Advisor-view of the TCG

Searching for courses in the TCG

Search the TCG database (TCG.asu.edu) to see if the course is currently articulated. The TCG database includes both domestic, international, and JST articulations.

NOTE! If the student’s course does not fall within the dates listed in the TCG, the course will need to be submitted for evaluation.

Submitting a Course for Evaluation

1. If the course is not in the database and you wish to submit on behalf of a student, login and then select “Submit Course for Evaluation.”
2. Click the box “Submit on behalf of a student” and populate all relevant information regarding the course.
3. You can click on “Add another course” to submit multiple courses for evaluation, and once completed click “Submit.”
4. UD/GS requests -
   a. Courses can be submitted for general studies and/or upper division review by advisors only, which usually requires less information than seeking a direct equivalency.
   b. Fill out ALL the information about the course(s) that you would like evaluated for the student. Please include more information in the ‘user notes’ section regarding what specific GS the student is looking for.
   c. Once these courses are returned with the upper division approval and/or general studies, the advisor/department will need to make DARS exceptions in order for the record to update.
   d. 2-year institutions will not qualify for upper division credit

NOTE! You will not receive any confirmation when the course is submitted.
After Submitting a Course for Evaluation

Searching for courses on the Advisor view: [https://webapp4.asu.edu/transfercreditguide/app/transfercourseadmin](https://webapp4.asu.edu/transfercreditguide/app/transfercourseadmin)

1. You can now search for students’ courses that were entered by the student, an advisor/staff member, or via transcript import. **TIP:** ensure you are logged in to ASU, not viewing as a student.
2. In the Status field, click on “uncheck all” and then scroll down the list to the bottom and click on “All (include archives)”. This will show you any course that has populated in the TCG.
3. In the Routing Group field, click on “uncheck all” and then scroll down the list to the bottom and click on “ALL”
4. Click on the red “more…” for additional search fields.
5. Enter the student’s ASUrite (not the ten digit student ID number) or the prospective student’s email address into the text field labeled “Requested”.
6. In the Prog Status field, uncheck any selections auto-populated and check “All” to capture all statuses.
7. Click the “Go” button located in the bottom left of the screen in order to populate search results.

**NOTE!** You can search a variety of other information such as course subject, number and even by the ASU ID.
Viewing TCG Submissions as a student:

1. Go to the Transfer Credit Guide and make sure you are logged in.
   a. [https://webapp4.asu.edu/transfercreditguide/app/home](https://webapp4.asu.edu/transfercreditguide/app/home)
2. Click on “View As” in the top right
3. A new tab/window will open to the MyASU home screen—enter the student’s ASUrite, ID number, or name and click “view.”
4. Once MyASU loads with the student’s view, go back to the TCG screen and refresh.
5. To see their submissions, click on “My Transfer Courses” and scroll to the section labeled “Requested Course Evaluations”
6. You will see a list of the student’s submissions, where the courses are in the process, and what the evaluation of the course is, if applicable.
7. To stop the student view, click on “Stop Viewing as” in the top right.
8. You will see your MyASU tab refresh, and you no longer have the student view.
9. Refresh the TCG and it will be updated; you will no longer be viewing as the student.

Evaluation Results:

- Transcript import course evaluations are updated on the DARS automatically.
- Manual TCG submissions will need to be updated on the DARS by advisor/academic unit exceptions.
- Academic units receive notification when a course evaluation is complete on the nightly report, which is received and processed by representatives from each college.