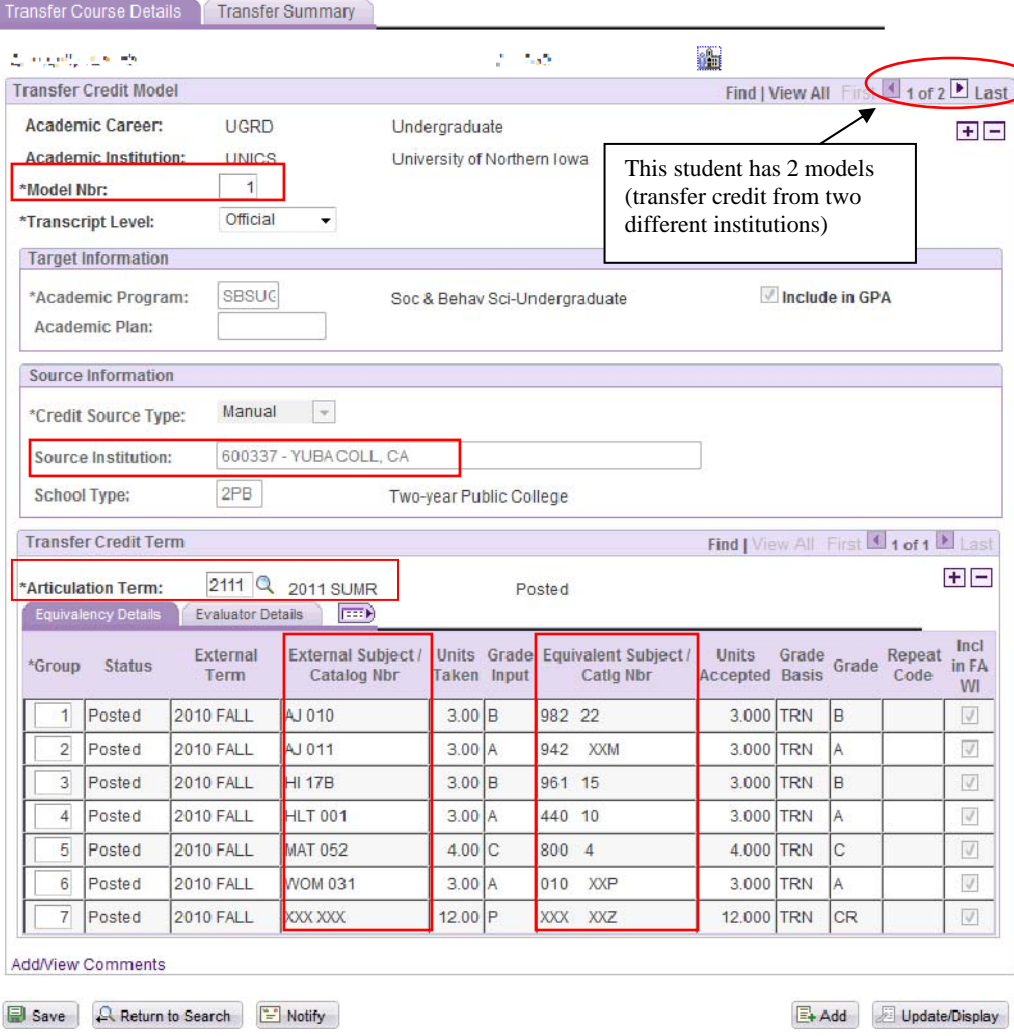



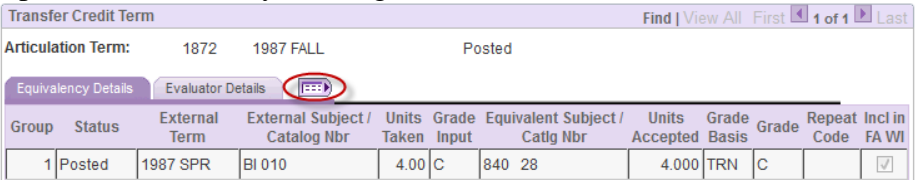
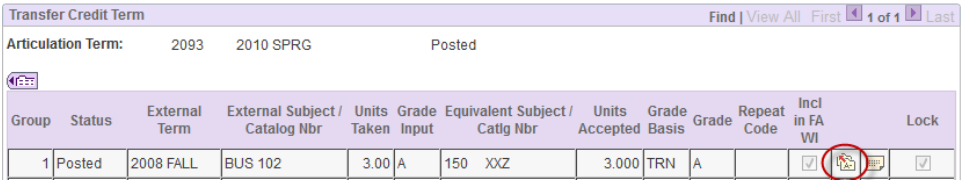
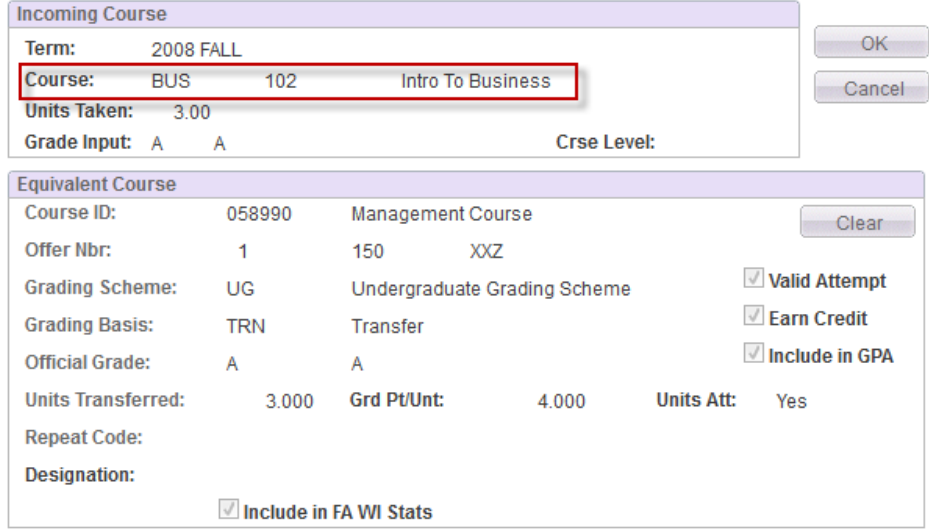

## Viewing Transfer Credit

**Purpose:** The following instructions describe how to view details about a student’s course credits, test credits, and other credits, using the Transfer Credit Evaluation pages.

### Viewing Course Credits

Step	Action
1.	<p>Navigate to the <b>Course Credits - Automated</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Transfer Credit Evaluation &gt; Course Credits - Automated</b></p> <p><i>Favorites</i> : Main Menu &gt; Records and Enrollment &gt; Transfer Credit Evaluation &gt; Course Credits - Automated</p> <p><b>Course Credits</b></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   Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>ID: begins with [ ]</p> <p>Academic Career: = [ ]</p> <p>Academic Institution: begins with [ ]</p> <p>National ID: begins with [ ]</p> <p>Last Name: begins with [ ]</p> <p>First Name: begins with [ ]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search   Clear   Basic Search   Save Search Criteria</p>

Step	Action																																																																																																
2.	<p>Enter search criteria. E.g. enter student’s U-ID in the ID field. Click the <b>Search</b> button. <i>Tip:</i> Copy the student’s ID number for use later.</p> <p><b>Result:</b> The <i>Transfer Course Details</i> tab displays.</p>  <p><b>Equivalency Details Table:</b></p> <table border="1"> <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>Posted</td> <td>2010 FALL</td> <td>AJ 010</td> <td>3.00</td> <td>B</td> <td>982 22</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>Posted</td> <td>2010 FALL</td> <td>AJ 011</td> <td>3.00</td> <td>A</td> <td>942 XXM</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>Posted</td> <td>2010 FALL</td> <td>HI 17B</td> <td>3.00</td> <td>B</td> <td>961 15</td> <td>3.000</td> <td>TRN</td> <td>B</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Posted</td> <td>2010 FALL</td> <td>HLT 001</td> <td>3.00</td> <td>A</td> <td>440 10</td> <td>3.000</td> <td>TRN</td> <td>A</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>5</td> <td>Posted</td> <td>2010 FALL</td> <td>MAT 052</td> <td>4.00</td> <td>C</td> <td>800 