Adding Institutions in TES

After a thorough search, if an institution is not in TES, then the institution must be added in order for a course to be loaded and sent to a department for approval.

Part One: Searching for an Institution

(i) Tip: Search by both full institution name and parts of institution name.

For example, for Pitt Community College, you would search the full name, and if you didn't see the school listed, then you'd search "Pitt" to ensure the school is not there.

1 Click "Cour	se Finder."
рх	
🗍 WordPress 💮 Links 💴 Ho	ome Qualtrics Expe 🕐 DegreeWorks 👒 Purview 😑 CEEB Search 🧃 CE Sharepoint 🗍 Banner 🎲 ETX 🍲 Home East Car
S TE	S [®] Search Track Match Manage Support
	Course List Report
TES®: Transfe	r Evaluation System
User:	ASHLEY SHIVAR
Institution: Account:	EAST CAROLINA UNIVERSITY 051612
9	Search Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more. Get the second sec

Type the Institution Name into the Keyword Area.

Course Finder 1		
INSTITUTION SEARCH:		
● U.S. Schools ○ Non	U.S. Schools O All	
Enter a keyword	Q Search	
	Ç	ScollegeSource*
	Copyright © 2025 CollegeSource, Inc. All rights reserved. Privacy	Policy Disclaimer Terms of Use Site Map Accessibility Contact Abo
Click "Search."		
Course Finder 1		

U.S. Schools ONon U.S. Schools A	AII				
Ana G Mendez University Tampa				Q Search	
INSTITUTION	CITY	STATE	DATASET	CATALOG	SHARED
INSTITUTION ANA G MENDEZ UNIVERSITY	CITY ORLANDO	STATE FL	DATASET	CATALOG	SHARED

Made with Scribe - https://scribehow.com

4 Tip: Make sure there hasn't been a name change by looking for a "see" note.

STITUTION SEARCH:					
U.S. Schools ONon U.S. Schools O	All				
ana				Q Searct	ı j
INSTITUTION	CITY	STATE D	DATASET	CATALOG	SHAR
ADVANCED SOFTWARE ANALYSIS	NEW YORK	NY	~	-	
AMERICAN CAREER COLLEGE-ANAHEIM	ANAHEIM	CA	1	1	VIE
ANA G MENDEZ UNIVERSITY	ORLANDO	FL			
ANA G MENDEZ UNIVERSITY TAMPA	TAMPA	FL			
ANA G. MÉNDEZ UNIVERSITY See: UNIVERSIDAD ANA G. MÉNDEZ-CUPEY CAMPUS	CUPEY	PR	1	-	
ANABAPTIST MENNONITE BIBLICAL SEMINARY	ELKHART	IN	1	~	
ANAMARC COLLEGE-EL PASO EAST	EL PASO	TX			
EVEREST COLLEGE-ANAHEIM	ANAHEIM	CA	1	~	
GLOBE INSTITUTE OF TECHNOLOGY	NEW YORK	NY	1	1	
INTERCOAST COLLEGES-SANTA ANA	SANTA ANA	CA	1	~	VIE
ITT TECHNICAL INSTITUTE-ANAHEIM See: ITT TECHNICAL INSTITUTE-ORANGE	ORANGE	CA	1	1	
ITT TECHNICAL INSTITUTE-ORANGE	ORANGE	CA	~	~	
NEW MEXICO STATE UNIVERSITY DONA ANA	LAS CRUCES	NM	-	~	
NORTH-WEST COLLEGE-ANAHEIM	ANAHEIM	CA	~	-	VIE
PLATT COLLEGE-ANAHEIM	ANAHEIM	CA	-	~	VIE
SANTA ANA COLLEGE	SANTA ANA	CA	1	-	VIE
SISTEMA UNIVERSITARIO ANA G MENDEZ	RIO PIEDRAS	PR			
THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ANAHEIM	ANAHEIM	CA	*	*	VIE
UNIVERSIDAD ANA G. MÉNDEZ-CAROLINA CAMPU	S CAROLINA	PR	~	~	VIE
UNIVERSIDAD ANA G. MÉNDEZ-CUPEY CAMPUS	CUPEY	PR	1	1	VIE
UNIVERSIDAD ANA G. MÉNDEZ-GURABO CAMPUS	GURABO	PR	1	~	VIE
UNIVERSIDAD ANA G. MÉNDEZ-ONLINE CAMPUS	SAN JUAN	PR	1	1	VIE
UNIVERSIDAD ANA G. MÉNDEZ-VIRTUAL CAMPUS See: UNIVERSIDAD ANA G. MÉNDEZ-ONLINE	SAN JUAN	PR	1	1	
GAMPUS					

