

Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

Manage Transfer Credits

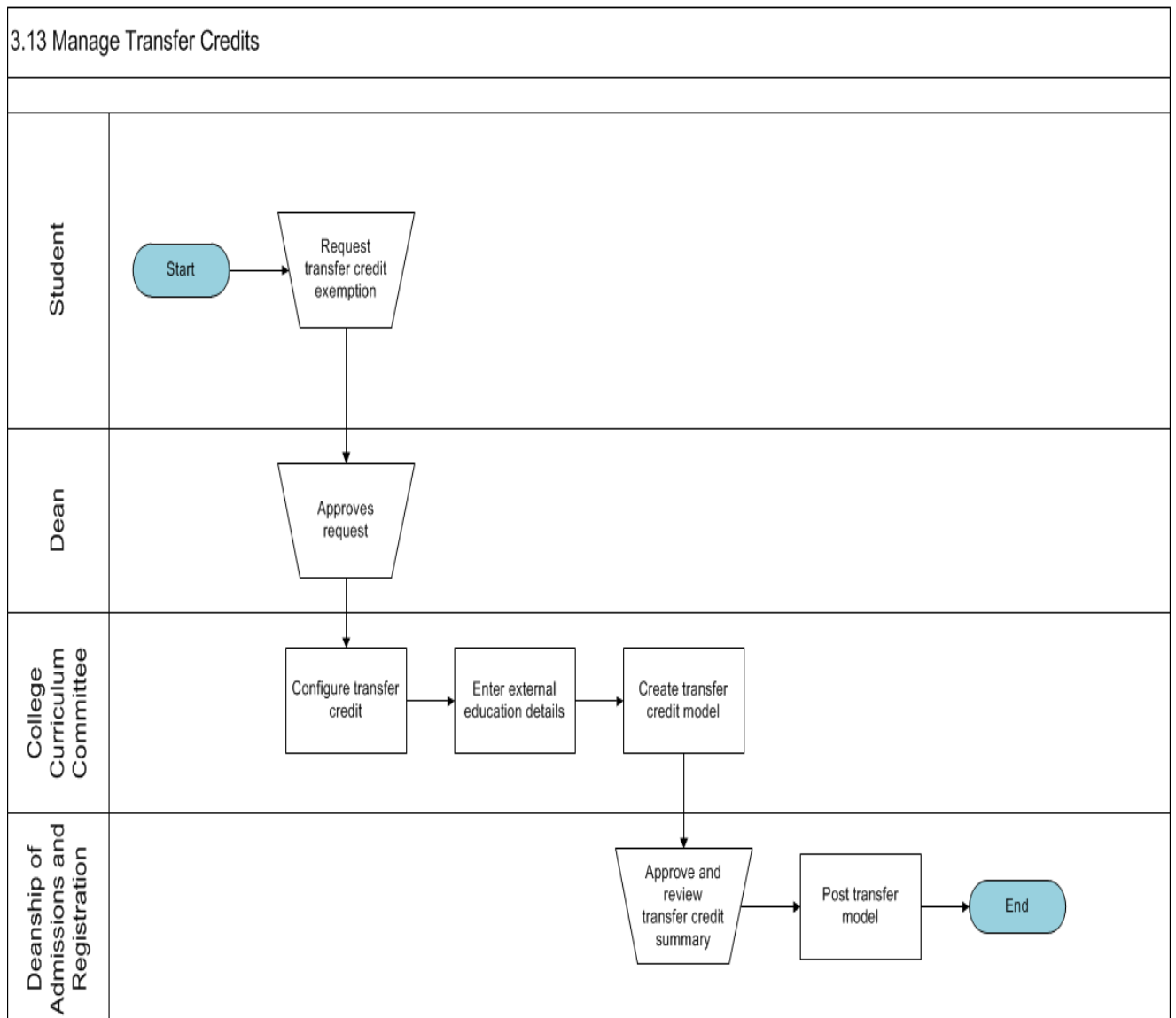
This chapter provides an overview of the transfer credit business process and discusses how to:

1. Define Transfer Credit Model
2. Post Student Credits
3. Review Transfer Credit summary report

Prerequisites

Before you set up transfer credit rules and process transfer credit, complete all other setup for Student Records. You must define academic careers, academic programs, academic plans, the course catalog, grading bases, terms, and sessions. It is helpful to write out the rules for accepting transfer credit before you enter the rules in the system.

