



Quick Reference How to run a TCE (Transfer Credit Evaluation)

- Go to LoboWeb
- Click "Faculty & Advisors Menu"
- Click "Submit or View LOBO Trax degree audits"
- Click "Submit an Audit"
- Select term and "Submit"
- Enter student's UNM ID and click "Submit ID"
- Click "What-If?" button
- Choose "Wild card for DARS Interface" on Selected Campus field
- Choose "Wild card for DARS Interface" on Selected College/School field
- Choose "Transfer Credit Evaluation" on Selected Degree field
- Choose "Wild card for DARS Interface" on Selected Major field
- Leave box unchecked for "Include Planned Courses?"
- Click "Run Analysis" button under What-If Analysis 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 "Open All Sections" link below graph to expand requirements
- Click "Printer Friendly" to print the report