March 26, 2024

To Whom It May Concern:

CollegeSource® is the first and the only comprehensive collection of college catalogs worldwide. No other institution or company has a database that is comparable to the more than 186,000 catalogs and over 157.8 million course descriptions contained in the CollegeSource holdings.

Built on this unique database, TES®, the Transfer Evaluation System from CollegeSource, is also unique. TES is a hosted Software-as-a-Service (SaaS) used by nearly two thousand campuses of higher education nationwide to research and evaluate transfer credit from other institutions and create equivalencies that apply to future students.

CollegeSource, Inc. is the sole-source provider of the CollegeSource database which gives TES unique access to interface with this database. TES is alone in its ability to compare any two catalogs (from the same institution) and return all the changes between one edition and the next in great detail or (from different institutions) return potential equivalencies to the screen within seconds!

If you desire additional information, please do not hesitate to contact us at any time or visit our website at [www.collegesource.com](http://www.collegesource.com). Thank you for your interest in our products.

Sincerely,

Alanna Fenton-Esquinas

VP of Sales and Marketing
CollegeSource

**TES® by CollegeSource, Inc.**

**SOLE SOURCE**

While other software packages may offer places to store equivalencies or even a workflow for handling evaluation decisions, no other software on the market is built around the unique CollegeSource database.

The CollegeSource database is the *first* and only *comprehensive* database of course and catalog information. It houses over 157.8 million course descriptions drawn from more than 186,000 current and archived catalogs. This data is collected annually, at the expense of CollegeSource, for every higher education institution in the United States recognized by the US Secretary of Education, regardless of whether that institution subscribes to a CollegeSource product or not. Annual collection of the data ensures that data is accurate and up-to-date and allows for sophisticated features, such as comparing any two editions of the same catalog title to highlight specific changes. No other database is comparable in that no other database on the market is comprehensive. Most contain less than 10% of the source data that appears in the CollegeSource database. Also, no other database is updated annually; others who claim to hold college course data are typically vague about the date on which the data was collected and in which catalog it appeared.

Because of the underpinning database and SaaS platform, TES is the only real turn-key solution on the market. Other solutions require extensive and time-consuming data entry by the client and may need technical resources/expertise to implement.

**KEY FEATURES**

COURSE SEARCHING

TES provides fast and easy access to millions of course descriptions. Powerful search tools allow users to quickly find matches between the curriculum of other schools and their own. On-screen reports can be emailed, routed for evaluation, or used to create an equivalency.

INSTITUTION PROFILES

Each institution in TES has a profile displaying national and programmatic accreditation, calendar, and unit type, basic contact data, the highest degree offered, and other critical information.

CUSTOM REPORTS

No more cutting and pasting or manually creating course lists. Users can create custom reports containing course descriptions from multiple institutions and multiple academic years. Commonly used reports can be shared among users or exported for external distribution. These reports can be checked against standing evaluations for transferability.

EQUIVALENCIES

TES aids users in efficiently building and maintaining an equivalency database. In addition to expected features, such as building both simple and complex equivalencies, TES provides features that are not offered by any other product in

the market: side-by-side comparison of course descriptions, detailed tracking of changes in courses over time, auditing of equivalency approvals and changes, “health checks” to determine equivalencies that are out of date, a batch editor for changing multiple equivalencies at once, and more.

EVALUATION TRACKER

The evaluation workflow records all in-system decisions made by faculty and staff regarding the appropriate transfer of each course. Each action and accompanying user notes is logged by the system for later retrieval, providing an unprecedented level of accountability. Statistics track a school’s evaluation performance for analyzing “transfer-friendly” factors, such as response time.

EXPLORATION TOOLS

Utilizing the extensive database of course data, TES includes algorithms for making critical tasks easy. Here are two examples. The Course Change Explorer compares any two editions of a catalog to show added, dropped, or changed courses, highlighting specific changes to the text of each. The Equivalency Explorer intelligently matches titles from any two institutions’ catalogs to show likely equivalencies, which can then be created in a few clicks.

WEBINARS

CollegeSource conducts monthly interactive webinars at no cost to users, making training available year-round. Custom webinars are available on request.

PUBLIC VIEW

TES includes a ready-made website for each institution for publicizing equivalencies. The TES Public View allows users outside the institution (no login required) to search the institution’s equivalencies and equivalency guides stored in TES. Schools may embed the Public View on their own website for appropriate branding. Options for customizing links, contact email, colors, and fonts, and messages are available.

**IMPLEMENTATION**

TES is a Software as a Service (SaaS) that requires an annual subscription. The service is hosted on a cloud-like virtualized server array with fail-over and backup redundancy. User access is available through any Internet browser, utilizing a unique username and password combination for each user. New accounts are created within 24-48 hours, requiring no effort from the institution. Schools are provided with an administrator account, which is then used to generate all other user accounts. New users and their accompanying in-system rights can be established in seconds. Training for administrators (and all other TES roles) is free and delivered via interactive webinars.

**IMPORTS**

Schools that wish to load equivalencies into TES from an outside data source can arrange for imports. Imports require a fee that covers all the necessary data handling, analysis, and communication required to complete the upload. More details are available in our [Support Center](https://tes-support.collegesource.com/article/19-importing-transfer-equivalencies).