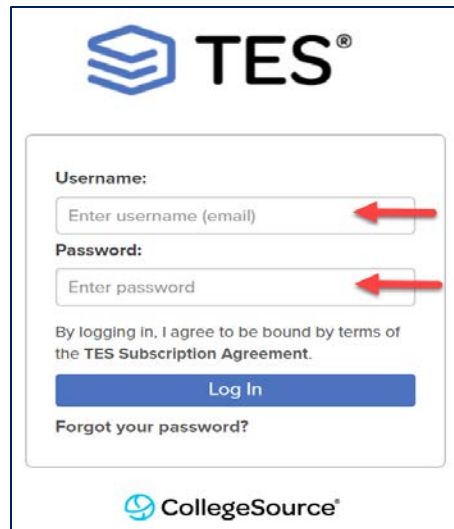
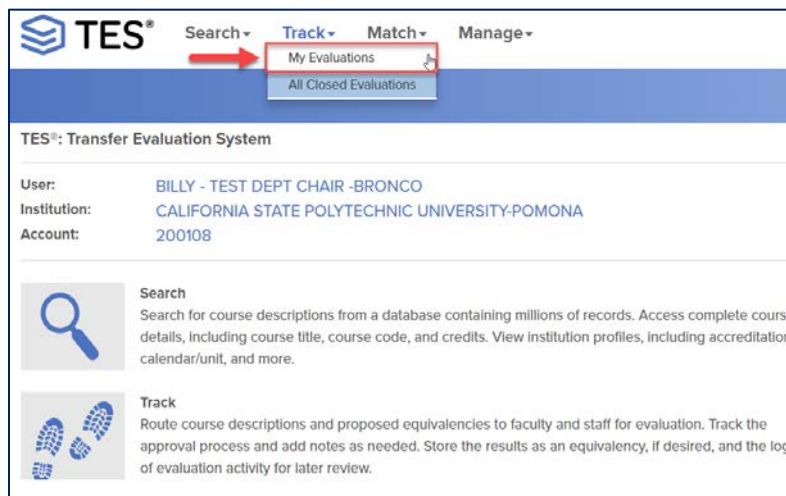


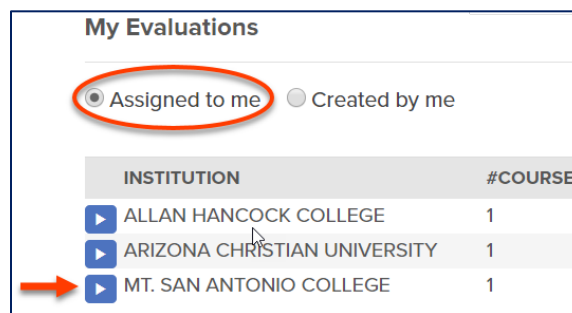
- 1) Log In to the TES Website (<https://tes.collegesource.com/>) using your **cpp.edu email** and your **TES password**.



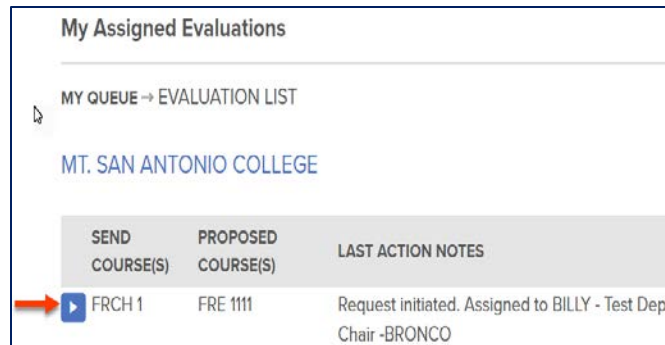
- 2) Hover your cursor over **TRACK** and select **MY EVALUATIONS** to view articulation request assigned to you.



- 3) Click on the **BLUE ARROW** next to the specific institution to review the articulation request.



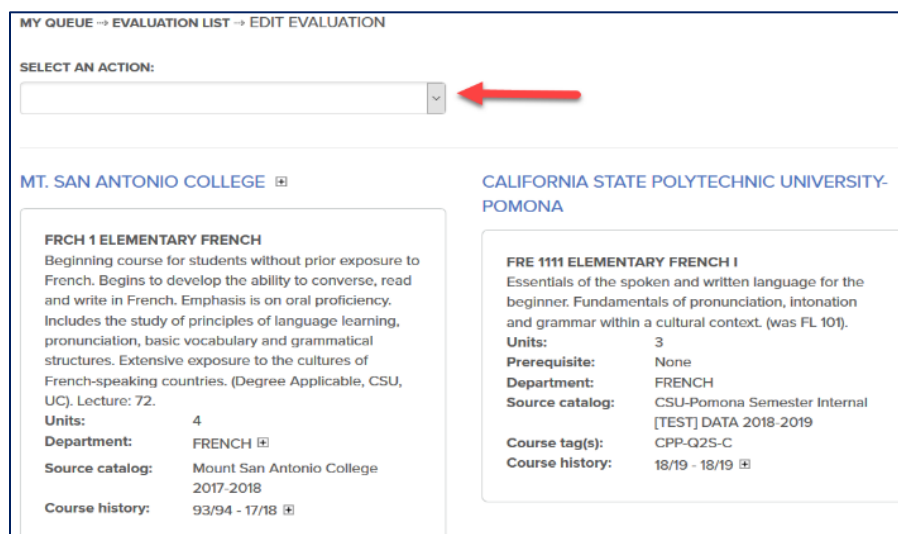
- 4) Select the **BLUE ARROW** next to the sending course to view the course description for the proposed course.



