Transfer Work Processes

Evaluate

Articulate (Post)

Check for Errors

Roll to History

Enter Admissions Attendance Date & Degrees in SHATRNS

Mark TCE in top right corner

Write "Posted"-Date-Initials in bottom left corner of top page

Put in Check Out Basket

Additional Information

Evaluation Process

I.   *Check for date stamps*

       A.   It should have Admissions & Registrar received dates

II.   *Make sure the transcript is <u>Official</u>*

       A.   Things to look for:

           1.   EDI

           2.   Stamps/Seals

           3.   Scrip-Safe Paper

           4.   PDF

               (i)   *Must not be sent to student. Institution or Staff member only*

               (ii)   *Admissions will indicate official in a text box on <u>Xtender</u>*

III.   *Make sure it is Regionally <u>Accredited</u>*

       A.   This is listed on the back of the student's transcript, or in the directory

           1.   For Out of State or Private Schools, underline it on the transcript as a confirmation that it is accredited

               (i)   *We do not accept ACE credit (unless on a military transcript, posted by Veteran's Services) or credit earned by the following agencies:*

                   (a)   ACICS, ACBSP, ABET, IACBE, or CHEA (anything other than credit from an institution that has been regionally accredited by the following agencies)

           2.   If institution is not accredited, find the document in <u>Xtender</u>, use the line tool into draw a red "X" and write "Not Accredited" on the document using the textbox.

(i)   *Example:*

(ii)   *Only one exception: Ecclesia College*

B.   Regionally Accrediting Agencies

1.   Middle States Commission of Colleges and Schools (M)
2.   New England Association of Schools and Colleges (EH)
3.   North Central Association, Higher Learning Commission (NH)
4.   Northwest Commission on Colleges & Universities (NW)
5.   Southern Association of Colleges & Schools (SC)
6.   Western Association of Schools & Colleges (WC, WJ)

IV. *Mark Notations on Transcript* *(in pencil)*

    A. X" out:

        1. Transfer Credit

```
Issued To: Arkansas Tech University

Course Level: Undergraduate


SUBJ   NO.              COURSE TITLE          CRED GRD      PTS R
_____

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

Fall 2008              Basic Military Credit

MSL   105       MILITARY: MSL105              9.00 CR
MSL   1T01      MILITARY: MSL1                1.00 CR
MSL   1T02      MILITARY: MSL2                1.00 CR
MSL   1T03      MILITARY: MSL3                2.00 CR
MSL   1T04      MILITARY: MSL4                3.00 CR
MSL   1T05      MILITARY: MSL5                3.00 CR
MSL   1T06      MILITARY: MSL6                1.00 CR
MSL   1T07      MILITARY: MSL7                1.00 CR
MSL   1T08      MILITARY: MSL8                3.00 CR
Ehrs:  24.00 GPA-Hrs:   0.00 QPts:       0.00 GPA:   0.00

INSTITUTION CREDIT:


Fall 2008
Credit allowed for military service
and service schools. **Credit allowed
at the option of student's dean.

Fall 2013
   Fire/Arson & Expos Invest
FSE   250       Intro. to Fire & Explosions   3.00 B      9.00
FSE   260       Proving Criminal Acts         3.00 B      9.00
******************* CONTINUED ON NEXT COLUMN ********************
```

           (i) *Also look for "T's" next to grades*

           (ii) *The letter "T" under Type*

(iii) *"TC" after the course*

```
*** 00 (2) Strt Mnth/Yr: 00 (Semester )
Note: TRANSFER CREDIT-TWIN LAKES VO/TECH SCHOOL
    SESSION SUMMARY
        Undergraduate
        Session Summary, Semester Hour Credit, GPA Range: 0-4,
        GPA: 0 GPA Hours: 0 Hrs Att: 0 Hrs Earn: 2
        Grade Pts: 0

NAME    NUMBER   TITLE                VAL ERN GRADE  BAS TYP GPA RPT LVL H TC
BUS     1003     BUSINESS ENG          3   0  25/CR   R   S            U    TC
BUS     1013     BUSINESS COMM         3   0  25/CR   R   S            U    TC
BUS     1103     BUSINESS MATH         3   0  25/CR   R   S            U    TC
BUS     1123     ACCT I & LAB          3   0  25/CR   R   S            U    TC
BUS     1563     ADM SUPPORT PROCED    3   0  25/CR   R   S            U    TC
BUS     1113     BUS MACH/MACH TRAN    3   0  25/CR   R   S            U    TC
BUS     1213     KEYBOARD APPLICATI    3   0  25/CR   R   S            U    TC
BUS     1383     MICRO APP/SPREAD A    3   0  25/CR   R   S            U    TC
BUS     1503     WORD/INF PROCESS      3   0  25/CR   R   S            U    TC
    Note: BUS 1503 WORD/INF PORCESSII
BUS     1543     SUPERWRITE I          6   0  25/CR   R   S            U    TC
    Note: BUS 1553 SUPERWRITE II
BUS     1663     BUSINESS LAW          3   0  25/CR   R   S            U    TC
    Note: Transfer Credit - Franklin University
```

(iv) *Some will say "Semester Name Missing" in EDI versions*

```
*** Semester name missing (1) Strt Mnth/Yr: 01/2009
    Date Range: 01/01/2009 - 05/15/2009
    SESSION SUMMARY
        Undergraduate
        Session Summary, Semester Hour Credit,
        Hrs Att: 3 Hrs Earn: 3

ENGL    2373     World Literature II    3   3  60/S    R   S            U  N
    Supplemental: ENGL 2293 START 01/01/2009, END 05/15/2009

*** Semester name missing (1) Strt Mnth/Yr: 08/2009
    Date Range: 08/15/2009 - 12/15/2009
    SESSION SUMMARY
        Undergraduate
        Session Summary, Semester Hour Credit,
        Hrs Att: 9 Hrs Earn: 9

BUSI    1233     Bus Communications     3   3  60/S    R   S            U  N
    Supplemental: SPCH 2283 START 08/15/2009, END 12/15/2009
PSYC    2303     General Psychology     3   3  60/S    R   S            U  N
    Supplemental: PSY 1013 START 08/15/2009, END 12/15/2009
MATH    1333     College Algebra        3   3  60/S    R   S            U  N
    Supplemental: MATH 1043 START 08/15/2009, END 12/15/2009
```

(a) <u>Exception</u>: EDI version of University of Phoenix

```
*** PREVIOUS COLLEGE INFORMATION

    Institution Name/Code                        Date(s) Attended
    ARKANSAS TECH UNIVERSITY/(Unknown Code Type)

*** TRANSCRIPT SUMMARY

    Undergraduate
    Summary to this point, Semester Hour Credit,
    GPA: 2.33 GPA Hours: 27 Hrs Att: 27 Hrs Earn: 27
    Grade Pts: 63.03

*** Semester name missing (1) Strt Mnth/Yr: 01/2016 (Semester )
    Date Range: 01/2016 - 01/2016
NAME    NUMBER   TITLE               VAL ERN GRADE  BAS TYP GPA RPT LVL H TC
GEN     127      UNIVERSITY STUDIES F 3   3  01/A    R   S            U  N
                 OR SUCCESS

*** Semester name missing (1) Strt Mnth/Yr: 03/2016 (Semester )
    Date Range: 03/2016 - 03/2016
ENG     147      UNIVERSITY WRITING E 3   3  01/A    R   S            U  N
                 SSENTIALS
```

(b)   University of Phoenix does not use "semesters", post under the semester of the date course was taken.

♦   *Example: Date of course: 3/2016=Spring 2016 semester*

2.   AP, EXAM, CLEP, Prior Learning Credit, Institutional given credit (example: credit given for a high ACT score)

```
Course Level: Undergraduate

SUBJ  NO.              COURSE TITLE          CRED GRD    PTS R


TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

200210                Credit by Examination

GERM 1310      ELEN-GERMN I                  3.00 CR
  Ehrs:    3.00 GPA-Hrs:   0.00 QPts:    0.00 GPA:  0.00

INSTITUTION CREDIT:
```

```
*** UALR Credits () Strt Mnth/Yr: 01/1927 (Semester )
    Date Range: 01/01/1927 - 12/31/1927
    Student Aca Lvl this Sess: Postsecondary First Year Student
    SESSION SUMMARY
      Undergraduate
      Session Summary, Semester Hour Credit, GPA Range: 0.00-4.00, Max GPA 4.00
      GPA: .00 GPA Hours: 0.0000 Hrs Att: 3.0000 Hrs Earn: 3.0000
      Grade Pts: 0.000000

NAME     NUMBER  TITLE              VAL ERN GRADE  BAS TYP GPA RPT LVL H TC
RHET     1311    Composition I      3.0 3.0 503/CR R   S               U
Note: AP
```

3.   Credit "In-Progress"

```
                              Summer 2016
         Course    Title                            Units   Grade
  SC     CIS 105   Survey Computer Info Systems      0.000
                   Computer/Statistics/Quantitative Applications [CS]
                   SUNV CIS 1120
  SC     HES 100   Healthful Living                  0.000       In progress
                   Social-Behavioral Sciences [SB]
  SC     PED 115   Lifetime Fitness                  0.000
  SC     REL 100   World Religions                   0.000
                   Global Awareness [G]
                   Humanities, Arts and Design [HU]

  SC  Term GPA:  0.000  Grade Pts:   0.000  Earned Credit Units:    0.000
                      Cumulative Totals
  SC  Cum. GPA:  3.019  Grade Pts:  160.000 Earned Credit Units:   53.000

                      End of Official Transcript
```

Last updated: April 30, 2018

On EDI transcripts this is indicated with "ZZZR" as the grade

```
*** 2016 Fall () Strt Mnth/Yr: 08/2016 (Semester )
    Date Range: 08/17/2016 - 12/14/2016
    Student Aca Lvl this Sess: Postsecondary Sophomore
    Currics (Unknown, code = 240101) Undecided Bachelors
    SESSION SUMMARY
       Undergraduate
       Session Summary, Semester Hour Credit,
       Hrs Att: 7.0000

    SESSION SUMMARY
       Undergraduate
       Summary to this point, Semester Hour Credit, GPA Range: 0.00-4.00, Max GPA 4.00
       GPA: 3.20 CPA Hours: 30.000 Hrs Att: 30.000 Hrs Earn: 30.000
       Grade Pts: 96.000000

    ENGL   2337   World Literature   3.0   500/ZZZR  S   U   in progress
    MATH   1451   Calculus I         4.0   500/ZZZR  S   U
```

4.   Courses without grades

```
SC    NSO   NSO   New Student Orientation       0.000           S
                  Athletic Orientation
SC    NSO   NSO   New Student Orientation       0.000    NO     S
                  Undecided Student Orientation          GRADE

SC    Term GPA:  3.000  Grade Pts:  36.000  Earned Credit Units:   12.000   S
```

5.   Continuing Education/Adult Education courses

```
                    Continued Probation

                    Summer II Semester 2004
COED0090  HCP CPR                    P  @  0.80           (COMED)
                 Attempt Earned Points Divisor  GPA
Sem Undergrad     0.00   0.00   0.00    0.00   0.00
Sem Altenate      0.00   0.80   0.00    0.00   0.00
Cum Undergrad    31.00  24.00  60.00   31.00   1.94
Cum Altenate      0.00   0.80   0.00    0.00   0.00
```

B.   Put <u>Parenthesis</u> around:

1.   Remedial or Pre-College level courses (*)

```
                     Exclude Repeat in GPA
SC    EXS 101   Intro Ex Sci, Kinesiology, PE    3.000     B
SC    MAT 092   Introductory Algebra            (3.000)   (C) *
```

(i)   *Look for:*

(a)   Course numbers starting with 0

(b)   "Basic_____" "Intermediate _____" in the Titles

(c)   P or CR grades

(d)   Some EDI transcripts will show X with the grade or *

(ii) *Some may end up as Non-Transferable courses (NT)*


```
| Course      Description           Grade  Hours Points |
|                                                        |
|           STUDENT SUCCESS ORIENTATION          +NT    |
| ACAD0001  COLLEGE ORIENTATION (CR)  (  .00)            |
|    Undergrad  Attempt  Earned  Points  Divisor   GPA  |
| Current Term    0.00    0.00    0.00     0.00   0.00   |
| Cum Undergrad   0.00    0.00    0.00     0.00   0.00   |
```

(a) (NT) courses are Pre-College level or Remedial without equivalent courses

2. Any grade not A-D

(i) *Examples: F, W, P, S, NG, CR*

(a) WP, WF, or any other way to indicate a withdraw will transfer as "W"

Fall 2015

Course	Title	Units	Grade
BPC 110	Computer Usage & Applications	(0.000)	(W)
	Computer/Statistics/Quantitative Applications /CS/		

3. Repeated courses

(i) *Use Best Grade or most recent attempt if the grades are the same*

(ii) *If one of the courses was Withdrawn "W" it is not considered a repeat*

(iii) *Some special topic courses, practicum courses, seminars, or music/voice courses can be repeated for credit. Check their course description.*

