Welcome to the TESS Self-Service Tool. The enclosed guide is intended to help you navigate through this tool. You will find each of the sections outlined below with an additional explanation of what is required.

**NOTE:** This is an unofficial articulation of your credits. The results are based on how OSU has transferred in credits in the past and how they are currently recorded in our system.

Courses might not appear on your unofficial articulation for a couple different reasons:

1. The course has never been transferred in to OSU
2. It is a new course that we have not yet articulated and added to our system.
3. Limitations of the tool do not automatically articulate all of the courses of the Oregon Transfer Degrees (ASOT, AAOT, ASOT-B)

Please be sure to contact a Transfer Admissions Advisor at the end of the tool to discuss any missing courses.

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**Getting Started**

Though you CAN use this tool without creating an account, we HIGHLY recommend you create an account first so you can save your results and adjust them later if needed.

**The Basics - Tell us your plans**

In this next section, you’ll provide information regarding when and what you plan to study at OSU.

1. **Choose your term of Enrollment**
2. **Choose your preferred campus**
Complete your degree at one of many OSU campuses. Degree offerings at each campus vary. Choose between:
- Bend - Cascades campus (in-person)
- Corvallis Campus (in-person)
- LaGrande (in-person) – Programs in Cooperation with Eastern Oregon University.
- Online (Ecampus – Anywhere you are)
- Portland (PDX Center hybrid, select programs only)

4. **Choose your intended level**
- Graduate – You have a Bachelor’s degree and now want to earn a Masters, PhD or other advanced degree
- Postbacc Degree Seeking – you have a Bachelor’s Degree and you want to earn another credential.
- Undergraduate – You have never completed a Bachelor’s Degree
5. **Choose your intended degree**
   If you need assistance determining what type of degree fits your major, please visit: [https://admissions.oregonstate.edu/find-your-major](https://admissions.oregonstate.edu/find-your-major)

   - **Bachelor of Arts (BA Degree):** The Bachelor of Arts degree is conferred for broad and liberal education in humanities, arts, social sciences, and sciences. College BA requirements provide:
     
     1. a breadth of preparation in these fields that is significantly greater than that required of all undergraduates through the baccalaureate core; and
     2. foreign language proficiency certified by the School of Language, Culture, and Society as equivalent to that attained at the end of the second year course in the language (can be fulfilled at the community college level)

     Proficiency in American Sign Language equivalent to that attained at end of the second year also meets the BA language requirement.

   - **Bachelor of Fine Arts (BFA Degree):** The bachelor of fine arts is a professional degree requiring a minimum of 105 credits in the visual arts.

   - **Bachelor of Science (BS Degree):** The Bachelor of Science degree is conferred for focused curricula that emphasize scientific ways of knowing and quantitative approaches to understanding in the sciences and social sciences, and for curricula in professional fields.

   - **Certificate In:** Some colleges offer specialty certificates. Please check with your program website to determine what is offered in your desired discipline.

   - **Honors Degree:** Any student wishing to participate in the Honors College should select the appropriate BA, BS, or BFA degree with “Honors” listed.

   - **Initial Licensure:** For programs that require special licensure such as Education (teacher licensure) or Counseling (mental health licensure).

   - **Not Declared/Not Seeking Degree:** Select this option if you are simply wanting to see how a course or courses will transfer over without knowing how they fulfill degree requirements


6. **Choose your intended degree**

All OSU Degrees are designated to a specific college within the university. Choose from the list of colleges that best fits to your interest. If you are unsure of the college for a specific major, click on the link below and a new page will open with the OSU catalog and type in your major of interest [https://admissions.oregonstate.edu/find-your-major](https://admissions.oregonstate.edu/find-your-major)
7. Choose your intended major, option, and/or minor

**NOTE:** Some degrees have options/minors built in to the major. Be sure to choose appropriately if this is the case. If you have the choice to add an option and would like to do so, please choose one.

Similarly, minors are not broadly required at OSU but if you have a secondary interest that you would like to peruse. Please choose a minor from the list.
Entering Your Coursework

In this section, you'll have the opportunity to enter the classes you have taken and completed at previous institutions.
Searching by class:

1. Type in the name of the Institution and select

2. Type in either the title/name or course number of the course and select appropriate course
3. Complete the details related to when you took the course, number of credits, and grade received.