Part Two: Adding a New Institution

 \triangle

Only TES users with access to alter equivalencies will be able to complete the addition of a new institution in TES. If you are an advisor or department contact, please email <u>crediteval@ecu.edu</u> and request that an institution be added to TES.

Click on "User Added Courses."

Search - Tr	rack - N	latch-	Manage Manager	•	Support	C
	E	Equivalency	Batch Editor			
	E	Equivalency	Explorer			
	L	Jser Added	Courses			
	(Course Ta Us	er Added Cou	rses		
Course Finder 1						
ana			Q Sear	ch		
INSTITUTION	CITY	STATE DAT	ASET CATALO	OG SHARED		
ADVANCED SOFTWARE ANALYSIS See: GLOBE INSTITUTE OF TECHNOLOGY	NEW YORK	NY	1 1			
AMERICAN CAREER COLLEGE-ANAHEIM	ANAHEIM	CA	/ /	VIEW		
ANA G MENDEZ UNIVERSITY	ORLANDO	FL				
ANA G. MÉNDEZ UNIVERSITY	CUPEY	PR	1 1			

6 Choose "Transfer Data" and Click	« "Submit."
	User Added WHAT TYPE OF DATA WOULD YOU LIKE TO MANAGE? O Home Data O Transfer Data
	Copyright © 2025 CollegeSource, Inc. All rights reserved. I Privac

7 Click to "	Add Inst	itution."			
	Support	Contact	Log Out	Powered by	
				TES 4.0	
				+ Add Institution Add institution	
STATE		с	OUNTRY		
FLORIDA		U	NITED STATES		
NORTH CAROLINA		U	NITED STATES		
Sourco*					

Type in the Full Institution Name.

Image: Test Add Institution: ● Added Insti City: ● TRANSFER	Ana G Mendez University UNITED STATES [Select One] ~	v
		Create X (
INSTITUTION NOT IN TES	GREENVILLE NORTH CA	ROLINA UNITED

Choose the Appropriate State.

9

HOME> TRANSFER Website:	ALASKA	
	AMERICAN SAMOA	
INSTITUTION	ARIZONA	► Cr
	ARKANSAS	
	CALIFORNIA	ROLINA
	CAROLINE ISLANDS	
	COLORADO	
	CONNECTICUT	
	DELAWARE	
	DISTRICT OF COLUMBIA	
	FLORIDA	
	GEORGIA	
	GUAM	
Copyright © 2025 CollegeSource, In	HAWAII	p Accessibility Contact About Co
	IDAHO	
	ILLINOIS	
	INDIANA	
	IOWA	
	KANSAS	
	KENTUCKY	
	LOUISIANA	

10 Type in the Appropriate City.

	ION ×
Institution	Ana G Mendez University
Country	UNITED STATES
State	+ FLORIDA V
Cit	
R	e:
	Create Cancel
N NOT IN TES	GREENVILLE NORTH CAROLINA UNITED STATES
	CollegeSource'

11 Paste in the Appropriate Website.

	DD INSTITUTION	1		
	Institution: *	Ana G Mendez University		
	Country: *	UNITED STATES		
	State: *	FLORIDA	~	
User Added Insti	City: *	Tampa		
HOME> TRANSFER	Website:			
INSTITUTION				► Create
	_	CDEENV/ILLE		
		GREENVILLE	NORTH CAROLINA	

