Process for Sending Syllabi

Syllabi should be sent to the departments below that automatically need syllabus when sending a request through TES. If the department is not listed below, you do not have to send the syllabus unless they send back a “Need More Info” Reply to your evaluation that they need it. Follow steps below whenever sending a syllabus that involves an approval for a TCE through the TES system. Students or advisors may send the syllabi as long as it follows the steps below:

1. Open Email
2. Address Email to transfereval@unlv.edu for syllabus (Please be sure to send the course evaluation approval through TES to the department you need approval from. Departments will only respond to appropriate evaluations through the system even though syllabi will be emailed). The email will be forwarded to appropriate person from Registrar’s office.
3. In The Subject Field you will put the Name of the Student, ID, and course from transfer institution (This should match the same info you put in the comments section for Student Name and ID and the course you are sending in TES)
4. Attach Syllabus and any other info you may want to send (example, program information or other courses at the institution that might be relevant.)
5. Hit Send
6. Decision will be sent back with the TCE process in TES and not on the Syllabus email.

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<tr>
<th>SCI-Chemistry</th>
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<tr>
<td>SCI-School of Life Sciences</td>
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<tr>
<td>SCI-Geoscience</td>
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<td>SCI-Physics</td>
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<td>SCI-Mathematics</td>
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Process for Sending International Courses **Not in TES System**

At this time, all international courses are not in the TES system. When sending international courses you can look to see if the course is in the system. If not please use a paper TCE or if you want a way to track the evaluation follow the steps below:

1. Open Email
2. Address Email to transfereval@unlv.edu if it is an approval needed outside your college. If it is an approval needed that is your college course then you can do the process however you need to internally and send the approval to transfereval@unlv.edu when approved.
3. Include in the subject field the Name of the Student, ID, and International School and Course
4. Attach Syllabus and any other info you may want to send (example, program information or other courses at the institution that might be relevant.)
5. Reference in the email which approval you are seeking for this course: direct UNLV course, GENED, etc.
6. Hit Send.
7. The email will be forwarded to appropriate person from Registrar’s office if the Registrar’s office cannot make the determination for you.
8. Once decision is returned to the transfereval email then the decision will be sent back through email to student (if email address included on initial request through email), the advisor, and the student will be updated in the system by the Registrar’s office.