How to Request UC EAP/UC System /Private/Out of State Transfer Credit:

PRE APPROVED Major Credit

Option 1: Request Major Credit
If the course has been *pre-approved by UCSB PBS*,
request degree credit here:
https://goo.gl/forms/zlUxy9orPZokq34K3

> **Check Approved Courses Here!**
>
> **Study Abroad (UC EAP)**

PRE REQ Clearances

Option 2: Request Pre-Requisite Clearance on GOLD *(then ask for Option 1 Major credit)*
If this course is a pre-req to other courses you need at UCSB, please request clearance.

1) Check if the course is on GOLD yet.
2) If the course is not on GOLD yet, be sure to include an unofficial transcript with PBS email.
3) Email advising@psych.ucsb.edu your name, perm, institution, course #/title, and grade.
4) Identify the UCSB equivalency for clearance.
   a. Ex: UCLA STATS 10 = UCSB PSTAT 5A. Clearance needed for PSY 10A.
   b. Ex: UCEAP Copenhagen PSY 131 = UCSB PSY 102. Clearance needed for PSY 150L.
5) Send email **AND** now fill out Option 1 for logging the major credit needed too.

REQUEST Evaluation

Option 3: Request UCSB Faculty Evaluation of Course Material for Credit
There are TWO options for evaluation request:

   A) An individual course (such as PSTAT- Intro to Stats), follow Instructions 3A on Page 2.

   B) A science series (such as CHEM I & II), follow instructions 3B on Page 3.

Note for CA Community College Transfers: Assist.org series *COMPLETED* at one campus do *NOT* require evaluation, but "partial" series or series taken at 2+ campuses/districts do require evaluation). If you are not sure, email advising@psych.ucsb.edu.

> Ex: If a full year of science was not completed, and/or series was taken at multiple institutions, then the corresponding UCSB Dept. must approve the material covered for credit. **PBS must manage PBS students' profiles**, so please *DO NOT DIRECTLY CONTACT CHEM, BIO, PHYSICS, MATH, PSTAT* but provide us the following information for us to give to them. We will work with the appropriate advisor/faculty on your behalf for evaluation and degree credit.

Timeline Reference:

Option 1: Degree Audit Petitions…
Allow a few weeks for processing. Students will not be emailed results, but will see the course populated on their degree audit once approved by L&S and/or processed by the Registrar.

Option 2: Clearances for GOLD…
That are pre-approved, 2-3 business days (normally the time it takes us to respond to emails). That need evaluations, see **Option 3.**

Option 3: Evaluation…
Varies by department, but typically averages 2 weeks for evaluation results and clearances. Then degree audit petitions will need to be made—see **Option 1.**

If you're not sure which option is best for you, scroll to page 5 for some common examples…

Option 3A: Instructions for INDIVIDUAL COURSES

1) Per class (for series- instructions below), compose an email to advising@psych.ucsb.edu.
2) Copy, paste, and edit subject line below.
3) Copy, paste, and edit email body items below and answer the two statements.
4) Attach unofficial transcript (pdf). Name file: **Last Name, Perm, School** (Gaucho 7654321 SBCC).
5) Attach *proper* syllabus (pdf). Name File: **Last Name, Perm, Course Name** (Gaucho 7654321 Intro Psych).

Common options for individual classes are: PSY/MATH/PSTAT/PHIL/ANTH, etc.
*For series, see below for CHEM/BIO/PHYSICS. *

Individual Course Subject Line: First Last (Perm): Eval for Institution Catalog ###
*Example: **Jose Gaucho 7654321: Eval for Boston PSY 255***

Individual Course Email Body:
Name
Perm
Institution (ex: Santa Monica College)
Course # (ex: PSY 101)
Course Name (ex: Introduction to Psychological Sciences)
Grade (ex: A-)
Quarter Taken (ex: Spring 18)

I ordered unofficial transcripts to be sent to UCSB Admissions on _____.
This course appears on GOLD: yes or no.
<Edit PDF file name & attach unofficial transcript(s) and syllabus and lecture notes>

Scroll down to page 4 for Series instructions...

Scroll down to Page 5 for common examples...

Option 3B: Instructions for SERIES COURSES

For series, these are ~~special instructions that MUST be followed~~ for CHEM/BIO/PHYSICS to approve your course work. Then PBS will create a degree petition on your behalf (Option 1).

Stage 1: Prepare your documentation.
1) Collect syllabi from courses, including lecture schedules identifying weekly chapters reviewed.
2) Convert each syllabus to a PDF document (photographs and/or links are not accepted to protect staff/faculty from spam).
3) "Save as" each file by "School Course ###" such as "SD Mesa CHEM 101" or "SBCC BIO 91."
4) Download "unofficial transcripts" (may be more than one school) and save as "Last Name, PERM #, School Transcript" such as "Gaucho 7654321 SD Mesa Transcript."