(iv) *What to look for:*

(a) Most schools will indicate repeats with E or I

(b) EDI transcripts will show N N for Exclude or Y N for Include under GPA/ RPT column

(c) Some institutions will use a symbol or parenthesis around the excluded grade

(d) Lower grades will often be repeated

(v) *How to mark them on the transcript:*

(a) Repeat Exclude (RE)


```
                       Exclude Repeat in GPA
SC    PSY 101    Introduction to Psychology           (0.000)    (D)RE
                 Social-Behavioral Sciences [SB]
                 SUN# PSY 1101
                 Exclude Repeat in GPA

SC    Term GPA:  3.000  Grade Pts:  18.000  Earned Credit Units:    6.000
```

(b)   Repeat Include <RI>

SC	PSY 101	Include Repeat in GPA Introduction to Psychology Social-Behavioral Sciences [SB] SUN# PSY 1101 Include Repeat in GPA	3.000	C

SC   Term GPA: 2.000   Grade Pts: 12.000   Earned Credit Units: 6.000

(c)   Repeated at another institution (-R-)

◆   *Only exclude or mark as –R- if we have official copies of both transcripts for the repeated course*

4.   Excessive PE (#)

(i)   *Student can only earn 4 PE activity hours.*

(a)   Our PE activity hours can be PE, WS, or RP. Check the transferring course description if you are unsure.

(ii)   *Exclude most recent excessive PE hours with the # symbol*

PE	1191	WEIGHT TRAINING 1	1	1 25/A	R	S		U
PE	1301	BEG WALKING/JOGGING	1	(1)#-25/A	R	S		U

5.   I and U grades

(i)   *Write "F" next to I or U grades*

```
AVED-1231  PRIMARY FLIGHT LAB II        (I)F (1.00)
ENGL-1213  FRESHMAN COMP II             C    3.00   6
```

==These will be indicators when you are calculating the totals and posting in SHATAEQ.==

C.   Circle Degrees

1.   Associate and Bachelor level degrees with dates awarded

2.   Certificates do not need to be circled

```
| SOC 2023  SOCIAL PROBLEMS          A         3.00  12.00|
|    Undergrad  Attempt Earned Points Divisor   GPA|
| Current Term    18.00  18.00  63.00   18.00  3.50|
| Cum Undergrad   62.00  62.00 212.00   62.00  3.42|
|
|    DEGREE AWARDED: Associate of Arts
|     PROGRAM: General Education
|     DATE AWARDED: May 13, 2016
|     ** END OF TRANSCRIPT **
|
```

D.   Make note of any Oddities

1.   Example: LAB posted in different semester than awarded

V. Write _Institution Code_ at the top of the transcript

    A. You can find this in:

        1. SOAPCOL

            (i) _Enter student's ID (T#)_

            (ii) **(CTRL + Page Down)** _to Prior College & Degree_

            (iii) _You may have to Page Down a few times to find the College you are looking for_

            (iv) **(CTRL + Q)** _to Exit, Do **not** Save_

        2. Directory (Look for: _unit ID_)

        3. In-State Institution Codes sheet

Last updated: April 30, 2018

VI. *Make note of terms with Clemency Granted*

     A.   Put parenthesis around hours to with an E next to it

     B.   Do not add to Attempted Hours or Quality Points

     C.   Make note in SHATCMT

VII. *Calculate <u>Totals</u> on bottom of last page (End of Transcript)*

If this is an Out of State Transcript or Private College, ensure you are working in semester hours.

     A.   Attempted Hours

          1.   Sum of all credit hours with grades A-F & Remedial Courses

          2.   Do not include: CR, AU, P, S, W, RE, Excessive PE, or Clemency Courses (Anything that you cannot calculate Quality Points for)

     B.   Earned Hours

          1.   Sum of all credit hours with grades A-D, CR, P, S

          2.   Do not include: RE, Remedial Courses, Excessive PE, or Clemency Courses

     C.   Quality Points

          1.   Sum of all Points

          2.   Credit Hours *multiplied* by Points.

               (i)   *Points earned by grade:*

                    (a)   A=4

                    (b)   B=3

                    (c)   C=2

                    (d)   D=1

                    (e)   F=0

               (ii)   *We do not use the (+/-) grading system. Treat them as A-F.*

                    (a)   A+ and/or A- will be used as an A

    3.   Includes all grades A-F & Remedial Courses

    4.   Do not include: CR, AU, P, S, W, RE, Excessive PE, or Clemency Courses (Anything with a grade other than A-F)

*Calculating the totals before articulating is preferred, however, if there are a lot of remedial or pre-college level courses it might be easier to find the totals for *attempted hours* and *quality points* after posting to prevent having to change them for NT courses. If you do this, please continue to calculate the earned hours before articulating.

    D.   Write them in order of Attempted – Earned –Quality Points

18- 18- 40

18 hrs trf
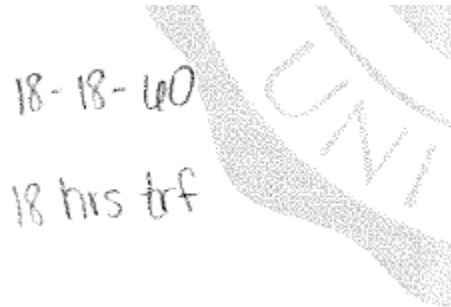
    1.   Do not just use the totals found on the student's transcript. These are not always correct.

VIII.   *Write the Symbols used on the transcript under the Totals*

    A.   *Pre-College (or Remedial)

    B.   # Excessive PE

    C.   NT Non-Transferable

D. -R- Repeated at another school

If this is an In-State Transcript, it is ready to <mark>Articulate. Out of State or Private Schools</mark> need additional evaluation.

IX. Military Transcript

A. Community College of the Air Force
1. 30 Hours maximum transferable credit
2. Include the 4 hours of GEPE & up to 26 hours of GENL credit.
3. Zero out the hours that go over 30 (per TW, 2015)

4.   Note excessive military training credit like excessive PE (#)

AIR UNIVERSITY · COMMUNITY COLLEGE OF THE AIR FORCE

STUDENT NAME: F

Arkansas Tech Office of Admissions
105 West O Street, suite 104
Russellville , AR 72801

STUDENT ID:X...X
DOB:08-Jul-X.
SEX:M

REGISTERED FOR   1AMY LOGISTICS   03-Jun-2011
ADVANCED STANDING IN LOGISTICS   03-Jun-2011

AIR FORCE COURSE NO	TITLE	DATE COMPLETED (OR RECORDED)
CCAF COURSE CODE	TITLE	SEM HRS GRADE

| | BASIC MILITARY TRAINING | CREDIT AWARDED 12-May-2005 |
| PHE1000 | PHYSICAL EDUCATION/WELLNESS | 4.00   S |

3ABR2F031 00AA   FUELS APPRENTICE   SHEPPARD AFB 18-Sep-2005
    FUS1101   FUELS FUNDAMENTALS   3.00   S
    FUS4509   FUEL HYDRANT/AIR TRANS SY   3.00   S
    FUS1511   AERIAL BULK FUEL DELIVERY   2.00   S
    FUS1602   OPER FUEL SVC VEHICLES   2.00   S

5ALS99400 003   AIRMAN LEADERSHIP SCHOOL   MCGHEE-TYSON 30-Jul-2009
    LMM1101   LEADERSHIP/MANAGEMENT I   4.00   S
    LMM1102   MANAGERIAL COMMUNICATIONS I   3.00   S
    LMM1103   MILITARY STUDIES I   3.00   S

5INT00570.000   AIR FORCE SPECIALTY INTERNSHIP   CREDIT AWARDED 13-Oct-2011
    INT5000   JOURNEYMAN   8.00   S
    INT7000   CRAFTSMAN   4.00   S

3AQR2A531B   AERO MAINT APPRENTICE C-130   SHEPPARD AFB 14-Apr-2014
017A
    AMT1104   INTRO TO ACFT AND SVS COMPONENTS   2.00   S
    AMT1105   ACFT MAINTENANCE FUNDAMENTALS   17.00   S
    AMT1123   ACFT ELECTRICAL SYS MAINTENANCE   1.00   S
    AMT1132   ACFT HYDRAULIC SYSTEMS MAINT   1.00   S
    AMT1141   ACFT FUEL SYSTEMS FUNDAMENTALS   1.00   S
    AMT1165   AUXILIARY POWER UNIT SYSTEMS   2.00   S

3ABP2A531B 017B   AEROSPACE MAINT APPREN (C-130)   SHEPPARD AFB 02-May-2014
    AMT1195   PREFLIGHT AND POSTFLIGHT INSP   3.00   S

4AMP2A5X1X.   C-130E/H AIRCRAFT SYSTEMS   SHEPPARD AFB 21-Aug-2015
B17A
    AMT1104   INTRO TO ACFT AND SVS COMPONENTS   2.00   S
    AMT1122   ACFT ENVIRONMENTAL SYSTEMS MAINT   1.00   S
    AMT1123   ACFT ELECTRICAL SYS MAINTENANCE   1.00   S
    AMT1132   ACFT HYDRAULIC SYSTEMS MAINT   1.00   S

****************** TRANSFER CREDITS ACCEPTED *******************************

HENDERSON STATE UNIVERSITY   23-Jun-2014
********************* LAST ENTRY **********************************
ALL VALID ENTRIES ARE IN THIS TYPE FONT: ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

Admission
PAGE 1 OF 1   OCT 0 3 2016

205/WEBREQ/ISSUED AS OFFICIAL -- ANNOTATE IF GIVEN TO STUDENT

DAVID J. TURNER, GS-12, DAF   Received   29-Sep-2016
REGISTRAR, ENROLLMENT MANAGEMENT   FICE: 012308   DATE OF ISSUE

BLACK AND WHITE TRANSCRIPT IS NOT OFFICIAL

5.   Totals can be calculated in the following format:

RECEIVED

Received by the
Registrar's Office

DEC 0 4 2016

26 hrs GENL
4 hrs PE
30 hrs transfer   PAGE 1 OF 1

299/WEBREQ/ISSUED AS OFFICIAL -- ANNOTATE IF GIVEN TO STUDENT

TERESA D AMATUZZI
DIRECTOR, ENROLLMENT MANAGEMENT   FICE: 012308

(i)   *Be sure to include the #Excessive Military Credit note if hours go over 30.*

B. DD214 or Joint Services Transcript

1. First page looks like this:

JOINT SERVICES TRANSCRIPT

OFFICIAL

Transcript Sent To:
Arkansas Technical University
Office of Admissions and Student Recruit
1605 Coliseum Drive
Russellville, AR 72801-2222

Name:
SSN:
Rank: Seaman (E3)
Status: Separated

Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
A-950-0001	NV-2202-0165 Recruit Training:	27-JUL-2005 to 26-SEP-2005		

NV-2202-0165
Recruit Training:
Upon completion of the course, the student will be able to demonstrate knowledge of general military and Navy protocol, first aid, personal health, safety, basic swimming, water survival skills, physical fitness, and fire fighting.

• Personal Community Health	1 SH	L
• Personal Conditioning	1 SH	L

(10/06)(10/06)

A-950-0070   NV-2202-0185   04-OCT-2005   to   18-OCT-2005
Seamanship Apprentice:
Service School Command
Great Lakes, IL

Upon completion of the course, the student will have basic skills in marlinespike seamanship, knots, and splices, ship nomenclature, damage control, fire fighting, hazardous material handling, emergency escape from a confined space, watch standing, aids to navigation, boat and passenger safety, maintenance of coating systems, CPR, use of oxygen breathing apparatus, and water survival techniques.

• Introduction To Seamanship And Ship Operations	2 SH	L

(6/00)(6/00)

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level

** OFFICIAL COPY ** PROTECTED BY FERPA **   04/28/2015

2. *Send to Veteran Services*

Last updated: April 30, 2018

X. *Out of State or Private School Transcripts*

A. Make sure you are working in <u>Semester Hours</u>

    1. If the institution is in <u>Quarter Hours</u>

    2. Convert to Semester Hours using the formula

        (a) (QTR HRS x 2) / 3

    (ii) *Quick Conversion Chart:*

1 Quarter Hours	.66 Semester Hours
A	2.66
B	2.00
C	1.33
D	.66
2 Quarter Hours	**1.33 Semester Hours**
A	5.33
B	4
C	2.66
D	1.33
3 Quarter Hours	**2 Semester Hours**
A	8
B	6
C	4
D	2
4 Quarter Hours	**2.66 Semester Hours**
A	10.66
B	8
C	5.33
D	2.66
5 Quarter Hours	**3.33 Semester Hours**
A	13.33
B	10
C	6.66
D	3.33
6 Quarter Hours	**4 Semester Hours**
A	16
B	12
C	8
D	4

B.   Ensure the transcript only has one location's work on it

1.   Some schools (like Maricopa Community College) will list multiple location's credit on one transcript

(i)   *One transcript will be official for multiple locations without being considered Transfer Credit*

2.   Indicator's will look different at various schools, but often, you will see location codes

3.   Write each institution code at the top of the transcript

4.   Transfer credit will need to be posted under the correct institution

(i)   *It helps to make notes on the transcript to help differentiate between the different locations*

(a)   Example of differentiating the locations

```
- - - - - MCCCD Credit - - - - -
Summer 1 2010

    Course          Title                          Units   Grade

 SC   MAT 187      Precalculus  GEMA               5.00     A
      Mathematics [MA]

 SC  Term GPA: 4.000  Grade Pts: 20.000      Earned Credit Units: 5.00

Fall 2010

    Course          Title                          Units   Grade

 RS   ENG 101       First-Year Composition  1013   3.00     B
      First-Year Composition (FYC)

 RS  Term GPA: 3.000  Grade Pts: 9.000      Earned Credit Units: 3.00
```

5.   Calculate earned hours for each individual location to check your totals in SHATAEQ after the work is posted

      (i)   *Example:*

> RS: 3 Hours Transfer
>
> SC: 5 Hours Transfer

6.   Calculate the totals for all locations

      (i)   *Example:*

> 8-8-29
>
> 8 Hours Transfer

C.   Look for odd grading systems or course numbers

    1.   Check the back of the transcript to interpret.

```
QUARTER:                                          27.0    2.70
          ***** SPRING 10 *****
CMST& 101 Introduction to Comm        3.7 A-  5.0  3.33  18.5
PSYC& 100 General Psychology          2.6 B-  5.0        13.0
SPAN& 122 Spanish II                  2.8 B-  5.0        14.0
          P/S CR   CR ERN   GPA CR          GPTS   GPA
QUARTER:      0.0    15.0    15.0           45.5   3.03
```

<mark>Both Quarter Hours & Odd grading System</mark>

Last updated: April 30, 2018

Odd Course Numbering System

D. Look for equivalent ATU general education courses, write them next to the course on the student's transcript

1. If ATU does not have an equivalent course <u>or</u> if it is upper division (UD) credit

   (i) *It will transfer in as the acronym **GENL***

2. Check course descriptions on Speech courses before making it equivalent to COMM 2003 Public Speaking (Dr. Caton Approved, per TW 4.27.18)

3. Since ATU's Pre-calculus, Calculus I, and Calculus II are 4 hour courses, we can transfer them in as our Equivalent courses (Math 1914, 2914, & 2924) **if** their course description sounds like ours (Dr. Myers Approved, per TW 4.30.18)

E. Check transferring catalog in TES for additional courses meeting general education requirements

1. Use the Catalog year the course was taken in, or use the closest you can get to it

   (i) *When you find the general education requirements, write the page number on the back of the transcript in the lower left corner*

2. If general education requirements cannot be found look for the requirements for the Associate of Arts degree

   (i) *If requirements for AA degree cannot be found, use requirements for AS.*

Last updated: April 30, 2018

3.   If it is a general education course at the transferring institution, **write in the appropriate acronym next to the course on the student's transcript**

(a)   GEHM for Humanities

(b)   GEFA for Fine Arts

(c)   GESS for Social Science

(d)   GESP for Speech

(e)   GEUS for US History

(f)   GEMA for Mathematics*

(g)   GEBO for Biology without lab*

(h)   GEBL for Biology with lab*

(i)   GEPO for Physical Science without lab*

(j)   GEPS for Physical Science with lab*

(k)   GEPE for PE Activity*

(l)   GEOR for Orientation

(m)   GELB for Science Lab Only

---

*LD Math & Science

UD math and science should be evaluated and posted as GENL*

Math courses have to be higher than college algebra

Science courses do not have to be in their general education requirements, but they do have to be owned by the science department and have to be listed as with or without lab. They cannot be "science like" courses often found in areas like Agriculture or Health unless listed in their general education requirements. Example: Anatomy & Physiology when the BIO department does not own it.

*UD math & science can only be used for general education if student has not taken LD gen ed math or science courses and it has to be listed in the transferring institution's general education requirements.

PE: Any activity course has to be labeled as GEPE

Beginning of Undergraduate Record
2013 FA
Undeclared Major
Regular Academic Session (08/28/2013 - 12/23/2013)

Course		Description	Attempt	Earn	Grd	
BIO	10100	Found Of Biology 1	4.00	4.00	C-	GEBL
Req Designation:		Required Core - Life and Physical Sciences				
FIQWS	10003	WCGI History & Culture	3.00	3.00	B-	GEHM
Req Designation:		Flexible Core - World Cultures & Global Issues				
FIQWS	10103	Composition: WCGI Hist & Cult	3.00	3.00	B-	Engl 1013
Req Designation:		Required Core - English Composition				
MATH	19500	Pre-Calculus	3.00	3.00	C	GEMA
Req Designation:		Required Core - Mathematical&QuantitativeReasoning				

			Attempt	Earn
Term GPA:	2.230	Term Total:	13.00	13.00

Last updated: April 30, 2018

Articulation

I.   SHATAEQ screen

Use TAB to get from block to block

A.   Enter Student's ID (T#) and the Institution Code

Double check that both are correct!

Last updated: April 30, 2018

          1.   The block for Program should remain empty

          2.   Next Block to begin **(CTRL + Page Down)**

B.   **If you are taken to the first line in the Transfer Screen** <u>continue to post the information in the Transfer side</u>.

          1.   If you are not taken to the first line in the Transfer Screen, check the bottom of the Banner screen to look for the "Transfer work in History" error


```
*ERROR* Transfer work in HISTORY; Use Options to access Equivalent Roll Information.
Record: 1/1                    ...                        <OSC>
```

          2.   You will need to <u>delete</u> the Transfer work in History.

          3.   **You will also need to check the previously posted credit <u>course by course</u> for missing courses and mistakes, <u>making corrections</u> when you find them**.

              (i)   *Some things to look for:*

                 (a)   <u>Older articulation styles</u>

                 (b)   Missing Courses

                 (c)   Grade Changes

                 (d)   Equivalent Titles

                 (e)   Updates to Repeated courses (RE or RI)

                 (f)   Hours matching ATU course hours

          4.   If you find that you have a duplicate transcript

              (i)   *Write duplicate on the transcript and put it in the Check Out bin*

II.   *Delete (unroll) the transfer work from History to add additional transfer credit**

A.   In SHATAEQ go to "Options" –"Equivalent Roll Info"

          1.   This should automatically take you to **History Indicator** box

          2.   Key **D** to Delete from History and Save (F10)

                 (a)   Holding down (**ALT**) while keying in sequence **O**, **E**, then **D** and saving (F10) will do this too.

(ii)   *You will see this message*

Press Ok or Press Enter

*This just unrolls the transfer work from the history, removing it from the ATU transcript. This is not the same as **Removing** transfer work.

