

### Procedure

Before they are allowed to enroll in EE 110, 102, 112, 118, 120, 122, 128, 140 undergraduate students must see an E.E. Transfer Advisor (**Undergraduate Coordinator**) in order to receive credit for Mathematics, Physics, Chemistry, and Engineering coursework taken elsewhere. **Students who fail to do so will automatically be instructor-dropped from the courses listed above.**

Online articulation agreements could be reached in the Internet via WWW with the URL, <http://artic.sjsu.edu/>. This website offers information on which courses could be transferred from the 158 colleges and universities holding articulation agreements with San Jose State University.

For General Education advising, students should contact Engineering Student Advising Center: Engineering building, room 242. More information can be obtained online at [www.engr.sjsu.edu/students/advising](http://www.engr.sjsu.edu/students/advising)

- 1a. Obtain a set of unofficial transcripts showing all the Mathematics, Physics, Chemistry, and Engineering courses taken elsewhere that you consider equivalent to the corresponding SJSU courses. Note that the Admissions Office does not make transcripts available to the EE Department.
- 1b. Obtain a General Education Evaluation from Admissions and Records.
- 1c. You will be required to turn these documents over to the EE Department so **make copies for your own records.**
  2. If applicable, obtain copies of catalog descriptions of pertinent courses which were taken at schools other than California community colleges. King Library normally has copies of catalogs for most U.S. colleges.
  3. If applicable, fill out, attach catalog descriptions, and submit to the appropriate SJSU departments the proper Equivalency Evaluation Forms for those courses taken at schools other than California community colleges that do NOT have articulation agreements with SJSU (You can find out which schools having articulation agreements with SJSU at <http://artic.sjsu.edu/>). The U.S. college forms are obtained from the EE Office, while the foreign college forms are processed through the Admissions and Records Office. Following review, these forms should be returned to the EE Department.
4. Complete the worksheet included in this Transfer Evaluation Packet in **ink**. A list of course equivalencies between California community colleges and SJSU is included.
5. If all your pertinent transfer coursework was done at California community colleges or schools having articulation agreements with SJSU, attach the set of **transcripts** to the **completed worksheet** and submit to your EE Transfer Advisor (Undergraduate Coordinator) in person. Unless there are problems, your official transfer evaluation should be approved.
6. Make a copy for your record (you will need to show this copy to the EE Advisor when you apply for graduation in the future) and turn-in the original form to EE Department for placing in your academic file.
7. If part (or all) of your pertinent transfer coursework was taken at schools other than California community colleges that do NOT have articulation agreements with SJSU, attach the set of transcripts and copies of the signed Equivalency Evaluation forms to the completed worksheet and submit in person to your EE Transfer Advisor (Undergraduate Coordinator). Once processed, your official Transfer Evaluation form will be signed by your EE Transfer Advisor (Undergraduate Coordinator) and placed in your academic file with the EE Department as #6 above.

# Transfer Evaluation

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\_\_\_\_\_  
Semester/Date of Entry to SJSU

\_\_\_\_\_  
SID

\_\_\_\_\_  
Previous College(s)

\_\_\_\_\_  
Name (last, first, m.i.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

Course at SJSU (units)	Course Transferred from Other College(s) course number, course title (college name)	Units S/Q*	Grade	Department Initials
Chem1A (5)	_____	_____	_____	_____
Phys50 (4)	_____	_____	_____	_____
Phys51 (4)	_____	_____	_____	_____
Phys52 (4)	_____	_____	_____	_____
Phys53 (2)	_____	_____	_____	_____
Math30 (3)	_____	_____	_____	_____
Math31 (4)	_____	_____	_____	_____
Math32 (3)	_____	_____	_____	_____
Math133A (3)	_____	_____	_____	_____
Engr10 (3)	_____	_____	_____	_____
CMPE46 (3)	_____	_____	_____	_____
EE97 (1)	_____	_____	_____	_____
EE98 (3)	_____	_____	_____	_____
WST	_____	_____	_____	_____

\* Show **S**(semester) or **Q**(quarter) next to the number of units for **each entry** in this column (examples: 5Q, 3S, etc.)

\_\_\_\_\_  
EE Transfer Advisor (undergraduate Coordinator) Signature

\_\_\_\_\_  
Date

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Course at SJSU (units)	Course Transferred from Other College(s) course number, course title (college name)	Units S/Q*	Grade	Department Initials
EE101 (1)	_____	_____	_____	_____
EE102 (3)	_____	_____	_____	_____
EE110 (3)	_____	_____	_____	_____
EE112 (3)	_____	_____	_____	_____
EE118 (4)	_____	_____	_____	_____
EE120 (4)	_____	_____	_____	_____
EE122 (4)	_____	_____	_____	_____
EE124 (4)	_____	_____	_____	_____
EE128 (3)	_____	_____	_____	_____
EE140 (3)	_____	_____	_____	_____
EE142 (3)	_____	_____	_____	_____
EE132 (3) or EE160 (3)	_____	_____	_____	_____
EE198A (1)	_____	_____	_____	_____
EE198B (3)	_____	_____	_____	_____
ChE/ME109 (3)	_____	_____	_____	_____
MatE153 (3)	_____	_____	_____	_____
Engr100W (3)	_____	_____	_____	_____

Course (units)	Technical Electives (12 Units) (Must have prior consent of advisor)	Units S/Q*	Grade	Department Initials
_____( )	_____	_____	_____	_____
_____( )	_____	_____	_____	_____
_____( )	_____	_____	_____	_____
_____( )	_____	_____	_____	_____

EE Transfer Advisor (Undergraduate Coordinator) Signature \_\_\_\_\_ Date \_\_\_\_\_