

Office of the Registrar

# Coordinator of Transcript Evaluations

## Summary:

The **Coordinator of Transcript Evaluations** is responsible for managing the transfer credit evaluation process for undergraduate, graduate, and international students. This role focuses on service efficiency, technology utilization, and process improvement in the Office of the Registrar Admissions Processing Team. Key responsibilities include evaluating and processing transfer credits, managing articulation rules, and maintaining transfer policies. The position works extensively with systems including Banner Student Information System, Slate CRM, DegreeSights, DegreeWorks, and Transfer Evaluation System (TES) to streamline credit evaluation procedures.

## Key Responsibilities:

**Transcript Evaluations:**

* Conduct ongoing evaluations of undergraduate transfer students reviewing each transcript for acceptable transfer work and preparing official transfer evaluations. Ensure data is accurately recorded in the CRM and SIS. Ensure transferred coursework is displaying appropriately on the DegreeWorks Evaluation.
* Evaluate international student transcripts that have been translated and officially reviewed.
* Record transfer credit for graduate and law students as prepared by the Graduate Office and Law School.
* Provide pre-evaluation of transcripts to prospective student through the DegreeSights Transfer Portal.

**Transient Enrollment Approvals:**

* Assess Transient Forms for undergraduate students to determine whether selected courses align with Mississippi College’s transfer policy while assisting students in completing the approval process, ensuring necessary signatures are obtained.
* Evaluate and post credit upon receipt of an official transcript from approved off-campus coursework.

**NCAA Athlete Transcript Evaluations:**

* Assist in preliminary, conditional, and traditional transcript evaluations for NCAA Division II athletes used to determine eligibility and progress toward a degree.
* Work closely with the Athletic Department to ensure compliance with academic eligibility requirements.

**AP, IB, CLEP Credit Processing:**

* Process AP, IB and CLEP transfer credits for incoming freshmen, ensuring evaluations are completed in time for Orientations.
* Award credit based on Mississippi College’s established policies.

**Collaboration & Communication:**

* Work with students, faculty, and staff on transfer credit inquiries.
* Partner with the Registrar, Admissions Processing Team, Admissions Leadership Team, Orientation, and Advising to enhance transfer student services.
* Work within the Registrar’s Office Admissions Processing team to ensure accurate and efficient processing of transcripts for applicants.

### ****Technology & Process Improvement:****

* Review the **university catalog annually** to make necessary updates to course equivalencies within Banner SIS.
* Manage **a**rticulation **r**ules in Banner**,** troubleshoot issues, and ensure accurate setup.
* Manage articulation rules in DegreeSights to ensure accurate information for prospective students.
* Assist with articulation data clean-up to maintain system integrity.
* Utilize Banner, Slate, DegreeSights, DegreeWorks, and TES for efficient transfer credit processing.
* Troubleshoot SIS-related transfer credit issuesand contribute to system improvements.
* Assist intraining, documentation, and implementation of transfer systems.
* Participate in department meetings and professional development to enhance service efficiency.

## Qualifications

**Education & Experience:**

* Bachelor’s degree in a related field.
* Minimum of 1-3 years of experience in higher education, preferably in a Registrar’s Office, Admissions, or Transfer Credit Evaluation role.
* Experience working with student information systems (SIS) such as Banner, and other systems such as Slate, DegreeSights, DegreeWorks, and TES is highly preferred.

**Recommended Knowledge & Skills:**

* Strong understanding of transfer credit policies and best practices.
* Ability to interpret and analyze transcripts, course descriptions, articulation agreements, and transfer credit policies for undergraduate, graduate, and international students.
* Familiarity with NCAA eligibility requirements for student-athletes.
* Experience evaluating AP, CLEP, IB, military, and international credit.
* Strong computer skills, including Microsoft Office (Excel, Word) and Google Documents.

**Soft Skills & Competencies:**

* Strong analytical and problem-solving skills for evaluating transcripts and determining course equivalencies.
* Strong attention to detail and accuracy in processing transfer credits.
* Effective communication and customer service skills to work with students, faculty, staff, and external institutions.
* Ability to work independently and as part of a team in a fast-paced environment with peak processing periods.
* Strong organizational and time-management skills to handle multiple priorities and meet deadlines.
* Willingness to participate in professional development and training to stay updated on best practices in transfer credit evaluation.