4</td> <td>4.000</td> <td>TRN</td> <td>C</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>6</td> <td>Posted</td> <td>2010 FALL</td> <td>WOM 031</td> <td>3.00</td> <td>A</td> <td>010 XXP</td> <td>3.000</td> <td>TRN</td> <td>A</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>7</td> <td>Posted</td> <td>2010 FALL</td> <td>XXX XXX</td> <td>12.00</td> <td>P</td> <td>XXX XXZ</td> <td>12.000</td> <td>TRN</td> <td>CR</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Model Nbr</b> – The first entry is always 1, additional entries are sequential</p> <p><b>Source Institution</b> – Transfer College</p> <p><b>Articulation Term</b> – The UNI term when the credit was received. There may be one or more terms where credit was posted.</p> <p><b>External Subject/Catalog Nbr</b> - Transfer College course number</p> <p><b>Equivalent Subject/Catlg Nbr</b> - UNI equivalent</p> <p><i>Tip:</i> Use the navigation buttons to view additional models or terms.</p>	*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	Posted	2010 FALL	AJ 010	3.00	B	982 22	3.000	TRN	B		<input checked="" type="checkbox"/>	2	Posted	2010 FALL	AJ 011	3.00	A	942 XXM	3.000	TRN	A		<input checked="" type="checkbox"/>	3	Posted	2010 FALL	HI 17B	3.00	B	961 15	3.000	TRN	B		<input checked="" type="checkbox"/>	4	Posted	2010 FALL	HLT 001	3.00	A	440 10	3.000	TRN	A		<input checked="" type="checkbox"/>	5	Posted	2010 FALL	MAT 052	4.00	C	800 4	4.000	TRN	C		<input checked="" type="checkbox"/>	6	Posted	2010 FALL	WOM 031	3.00	A	010 XXP	3.000	TRN	A		<input checked="" type="checkbox"/>	7	Posted	2010 FALL	XXX XXX	12.00	P	XXX XXZ	12.000	TRN	CR		<input checked="" type="checkbox"/>
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Step	Action
3.	<p>To view the Course Name from the transferring institution:</p> <ul style="list-style-type: none"> <li>Expand all columns by clicking the <b>Show All Columns</b> button  <div data-bbox="467 436 1377 615">  </div> </li> <li>Click the <b>Edit Equivalent Course</b> icon. <div data-bbox="454 688 1409 867">  </div> </li> <li>The Course Name displays in the <b>Course</b> field: <div data-bbox="454 997 1377 1522">  </div> </li> <li>To return to the transfer credit page, click <b>Course Credits – Automated</b> in the top navigation bar. <div data-bbox="451 1638 1412 1669">  </div> </li> </ul> <p>You may need to re-enter the student's id and click the <b>Search</b> button.</p>