Business Process Map



Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

Students Transfer Credits

Define Transfer Credit Model

Access : Records and Enrollment ->Transfer Credit Evaluation->Course Credits-Manual

Transfer Course Entry
Course Credits by Term

Hawra Sameer AlHlaiwi
1000004764

Transfer Credit Model
Find | View All
First 1 of 1 Last

Academic Career:	UGRD	Undergraduate	<input type="button" value="+"/> <input type="button" value="-"/>
Academic Institution:	KSAU	KSA Univ. of Health Sciences	
*Model Nbr:	<input type="text" value="1"/>		
*Transcript Level:	<input type="text" value="Unofficial"/>		

Target Information

*Academic Program:	<input type="text" value="BNUR"/>	Nursing	<input type="checkbox"/> Include in GPA
Academic Plan:	<input type="text" value="BNUR"/>	Nursing	

Source Information

*Credit Source Type:	<input type="text" value="Manual"/>	
Source Institution:	<input type="text" value="College of Medicine Alsha"/>	
School Type:	<input type="text" value="SCH"/>	School

Transfer Credit Term
Find | View All
First 1 of 1 Last

*Articulation Term:	<input type="text" value="1422"/>	2014 Sprin	Posted	<input type="button" value="+"/> <input type="button" value="-"/>
---------------------	-----------------------------------	------------	--------	---

Find | View All
First 1 of 1 Last

	Incoming Course	Equivalent Course																																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">*Group*Seq#</td> <td><input type="text" value="1"/> <input type="text" value="1"/></td> </tr> <tr> <td>Status:</td> <td>Posted</td> </tr> <tr> <td>Details</td> <td></td> </tr> <tr> <td>Comments</td> <td></td> </tr> </table>	*Group*Seq#	<input type="text" value="1"/> <input type="text" value="1"/>	Status:	Posted	Details		Comments		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Year:</td> <td><input type="text" value="2012"/></td> <td style="width: 15%;">Ext Term:</td> <td><input type="text" value="WINT"/></td> </tr> <tr> <td>Subject:</td> <td><input type="text" value="NURSING"/></td> <td></td> <td></td> </tr> <tr> <td>Course Nbr:</td> <td><input type="text" value="1425"/></td> <td></td> <td></td> </tr> <tr> <td>Description:</td> <td colspan="3"><input type="text" value="Nursing 1"/></td> </tr> <tr> <td>Units Taken:</td> <td><input type="text" value="10.00"/></td> <td></td> <td></td> </tr> <tr> <td>Grade Input:</td> <td><input type="text" value="B"/></td> <td></td> <td></td> </tr> </table>	Year:	<input type="text" value="2012"/>	Ext Term:	<input type="text" value="WINT"/>	Subject:	<input type="text" value="NURSING"/>			Course Nbr:	<input type="text" value="1425"/>			Description:	<input type="text" value="Nursing 1"/>			Units Taken:	<input type="text" value="10.00"/>			Grade Input:	<input type="text" value="B"/>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Course ID:</td> <td><input type="text" value="000001"/></td> <td>NURS</td> </tr> <tr> <td>Offer Nbr:</td> <td><input type="text" value="1"/></td> <td>1</td> </tr> <tr> <td>Units Transferred:</td> <td><input type="text" value="3.000"/></td> <td></td> </tr> <tr> <td>Grading Scheme</td> <td><input type="text" value="GS"/></td> <td>KSAUHS GS</td> </tr> <tr> <td>Grading Basis:</td> <td><input type="text" value="TRN"/></td> <td>Transfer Grading Basis</td> </tr> <tr> <td>Official Grade:</td> <td><input type="text" value="T"/></td> <td>T</td> </tr> <tr> <td>Repeat Code:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Designation:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Include in FA WI Stats</td> <td></td> </tr> </table>	Course ID:	<input type="text" value="000001"/>	NURS	Offer Nbr:	<input type="text" value="1"/>	1	Units Transferred:	<input type="text" value="3.000"/>		Grading Scheme	<input type="text" value="GS"/>	KSAUHS GS	Grading Basis:	<input type="text" value="TRN"/>	Transfer Grading Basis	Official Grade:	<input type="text" value="T"/>	T	Repeat Code:	<input type="text"/>		Designation:	<input type="text"/>			<input checked="" type="checkbox"/> Include in FA WI Stats	
*Group*Seq#	<input type="text" value="1"/> <input type="text" value="1"/>																																																												
Status:	Posted																																																												
Details																																																													
Comments																																																													
Year:	<input type="text" value="2012"/>	Ext Term:	<input type="text" value="WINT"/>																																																										
Subject:	<input type="text" value="NURSING"/>																																																												
Course Nbr:	<input type="text" value="1425"/>																																																												
Description:	<input type="text" value="Nursing 1"/>																																																												
Units Taken:	<input type="text" value="10.00"/>																																																												
Grade Input:	<input type="text" value="B"/>																																																												
Course ID:	<input type="text" value="000001"/>	NURS																																																											
Offer Nbr:	<input type="text" value="1"/>	1																																																											
Units Transferred:	<input type="text" value="3.000"/>																																																												
Grading Scheme	<input type="text" value="GS"/>	KSAUHS GS																																																											
Grading Basis:	<input type="text" value="TRN"/>	Transfer Grading Basis																																																											
Official Grade:	<input type="text" value="T"/>	T																																																											
Repeat Code:	<input type="text"/>																																																												
Designation:	<input type="text"/>																																																												
	<input checked="" type="checkbox"/> Include in FA WI Stats																																																												

