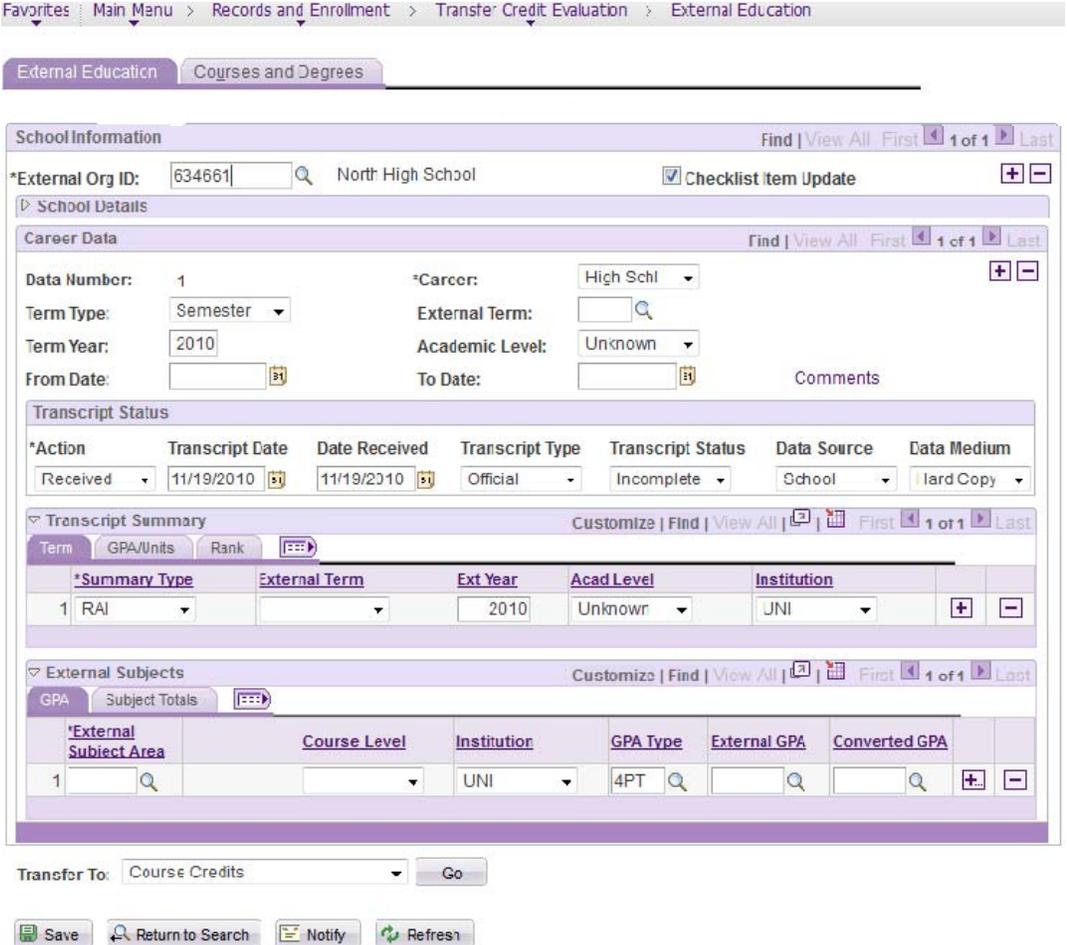
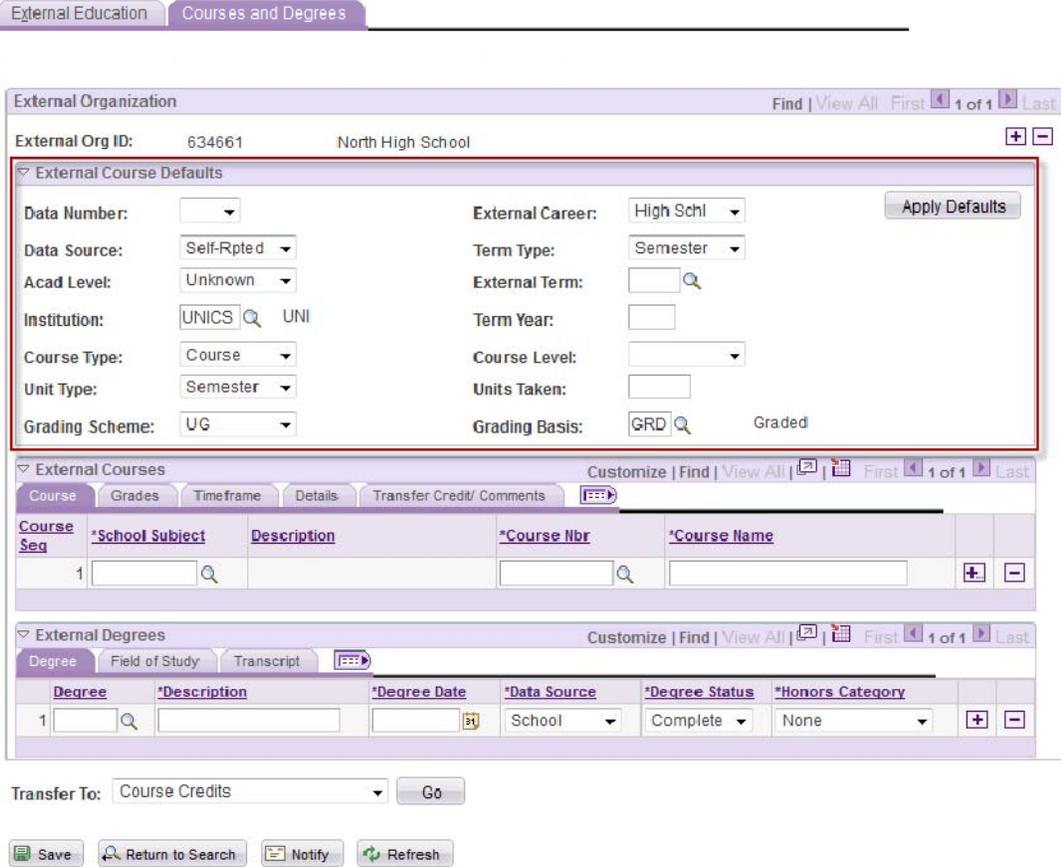


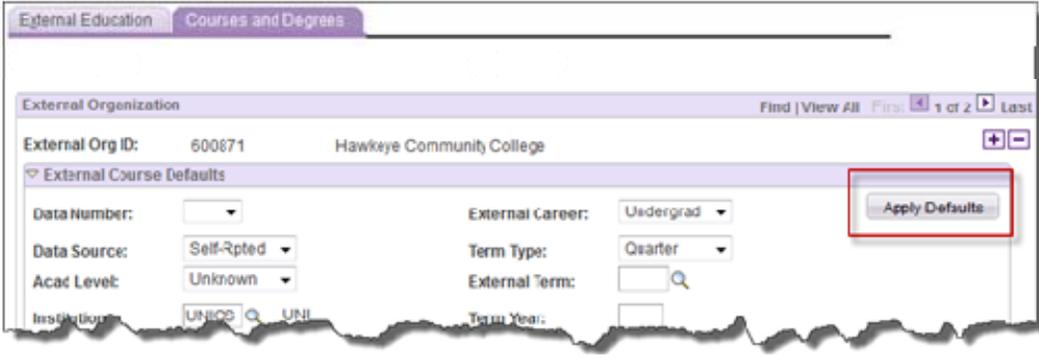
Entering Transfer Credit

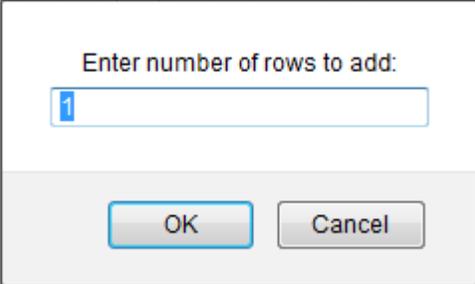
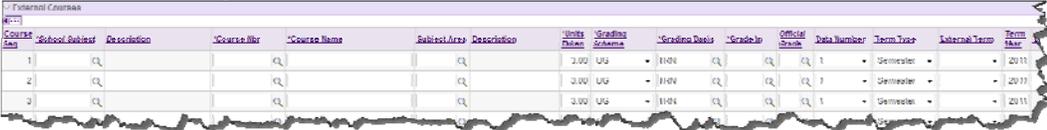
Purpose: The following instructions describe how to add transfer courses to the student’s external org. The first step is to enter the external course defaults and add courses. The second step is to associate the UNI equivalents.

Entering External Course Defaults and Adding Courses

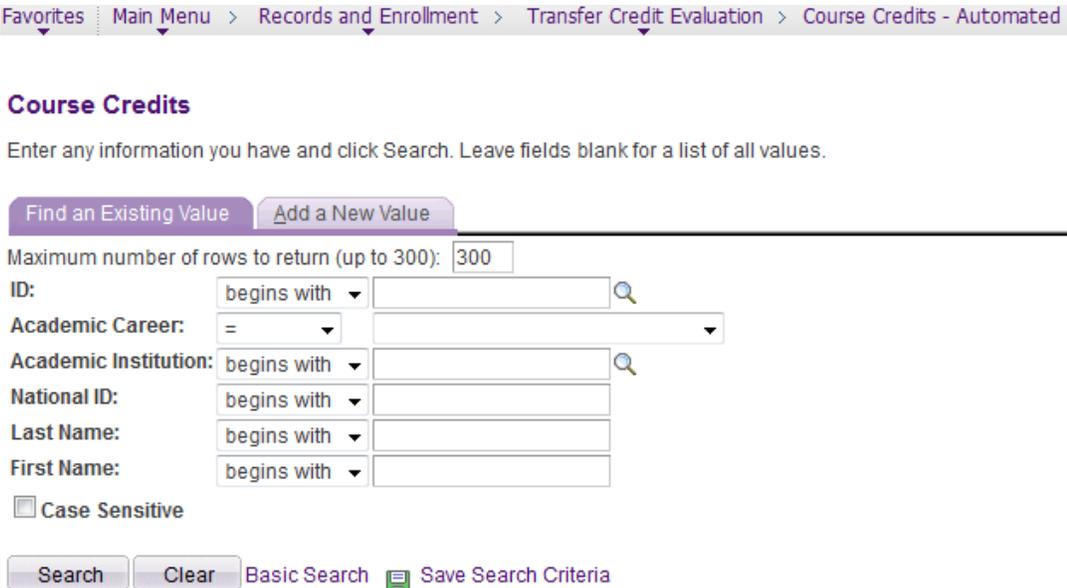
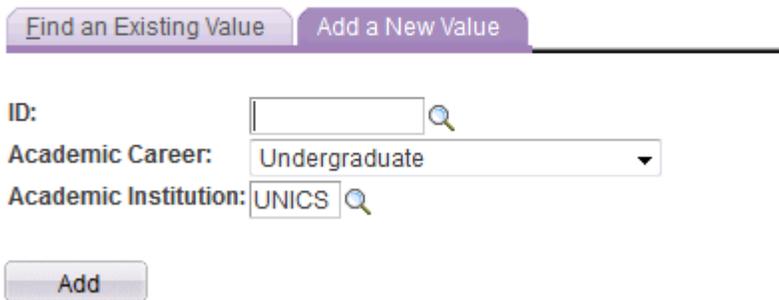
Step	Action
1.	<p>Navigate to the External Education page: Main Menu > Records and Enrollment > Transfer Credit Evaluation > External Education</p> <p><i>Note:</i> You may also access via Admissions</p>
2.	<p>Enter search criteria. Click the Search button.</p> <p><i>Result:</i> The External Education tab displays.</p>  <p>The screenshot shows the 'External Education' page with the following sections:</p> <ul style="list-style-type: none"> School Information: *External Org ID: 634661, North High School, Checklist Item Update checked. Career Data: Data Number: 1, *Career: High Schl, Term Type: Semester, Term Year: 2010, Academic Level: Unknown. Transcript Status: *Action: Received, Transcript Date: 11/19/2010, Date Received: 11/19/2010, Transcript Type: Official, Transcript Status: Incomplete, Data Source: School, Data Medium: Hard Copy. Transcript Summary: Table with columns: *Summary Type, External Term, Ext Year, Acad Level, Institution. Row 1: RAI, [blank], 2010, Unknown, UNI. External Subjects: Table with columns: *External Subject Area, Course Level, Institution, GPA Type, External GPA, Converted GPA. Row 1: [blank], [blank], UNI, 4PT, [blank], [blank]. <p>Transfer To: Course Credits [Go]</p> <p>Buttons: Save, Return to Search, Notify, Refresh</p>

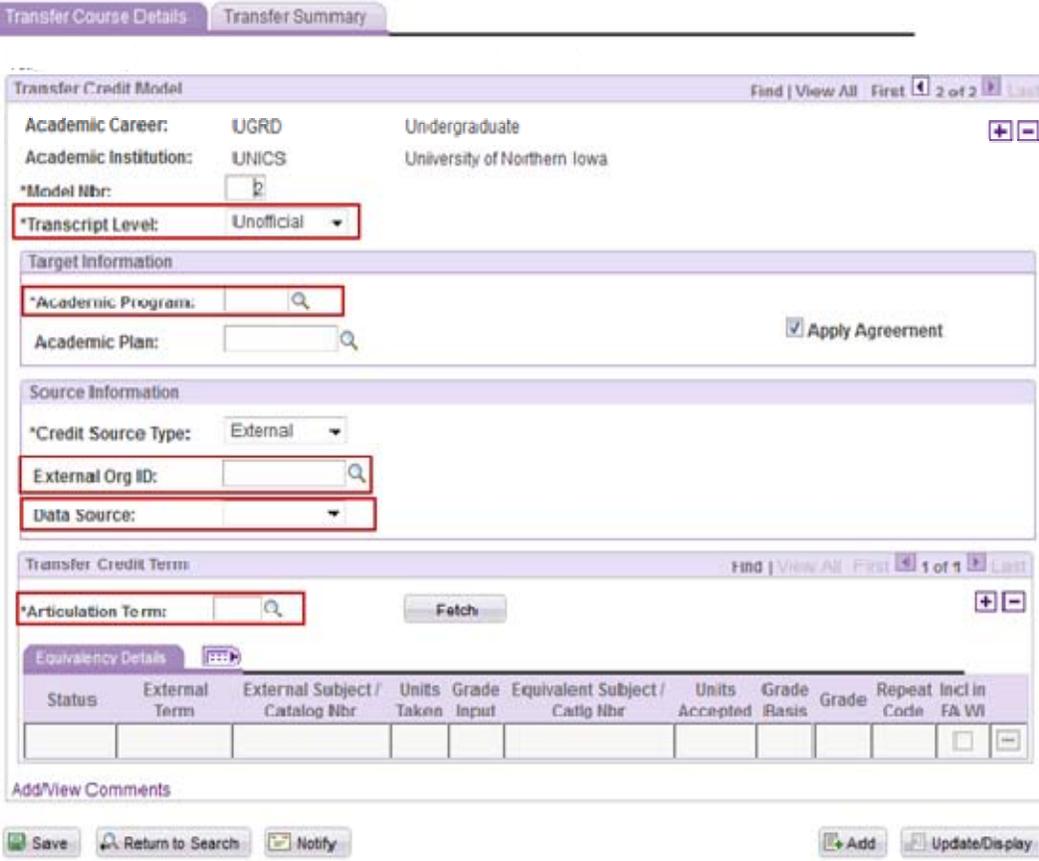
Step	Action
3.	<p>Select the <i>Courses and Degrees</i> tab.</p>  <p>Enter External Course Defaults – any information you provide here will pre-populate the same for all courses you are about to enter. You may use any of these fields; you do not need to use all of them. You may override any fields as you enter courses.</p> <ul style="list-style-type: none"> • Data Number - If the courses that you enter are linked to a row of transcript data on the External Education page, enter the data number from that page. When you navigate out of this field, the system automatically populates a number of the remaining fields with the data that is linked to this data number. If the courses that you enter are <i>not</i> linked to a data number, do not enter a value in this field but complete the remaining fields. • Data Source - School (could also be Self-Reported, if appropriate)* • Acad Level - Select the academic level of the person at the time the external data was collected or issued. This value might be different from the current academic level. It can be left “Unknown”

