How to Use the Transfer Evaluation System

1. Type the name of the institution you are transferring credits from or find the institution using the alphabetical index.

2. Click on the institution you are transferring courses from.

3. Locate your course(s) from the list and click on the box at the end of the course. If you have multiple courses choose all appropriate courses. Select “+ Add/View My List”.

4. The transfer course will appear with the Colorado School of Mines equivalent as “MY LIST” (if it is in the database) along with any corresponding note. If an equivalency is not found, the course will be evaluated when official transcripts are received.

5. Repeat these steps for each transfer course.