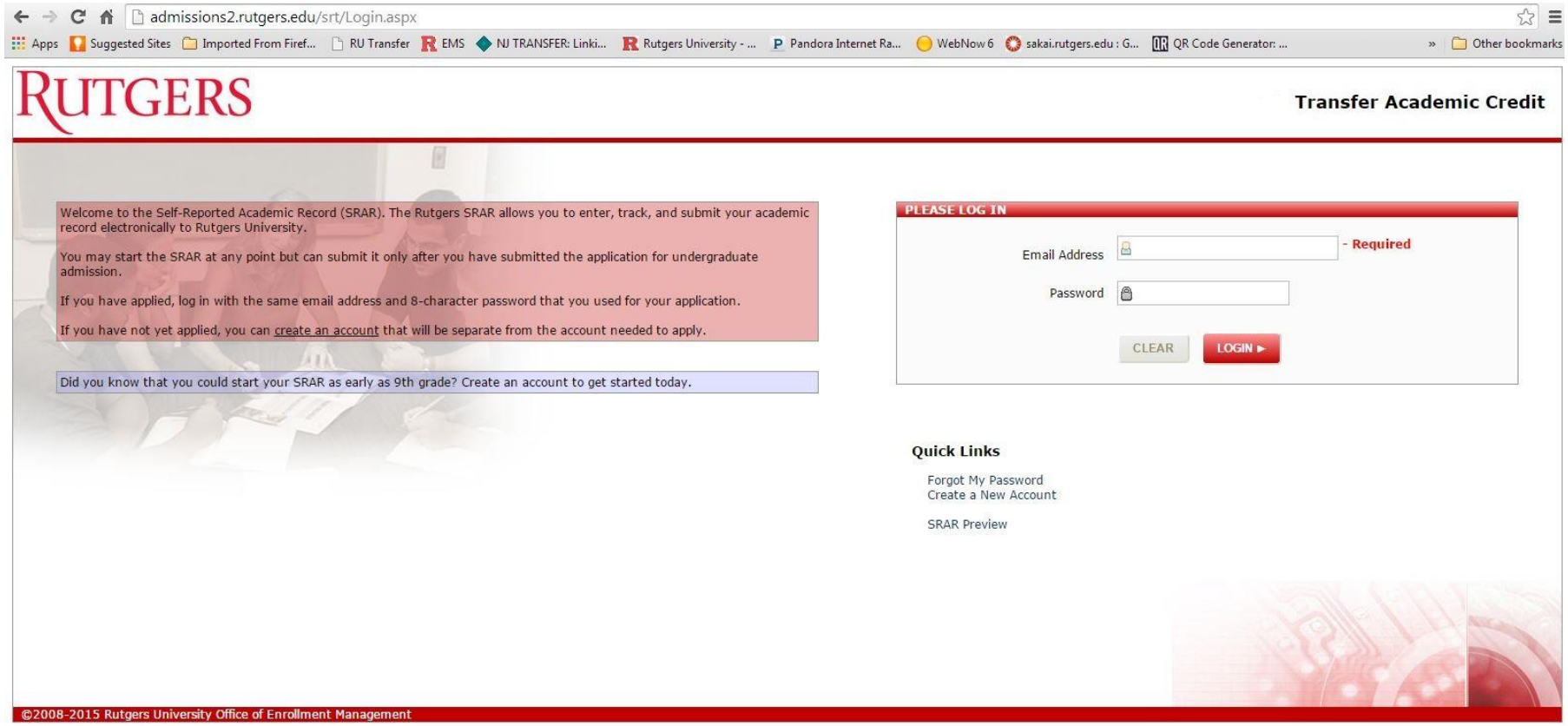
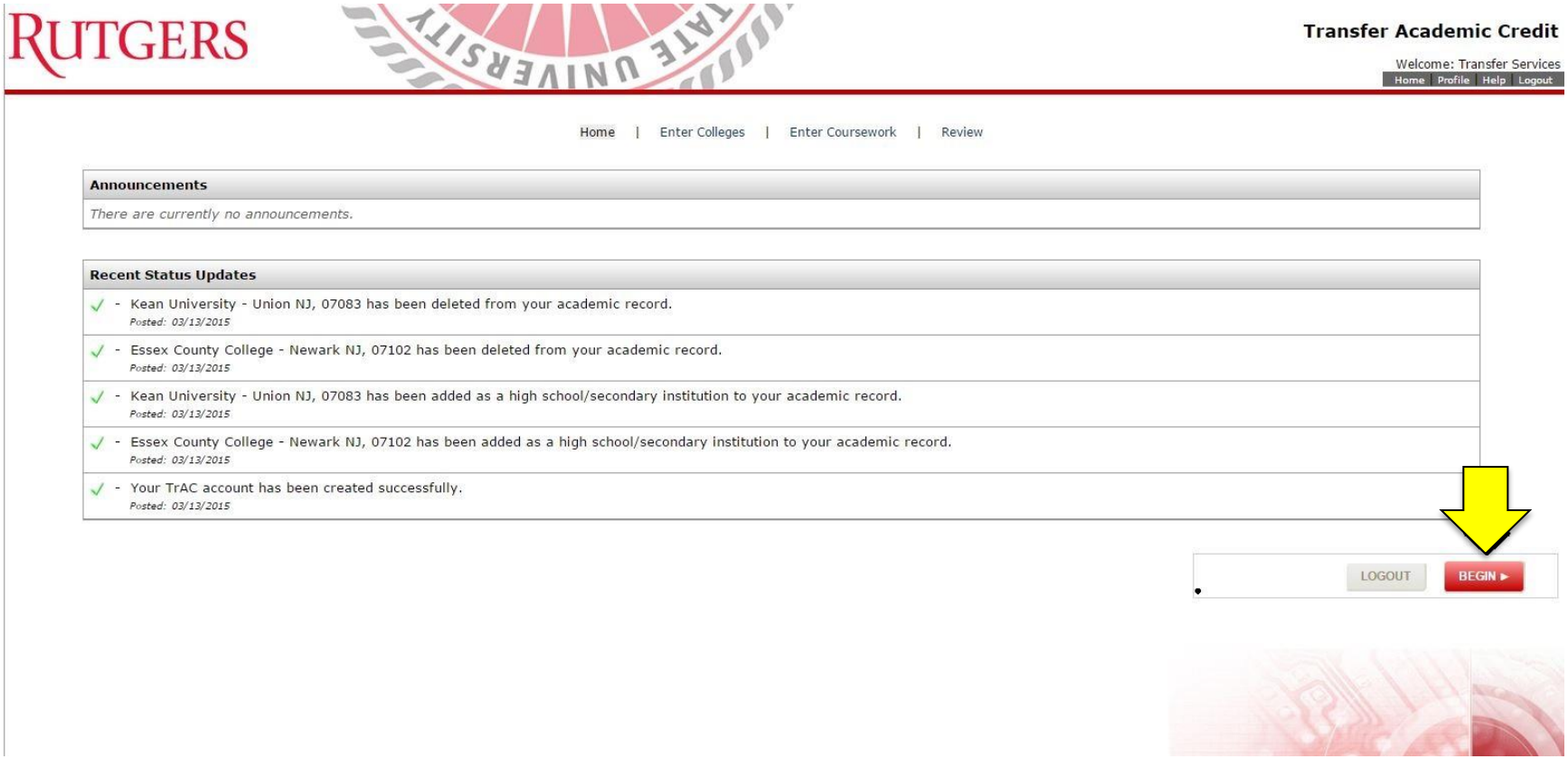
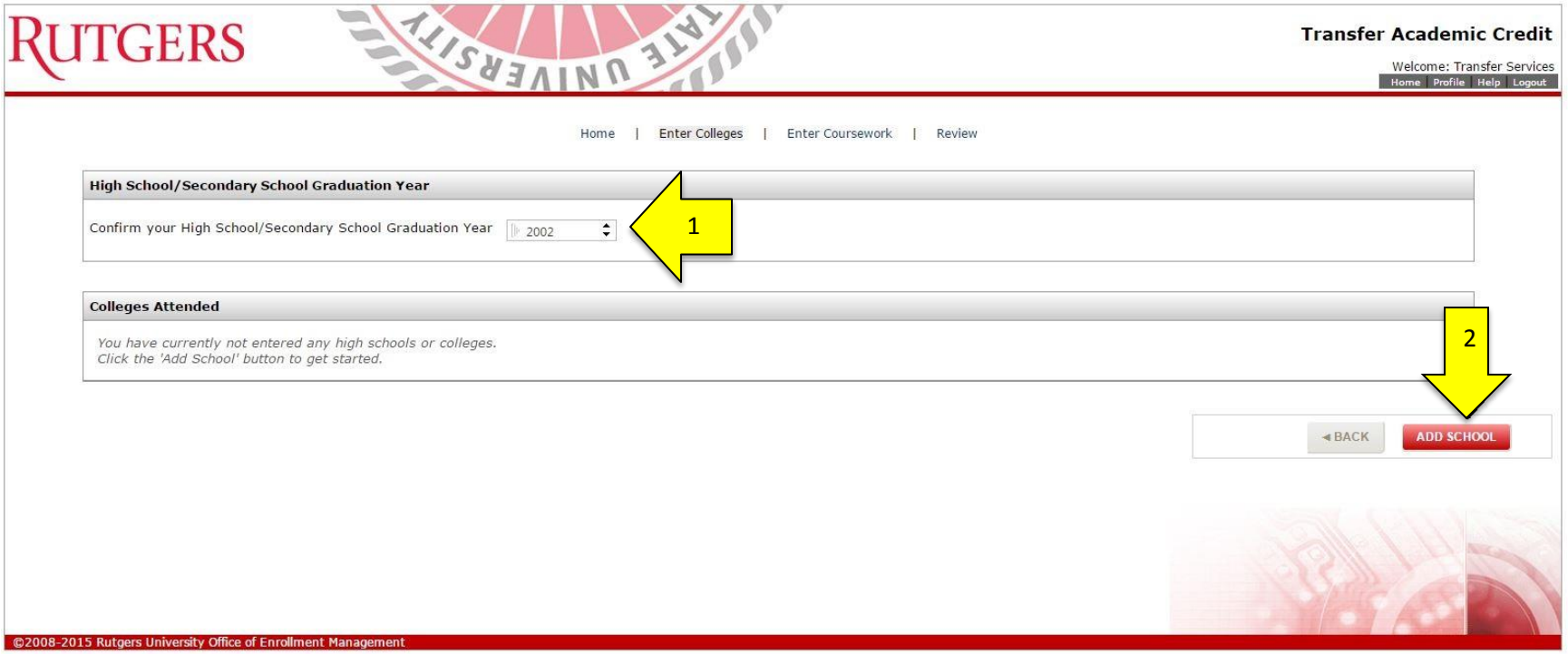
TrAC Step by Step Instructions