(iii)   *If it keeps you on this screen with Delete from History at the bottom when trying to unroll the history, this indicates that there were courses posted with zero hours. (Shift + F7) and then Page down.*

III.   Post every single course on the transcript other than the courses that did not meet requirements to post

A.   This is a requirement. This helps the financial aid office.

IV.   Enter Transfer side information

Tab to move right and (Shift + Tab) to move left between blocks

A. **Attendance Period**

    1.   Key in 1 for the oldest semester term on the transcript

    2.   Use the same Attendance Period for the entire semester term

        (i)   *Even if the semester is broken up into 2 different areas on the transcript*

    3.   Use the next number (2, 3, 4,…) for each additional term in order of attendance

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Insti

                                                                Pr

Transfer

Attendance Period	Term	Level	Primary Group	Ind	Subject	Course	Credit Hours	Gr
1	201470	UG		☐	PSY	203	3.000	
1	201470	UG		☐	CST	113	3.000	
2	201520	UG		☐	ACC	203	3.000	
3	201570	UG		☐	ENGL	235	3.000	
3	201570	UG		☐	ART	132	3.000	

    4.   ***It is very important to post the Attendance Periods and Terms in the correct sequence or the transcript will not print.***

        (i)   *You have to* <u>Remove the transfer work</u> *to correct this if you save it*

B. **Term**

    1.   Term Codes are *Year* course work was completed in plus *semester code*

        (i)   *Semester codes:*

               (a)   20 Spring/Winter

               (b)   40 Summer

               (c)   70 Fall

               (d)   50 Summer II: Prior to 2016

               Example: Fall 2014 is 201470, Summer 1996 is 199640

        (i)   *If the courses are listed by date rather than semester, use our semester code that would include the dates listed on the transcript.*

        (ii)   *The oldest term accepted by Banner is **198340**. Any course work prior to 198340 can all be posted under 198340.*

        (iii)   *When terms are listed such as Spring 1991-**1992** & Fall **1992**-1993*

(a)   Summer & Spring will use the 2nd year & Fall will use the 1st year

```
SPRING 1991-92
COLL 100   FRESHMAN ORIENTATION (1)CR
ENG  101   ENGLISH COMPOSITION    3  C   1013
SOC  340   THE FAMILY             3  D+
SPCH 152   FUNDAMENTALS-SPEECH    3  C+
SPCH 232   INTRO TO THEATRE       3  C+  2273
ATT 12+ 1 PA  12+ 1 PT   25.5 GPA 2.13

      FALL TERM 1992-93
ENG  202   APPRECIATION OF LIT    3  C
HIST 113   AMER HISTORY TO 1865   3  B   2003
HUM  441   COOP EDUC INTERN       2  D
MATH 110   ELEMENTS OF MATH       3  A
PSYCH121   INTRO TO PSYCH         3  C   2003
SOC  201   PRIN OF SOCIOLOGY      3  B   1003
   ATT 29+1  PASS 29+1  PTS 69.5  GPA 2.40
```

(b)   Terms would be Spring 1992 & then Fall 1992

C.   **Level**

1.   "UG", for Undergraduate level work

(i)   *You only have to key this in the first time, the rest of them will auto populate*

2.   Do not post any "GR", graduate level work

(i)   *GR level credit is typically 5XXX level and above. Check back of transcript to determine GR level credit*

(ii)   *Check* Flowchart *to determine where it should go*

D.   **Group**

1.   This block remains empty

E.   **Primary Ind.**

1.   Should remain empty, not check-marked

F.   **Subject, Course, Credit Hours, Grade, & Title**

1.   Key directly from the student's transcript USE ALL CAPS

(i)   *If you Tab to leave the Subject box and it sends you back to Subject and highlights the course prefix:*

        (a)   Keyed in wrong subject (or course number if it sends you back to course number

        (b)   Under wrong institution (double check)

        (c)   No Articulation

                (a)   Hand key each box in as it appears on the student's transcript (you may have to tab *twice to get to the next block)*

                (b)   Enter work on Equivalent *side*

2.   Hours do not transfer for Remedial, Pre-College, Audited, or Non-Transferable courses

        (i)   *Zero out the hours on both sides and transfer the grade*

        (i)   *Write "NT" by the course if it transfers as* Non-Transferable

3.   If a college level course has a grade A-D, but shows zero hours due to the student repeating the course

        (i)   *Post the hours anyway &* exclude them

4.   This information can be seen in Degree Works, watch for spelling errors

G. Duplicate box

1. Is only used in occasions where the same subject and course are used in the same term. (Condensed courses, Special Topics, or Fixing Hour discrepancies)

2. Click in the duplicate box of each course to enter the duplicate numbers in sequence (1,2,3…)

H. Articulate Ind.

1. Enter **A** to Articulate

   (i) *Auto populates the data for the Equivalent screen*

   (ii) *Will automatically change to Successful if articulation is accepted*

Last updated: April 30, 2018

(iii)   *Some courses may articulate on two lines, this is normal*

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Institution: 107743 ▼ Rich Mountain Comm College
                                                          Program: [   ] ▼

Equivalent

Attendance Period	Term	Level	Subject	Course	Credit Hours	Grade	Duplicate	Articulate Ind	Level	Subject	Course	Credit Hours	Grade
1	201470	UG	PSY	203	3.000	C		GEN Successful	UG	PSY	2003	3.000	TC
2	201520	UG	ACC	203	3.000	A		PRI Successful	UG	ACCT	2003	3.000	TA
2	201520	UG	PSC	114	4.000	C		PHY Successful	UG	PHSC	1013	3.000	TC
								Successful	UG	PHSC	1021	1.000	TC

Last updated: April 30, 2018

I.   **If Articulation is successful**

1. Arrow down to enter new course until all courses are entered.

   (i)   *If you are starting a new attendance period:*

   (a)   Arrow down *once* to get to the Attendance Period Block

   (ii)   *If you are staying in the same attendance period:*

   (a)   Arrow down *twice* to get to the Subject Block

2. If you notice a mistake after the course has articulated you will need to make corrections.

3. Continue to enter each course until all courses are posted

J.   **If Articulation is Accepted with Options**

1. Click Cancel

2. Save your progress (F10)

3. Check SHATATR for notes

4. Return to SHATAEQ to make your selection

   (i)   *If instructions are unclear choose the best option for the student*

Last updated: April 30, 2018

5. Continue to enter each course until all courses are posted

K. If Articulation is not accepted you will one of two error messages

1. Transfer Course does not meet minimum grade

Click Ok or Press Enter

(i) *This happens when a grade is not a passing grade (F, W, NG, Remedial)*

(a) Leaving the transfer credit hours at zero, change the transfer grade to "C"