12 Click to "Create."

			egeSource"
Aendez University			
STATES		~	
A	~		
		+ Add I	nstitution
du			
		Create Cancel	
GREENVILLE	NORTH CAROLINA	UNITED STATES	
S CollegeS	ource®		
	and the state of the		

13 Click on the arrow next to the institution you've added to continue.

User Added Institution
HOME → TRANSFER COURSE
INSTITUTION
ANA G MENDEZ UNIVERSITY
ANA G MENDEZ UNIVERSITY TAMPA
Copyright © 2025 CollegeSource, Inc. All rights reserved.

14	Click "Add Data Set."					
age∓		Support	Contact	Log Out	Powered by	
					TES 4.0	
					+ Add Data Set	
9	CollegeSource					

Made with Scribe - https://scribehow.com

15 The title for the Data Set should be whatever catalog during which the course being submitted for review was taken.

	DD DATA SET					
	Institution: Title: * Low Year: *	ANA G MENDEZ UNIVERS	ITY TAMPA TAMPA Student Handbo	A, FLORIDA ok 2024-2025 High Year: *	[Select One]	~
Added Data						Create 🗙 C
MENDEZ UNIVERSITY T	AMPA TAMPA, FLORID Data Set.	A				
				ource		

16 Choose the Appropriate Catalog Years.

TES S TES ADD DATA SET				
Institution:	ANA G MENDEZ UNIVERSIT	Y ТАМРА ТА!	MPA, FLORIDA	
Title: *	Academic Catalog and S	tudent Hand	lbook 2024-2025	
Low Year: *	[Select One]	~	High Year: *	[Select One]
User Added Data	[Select One]	^		
	2025			► Create
	2024			
	2023	- 185		
ANA G MENDEZ UNIVERSITY TAMPA TAMPA, FLORIDA	2022	- 188		
There are no data records found. See Add Data Set	2021	- 188		
	2020	- 188		
	2019	- 188		
	2018	- 188		
	2017	- 188		
	2016	- 188		
	2015	- 188		
	2014			
	2013	ede	Source	

17 Click "Create."

		_			
			×	ScollegeSource*	
EZ UNIVERSITY TAMPA TAMPA	, FLORIDA			TES 4.0	
Catalog and Student Handboo	ok 2024-2025			_	
~	High Year: *	2025	~		
				+ Add Data Set	
		Cleate			
Collogo	ouroo*				

18 Click on the arrow next to the catalog you've added.

User Added Data Set		
HOME \rightarrow INSTITUTION \rightarrow DATA SET		
ANA G MENDEZ UNIVERSITY TAMPA, TAMPA, FLORIDA		
CATALOG	LO	н
G ACADEMIC CATALOG AND STUDENT HANDBOOK 2024-2025	2024	2025
	CollegeSource*	
Copyright © 2025 CollegeSource, Inc. All rights reserved. Privacy	Policy Disclaimer Terms of Use S	ite Map Ac

19 Click "Add Dept."				
h∙ Manage∙	Support	Contact	Log Out	Powered by ScollegeSource
				TES 4.0
024-2025 2024-2025				Add department

Type in the Department Name and Abbreviation, then click "Create."

ACADEMIC CATALOG AND STUDENT HANDBOOK 2024-2025 2024-2025 Department: English Abbreviation: ENGL	ES 4.0
Department: English Abbreviation: ENGL	
Abbreviation: * ENGL	
	Dept
E Create Cancel	
A TAMPA, FLORIDA T HANDBOOK 2024-2025 2024-2025	
tment.	