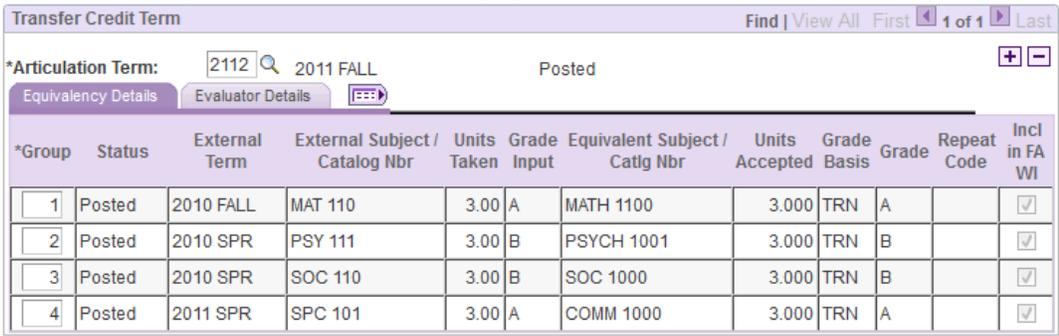
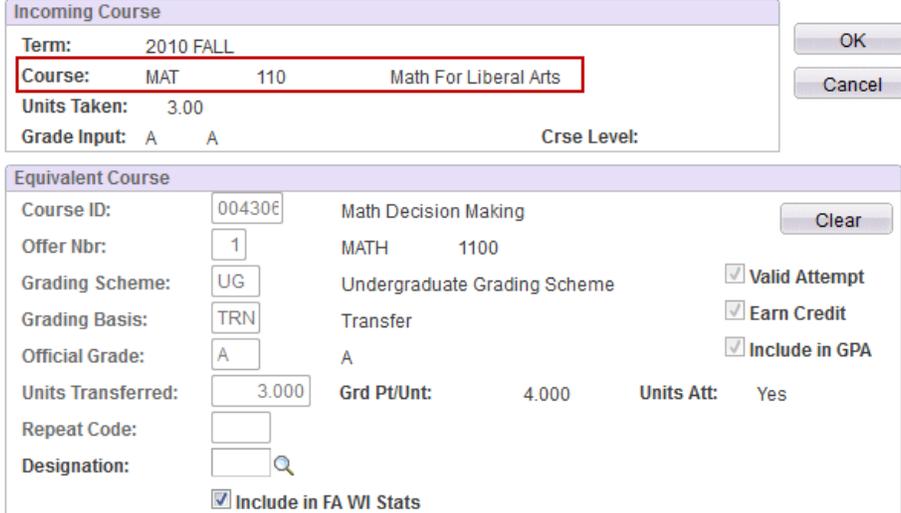
Step	Action
4.	<p>Enter External Course Defaults (CONTINUED)</p> <ul style="list-style-type: none"> • Institution – UNICS* • Course Type – Pre-populated from School Course Classification • Unit Type – Pre-populated from School Data set up • Grading Scheme – Pre-populated (Grad, Undergrad) • External Career – Pre-populated from School Data set up • Term Type – Pre-populated from School Data set up • Begin Date - Not needed if Term Type exists • End Date - Not needed if Term Type exists • Course Level - Use what is appropriate (Lower Division, Upper Division, etc) • Units Taken - Consider entering the most common number and overriding others, or leave blank and manually enter for each course • Grading Basis – Select TRN (Transfer) <ol style="list-style-type: none"> 1. Click “+” to add more External Courses 2. Select number of courses to add 3. The Defaults will appear for all new rows 4. Add all courses, grades, credit hours, etc 5. SAVE <p>*These field values can be set up in <i>User Defaults</i>. You may still override the value. This will pre-populate the values and save time on data entry. To set User Defaults navigate to: Main Menu > Set up SACR > User Defaults.</p>
5.	<p>Click the Apply Defaults button.</p>  <p>Note: Click the Add Row button  (At the External Organization level) to add additional External Organizations.</p>

Step	Action
6.	<p>In the External Courses section, add the appropriate courses. Click the Add Row button to add additional rows needed (beyond the one default row)</p>  <p>Enter the number of rows needed in addition to the one default row and click the OK button.</p> 
7.	<p>Click the Show All Columns button  to see all the fields for external courses.</p> <p>Enter the information for each course. Note: You may override any course default fields as necessary.</p> 
