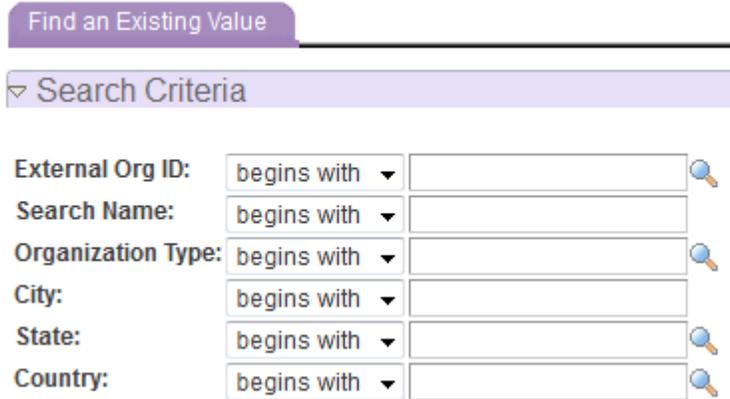
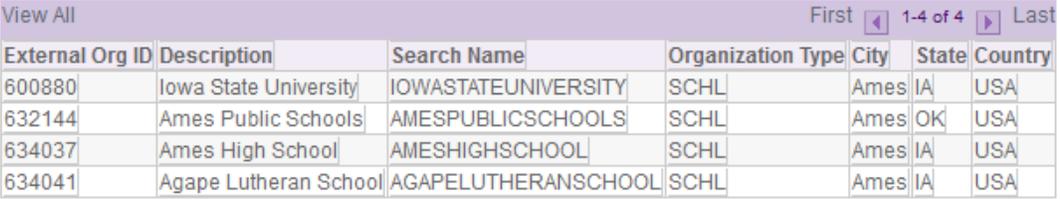
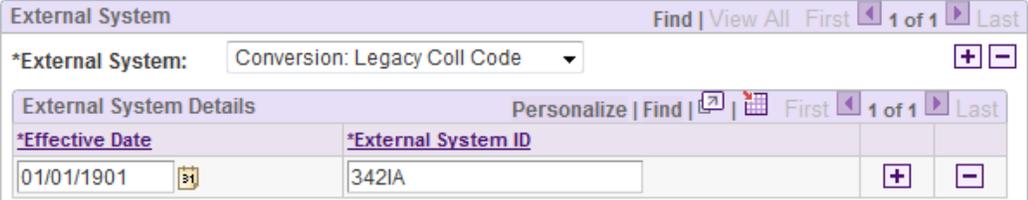
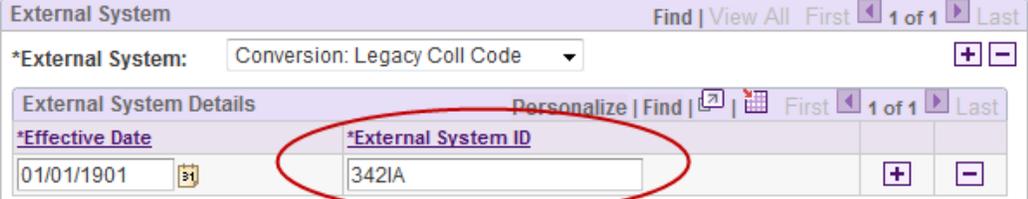


Viewing Transfer Credit Equivalents

Purpose: To view transfer credit equivalents, you must first obtain the college code (Conversion: Legacy Coll Code). Once you have the college code, you may access the course master staging table (known as SI08 – Display Course Master in the legacy system).

Finding the Legacy College Code

Step	Action
1.	<p>Navigate to the External System ID page: Main Menu > Campus Community > Organization > Create/Maintain Organizations > External System ID</p>  <p>External System ID</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Search by: External Org ID begins with</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p>Search Advanced Search</p>
2.	<p>If you know the <i>External Org ID</i>, enter it and click the Search button. If you do not know the <i>External Org ID</i>, click the <u>Advanced Search</u> link.</p>
3.	<p>Enter search criteria using the Advanced Search parameters:</p>  <p>Find an Existing Value</p> <p>Search Criteria</p> <p>External Org ID: begins with</p> <p>Search Name: begins with</p> <p>Organization Type: begins with</p> <p>City: begins with</p> <p>State: begins with</p> <p>Country: begins with</p> <p>TIP: Change the operator to “contains” and use the <i>Name</i> and/or <i>City</i> fields.</p>

Step	Action
<p>4.</p>	<p>If there is more than one match, search results display. Click the desired value.</p> <p>Search Results</p>  <p>If there is an exact match, the External System ID displays:</p> <p>External System ID</p> <p>Org ID: 600880 Iowa State University</p> 
<p>5.</p>	<p>The External System ID is the “Legacy College Code”. Make note of this.</p> <p>External System ID</p> <p>Org ID: 600880 Iowa State University</p> 

