EXCEL
EDUCATION SYSTEMS

ACE CREDIT® Transfer Checklist

The American Council on Education's College Credit Recommendation Service, ACE CREDIT®, helps students gain academic credit for courses and examinations taken outside traditional degree programs, including the military.

ACE CREDIT® has evaluated and recommended college credit for Excel Education Systems courses. Once you have completed an Excel Education course, you are eligible to receive an ACE Transcript for credit transfer purposes.

ACE CREDIT
American Council on Education™
College Credit Recommendation Service

⚠️ **TRANSFER ALERT**

If you are enrolled, or plan on enrolling in an Excel Partner College:
- You may not need to follow the ACE CREDIT® Recommendation Transfer Process.
- You may not need an ACE TRANSCRIPT.

Call your Excel Advisor to get your Excel Online college courses transferred to a Partner College today: 800.371.5581

Follow these steps to confirm that your Excel Education course will successfully transfer to the college or university where you plan on earning your degree using ACE CREDIT®.

Step 1
Determine if your college is part of the **ACE CREDIT® COLLEGE & UNIVERSITY NETWORK.**

✓ If you do see your school listed, *proceed to Step 2*.

✓ If you do not see your school listed, that's okay! Some schools choose not to be listed, but <u>do</u> accept ACE CREDIT® recommended college courses for credit.

✓ If at any time you need extra guidance from your Excel Student Advisor, call: 800-371-5581. We are here to help!

Step 2
Contact your school's registrar or college advisor. Let them know you are planning to take an EES course and would like to transfer your courses for credits to their institution.

✓ Your college advisor or registrar at the school where you plan on earning your degree will need to verify whether or not your Excel ACE Credit Online college course(s) will transfer for credit.

✓ Your college advisor or school registrar will use Excel Education's ACE CREDIT® recommendations to determine whether or not your Excel college course is similar to classes offered at their school.

Questions? Have credit transfer issues?
Call a Excel Education Student Advisor:
800-371-5581 We are here to help!

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Step 3

Prepare a course transfer eligibility email for your school's registrar or college advisor. Alternatively, if you are on campus, you can print out the following documentation and bring it to your school's registrar or college advisor.

✓ Include the following information in your email:

1. "I want to take [Excel Education Systems Course Name] and it has been evaluated by ACE CREDIT."

2. "I can get an ACE Transcript."
(Your Excel Education System's Advisor can show you how to get your ACE Transcript. We make it easy!)

3. Copy and paste the link to the ACE CREDIT® recommendation for the Excel Education Systems course you intend to take into the body of the email. This is the link to include:
https://www.acenet.edu/National-Guide/Pages/Organization.aspx?oid=4524e3e3-3be4-e811-a96d-000d3a363879

4. Copy and paste the link to the Excel Education course syllabus for the Excel Education course you intend to take into the body of the email. To find a link to a Excel Education course syllabus, choose your Excel Education course and click on that course's Course Syllabus link.

5. Ask to receive a confirmation that your course will be accepted for transfer once completed.

Step 4

Once you've received your confirmation, enroll in your EES online college course.

Step 5

Complete your Excel Education online college course with a passing grade of 70% or higher.

Step 6

Submit your official ACE Transcript to your college advisor or registrar to REQUEST college credit for your course. It is up to individual colleges & universities whether to accept credit.

Step 7

Enjoy the time and tuition savings towards your college degree!

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