8.	Click the Save button.

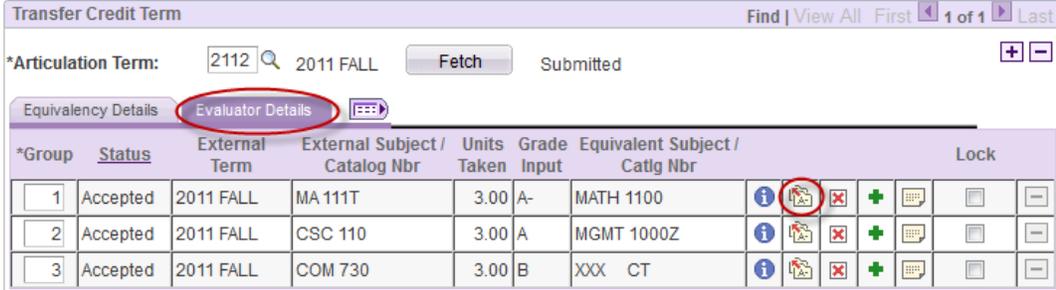
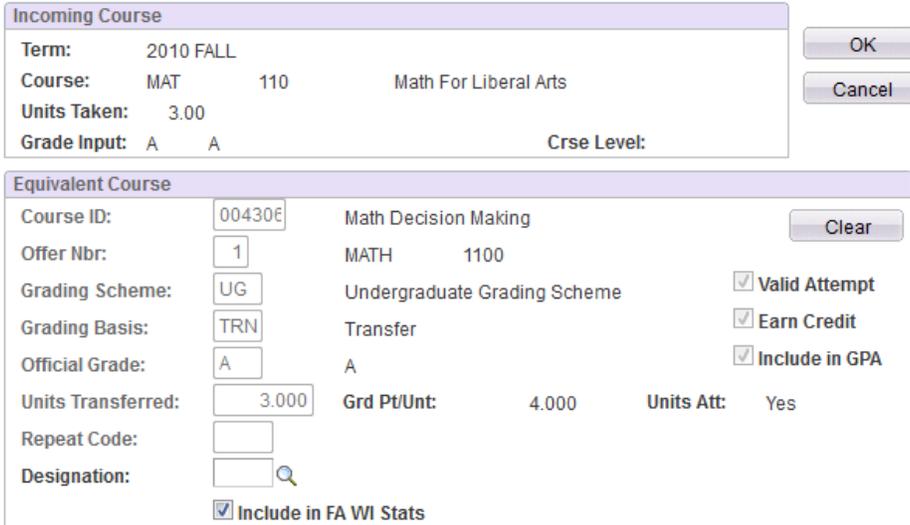
Associating UNI Equivalents

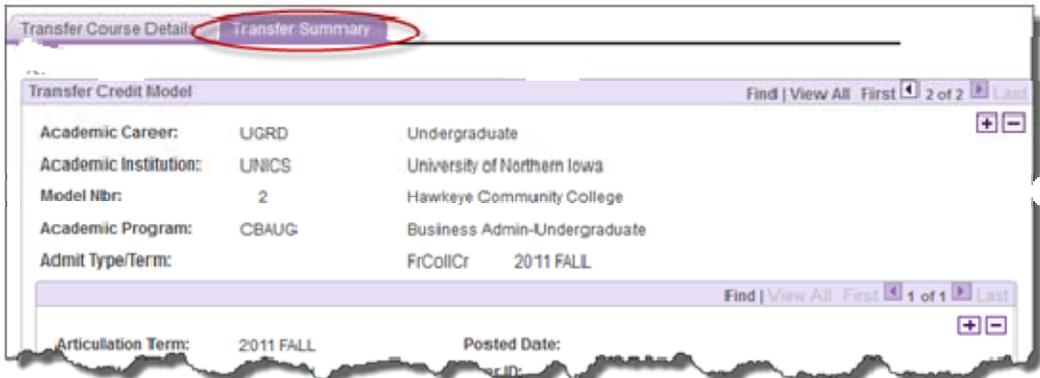
Step	Action
1.	<p>Now that you have entered the student’s courses, the next step is to associate the UNI Equivalents. Navigate to the Course Credits – Automated page: Select Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits – Automated</p>  <p>The screenshot shows the 'Course Credits' page with a breadcrumb trail: Favorites > Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Automated. Below the breadcrumbs, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field for 'Maximum number of rows to return (up to 300):' is set to '300'. There are several search criteria fields: 'ID:' (dropdown: begins with), 'Academic Career:' (dropdown: =), 'Academic Institution:' (dropdown: begins with), 'National ID:' (dropdown: begins with), 'Last Name:' (dropdown: begins with), and 'First Name:' (dropdown: begins with). A 'Case Sensitive' checkbox is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
2.	<p>Click the <i>Add a New Value</i> tab. Enter the student’s ID, Academic Career, and Academic Institution.</p>  <p>The screenshot shows the 'Course Credits' page with the 'Add a New Value' tab selected. The 'ID:' field is empty. The 'Academic Career:' dropdown is set to 'Undergraduate'. The 'Academic Institution:' field is populated with 'UNICS'. An 'Add' button is visible at the bottom.</p>
3.	<p>Enter the student’s <i>ID, Academic Career,</i> and <i>Academic Institution.</i> Click the Add button.</p>

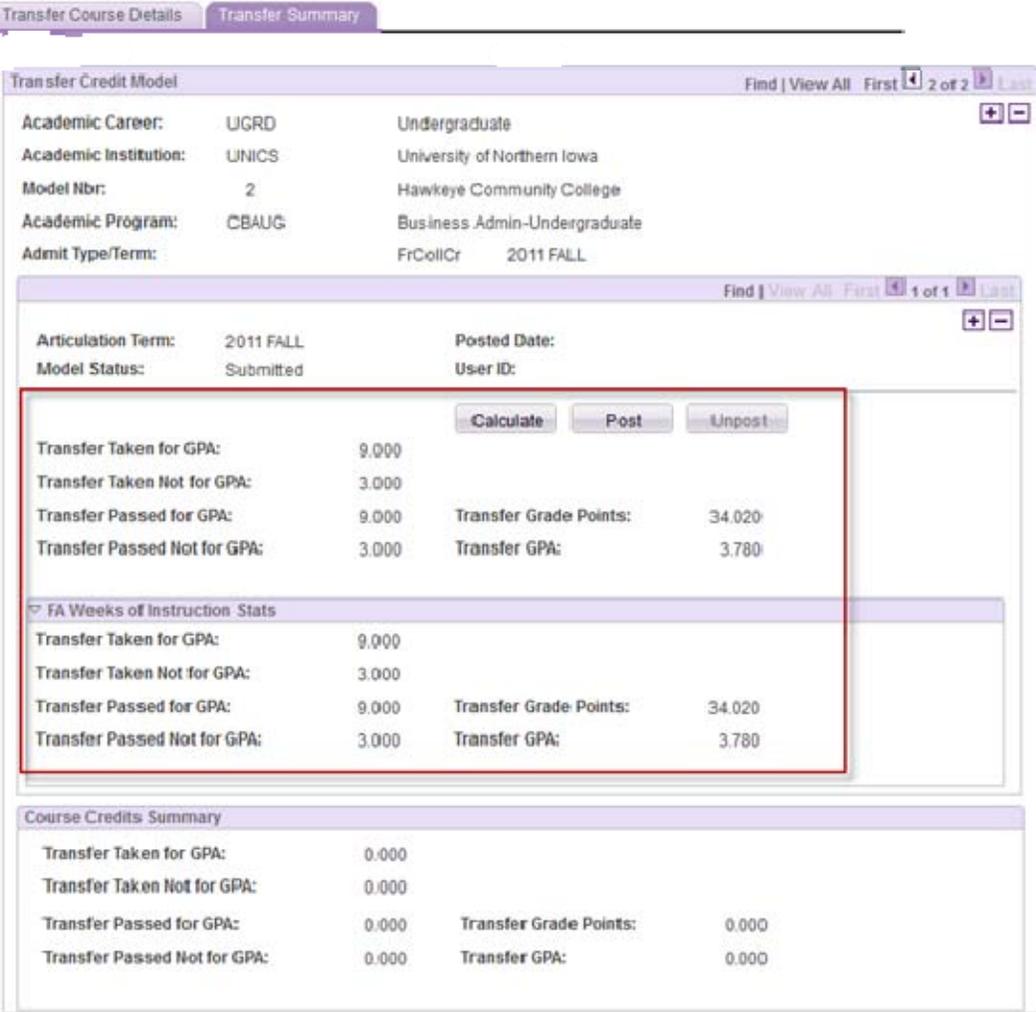
Step	Action
4.	<p>On the <i>Transfer Course Details</i> tab, complete the following:</p>  <ul style="list-style-type: none"> • Transcript Level • Academic Program • Academic Plan – LEAVE BLANK • External Org ID • Data Source • Articulation Term

Step	Action
5.	<p>Click the Fetch button. </p> <p>Result: The <i>Equivalency Details</i> tab populates.</p>  <p>Note: To see the <i>Incoming Course Name</i>, click the Show All Columns button  and then click the Edit Equivalent Course button  for the course you wish to see the name.</p> <p>Equivalent Course Information</p> 