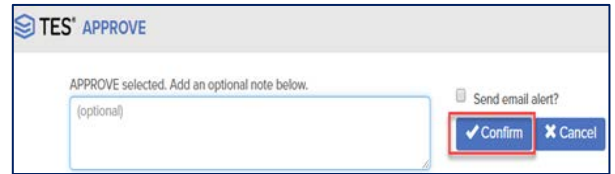
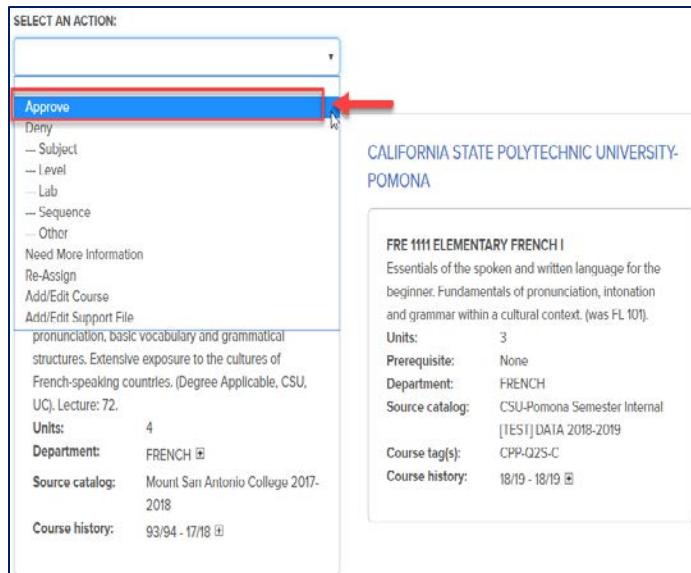
- 5) Click on the **PDF icon** to open the syllabus/course outline (if one is available).



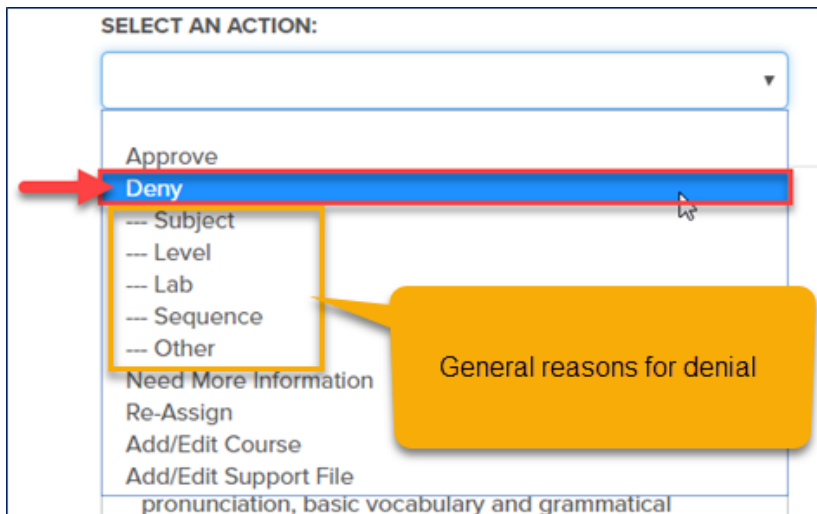
- 6) Click on the drop down arrow in the **SELECT AN ACTION** area to enter your articulation decision.



- 7) To approve a course equivalency, select APPROVE from the selection options, and click CONFIRM.



- 8) To deny a course equivalency, select DENY. Add reason for denial in the comments area, or choose one of the general reasons for denial, and select CONFIRM.



- 9) To request more information regarding a course equivalency (e.g. requesting syllabi for the courses), select NEED MORE INFORMATION.

SELECT AN ACTION:

Approve
Deny
-- Subject
-- Level
-- Lab
-- Sequence
-- Other
Need More Information
Re-Assign
Add/Edit Course
Add/Edit Support File

pronunciation, basic vocabulary and grammatical structures. Extensive exposure to the cultures of French-speaking countries. (Degree Applicable, CSU, UC). Lecture: 72.

- 10) Specify the type of ‘more information’ or documentation needed (i.e., Syllabus) and select confirm.

TES[®] NEED MORE INFORMATION

NEED MORE INFORMATION selected. Please specify below.

Need syllabus and detailed list of experiments conducted in lab.

Send email alert?

- If you have questions regarding the use of the TES 4.0 tracker, please contact:

José Lozano jlozano@cpp.edu

(909) 869-2994

- Registrar’s Office TES Website where articulation agreements are published:

<http://www.cpp.edu/~registrar/transfer-credit/tes.shtml>

- TES Website to log in and process articulation proposals:

<https://tes.collegesource.com/>