[Add/View Comments](#)

Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

Include in GPA (include in grade point average)

Select to include eligible courses within this model in students' GPA totals and No GPA totals at your academic institution. Clear this check box to include the eligible courses as units only.

Eligible courses are those courses with the Include in GPA check box selected on the Equivalent Course Information page. Conversely, ineligible courses are those with the Include in GPA check box cleared on the Equivalent Course Information page. The system renders the Include in GPA field on this page unavailable when the model is posted.

Note. The Include in GPA check box in the Target Information group box has no impact on the Academic Advisement engine. The Academic Advisement engine looks at the Include in GPA check box on the Equivalent Course Information page to evaluate course grade points for academic requirements and enrollment requisites.

Details

Click to access the Equivalent Course Information page, where you can edit equivalent course information prior to posting transfer credit.

Comments

Click to access the Course Credit Comments page, where you can add an override reason and comment about any adjustments that you have made to this row of the model.

Incoming Course

Use the Incoming Course group box to define your external course information for this row of the transfer credit model.

Year

Enter the year in which the incoming course was taken.

Ext Term (external term)

Select the external term for each external course that you enter.

Subject

Enter the subject area of the incoming course.

Course Nbr (course number)

Enter the course number for the incoming course.

Description

Enter the description of the incoming course.

Units Taken

Enter the units taken for the incoming course.

Grade Input

Enter the grade received for the incoming course.

Equivalent Course

Use the Equivalent Course group box to define the internal course that is equivalent to the incoming course for this row of the transfer credit model. The system matches classes based on year, external term, subject, course number, units taken, and grade input.

Course ID

Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

Select the course that is equivalent to the incoming course for this row. The system prompts you to select a course from your academic institution's course catalog.

Offer Nbr (offering number)

By default, the system displays the offering number of the course that you selected according to the definition of the course in your academic institution's course catalog. You can override this default value.

Units Transferred

If you select the From Incoming Course option on the Academic Career Table page, the value in this field appears by default from the Units Taken field in the Incoming Course group box for the course that has the same group and sequence number.