Step	Action																																																												
6.	<p>You have now added the UNI equivalents, units, and grades to the transfer courses. At this point the status is “Accepted”. The next step is to attempt to “Post” the credit.</p> <p>Note: In the sample below, you’ll see one course “Rejected”. This is a No Credit course. We’ll need to decide if we wish to leave this on the student’s record or not. It can be deleted at this stage by clicking on the minus sign at the end of the row. The Status could also be “No Rule” in which case, the Transfer Rule has not been set up for that course.</p> <div data-bbox="354 636 1377 989" style="border: 1px solid gray; padding: 5px;"> <p>Transfer Credit Term Find View All First 1 of 1 Last</p> <p>*Articulation Term: <input type="text" value="2112"/> 2011 FALL <input type="button" value="Fetch"/> Submitted + -</p> <p>Equivalency Details <input type="button" value="Evaluator Details"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Group</th> <th>Status</th> <th>External Term</th> <th>External Subject / Catalog Nbr</th> <th>Units Taken</th> <th>Grade Input</th> <th>Equivalent Subject / Catlg Nbr</th> <th>Units Accepted</th> <th>Grade Basis</th> <th>Grade</th> <th>Repeat Code</th> <th>Incl in FA WI</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Accepted</td> <td>2011 SPR</td> <td>SOC 220</td> <td>3.00</td> <td>B-</td> <td>SOC 1000B</td> <td>3.000</td> <td>TRN</td> <td>B-</td> <td></td> <td><input checked="" type="checkbox"/> -</td> </tr> <tr> <td>2</td> <td>Accepted</td> <td>2010 FALL</td> <td>PSY 102</td> <td>3.00</td> <td>A</td> <td>PSYCH 1000A</td> <td>3.000</td> <td>TRN</td> <td>A</td> <td></td> <td><input checked="" type="checkbox"/> -</td> </tr> <tr> <td>3</td> <td>Accepted</td> <td>2010 FALL</td> <td>MAT 117</td> <td>3.00</td> <td>C+</td> <td>MATH 1201</td> <td>3.000</td> <td>TRN</td> <td>C+</td> <td></td> <td><input checked="" type="checkbox"/> -</td> </tr> <tr> <td>4</td> <td>Rejected</td> <td>2011 SPR</td> <td>MAT 045</td> <td>4.00</td> <td>D+</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/> -</td> </tr> </tbody> </table> </div>	*Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FA WI	1	Accepted	2011 SPR	SOC 220	3.00	B-	SOC 1000B	3.000	TRN	B-		<input checked="" type="checkbox"/> -	2	Accepted	2010 FALL	PSY 102	3.00	A	PSYCH 1000A	3.000	TRN	A		<input checked="" type="checkbox"/> -	3	Accepted	2010 FALL	MAT 117	3.00	C+	MATH 1201	3.000	TRN	C+		<input checked="" type="checkbox"/> -	4	Rejected	2011 SPR	MAT 045	4.00	D+						<input type="checkbox"/> -