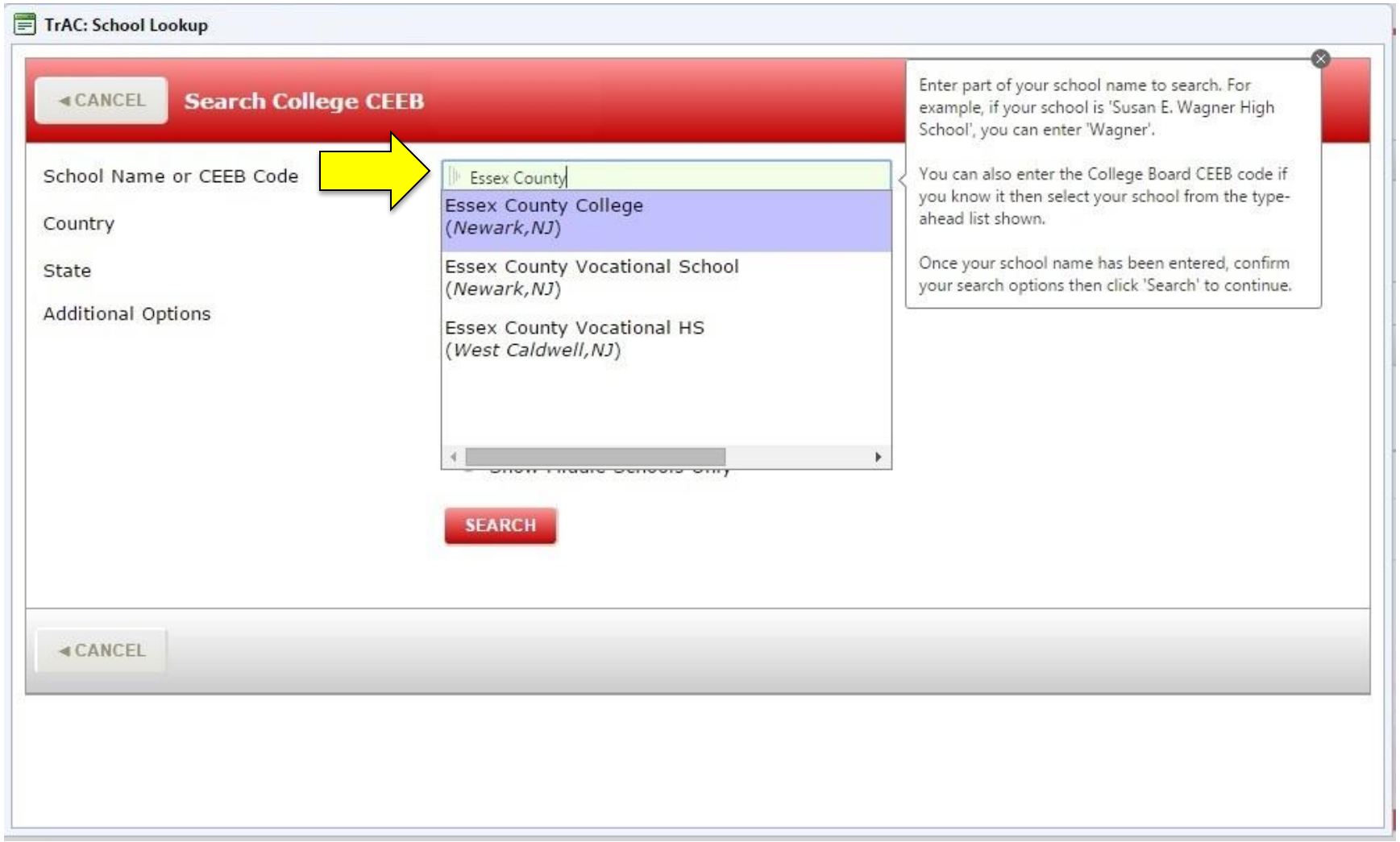
STEP 1: Login with your application email and 8 character password given to you by the Office of Admissions.



