Quick Reference – Student Guide

How to run a TCE (Transfer Credit Evaluation)

- Go to LoboWeb
- Click “Student Menu”
- Click “Submit or View a LOBO Trax degree audit”
- Click “Submit an Audit”
- Select term and “Submit”
- Click “What-If?” button
- Choose “Wild card for DARS Interface” on Select Campus field
- Choose “Wild card for DARS Interface” on Select College/School field
- Choose “Transfer Credit Evaluation” on Select Degree field
- Choose “Wild card for DARS Interface” on Select Major field
- Click “Run Analysis” button under the What If Analysis for field
- Click the link to “View Submitted Audits”
- Click “Refresh the List” (if audit does not automatically refresh)
- Click the View Link labeled Transfer Credit Evaluation (TCE)
- Click the Green “✔” next to the satisfied requirements to view details
- Click the Red “✗” next to the unsatisfied requirements to view details
- OR - you can click on “Open All Sections” at the top of the audit, just below the graphs to view all requirements
- Click “View a Printer Friendly Report” to print or view the report

Notes: