be able to find it in the Course Equivalency Guide.
  - A modified course will arrive on a (**MOD**) form. This type of form is sent when changes have been made to the course content that requires it to be re-evaluated. The types of changes made to the course will be noted on the form (e.g. course outline modified, student learning outcomes added). How the course currently transfers to NAU (past evaluation) can be found inside the form at the bottom where you enter your decision.



Currently equivalent to: **BME Departmental Elective**

**MAY be equivalent to:**

The CC may “suggest” or ask for a certain equivalency here. Please leave the community college a note if this is not possible.

5. **Course Outline:** To view the course content (goals, outcomes, competencies etc.), click on the course link within the form.

**Additional Information:** [View Additional Information](#)

**Course Outline/Desc:** [tea112.rtf \(60.12 KB\)](#) MS Word

6. **Evaluation of Courses for Transfer:** Arizona Transfer has a system policy on how courses will be evaluated for transfer purposes. This policy was approved by APASC (CAO’s/Provosts of the AZ institutions). Evaluators “... *assess the content of the course as evidenced by the course description, outline and performance objectives/competencies submitted by the source institution. The modalities used to deliver the course... are not to be considered in the decision to accept or reject the course.*” This policy can be found on the AZTransfer site under Educators. It is located in the [AZ Transfer Handbook & Policy Manual under Evaluation of Courses for Transfer](#). If you need additional information on the “content” of the course, please contact me and I will request by emailing the community college.
7. **When you are ready to record your transfer credit recommendation - choose one of the following:**
- ❖ Direct Equivalency (DE) - Does the content of the incoming course overlap with the content of an NAU course? If so, enter the NAU prefix/subject and the course # on the form (entering the title is not necessary).
  - Departmental Elective (DEC)
  - Elective (E)
  - Non-Transferable (NT)
8. **A more detailed description of the above choices are as follows:**
- ❖ **Direct Equivalency (DE):**
    - ✓ **Check the units** - Make sure they are the “same” or “more” than the equivalent NAU course. If more, please add a note in the “notes” box as to what to do with

the additional units (departmental elective credit or general university elective credit).

- ✓ **Make sure the NAU course is a 100-200 level course.** Do not award a direct equivalency to an upper-division course.

UNIVERSITY EVALUATION  
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

Directly Equivalent? Enter the NAU course and # (For Example: EDF 200)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective credit  
☐ (NT) Not transferable for university credit

Notes:

*Annotations: A purple arrow points from the 'Directly Equivalent?' box to the 'Equivalent to' field. A purple box highlights the 'Directly Equivalent?' field.*

- ❖ **Departmental Elective (DEC):** If NAU does not offer an equivalent course, or if the equivalent NAU course is upper-division, consider departmental elective credit. This credit tells the student that the elective can apply toward the major, if needed.

UNIVERSITY EVALUATION  
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective credit  
☐ (NT) Not transferable for university credit

*Annotations: A purple arrow points to the '(DEC) Department elective credit' field. A blue box contains the text: 'If dept. elective, enter the prefix here (For example: EDF)'.*

- ❖ **Elective (E):** If this course will not be accepted as an elective towards the department, but you believe NAU will accept the course for general transfer credit, award "elective."

UNIVERSITY EVALUATION  
(please include all applicable information requested)

Equivalent to (course prefix, number, title)

(DEC) Department elective credit for (indicate the prefix designation)

☐ (E) University elective credit  
☐ (NT) Not transferable for university credit

Notes:

*Annotations: A purple arrow points to the '(E) University elective credit' checkbox. A blue box contains the text: 'Click this box.'.*

- ❖ **Non Transferable (NT):** This course will not be accepted by NAU for transfer credit.
  - ✓ **A note must be provided on the form (state law).** Please place your note in the “Notes” box as to why it will not be accepted by NAU. For example: “This course is remedial (below 100-level) in nature, and not a university-level course.”

The screenshot shows the 'UNIVERSITY EVALUATION' form with the instruction '(please include all applicable information requested)'. It contains two text input fields: 'Equivalent to (course prefix, number, title)' and '(DEC) Department elective credit for (indicate the prefix designation)'. Below these are two checkboxes: '(E) University elective credit' and '(NT) Not transferable for university credit'. A blue box with a red border highlights the '(NT)' checkbox, with a red arrow pointing to it from a text box that says 'Click this box. Then provide the reason in the "Notes" box below.' Another red arrow points from this text box to the 'Notes:' label at the bottom of the form.

9. When finished, click “**Send.**” The form will then be routed back to the Coordinator for finalization. If you make a mistake or want to change something, contact [Alecia.Mooney@nau.edu](mailto:Alecia.Mooney@nau.edu) or 3-1745 as soon as possible (it can be sent back to you to fix within the time before it is finalized).

This block contains two buttons with their respective instructions. The 'Send' button is highlighted with a red arrow. The 'Return' button is also shown.

<p><b>Send</b></p> <p>Click "Send" to complete a Final Submit. This form will no longer be editable. The results of this equivalency will be posted immediately.</p>	<p><b>Return</b></p> <p>Return to the previous list. Changes will not be saved, form will remain editable.</p>
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10. Click “**Return to List**” in the top right corner of the form to go back to the other courses in your ACETS account.

Next time you login, the courses should be gone.

Need help or have questions? Contact Alecia Mooney at 3-1745 or email [Alecia.Mooney@nau.edu](mailto:Alecia.Mooney@nau.edu)

Or visit the NAU page at [AZTransfer NAU Faculty Help & links for ACETS/ATF](#)

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