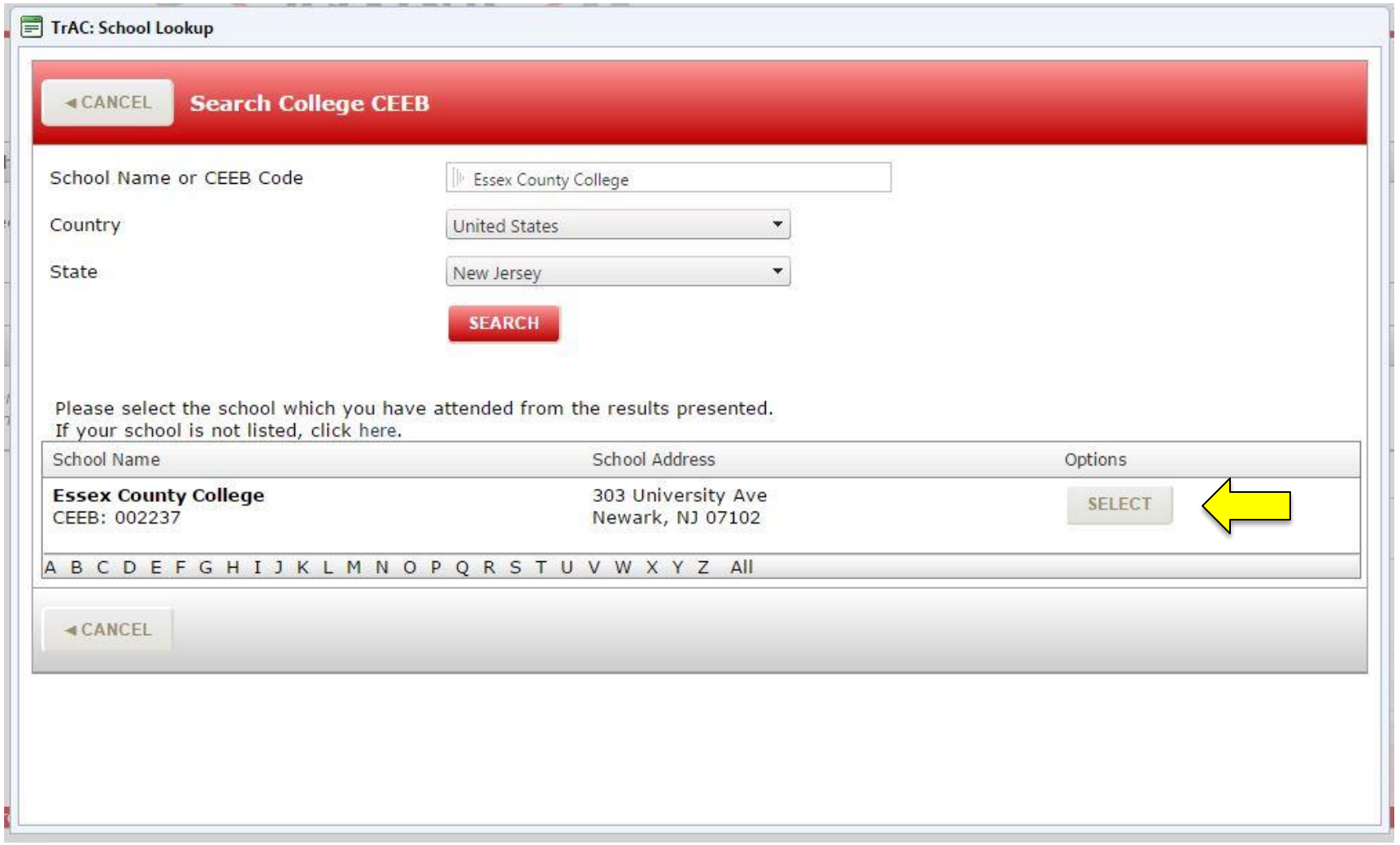
STEP 2: Click on **Begin**.