21 Click to "Add Course."

Manage -	Sup	port	Contact	Log Out	Powered by	
					TES 4.0	
				🕂 Add Dep	ot + Add Course	
025 2024-2025						
	~					

22 Choose the department that you just created.

	TES STES' ADD COURSE
	ACADEMIC CATALOG AND STUDENT HANDBOOK 2024-2025 2024-2025 Use checkbox(es) to select department(s) and click "Next" button to proceed.
Изе	ER Added Cou ENGLISH (ENGL) ME → INSTITUTION
AN. AC/	A G MENDEZ UNIVERSITY TAMPA, TAMPA, FLORIDA ADEMIC CATALOG AND STUDENT HANDBOOK 2024-2025 2024-2025
DEP	ARTMENTS / COURSES:
The	re are no data records found. See Add Course.

23 Click "Next."

S* ADD COURSE	×	Powered by
VIC CATALOG AND STUDENT HANDBOOK 2024-2025 2024-2025		TE
kbox(es) to select department(s) and click "Next" button to proceed.	► Next	
ITMENT	COURSE COUNT	🕇 🕇 Add Cou
SH (ENGL)	0	
TY TAMPA tampa, florida		
STUDENT HANDBOOK 2024-2025 2024-2025		
e Add Course.		

24 Type in the appropriate course information. Make sure you check to "Apply Department Abbreviation."

TES [®] ADD COURSE		×	Powe
ACADEMIC CATALOG AND ST Enter course information below. Ch You will be adding 1 course.	UDENT HANDBOOK 2024-2025 2024-2025 eck Apply Department Abbreviation to add (prepend) abbreviation to course code.		
Department(s):	ENGLISH (ENGL)	~	+
Course Code: * Course Title: *	150 Apply Department Abbreviation		
Description:	The following fields are optional.		
Units: Lecture Hours:		li.	
Rectare riouis.			

Tip: You'll need the course description. If you haven't already, you'll need to find the institution's catalog online and locate the course description.

25 Copy in the Course Description.

í

ANA G MENDEZ	Course Code: *	150	Apply Department Abbreviation
ACADEMIC CATA	Course Title: *	English Composition I	
DEPARTMENTS / COU		The following fields are o	ptional.
There are no data reco	Description:	English Composition I pu scholarly research meth professional purpose an	ovide students with an academic foundation in writing. Students will ods and the process of writing. Special attention is given to the d audience writing.
	Units:		
	Lecture Hours:		
	Lab Hours:		
	Other Hours:		
	Prerequisite:		
	Corequisite:		

Description:	scholarly research methods and the process of writing. Special attention is given to the professional purpose and audience writing.		
		11.	
Units:	3		
ecture Hours:			
Lab Hours:			
Other Hours:			
Prerequisite:			
		lii.	
Corequisite:			
		11.	
ecommended:			
		li.	
Offered:			
Grade Basis:			
	► Creat	× Cancel	

27 Click "Done."

	Powered by CollegeSource'
2024-2025 2024-2025	TES 4.0
	+ Add Course
	+ Add Another
)25	

Part Three: Entering Course for Review



29 Enter the Institution Name.	
~	
Course Finder 1	
INSTITUTION SEARCH:	
U.S. Schools ONon U.S. Schools OAll	Qsearch
ana g mendez Ana G Mendez University Ana G Mendez University Tampa	
	~
	ScollegeSource*

Choose the institution you just created.

ISTITUTION SEARCH:					
O U.S. Schools O Non U.S. Schools					
Ana G Mendez				Q Search	
INSTITUTION	CITY	STATE D	DATASET	CATALOG	SHARED
ANA G MENDEZ UNIVERSITY	ORLANDO	FL			
ANA G MENDEZ UNIVERSITY TAMPA	TAMPA	FL			
SISTEMA UNIVERSITARIO ANA G MENDEZ	RIO PIEDRAS	PR			
UNIVERSIDAD ANA G. MÉNDEZ-CAROLINA CAMPUS	CAROLINA	PR	*	*	VIEW
UNIVERSIDAD ANA G. MÉNDEZ-CUPEY CAMPUS	S CUPEY	PR	1	-	VIEW
LINIVERSIDAD ANA G MÉNDEZ-GURABO CAMP	US GURABO	PR	1	1	VIEW

Select the catalog you just created.