Step	Action																																																																												
4.	<p>Click the <i>Transfer Summary</i> tab to view summary information. If the student has more than one record (in this case student has transfer credit from two different institutions, so they have two records), use the <b>Next</b> button to navigate between records or <b>View All</b> to see both.</p> <div data-bbox="357 499 1412 1585" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Transfer Course Details</span> <span style="background-color: #4a69bd; color: white; padding: 2px 5px; border-radius: 3px;">Transfer Summary</span> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> <span>Transfer Credit Model</span> <span>Find   View All First 1 of 2 Last</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Academic Career:</td> <td style="width: 30%;">UGRD</td> <td style="width: 30%;">Undergraduate</td> <td style="width: 10%; 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*Viewing Test Credits*

Step	Action
5.	<p>Navigate to the <b>Test Credits - Automated</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Transfer Credit Evaluation &gt; Test Credits - Automated</b></p> <p><i>Favorites</i>   <i>Main Menu</i> &gt; <i>Records and Enrollment</i> &gt; <i>Transfer Credit Evaluation</i> &gt; <i>Test Credits - Automated</i></p> <p><b>Test Credits</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b>   <b>Add a New Value</b></p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Academic Career: <input type="text" value="="/> <input type="button" value="Search"/></p> <p>Academic Institution: <input type="text" value="begins with"/> <input type="text" value="UNICS"/> <input type="button" value="Search"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>

Step	Action
6.	<p>Enter search criteria. E.g. enter student’s U-ID in the ID field. Click the <b>Search</b> button.</p> <p><b>Result:</b> The <i>Test Credit Details</i> tab displays.</p>

Test Credit Details    Test Credit by Term

---

Find | View All    First 1 of 1 Last

**Academic Career:** UGRD    Undergraduate

**Academic Institution:** UNICS    University of Northern Iowa

**\*Model Nbr:**

**\*Transcript Level:** Official

**Target Information**

**\*Academic Program:**     Education-Teaching     Include in GPA

**Academic Plan:**

Find | View All    First 1 of 1 Last

**\*Articulation Term:**     FALL 2009        Posted

*Group	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr	Lock
<input type="checkbox"/> 1	Posted	AP	PY	400 1	<input type="checkbox"/>
<input type="checkbox"/> 2	Posted	AP	ENGC	620 5	<input type="checkbox"/>
<input type="checkbox"/> 3	Posted	AP	ELC	620 31	<input type="checkbox"/>

[Add/View Comments](#)

- Note: # of records in the upper right (this one has one)
- Model Nbr** – The first entry is always 1, additional entries are sequential. All test applied toward the same articulation term will appear in Model 1.
- Articulation Term** – The UNI term when the credit was received
- Test ID** – The test taken (E.g. AP = Advanced Placement, CLEP = Clep)
- Test Component** – The component within the test taken
- Equivalent Subject/Catlg Nbr** - UNI equivalent