4. Upon entering the details, either select the box to “add another class from this school” or select “Proceed” if this is the only course you need to evaluate.
NOTE: As you add courses, they will appear to the right hand side of the screen. **Be sure to save your work!!**

**Entering Your Exams or Transfer Associate Degree**

In this section, you’ll have the opportunity to enter the exams or associate degrees completed at previous institutions.
1. This “Test Name” section allows you to select tests OR Associate Degrees completed (Associate Degrees are listed at the bottom of the “Test Name” drop-down options)

2. Enter each test or degree individually (selecting “Done” will add them to your list) and they will appear on the right hand side of the screen under “My Transfer Work”
Viewing Your Results

Once all courses, degrees, and tests have been entered, select “I’m All Done”

Please allow several minutes for the results to process....

Your results will appear as a Degree Audit:

First, you will see your basic information section (level, degree, college, etc.)
Then you will see a breakdown of the components of your degree (major requirements, GPA requirements, residency requirements)
The following sections provide more specifics on whether or not your previous coursework has fulfilled the individual course requirements for the major, minor, and/or options you’ve selected.

If you still need specific courses, you will see those listed with “Still Needed” written beside the course requirement.

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<th>Coursework and Test Scores</th>
<th>Transfer Equivalences</th>
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**Important Next Steps**
Below are some important next steps you can take to get the most out of your results

**Next Steps: Please follow the steps below. Please contact the OSU Transfer Advisor for assistance in interpreting this report**

1. **Step 1: Save and download PDF**- There is a button to do this at the bottom of the report.

2. **Step 2: Complete this form to speak with a transfer advisor**- If you have any questions about what you see here or what it means, we can help answer basic questions and/or connect you with your academic department.

3. **Step 3: Learn more about your intended degree**- This will show you a degree map, transfer guides and additional requirements related to your specified program.

4. **Step 4: Access additional resources for transfer students**- Learn about admissions requirements, support resources, housing, the Degree Partnership Program and more.

5. **Step 5: Give us feedback**- How can we improve this tool to better serve your needs as a transfer student? Let us know!

**Not sure where to start? Email: partnerships@oregonstate.edu**
**Glossary of Terms**
Below is a glossary of terms to help you in understanding this self-service tool and your results

**Abbreviations:** An asterisk (*) preceding the OSU evaluation title indicates the course meets a baccalaureate core requirement. Following is a listing of the bacc core areas that you may see on your report:
- *W1 = Writing I
- *W2 = Writing II
- *W3 = Writing III
- *MA = Mathematics
- *FT = Fitness
- *PS = Physical Science
- *BS = Biological Science
- *WC = Western Culture
- *CD = Cultural Diversity
- *LA = Literature & Arts
- *SI = Social Processes & Institutions
- *DP = Difference, Power & Discrimination

**Baccalaureate Core (Bacc Core):** OSU has general education core requirements in addition to major specific requirements. Transfer courses accepted towards general bacc core will be posted here.

**Degree:** This is a breakdown of the 180 minimum credits required to earn the bachelor’s degree selected.

**Departmental Core Information:** If any courses entered from transfer school will count towards major requirements at OSU, they will be listed next to the OSU course.

**Electives:** These are additional courses a student can take to fulfill the total number of credit hours required for graduation. Students can use these credits to fulfill the requirements for a minor or additional major. Or a student may choose to select elective courses not related to the major. It is important to work with your academic advisor in choosing elective courses that will help you complete your degree.

**NOTE:** Some transfer courses may be listed here but could potentially be used towards major or bacc core requirements. Students should inquire with the appropriate contact listed for questions regarding any courses listed as electives only. Course Equivalencies This section shows all courses/tests entered by the student and how it articulates to OSU. If there is a direct equivalency, you will see that equivalent course listed. Additional courses may be listed as:
- LDT: Lower division transfer. There is no direct OSU equivalent in the system but it counts towards lower division transferable credits
- UDT: Upper division transfer. There is no direct OSU equivalent in the system but it counts toward upper division transferable credits
Glossary of Terms (cont.)

Major Electives: These are elective courses, taken within the major discipline, that fulfill the requirements for the major. You will work with the academic advisor for your major to determine which electives satisfy this requirement.

Major Information (“Major in...”): This begins a breakdown of the courses required in the major selected. There may also be specific information listed here that pertains to the individual college/degree selected. For example, GPA requirements that may differ from overall OSU requirements.

University Upper Division Credit Requirements: Per university policy, to award a bachelor’s degree, students complete a minimum of 60 credits at the junior/senior level. These can be applied to the overall 180 minimum credits required.