INSTITUTION> DA	ASET			
ANA G MENDEZ	UNIVERSITY TAMPA	TAMPA, FL		
DATA SET:				
ACADEMIC CATAI	OG AND STUDENT HANDE	300K 2024-2025 2024-2	025 v Select	
SEARCH ALL DATA S Course Code	ETS:		Q Search	
Enter sedientern				
CATALOG: Catalog	data can be added through <u>Us</u>	ser Added Courses.		

32 Select the course you just created.

ANA G MENDEZ UNIVERSIT ACADEMIC CATALOG AND S SEARCH DATA SET:	Y TAMPA, TAMPA, FL STUDENT HANDBOOK 2024-2025 2024-2025	
Enter search criteria	Q Search	
SELECT DEPARTMENT:		
ENGLISH - (ENGL) 🗸		
COURSE CODE	COURSE TITLE	UNITS
ENGLISH ENGL 150	ENGLISH COMPOSITION I	3
Total: 1		

33 Click "EQ Search."

Finder 4			
TION → DATA S	$ET \to COURSE \ LIST \to COURSE \ DETAIL$		
MENDEZ U	NIVERSITY TAMPA TAMPA, FL		G 💰 🍁 📢 🚔 🖂
EMIC CATAL	OG AND STUDENT HANDBOOK 2024-2025 2024-2025		
3L 150 ENGLIS Ilish Compositio learn scholarly n he professional its:	H COMPOSITION I In I provide students with an academic foundation in writing. Students research methods and the process of writing. Special attention is given purpose and audience writing.	EQUIVALENCY HISTORY There are no data records found. EVALUATION HISTORY There are no data records found.	Q EO Starch
artment:	ENGLISH		
irce catalog: irse history:	Academic Catalog and Student Handbook 2024-2025 2024-2025 View Detail ⊞		
		oroCouroo*	
		egesource	

34 Choose "Browse Mode."

			TES 4.0
alency Searc	h		
JTION \rightarrow DATA S	$ET \to COURSE \ LIST \to COURSE \ DETAIL \to EQ \ SEARCH$		
3 MENDEZ U	NIVERSITY TAMPA TAMPA, FL 😚 🔗	EAST CAROLINA UNIVERSITY GREENVILLE, NC	
IGL 150 ENGLISH COMPOSITION I glish Composition I provide students with an academic foundation in writing. Students I learn scholarly research methods and the process of writing. Special attention is given the professional purpose and audience writing. its: 3 partment: ENGLISH		EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025 FIND COURSES CONTAINING THE FOLLOWING KEYWORD(S): Course Titles Only	v
urce catalog: Academic Catalog and Student Handbook urse history: View Detail ⊞	Academic Catalog and Student Handbook 2024-2025 2024-2025 View Detail		
		Un-check items to exclude OR enter new keywords.	
		Course contains ALL of the checked terms Course contains ONE of the checked terms	Q Search

35 Choose the ECU equivalent for review.

I COMPOSITION I

n I provide students with an academic foundation in writing. Students esearch methods and the process of writing. Special attention is given purpose and audience writing.