Stage 2: Email your evaluation.
1) Open your UCSB account.
2) Compose email to advising@psych.ucsb.edu.
3) Copy, paste, and edit subject line below.
4) Copy, paste, and edit email body below.
5) Attach re-named/labeled supporting documentation (syllabi + lecture notes + transcripts) as pdfs.
6) Send email to PBS (**please do not email the other departments directly. PBS must log each evaluation**).
7) Please allow up to 2 weeks for a reply. If format instructions are not followed, you will be asked to resubmit your evaluation request before PBS forwards your evaluation request to another department.
8) Once the evaluation results are in, you will be cleared by the primary department (if applicable) and PBS will forward you the results of the faculty evaluation. Please keep that email for your records.
   a. Ex: Students with MATH 34A credit will be cleared by MATH to access MATH 34B on GOLD.
9) Then return to Option 1 and fill out the form and log the results to request degree credit.

Subject Line for Series Courses:
First Last (Perm): Series Eval for _____.
*Example: **Jose Gaucho 7654321: Eval for CHEM***

Series Courses Email Body: *Since some schools have separated lectures from labs, and/or some schools have 3 part/quarter series; please copy and paste the following below, and edit to match your previous school's format.*

Name:
Perm:
The original transcripts were ordered to UCSB on (*if unknown, please make your best guess*):
School 1: MM/DD
School 2: MM/DD
School 3: MM/DD (if needed)

Part 1 Lecture:
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

Part 2 Lecture:
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

Part 3 Lecture (if needed):
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

Part 1 Lab (if needed):
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

Part 2 Lab (if needed):
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

Part Lab 3 (if needed):
Institution/School:
Course Topic & #:
Course Name:
Quarter Taken:
Grade Received:

<Attach supporting documents, properly labeled as identified in Stage 1>

If you wish, scroll down to Page 5 for common examples…

How do I know which option fits my needs best? Which example best describes your needs:

UC EAP:

1) Ex: I went with UCEAP and the courses were pre-approved on the PBS website equivalency log as UCEAP Sydney PSY 131 = UCSB PSY 102. **Option #1. Option #2 might also apply if it is a PSY pre-req.**

2) Ex: I went to UCEAP Scotland and I am not sure if the courses are approved?**! Green BOX at page 1 top right to start. If listed, Option 1. If not listed, Option #3A.**

3) Ex: I went with UCEAP and I took a course that is <u>not</u> on the pre-approved list. **Option #3A to start.**

UC System-wide:

4) Ex: I took UCLA STATS 10 over summer that is approved for PSTAT 5A. I have sent in the transcripts to UCSB Admissions, but I need to be cleared for UCSB PSTAT 5A to take PSY 10A in Fall. **Option #2.**

5) Ex: I took UCSD OCHEM over summer and I have email proof from UCSB CHEM, **Option #1. Option #2.**

6) Ex: I took UCB PHYSICS over summer that has not been approved by UCSB PHYSICS, **Option #3B to start.**

Out of State/Private:

7) Ex: I took a "Gen Chem" course at Boston University before transferring to UCSB and need to know if it is accepted/what part to take next. **Option #3B to start.**

8) Ex: I took "PSY 101" at Oregon State. **Option #3A to start.**

9) I went to a NY CC and took part of OCHEM but did not finish it there. **Option #3B to start.**

Transfer CA CC:

10) I went to a private/out of state school and then I transferred to a CA CC. **Option #3B to start.**

11) I went to a CA CC "district" like SD Mesa & SD Miramar to take my CHEM series. **Option #3B to start.**

12) I went to a CA CC and took some BIO but not all of the Bio. How to do I get credit? **Option #3B to start.**

13) I took PHIL 101 at a CA CC this summer and it is not up on my UCSB transcript yet, **Option #2 if needed.**

14) I went to a CA CC and turned in my transcripts by June, but my classes are not showing up yet?! **Option #2.**

For questions, from your UCSB email, please email advising@psych.ucsb.edu.
Subject: Eval Question (Perm #)

Body
Name
Perm
# of Schools
Names of Schools
Course Title(s)/Catalog ###(s) under question
Was this course pre-approved? Yes or No
Proof of approval comes from… (Ex: Assist.org, UCSB PBS EAP list, Email from BIO dept, etc.)

Please note: Units/credits accepted by UCSB Admissions/Registrar do not constitute major credit (they accept units for university credit and need major approval). Ex: They might accept Colorado PSY 200 Social Psych for 5 units, but this course must be evaluated by UCSB PBS for UCSB PSY 102 credit to be apply as major credit.
Only Assist.org credits transferred courses/ full series are auto-populated as major credit accepted. All other courses require action (even if from UC systemwide or UC EAP)!