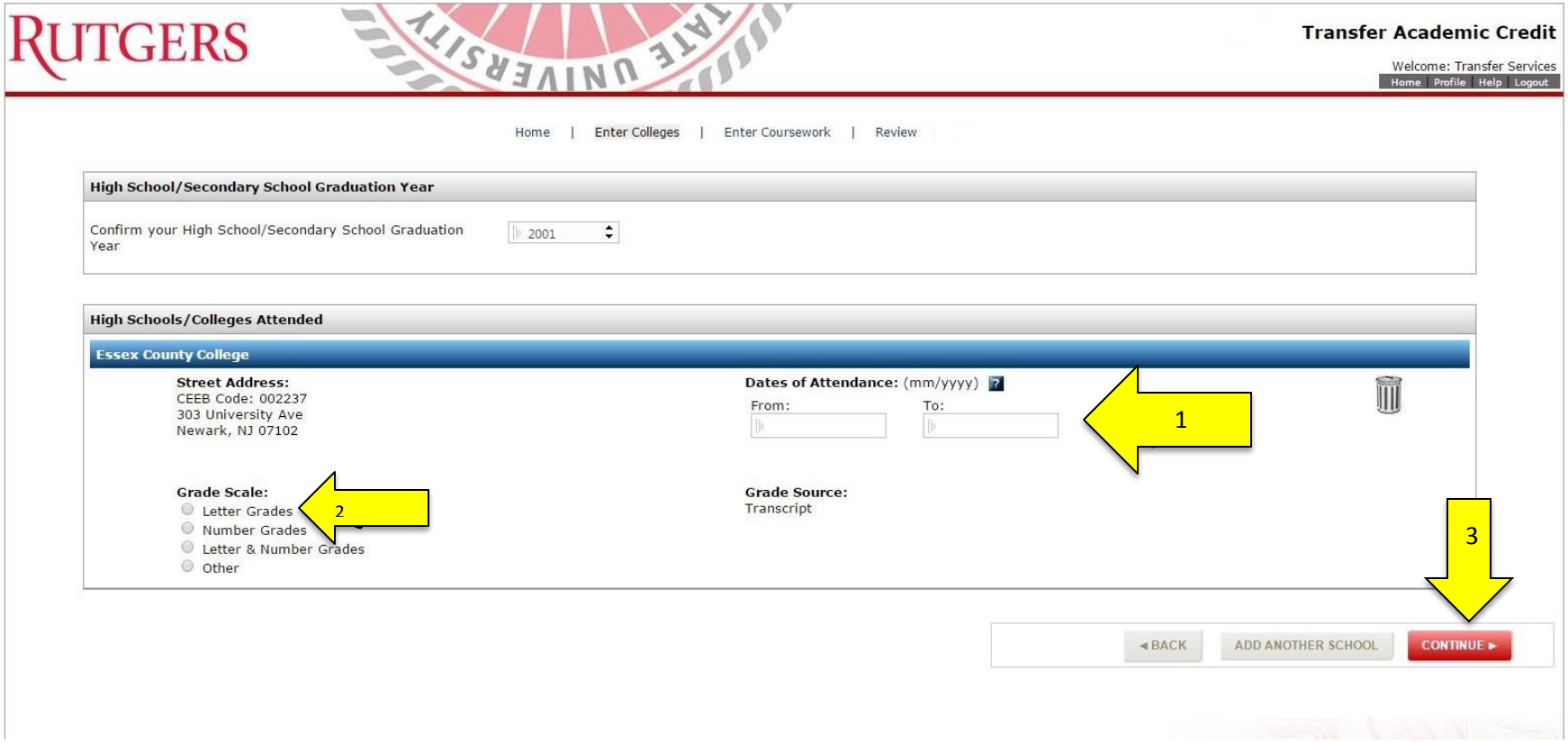
STEP 3: Please indicate the last year you were enrolled in High School. Then click **Add School**.



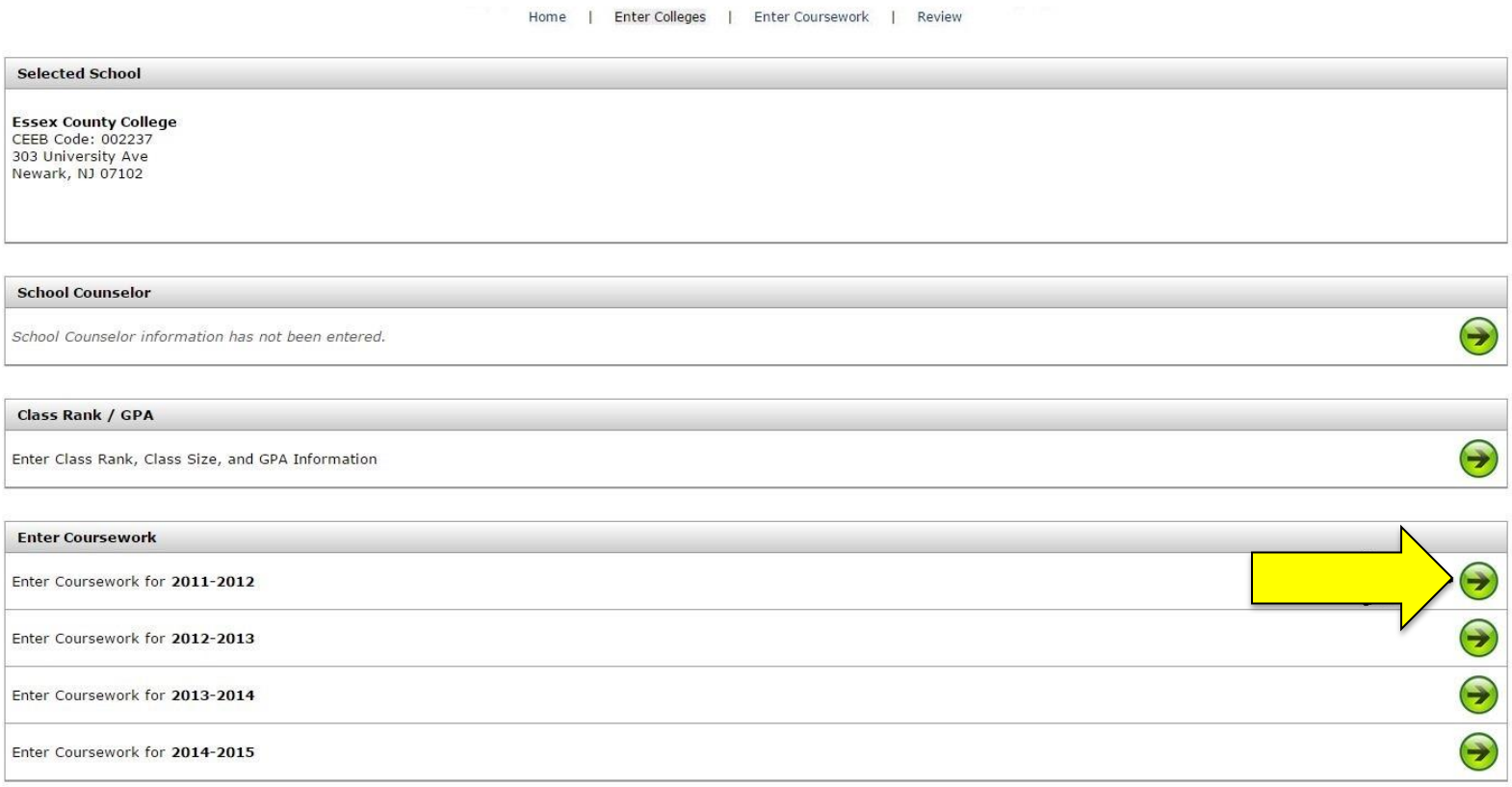
STEP 4: Type in your previous school and then select the appropriate college/university from the drop down menu.



