

ICCB Evidence of Articulation Procedure Alternative Method using the “u.select” System

Background:

Several four year public universities in Illinois review the catalogs of their feeder community college schools on an annual basis to determine which courses will transfer to their institutions. University course articulation tables are updated accordingly – in some cases daily - and are available on the u.select system (<https://www.transfer.org/uselect/>) for student and administrator use. This process is usually done automatically and internally since there is no efficient means of notifying the community colleges of newly articulated courses at this time.

Policy:

In order to take advantage of the internal university articulation process and reduce the amount of time spent obtaining signed Form 13's between colleges and universities, community colleges may now use copies of **current** u.select course tables as evidence of articulation for **existing courses only**. (Note: Colleges shall continue to obtain signed Form 13's for all new and revised courses.)

Procedure:

Before requesting a signed Form 13 from universities, the community college Transfer Coordinator shall first check the u.select system to determine if the existing course has already been articulated through the internal university process. In many cases existing transfer courses, with the exception of new or revised courses, may be found on the u.select course tables.

To verify course articulation using the u.select course tables:

- Click “**Equivalencies by School**” from the home screen located at <https://www.transfer.org/uselect/>
- Select Illinois from the “**State**” drop-down list and the **School** to which the course(s) should transfer.

Depending on the receiving institution’s articulation system and level of participation in u.select, accessing course tables differs slightly:

- For EIU, UIC, UIS, UIUC and WIU (DARwin schools):

If prompted, choose **Search by Region** then select **US States**.

Choose **Illinois** from the list of states, then click “**Go**.”

Select the institution by clicking in the “**Add**” box,

Click on “**Add Schools**” then “**Create Guide**.”

When Guide populates, select the appropriate “**Subject**” to view course equivalencies.

It may be necessary to scroll down to the desired course number.

In the upper right-side of the screen there is an icon to “**Print**” the equivalencies shown.

- For CSU, DePaul, ISU, St. Xavier, National-Louis, SIUC and SIUE (non-DARwin schools):

Choose **Illinois** from the list of states.

Select the institution from the drop-down menu.

Click on the “**Subject**” or choose “**All Subjects**.”

It may be necessary to scroll down to the desired course number.

Some systems have an option to print the results. If not, use the “**Print Screen**” function.

- For Bradley, GSU, NEIU and NIU (link to web or pdf):

The data available for these schools are from a web site or through a link to pdf files; must verify data are current before using as evidence of articulation.

If the course has been articulated via this process, check the appropriate box on the revised Form 13, indicate the university name(s), then print and attach a copy of the current u.select course table(s) to the form. Community colleges seeking articulation of new or revised courses shall follow the standard Form 13 process.