If you select the From Course Catalog option on the Academic Career Table page, the value in this field appears by default from the Maximum Units field in the Course Catalog (CRSE_CATALOG) component. Regardless of the option that you select on the Academic Career Table page, you can override the default value in this field to transfer a different number of units.

Grading Scheme

Select the grading scheme of the specified internal equivalent course. This grading scheme defines all of the valid grading bases from which you can select an official grade for the specified internal equivalent course.

Grading Basis

Select the grading basis for the specified internal equivalent course. This grading basis defines all of the valid grades from which you can select an official grade for the specified internal equivalent course.

Official Grade

Select the official grade of the specified internal equivalent course. This official grade defines the grade that an individual receives for the specified internal equivalent course.

The value entered here is included in the student's cumulative GPA at your academic institution, provided that you selected the Include in GPA check box on this page and the Equivalent Course Information page.

Repeat Code

Select a repeat code, if applicable. Repeat codes work in conjunction with repeat rules to determine whether a repeated class violates your repeat policies. When the repeat checking process runs, it searches the student's enrollment history to find class enrollments with matching course IDs. When it finds a match, it determines whether the repeat is legal based on the repeat rules that you define.

When the repeat checking process identifies a course that violates a repeat rule, the process assigns the class enrollment a repeat code. This repeat code determines how the class enrollment is treated in the student's academic statistics, such as whether the grade is used to calculate the student's grade point average. The repeat code that the repeat checking process assigns appears here.

Designation

Use this field to select a requirement designation for the class enrollment.

Save

After you select an articulation term and enter the incoming course and internal equivalent course information for this row of the course transfer credit model, click Save.

Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

➤ Define Transfer Credit Model

Following are the brief summary of steps that you required to execute to define transfer credit model:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

N/A

Summary of Steps

1. Login to system using your credentials (username and password)
2. **Go to page:**Main Menu ->Records and Enrollment ->Transfer Credit Evaluation->Course Credits-Manual
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Student ID's. Click on a search result row to open the page. OR Click on the "Add a New Value" tab, enter Id, academic career & academic Institution and click "Add" to open the page.
4. Enter the following: Academic Program: Enter the Academic Program, Academic Plan: Enter Academic Plan, Articulation Term: Enter Articulation Term, Incoming Course: Enter Incoming Course information, Equivalent Course: Enter Equivalent Course information)
5. Click "Save". This will create Transfer Credit Model in the system.

➤ Post Student Credits

Following are the brief summary of steps that you required to execute to post student credits:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

The following pre-requisites must be fulfilled before posting transfer credit model.

1. Student external education & transfer credit model is already entered into the system.

Summary of Steps

1. Login to system using your credentials (username and password)
2. **Go to page:**Main Menu ->Records and Enrollment ->Transfer Credit Evaluation->Course Credits-Manual
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Student ID's. Click on a search result row to open the page.
4. Click on Course Credits By Term tab and click "Post" Button.
5. Click "Save". This will Post Transfer Credit to student academic record.

➤ Review Transfer Credit Summary Report

Following are the brief summary of steps that you required to execute to review transfer credit summary report:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

Train the Trainer Modules: Curriculum Management

6.6 Manage Transfer Credits

The following pre-requisites must be fulfilled before enrolling student using block enrollment.

1. Student external education & transfer credit model is already entered into the system.

Summary of Steps

1. Login to system using your credentials (username and password)
2. **Go to page:**Menu ->Records and Enrollment ->Transfer Credit Evaluation->Transfer Credits Summary
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Run Control IDs. Click on a search result row to open the "Transfer Credit Summary" page. OR Click on the "Add a New Value" tab, enter the new Run Control ID and click "Add" to open the "Transfer Credit Summary" page.
4. Enter ID and Academic Institution and select posted status "Model".
5. Click "Submit" and click on "Generate Report" Button.
6. Then Click on "Report Manager" and download "Transfer Credit Model" Report.