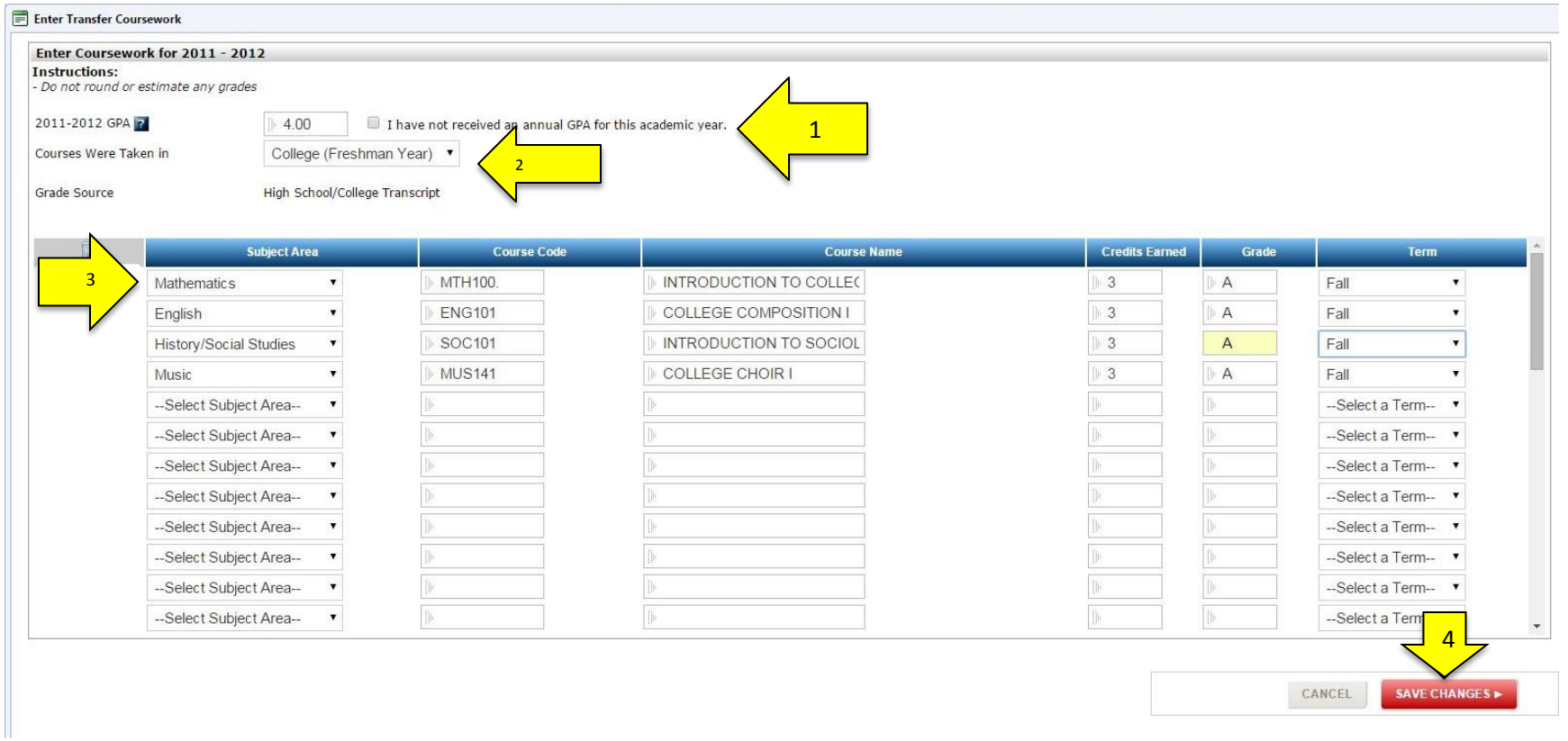
STEP 5: Select the appropriate school from the bottom.



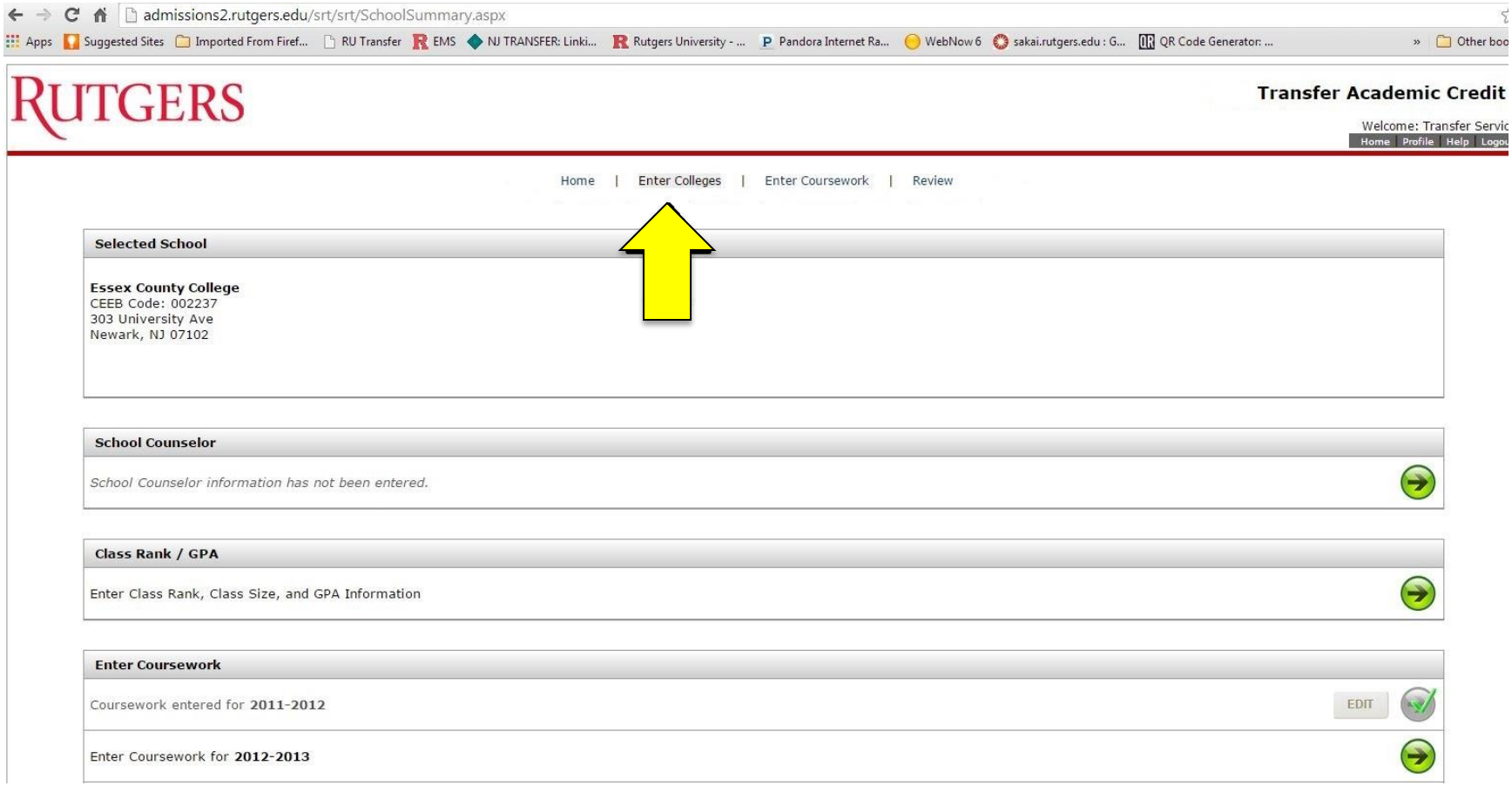
STEP 6: Enter the dates of your enrollment at the college/university. Then select the grade scale. Click continue.



