To standardize the process for course evaluations and expedite processing times, we ask that you please email all incoming transfer course evaluation requests to transfer@registrar.pitt.edu using the following format:

University of Wisconsin (Milwaukee Campus), Milwaukee, WI

Course Number	Course Title	Credits	Term
ASTRON 400	Astrophysics I	3	Fall 2021
CHEM 102	General Chemistry	5	Spring 2022
HIST 102	Western Civilization: 1500 to the Present	3	Fall 2022
PSYCH 210	Psychological Statistics	4	Spring 2023
SOCIOL 241	Criminology	3	Fall 2023

The following information should be included in every list of courses that we receive:

1. Name of the school (including the campus where the course was taken), along with the city and state where the campus is located
2. Subject code and course number
3. Course title
4. Number of credits that the course is worth
5. Semester and year (or catalog year) that the course was taken

Please include as much of this information as you have available to ensure that we are reviewing the correct school and campus, as different campuses oftentimes have distinct course catalogs and course numbering systems. The more information you provide, the less likely it is that we will need to reach out to you with questions if we cannot locate your courses.

Likewise, please note the following guidelines:

- Before sending courses to be evaluated, please review the Transfer Course Equivalency Database to ensure that your courses have not already been evaluated and published.
- When sending a list of courses, please limit your list to one school per email, and include the name of the school and campus in the subject line of your email.
- Once we receive your request for evaluation, we will begin processing your list within one business day. Course equivalencies will be published in the Transfer Course Equivalency Database within 7-10 business days after we receive your email, so please check there for evaluation results.

We greatly appreciate your partnership in these efforts!
Transfer Support Team, Office of the University Registrar