3

ENGLISH 🗄

Academic Catalog and Student Handbook 2024-2025 2024-2025 View Detail B

ENGLISH - (ENGL)		
EARCH RESULTS:		
COURSE CODE	COURSE TITLE	UNITS
NGLISH		
ENGL 1XXX	ELECTIVE	1-5
ENGL 2XXX	ELECTIVE	1-5
ENGL 3XXX	ELECTIVE	1-5
ENGL 1000	EXPLORING LITERATURE	3
ENGL 1100	FOUNDATIONS OF COLLEGE WRITING	3
ENGL 1500	TOPICS IN WORDS, IMAGES, AND IDEAS	3
ENGL 2000	INTERPRETING LITERATURE	3
ENGL 2100	MAJOR BRITISH WRITERS	3
ENGL 2200	MAJOR AMERICAN WRITERS	3
ENGL 2201	WRITING ABOUT THE DISCIPLINES	3
ENGL 2230	SOUTHERN LITERATURE	3
ENGL 2260	TOPICS IN CONTEMPORARY AFRICAN AMERICAN CULTURAL TEXTS	3
ENGL 2400	WORLD LITERATURE IN ENGLISH	3
ENGL 2420	THE SHORT STORY	3
ENGL 2470	TOPICS IN POPULAR LITERATURE	3

36 Click "Eval Add."

S° COUR	SE DETAIL	Powered by
		+ EQ Add + EVAL Add Email Arint
MENDEZ U	JNIVERSITY TAMPA	EAST CAROLINA UNIVERSITY
150 ENGLIS in Composition ation in writin ods and the professional pu	H COMPOSITION I on I provide students with an academic ng. Students will learn scholarly research process of writing. Special attention is given to urpose and audience writing.	ENGL 1100 FOUNDATIONS OF COLLEGE WRITING Introduction to expository, analytical, and research-based academic writing. Instruction in critical reading; developing, supporting, and organizing ideas; drafting, revising, and editing with attention to audience, purpose, and context. Selected Sections are Service-Learning. Writing Intensive. General
: rtment:	3 ENGLISH ⊞	Education: Written Communication. Units: 3
e catalog:	Academic Catalog and Student Handbook 2024-2025 2024-2025 View Detail	Department: ENGLISH Source catalog: East Carolina University Undergraduate 2024-2025 Course history: View Detail €
H ⊞ nic Catalog ar	nd Student Handbook 2024-2025 2024-2025	ENGLISH

37 C	lick "Preview.'	1				
5-		Support	Contact	Log Out	Powered by	
					TES 4.0	
					• Preview	
24 - 2025	EQUIVALENT COURS	E(S): FOUNDATIONS OF COLLE	GE WRITING		3 2024 - 2025	
	EAST CAROLINA UNIVERSITY				Q Search	
~	EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025				~	
~	ACCOUNTING - (AC	CT)			~	

Made with Scribe - https://scribehow.com



II be created.

	EAST CAROLINA	JNIVERSITY				
h an /ill learn	ENGL 1100 FOUNI Introduction to exp based academic w	DATIONS OF COLLEGE WRITING ository, analytical, and research- riting. Instruction in critical reading;	Assign:			
ss of writing.	developing, suppo	rting, and organizing ideas; drafting,	Send email alert?			
al purpose	revising, and editin purpose, and conte	ig with attention to audience, ext. Selected Sections are Service-	Comments: (optional)			
	Learning. Writing Ir	ntensive. General Education: Written				
	Communication.					
	Units:	3				
nd Student	Department:	ENGLISH				
25	Source catalog:	East Carolina University Undergraduate 2024-2025				
	Course history:	View Detail €				
			Support file (PDF Only < 10MB/File, 20MB Total): (optional)			
			Browse No file selected.			
			Browse No file selected.			
			Create Evaluation Task Reset			
			Contract Evaluation rusk - Reset			

39 Click "Create Evaluation Task."

purpose, and conte	ext. Selected Sections are Service-	Comments: (optional)
Learning. Writing Ir	tensive. General Education: Written	
Communication.		
Units:	3	
Department:	ENGLISH	
Source catalog:	East Carolina University	
	Undergraduate 2024-2025	11
Course history:	View Detail 🗉	
		Support file (PDF Only < 10MB/File, 20MB Total): (optional)
		Browse No file selected
		Diowse No file selected.
		Browse No file selected.
		Create Evaluation Task Reset
		Create evaluation task
0	CollogoSourco	
9	Collegesource	
s reserved. Privacy Po	licy Disclaimer Terms of Use Site Man Acces	ssibility Contact About CollegeSource, Inc.