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Step	Action						
7.	<p>Select the <i>Evaluator Details</i> tab. Click the Edit Equivalent Course icon to review the Equivalent Course Information page.</p>  <p>Result: The Equivalent Course Information page display, return to the Evaluator Details by Equivalent Course Information</p> 						
8.	<p>Determine if you wish to reject a course or add another equivalent.</p> <table border="1" data-bbox="354 1461 1419 1801"> <thead> <tr> <th data-bbox="354 1461 683 1497">If you wish to...</th> <th data-bbox="683 1461 1419 1497">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 1497 683 1650">Reject a course</td> <td data-bbox="683 1497 1419 1650">Click the Reject External Course icon . Caution: As soon as you click this icon, the course is rejected so DO NOT click on this unless you truly want to reject the course.</td> </tr> <tr> <td data-bbox="354 1650 683 1801">Add another equivalent</td> <td data-bbox="683 1650 1419 1801">Click the Add Internal Equivalent icon . This allows you to add another equivalent and creates an additional row with the equivalent. It also creates the Delete Internal Equivalent icon </td> </tr> </tbody> </table>	If you wish to...	Then...	Reject a course	Click the Reject External Course icon  . Caution: As soon as you click this icon, the course is rejected so DO NOT click on this unless you truly want to reject the course.	Add another equivalent	Click the Add Internal Equivalent icon  . This allows you to add another equivalent and creates an additional row with the equivalent. It also creates the Delete Internal Equivalent icon 
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Step	Action
9.	<p>Click the Comment/Override Reason icon  to access the Course Credit Comments page.</p> <p>Course Credit Comments</p> <p>Override Reason <input type="text"/></p> <p>Comment <input type="text"/></p> <p>OK Cancel</p>
