
HOW TO EVALUATE YOUR TRANSFER CREDITS

Currently enrolled TMCC students may transfer credits to TMCC by submitting a [Transfer Credit Evaluation Request Form](#). While waiting for the evaluation you may complete the following process to determine how credits earned at other institutions may transfer to TMCC.

This is for planning purposes only. Transfer credits are not added to your record until Admissions & Records reviews and applies your coursework. Please contact Academic Advisement for assistance in RDMT 111, 673-7062.

1. Log into your [MyTMCC](#) Student Center.
2. Click the following:
 - My Academics
 - Evaluate my transfer credits
 - Create New Model
3. Complete the Drop-down Menus:
 - Career - Undergraduate
 - Where - Truckee Meadows Community College
 - When - Year/semester you plan to begin taking classes at TMCC
 - Program - Degree Seeking
 - or
 - Degree Seeking-Non FA Eligible (if you are pursuing a Certificate of Achievement in Apprenticeship, General Studies or Health Science)
4. Click NEXT.
5. Click on the Look-up Symbol next to External Org ID and enter for the college:
 - City
 - State (2 letter abbreviation)
6. Click LOOK UP.
7. Click on the name of the college you previously attended and click NEXT.
8. Enter Year, Term Type, External Term, Subject, Course Number, Units, and Grade.
Note: If the course is rejected, that course will be evaluated at a later date.
9. Click SUBMIT.
 - Accepted - This reflects the TMCC equivalent course.
 - No Rule - This course will be evaluated by TMCC at a later date.
10. Click NEXT.
11. Complete the following:
 - Major - Click on the Look-up Symbol and choose degree or certificate.
Note: Only 300 degrees or certificates are displayed. If a degree or certificate is not displayed, choose Contains in the Description drop-down menu and enter the degree or certificate.
 - Report Type - Click on TMCC What-If Report.
12. Click RUN to view how transfer credits apply to your selected program of study.
Important! Transfer credits are not added to your record until Admissions & Records processes your official transcript.

In order to have transfer credits added to your record, you must:

1. Submit official transcripts to Admissions and Records.
 2. Enroll in classes at TMCC if you have never taken classes at TMCC before.
 3. Submit a [Transfer Credit Evaluation Request Form](#) to Admissions and Records.
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