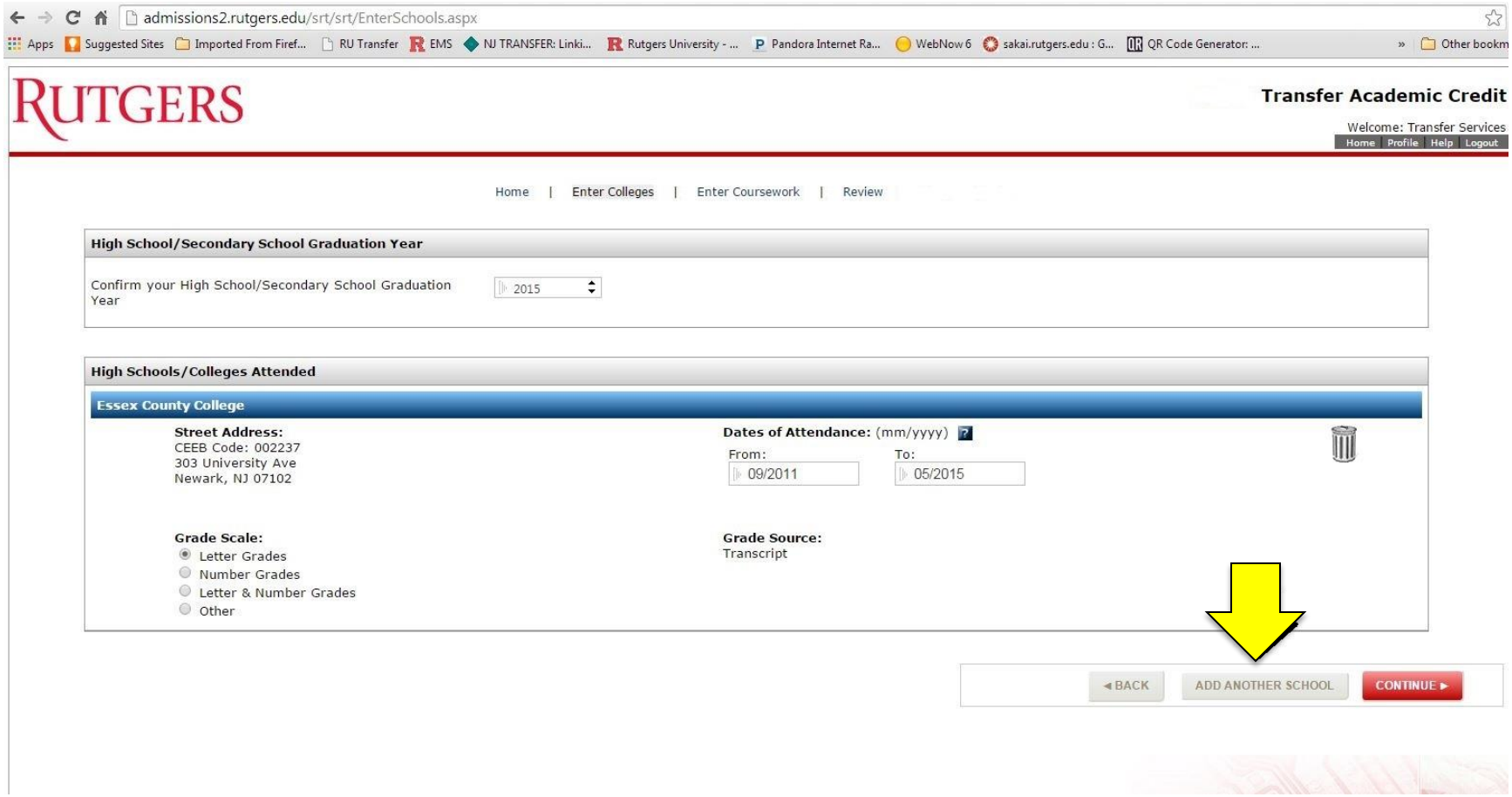
STEP 7: Input all courses for the academic year (fall and spring semesters). Select the first time frame and click the green arrow.



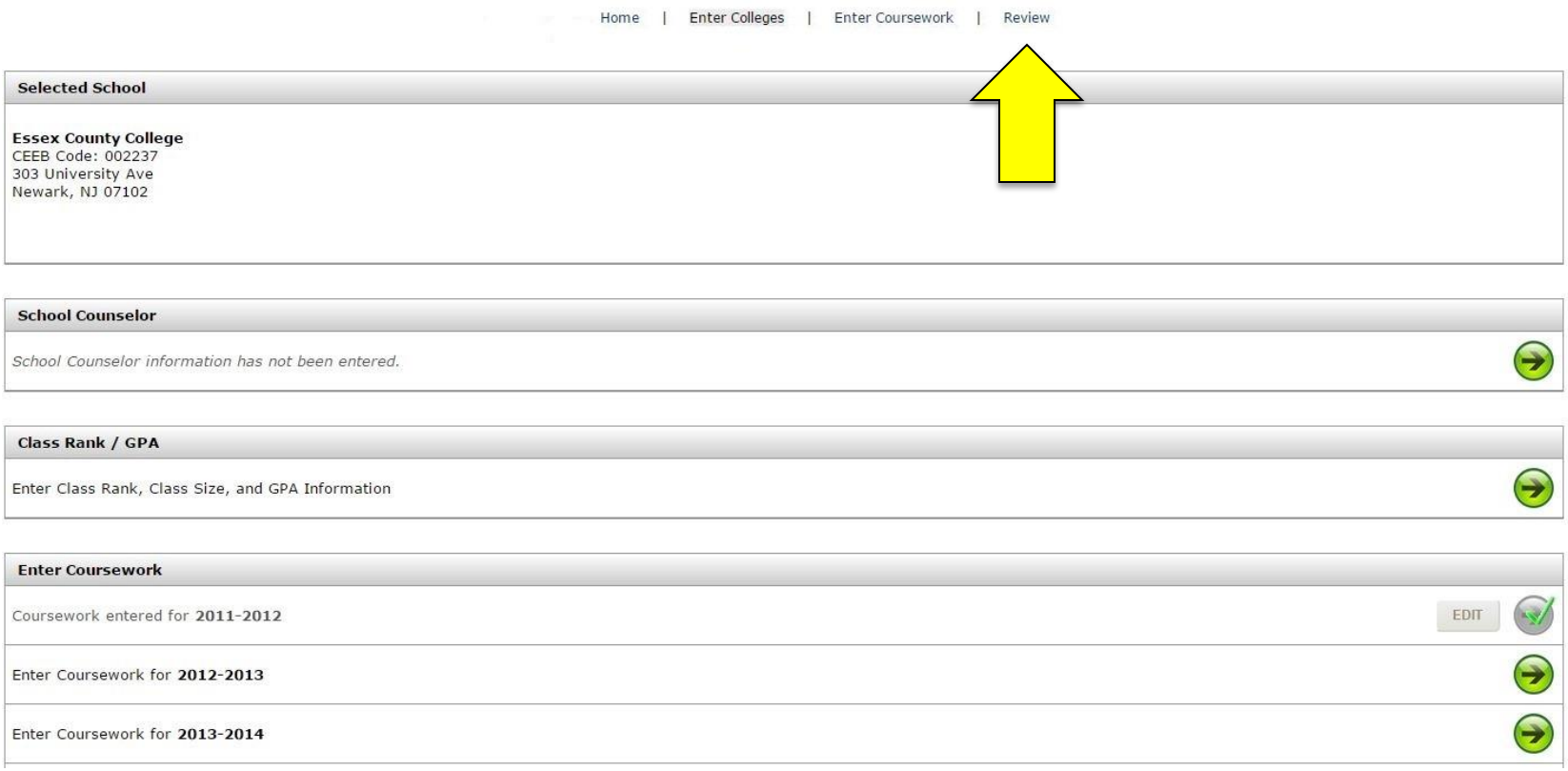
STEP 8: Input your GPA, the school year, and the grades you received in each course. You must input both fall and spring semesters before saving changes. Repeat steps 7 and 8 for each academic years.