10.	Enter Override Reason and/or Comments as appropriate. Click the OK button.
11.	<p>Click the <i>Transfer Summary</i> tab.</p> 

Step	Action																																																																																												
12.	<p>Use the Transfer Summary tab to calculate an individual’s transfer credit statistics, based on the accepted internal equivalent courses of a transfer credit model.</p> <p>Click the Calculate button. </p> <p>Result: When you calculate the individual’s transfer credit statistics, the system calculates the units taken and the units transferred.</p>  <p>The screenshot shows the 'Transfer Credit Model' interface with the 'Transfer Summary' tab selected. The 'Calculate' button is highlighted in a red box. The interface displays the following statistics:</p> <table border="1"> <thead> <tr> <th colspan="4">Transfer Credit Model</th> </tr> </thead> <tbody> <tr> <td>Academic Career:</td> <td>UGRD</td> <td>Undergraduate</td> <td></td> </tr> <tr> <td>Academic Institution:</td> <td>UNICS</td> <td>University of Northern Iowa</td> <td></td> </tr> <tr> <td>Model Nbr:</td> <td>2</td> <td>Hawkeye Community College</td> <td></td> </tr> <tr> <td>Academic Program:</td> <td>CBAUG</td> <td>Business Admin-Undergraduate</td> <td></td> </tr> <tr> <td>Admit Type/Term:</td> <td>FrCollCr</td> <td>2011 FALL</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Transfer Summary</th> </tr> </thead> <tbody> <tr> <td>Articulation Term:</td> <td>2011 FALL</td> <td>Posted Date:</td> <td></td> </tr> <tr> <td>Model Status:</td> <td>Submitted</td> <td>User ID:</td> <td></td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Transfer Taken for GPA:</td> <td>9.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Taken Not for GPA:</td> <td>3.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Passed for GPA:</td> <td>9.000</td> <td>Transfer Grade Points:</td> <td>34.020</td> </tr> <tr> <td>Transfer Passed Not for GPA:</td> <td>3.000</td> <td>Transfer GPA:</td> <td>3.780</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">FA Weeks of Instruction Stats</th> </tr> </thead> <tbody> <tr> <td>Transfer Taken for GPA:</td> <td>9.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Taken Not for GPA:</td> <td>3.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Passed for GPA:</td> <td>9.000</td> <td>Transfer Grade Points:</td> <td>34.020</td> </tr> <tr> <td>Transfer Passed Not for GPA:</td> <td>3.000</td> <td>Transfer GPA:</td> <td>3.780</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Course Credits Summary</th> </tr> </thead> <tbody> <tr> <td>Transfer Taken for GPA:</td> <td>0.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Taken Not for GPA:</td> <td>0.000</td> <td></td> <td></td> </tr> <tr> <td>Transfer Passed for GPA:</td> <td>0.000</td> <td>Transfer Grade Points:</td> <td>0.000</td> </tr> <tr> <td>Transfer Passed Not for GPA:</td> <td>0.000</td> <td>Transfer GPA:</td> <td>0.000</td> </tr> </tbody> </table>	Transfer Credit Model				Academic Career:	UGRD	Undergraduate		Academic Institution:	UNICS	University of Northern Iowa		Model Nbr:	2	Hawkeye Community College		Academic Program:	CBAUG	Business Admin-Undergraduate		Admit Type/Term:	FrCollCr	2011 FALL		Transfer Summary				Articulation Term:	2011 FALL	Posted Date:		Model Status:	Submitted	User ID:		Transfer Taken for GPA:	9.000			Transfer Taken Not for GPA:	3.000			Transfer Passed for GPA:	9.000	Transfer Grade Points:	34.020	Transfer Passed Not for GPA:	3.000	Transfer GPA:	3.780	FA Weeks of Instruction Stats				Transfer Taken for GPA:	9.000			Transfer Taken Not for GPA:	3.000			Transfer Passed for GPA:	9.000	Transfer Grade Points:	34.020	Transfer Passed Not for GPA:	3.000	Transfer GPA:	3.780	Course Credits Summary				Transfer Taken for GPA:	0.000			Transfer Taken Not for GPA:	0.000			Transfer Passed for GPA:	0.000	Transfer Grade Points:	0.000	Transfer Passed Not for GPA:	0.000	Transfer GPA:	0.000
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13.	<p>Click the Save button.</p> 