Step	Action																																																
7.	<p>Click the <i>Test Credit by Term</i> tab to view summary information by term.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Test Credit Details    <b>Test Credit by Term</b></p> <p style="text-align: right;">★</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right;">Find   View All   First ◀ 1 of 1 ▶ Last</p> <p>Academic Career:    UGRD                    Undergraduate                    <span style="float: right;">+ -</span></p> <p>Academic Institution:    UNICS                    University of Northern Iowa</p> <p>Model Nbr:                    1</p> <p>Academic Program:    COET                    Education-Teaching</p> <p>Admit Term:                    2092                    2009 FALL</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: right;">Find   View All   First ◀ 1 of 1 ▶ Last</p> <p>Articulation Term:    2009 FALL                    Posted Date:    07/21/2011                    <span style="float: right;">+ -</span></p> <p>Model Status:                    Posted                    User:</p> </div> <div style="text-align: right; margin-top: 10px;"> <span>Calculate</span>    <span>Post</span>    <span>Unpost</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Transfer Taken for GPA:</td> <td style="width: 20%;">0.000</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Transfer Taken Not for GPA:</td> <td>9.000</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>9.000</td> <td>Transfer GPA:</td> <td>0.000</td> </tr> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>▼ FA Weeks of Instruction Stats</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Transfer Taken for GPA:</td> <td style="width: 20%;">0.000</td> <td style="width: 20%;"></td> <td style="width: 20%;"></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> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Test Credits Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Transfer Taken for GPA:</td> <td style="width: 20%;">0.000</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Transfer Taken Not for GPA:</td> <td>9.000</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>9.000</td> <td>Transfer GPA:</td> <td>0.000</td> </tr> </table> </div> <div style="margin-top: 10px;"> <span>Save</span>    <span>Return to Search</span>    <span>Notify</span> <span style="float: right;"> <span>Add</span>    <span>Update/Display</span> </span> </div> </div>	Transfer Taken for GPA:	0.000			Transfer Taken Not for GPA:	9.000			Transfer Passed for GPA:	0.000	Transfer Grade Points:	0.000	Transfer Passed Not for GPA:	9.000	Transfer GPA:	0.000	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	Transfer Taken for GPA:	0.000			Transfer Taken Not for GPA:	9.000			Transfer Passed for GPA:	0.000	Transfer Grade Points:	0.000	Transfer Passed Not for GPA:	9.000	Transfer GPA:	0.000
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*Viewing Other Credits*

Step	Action										
8.	<p>Navigate to the <b>Course Credits - Automated</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Transfer Credit Evaluation &gt; Other Credits - Manual</b></p> <p><i>Favorites</i>   <i>Main Menu</i> &gt; <i>Records and Enrollment</i> &gt; <i>Transfer Credit Evaluation</i> &gt; <i>Other Credits - Manual</i></p> <p><b>Other Credits</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Academic Career: <input type="text" value="="/> <input type="button" value="Search"/></p> <p>Academic Institution: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>										
9.	<p>Enter search criteria. Click the <b>Search</b> button.</p> <p><b>Result:</b> The <b>Other Credit Details</b> tab displays.</p> <p><a href="#">Other Credit Detail</a> <a href="#">Other Credit by Term</a></p> <hr/> <p>Obiechina Obumseli 650045</p> <p>Find   View All First 1 of 1 Last</p> <p>Academic Career: UGRD Undergraduate <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Academic Institution: UNICS University of Northern Iowa</p> <p>Model Nbr: 1</p> <p>*Transcript Level: <input type="text" value="Official"/></p> <p><b>Target Information</b></p> <p>*Academic Program: <input type="text" value="CBAUC"/> Business Admin-Undergraduate <input type="checkbox"/> Include in GPA</p> <p>Academic Plan: <input type="text"/></p> <p><b>Articulation Term:</b> <input type="text" value="2112"/> <input type="button" value="Search"/> FALL 2011 Complete <input type="button" value="+"/> <input type="button" value="-"/></p> <table border="1"> <thead> <tr> <th>*Group</th> <th>*Seq#</th> <th>Status</th> <th>Other Credit</th> <th>Equivalent Subject / Catlg Nbr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Posted</td> <td>Military Credit</td> <td>XXX XXZ</td> </tr> </tbody> </table> <p><a href="#">Add/View Comments</a></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> <ul style="list-style-type: none"> <li>• <b>Articulation Term</b> – The UNI term when the credit was received</li> <li>• <b>Status</b> – Displays <i>Posted</i> when the credit has been posted</li> <li>• <b>Other Credit</b> – Description of the Other Credit</li> <li>• <b>Equivalent Subject/Catlg Nbr</b> - UNI equivalent</li> </ul>	*Group	*Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr	1	1	Posted	Military Credit	XXX XXZ
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