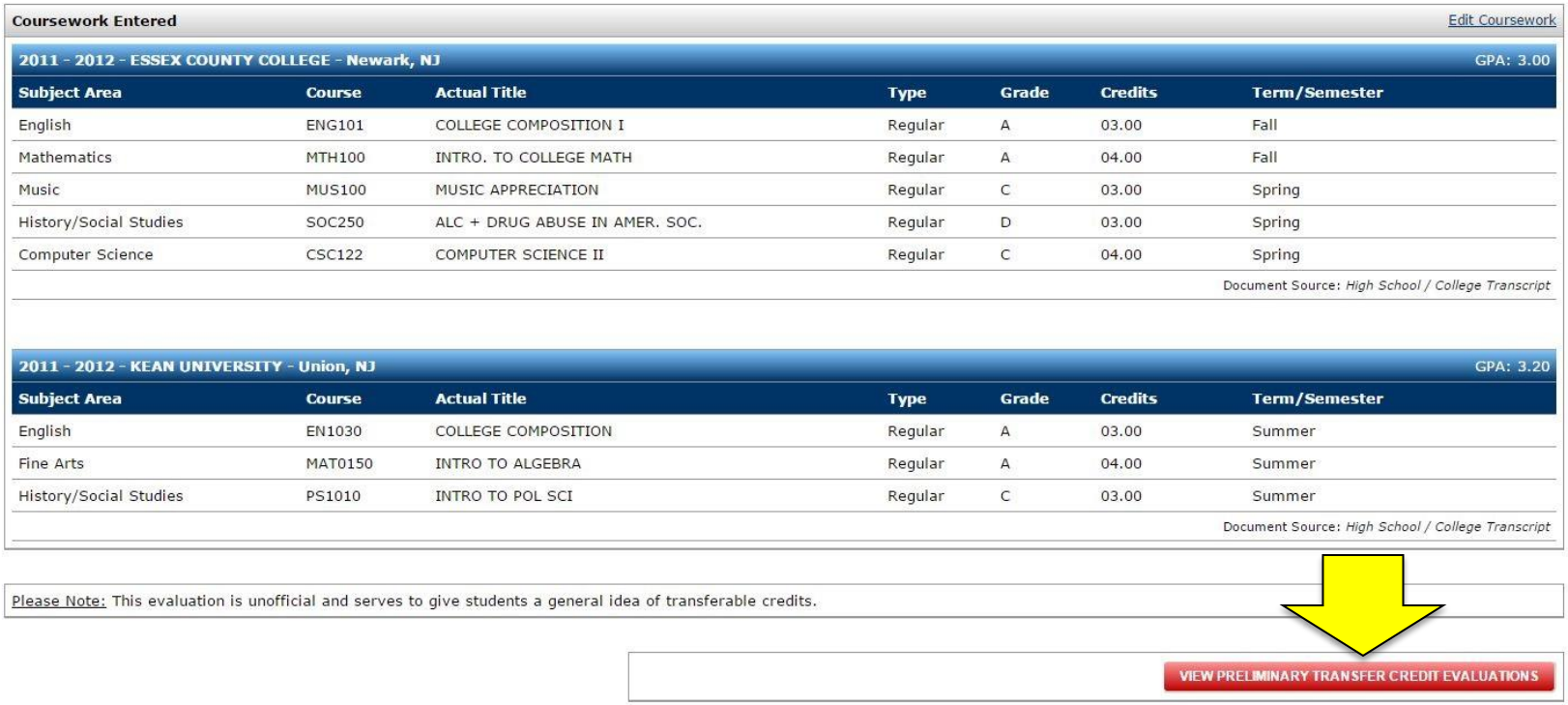
STEP 9: If you attended additional colleges/universities, please click the **Enter College** link at the top.



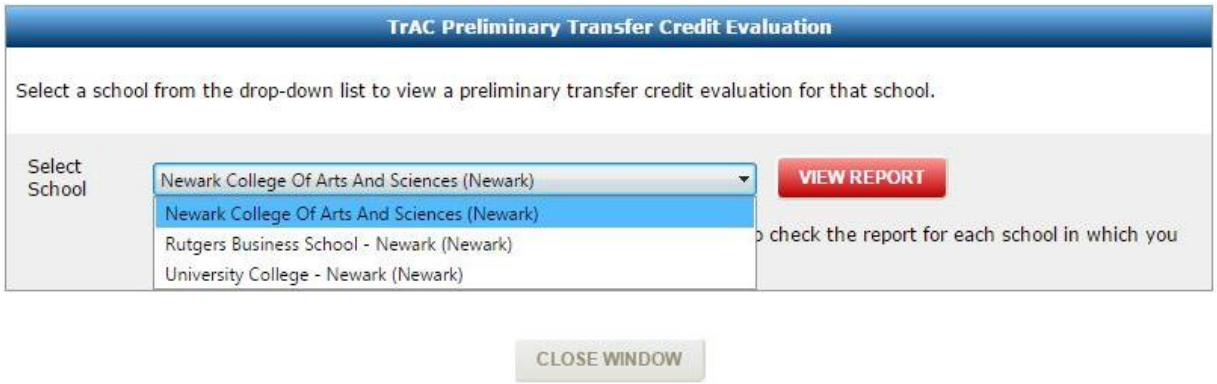
STEP 10: Select add another college/university and repeat steps 4-8 for as many as needed.