Finding the Legacy College Code

Step	Action																																																																																																																																																																																																																	
1.	<p>Navigate to the Course Master Staging page: Main Menu > UNI Custom > Admissions > Course Master Staging</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>UNI Custom</i> > <i>Admissions</i> > <i>Course Master Staging</i></p> <p>Course Master Staging</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value _____</p> <p>▼ Search Criteria</p> <p>Course College: begins with ▼ _____</p> <p>Dept: begins with ▼ _____</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																																																																																																																																																																																	
2.	<p>In the <i>Course College</i> field, enter the legacy college code (External System ID). If the Department is known, enter it in the <i>Dept</i> field, otherwise leave blank. Click the Search button. Select the appropriate result.</p>																																																																																																																																																																																																																	
3.	<p>The Course Master Staging displays for the selected Course College and Dept. Example: (Iowa State, Marketing)</p> <p>Course Master Staging _____</p> <p>College 342IA IOWA STATE UNIV</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Crse</th> <th>Sec</th> <th>Equip Dept</th> <th>Equip Crse</th> <th>Equip Sec</th> <th>Course Name</th> <th>Session First</th> <th>Offered Last</th> <th>Last Chq Dt</th> <th>Notes</th> </tr> </thead> <tbody> <tr><td>1</td><td>MKT</td><td>340</td><td>JR</td><td>130</td><td>101</td><td>PRIN OF MARKETING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>2</td><td>MKT</td><td>340</td><td></td><td>130</td><td>101</td><td>PRIN OF MARKETING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>3</td><td>MKT</td><td>343</td><td></td><td>130</td><td>XXZ</td><td>PERSONAL SALES</td><td></td><td>99999</td><td>20030603</td><td></td></tr> <tr><td>4</td><td>MKT</td><td>410</td><td>JR</td><td>130</td><td>150</td><td>PROMOTIONAL STRATEGY</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>5</td><td>MKT</td><td>410</td><td></td><td>130</td><td>XXZ</td><td>PROMOTIONAL STRATEGY</td><td></td><td>99999</td><td>20030603</td><td></td></tr> <tr><td>6</td><td>MKT</td><td>442</td><td>JR</td><td>130</td><td>153</td><td>SALES MANAGEMENT</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>7</td><td>MKT</td><td>442</td><td></td><td>130</td><td>XXZ</td><td>SALES MANAGEMENT</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>8</td><td>MKT</td><td>443</td><td>JR</td><td>130</td><td>191</td><td>STRATEGIC MKTG & MGMT</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>9</td><td>MKT</td><td>443</td><td></td><td>130</td><td>191</td><td>STRATEGIC MARKETING MGT</td><td></td><td>99999</td><td>20000524</td><td></td></tr> <tr><td>10</td><td>MKT</td><td>444</td><td>JR</td><td>130</td><td>108</td><td>MARKETING RESEARCH</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>11</td><td>MKT</td><td>444</td><td></td><td>130</td><td>XXZ</td><td>MARKETING RESEARCH</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>12</td><td>MKT</td><td>446</td><td>JR</td><td>130</td><td>166</td><td>RETAILING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>13</td><td>MKT</td><td>446</td><td></td><td>130</td><td>XXZ</td><td>RETAILING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>14</td><td>MKT</td><td>447</td><td>JR</td><td>130</td><td>106</td><td>CONSUMER BEHAVIOR</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>15</td><td>MKT</td><td>447</td><td></td><td>130</td><td>XXZ</td><td>CONSUMER BEHAVIOR</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>16</td><td>MKT</td><td>448</td><td>JR</td><td>130</td><td>177</td><td>INTERNATIONAL MARKETING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>17</td><td>MKT</td><td>448</td><td></td><td>130</td><td>XXZ</td><td>INTERNATIONAL MARKETING</td><td></td><td>99999</td><td>19971223</td><td></td></tr> <tr><td>18</td><td>MKT</td><td>540</td><td></td><td>XXX</td><td>1GX XX</td><td>ADV MARKETING MKT</td><td></td><td>99999</td><td>19971223</td><td></td></tr> </tbody> </table>	Dept	Crse	Sec	Equip Dept	Equip Crse	Equip Sec	Course Name	Session First	Offered Last	Last Chq Dt	Notes	1	MKT	340	JR	130	101	PRIN OF MARKETING		99999	19971223		2	MKT	340		130	101	PRIN OF MARKETING		99999	19971223		3	MKT	343		130	XXZ	PERSONAL SALES		99999	20030603		4	MKT	410	JR	130	150	PROMOTIONAL STRATEGY		99999	19971223		5	MKT	410		130	XXZ	PROMOTIONAL STRATEGY		99999	20030603		6	MKT	442	JR	130	153	SALES MANAGEMENT		99999	19971223		7	MKT	442		130	XXZ	SALES MANAGEMENT		99999	19971223		8	MKT	443	JR	130	191	STRATEGIC MKTG & MGMT		99999	19971223		9	MKT	443		130	191	STRATEGIC MARKETING MGT		99999	20000524		10	MKT	444	JR	130	108	MARKETING RESEARCH		99999	19971223		11	MKT	444		130	XXZ	MARKETING RESEARCH		99999	19971223		12	MKT	446	JR	130	166	RETAILING		99999	19971223		13	MKT	446		130	XXZ	RETAILING		99999	19971223		14	MKT	447	JR	130	106	CONSUMER BEHAVIOR		99999	19971223		15	MKT	447		130	XXZ	CONSUMER BEHAVIOR		99999	19971223		16	MKT	448	JR	130	177	INTERNATIONAL MARKETING		99999	19971223		17	MKT	448		130	XXZ	INTERNATIONAL MARKETING		99999	19971223		18	MKT	540		XXX	1GX XX	ADV MARKETING MKT		99999	19971223	
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