(b) *Tab* to Articulate Ind. and Key **A** or Select *Articulate*

(c) <u>Go back</u> to click on the grade (on the Transfer side) and change it back to the actual earned grade

(d) *Tab* back to Articulate Ind. and Key **O** or Select *Override Edit*

(e) *Tab* until you reach the Equivalent Credit Hours to zero them out

(f) *Tab* to Equivalent Grade and change to "T" and the earned grade. Example: TF, TW

(g) Check the Title & Hours again to ensure they did not change

(h) Save (F10)

Last updated: April 30, 2018

==Check to ensure the hours and grades are correct on both transfer & equivalent sides.==

        2.   Equivalent is not defined

==Click Ok or Press Enter==

        3.   You will need to Override edit & enter data on <u>Equivalent</u> side

III.   To <u>*Include*</u> or <u>*Exclude*</u> *a course*

        1.   Scroll over to the <u>Equivalent Side</u> & find the "Repeat" box

        2.   Select either "Exclude" or "Include" from the drop down menu

            (i)   *Exclude: RE, -R-, #, Clemency courses*

            (ii)   *Include: <RI>*

Last updated: April 30, 2018

Attendance Period	Term	Level	ect	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201470	UG		2003	3.000	TC	T	Exclude	Manual	Y	GENERAL PSYCHOLOGY
2	201520	UG		2123	3.000	TC	T	(None)	(None)	Y	EXPERIENCING ART
2	201520	UG		2003	3.000	TA	T	(None)	(None)	Y	ACCOUNTING PRINCIPLES I
3	201540	UG		2003	3.000	TA	T	Include	Manual	Y	GENERAL PSYCHOLOGY

(iii)   *Repeat System box will automatically show "Manual" unless the exclude was initiated by the System.*

(a)   If this is accidently changed, just select "Manual" before saving

IV.   Articulation Errors to watch for

As you find Articulation Errors, make an "Error List" of them and bring them to me.

A.   Hours not Matching ATU course hours

1.   The last digit of the course number in the ATU course numbering system indicates how many credit hours are earned for passing the course

(i)   *Example: Math 1113 has 3 credit hours*

2.   Transfer hours sometimes disagree, like this:

(i)   If the hours are lower than our credit hours, we leave it as it articulates (*except science courses* or *foreign language*)

(ii)   If the hours are higher than our credit hours, we have to post the extra hours to another line

3.   To fix this error

(i)   *Override* the articulation

(ii)   Update the credit hours on the *Equivalent* side to reflect the same amount of hours as ATU offers the course

(iii)   *F6* to insert a *duplicate* of the course on the Transfer side, leaving the credit hours at zero

(a)   Verify that it was inserted in the correct attendance period

(iv)   *Use GENL as the subject for the remaining hours on the Equivalent Side*

Transfer								Equivalent				
Attendance				Primary			Credit		Articulate			Credit
Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade	Ind	Level	Subject	Course	Hours	Grade
1	201520	UG		☐	MATH	1204	4.000	C	Override Edit	UG	MATH	1113	3.000	TC
1	201520	UG		☐	MATH	1204	.000	C	Override Edit	UG	GENL	1XXX	1.000	TC
				☐										

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774   Patrick, Tanda N.   Institution: 367459   NorthWest Arkansas Comm Coll

Program:

(v)   *The Equivalent Title for the duplicate course should be keyed as it is on the student's transcript*

(a)   F10 to Save

4. If a Science course transfers in with less hours than ATU offers the course, it is no longer considered an Equivalent to our course

    (i) *Check to see if the science course had a lab using their* <u>*catalog*</u>

    (ii) *Update the* <u>*Equivalent*</u> *side Subject to the appropriate* <u>*acronym*</u> *instead of the course it articulated as*

        (a) Be sure to add "W/Lab" or "W/OUT lab" in the Equivalent Title

    (iii) *F6 to insert a* <u>*duplicate*</u> *of the course on the Transfer side, leaving the credit hours at zero*

    (iv) *Use GENL as the subject for the remaining hours on the* <u>*Equivalent Side*</u>

    (v) *The Equivalent Title for the duplicate course should be keyed as it is on the student's transcript*

        (a) F10 to save

5. If a **Foreign language** course transfers in with more or less hours, it can be changed to the correct ATU course.

    (i) *Example: If a 3 hour Spanish course articulates to SPAN 1014, it can be changed to SPAN 1013.*

B. Duplicate Science Courses

1. Lecture and Lab course articulate to the **same** ATU course

(i)   *To fix this error*

(a)   Override the articulation of the lab to update the Equivalent Subject to GENL and Credit Hours to zero

(b)   Override the articulation of the lecture course to add the 1 hour of Lab to the Lecture course's Equivalent hours using the Lecture grade

(c)   Update the Titles on the Equivalent side

(a)   *Since this is an ATU course just add "W/LAB" in the Equivalent Title, but the (GEN ED) is not required since it is not using an acronym*

(d)   *F10 to Save*

(ii)   *Science Lecture and Lab taken in different semesters (or different institutions) can be fixed the same way*

(a)   Make a note on the transcript what semester the lab hour was taken in

(b)   If lab is moved from another institution to another make a note on the transcript (or use the text box in Xtender) to show where the lab hour went and where it came from. (Do not update Totals)

Last updated: April 30, 2018

C. UD and LD transfer disagreements will articulate without (LD) or (UD) attributes

1. Can be going from lower division (LD) to upper division (UD) or UD to LD

    (i) *LD courses are typically 1XXX & 2XXX (some schools are different, check their course numbering system)*

    (ii) *UD Courses are typically 3XXX & 4XXX (check school's course numbering system)*

2. These courses need to have (LD) or (UD) in the Title to inform others what level the course was *actually* taken as

    (i) *If it is not in the Equivalent Title, <u>override</u> to add it.*

3. Check to see if the Attributes are in SHATRNS *after* transcript is posted

    (i) *Make an LD or UD note on the student's transcript by the course to go back and check the attribute in SHATRNS*

4. F10 to Save

Last updated: April 30, 2018

D.   Courses with Subject <u>acronyms</u> will articulate without the indicators in their Equivalent Title

        1.   Missing <u>(GEN ED)</u> in the title

        2.   Also check for NT courses with missing (P/C) at the end of their title

        3.   GEN ED science courses missing "W/LAB" or "W/O LAB" in the title

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774   Patrick, Tanda N.   Institution: 106245   Univ of Arkansas-Little Rock

Program:

Equivalent

Attendance Period	Term	Level	Level	Subject	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201570	UG	UG	GESS	2XXX	3.000	TC	T	(None)	(None)	Y	INTRO CRIMINAL JUSTICE