STEP 11: Once all colleges/universities have been inputted click the Review link at the top.

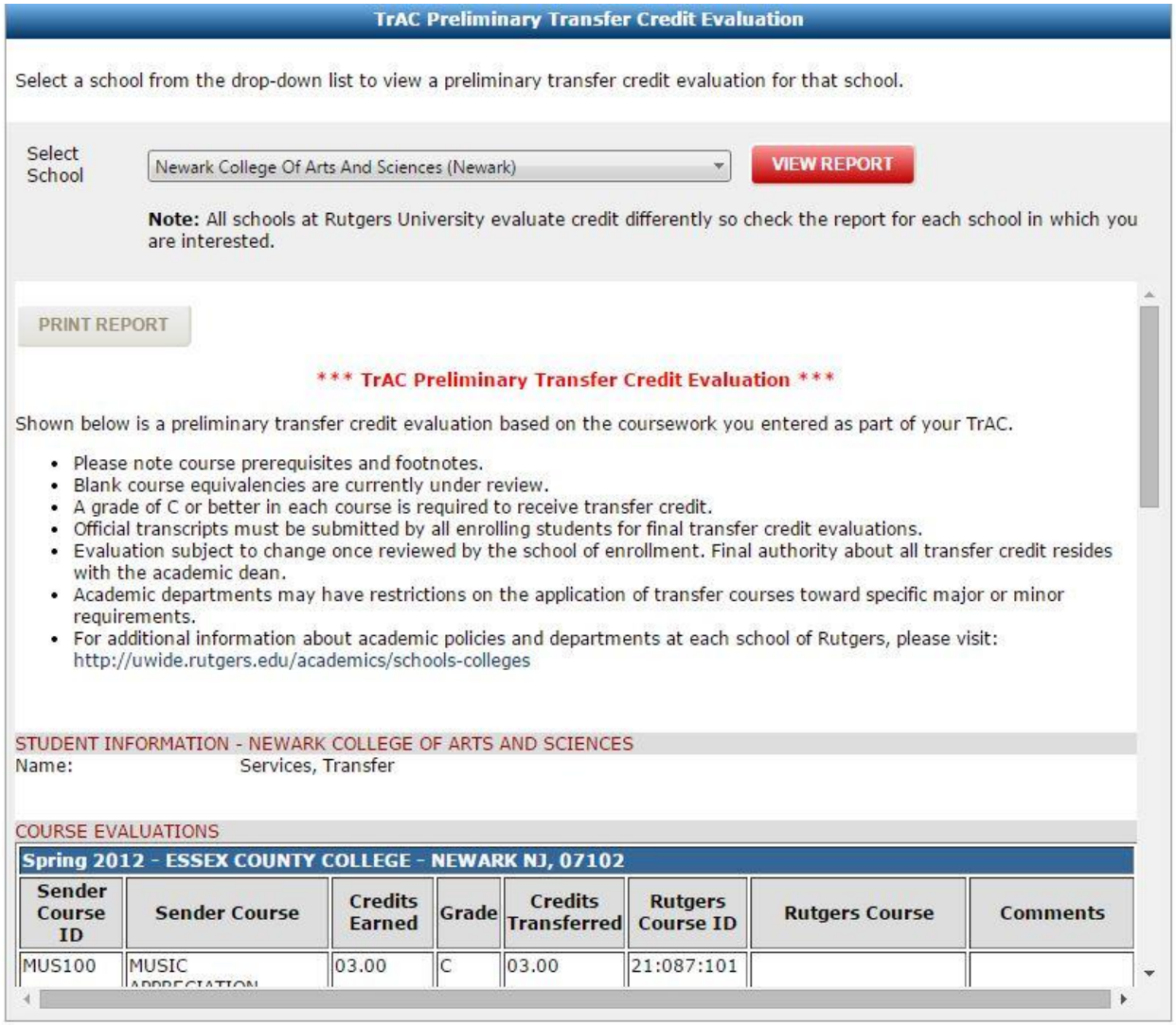


STEP 12: Scroll to the bottom of all your inputted course work and click View Preliminary Transfer Credit Evaluation.



STEP 13: Select the school within Rutgers University-Newark to see the transfer credit evaluation, then click view Report

The following is an example of a Transfer Credit Evaluation Report:



TrAC Preliminary Transfer Credit Evaluation

Select a school from the drop-down list to view a preliminary transfer credit evaluation for that school.

Select School: Newark College Of Arts And Sciences (Newark) — VIEW REPORT

Note: All schools at Rutgers University evaluate credit differently so check the report for each school in which you are interested.

PRINT REPORT

*** TrAC Preliminary Transfer Credit Evaluation ***

Shown below is a preliminary transfer credit evaluation based on the coursework you entered as part of your TrAC.

- Please note course prerequisites and footnotes.
- Blank course equivalencies are currently under review.
- A grade of C or better in each course is required to receive transfer credit.
- Official transcripts must be submitted by all enrolling students for final transfer credit evaluations.
- Evaluation subject to change once reviewed by the school of enrollment. Final authority about all transfer credit resides with the academic dean.
- Academic departments may have restrictions on the application of transfer courses toward specific major or minor requirements.
- For additional information about academic policies and departments at each school of Rutgers, please visit: http://uwide.rutgers.edu/academics/schools-colleges

STUDENT INFORMATION - NEWARK COLLEGE OF ARTS AND SCIENCES

Name: Services, Transfer

COURSE EVALUATIONS

Spring 2012 - ESSEX COUNTY COLLEGE - NEWARK NJ, 07102

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Rutgers Course	Comments
MUS100	MUSIC APPRECIATION	03.00	C	03.00	21:087:101		

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COURSE EVALUATIONS

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Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Rutgers Course	Comments
MUS100	MUSIC APPRECIATION	03.00	C	03.00	21:087:101		
SOC250	ALC + DRUG ABUSE IN AMER. SOC.	03.00	D	N/A	N/A	N/A	NOT TRANSFERRABLE
CSC122	COMPUTER SCIENCE II	04.00	C	04.00	21:198:102	COMPUTER&PROGRAM II	

Summer 2012 - KEAN UNIVERSITY - UNION NJ, 07083

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Rutgers Course	Comments
EN1030	COLLEGE COMPOSITION	03.00	A	03.00	21:350:101	ENGLISH COMPOSITION	
MAT0150	INTRO TO ALGEBRA	04.00	A				
PS1010	INTRO TO POL SCI	03.00	C	03.00	TR:T21:EC	FREE ELECTIVE	PENDING DEPT EVALUATION

Fall 2012 - ESSEX COUNTY COLLEGE - NEWARK NJ, 07102

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Rutgers Course	Comments