      (i)   *Override Edit to add the indicator in the Equivalent Title*

      4.   F10 to Save

E.   Some courses will articulate with an equivalent course and a general education <u>acronym</u> in the Equivalent Title

2	201020	UG	S	GENL	2XXX	4.000	TB	T	(None)	(None)	Y	BASIC FORENSIC GRAPHICS
2	201020	UG	S	PE	2513	3.000	TD	T	(None)	(None)	Y	FIRST AID
3	201170	UG	S	ART	2103		TB	T	(None)	(None)	Y	ART HISTORY I (GEFA)
3	201170	UG	S	ENGL	2003	3.000	TA	T	(None)	(None)	Y	INTRO/WORLD LITERATURE
3	201170	UG	S	HIST	1503	3.000	TC	T	(None)	(None)	Y	WORLD HISTORY TO 1500

      1.   This is fine, do not change this

        (i)   *If it just has (GE) find out what requirement is met and update it with the correct acronym.*

      2.   It means the course is equivalent to ours or it can be used for general education

F.   Science courses with (BOTH) in title

      1.   Update course title to W/LAB

G.   "GENERAL CREDIT" OR "GENERAL ELECTIVE CREDIT" in the Equivalent Title

Attendance Period	Term	Level	ect	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	198750	UG		0000	3.000	TR	T	(None)	(None)	Y	General Credit
1	198750	UG		0000	3.000	TR	T	(None)	(None)	Y	General Credit
1	198750	UG		0000	3.000	TR	T	(None)	(None)	Y	General Credit

Last updated: April 30, 2018

1.   If you have Override Edit to fix a course, this title will sometimes auto populate, update the title

2.   Sometimes it will also show "GEN ED _____" if you do not change the title after using an acronym

Attendance Period	Term	Level	Equivalent Level	Subject	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201520	UG	UG	MATH	1113	4.000	TC	T	(None)	(None)	Y	COLLEGE ALGEBRA
1	201520	UG	UG	GEFA	2XXX	3.000	TC	T	(None)	(None)	Y	GEN ED FINE ART

H.   Equivalent credit hours or grade missing

1.   Sometimes an articulation will be missing the grade or the credit hours

1.   Override Edit to add the missing information on the Equivalent side

Once the Errors have been corrected, you can now double check for errors & roll the transfer work to history.

V. *Making Corrections in SHATAEQ*

A.   To remove a line of transfer credit

1.   Why?

(i)   *To remove a course entered in wrong term*

(ii)   *To correct a mistake after the articulation was accepted*

2.   Highlight line, press **(Shift + F6)**

B.   To insert a line for transfer credit

1.   Why?

(i)   *To add a course in a term that was previously entered*

(ii)   *To insert a duplicate course to correct hour discrepancies*

2.   Go to semester term course is in, press **(F6)** and make sure it was inserted into the correct attendance period

C.   To Remove Transfer Credit

1.   Why?

(i)   *Articulations are entered on the wrong student or institution*

(ii)   *Articulations were entered in an older format*

(a)   Stars are in the subject line

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID:	T00045956	▼	Kilby, Larry W.					Institution:	999604	▼	Military Service Credit
								Program:		▼	

Transfer

	Attendance				Primary			Credit			Articulate		Equivalent			Credit	
	Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade		Ind	Level	Subject	Course	Hours	Grade
	1	198750	UG		☐	******	ENGR2023	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	ENGR2103	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	ENGR4503	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	MATH1113	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	MATH1203	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	MS 0001	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	PE 0001	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	PHYS3013	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR
	1	198750	UG		☐	******	PHYS3033	3.000	TR	Successful ▼		UG	GENL	0000	3.000	TR

(b) GENL 0000 & GENERAL ELECTIVE CREDIT are on the Equivalent side

			Transfer						Equivalent				
Attendance			**Primary**				**Credit**		**Articulate**			**Credit**	
Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade	Ind	Level	Subject	Course	Hours	Grade
1	200670	UG		☐	BIBL	105	3.000	B	Override Edit	UG	GENL	0000	3.000	TB
1	200670	UG		☐	BIBL	110	3.000	B	Override Edit	UG	GENL	0000	3.000	TB
1	200670	UG		☐	EVAN	101	3.000	B	Override Edit	UG	GENL	0000	3.000	TB
1	200670	UG		☐	PSYC	101	3.000	B	Override Edit	UG	GENL	0000	3.000	TB
2	200720	UG		☐	HUMN	101	3.000	C	Override Edit	UG	GENL	0000	3.000	TC
2	200720	UG		☐	PSYC	210	3.000	B	Override Edit	UG	PSY	3063	3.000	TB
2	200720	UG		☐	PSYC	221	3.000	F	Override Edit	UG	GENL	0000	.000	TF
2	200720	UG		☐	THEO	104	3.000	F	Override Edit	UG	GENL	0000	.000	TF
				☐					(None)					

(iii) *Attendance Periods are out of sequence or used for 2 different semester terms*

Last updated: April 30, 2018

VI.   Save (F10) Frequently

VII.   Enter Equivalent side

A.   Articulate Ind.

    1.   Enter **O** to Override Edit, or select Override Edit from the drop down menu

        (i)   When an articulation was not accepted

            (a)   Most Out of State Institutions & Private schools, or specific courses that have not been set up

        (ii)   To fix articulation errors

B.   Level

    1.   Banner will automatically populate "UG"

        (i)   *If it is accidently deleted, just key in UG*

C.   Subject, Course, Credit Hours, Grade & Title

    1.   Will be reflected on ATU transcript as ATU credit

        (i)   *Key in the Subject*

            (a)   Key in the ATU Equivalent course if the course is part of ATU's general education requirements

*(b) If the course is not part of ATU's general education course use **GENL** or if taken as a general education requirement at another institution, use the correct <u>acronym</u>*

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Institution: 107743 ▼ Rich Mountain Comm College

Program: ▼

Transfer

Attendance			Primary				Credit				Equivalent			Credit	
Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade	Articulate Ind	Level	Subject	Course	Hours	Grade
1	201470	UG		☐	CST	113	3.000	C	Successful	UG	COMS	1003	3.000	TC
1	201470	UG		☐	PSY	203	3.000	C	Successful	UG	PSY	2003	3.000	TC
1	201470	UG		☐	ENGL	235	3.000	A	Override Edit	UG	GENL	2XXX	3.000	TA
1	201470	UG		☐	ART	123	3.000	C	Override Edit	UG	GEFA	1XXX	3.000	TC
1	201470	UG		☐	ORI	111	1.000	C	Override Edit	UG	GEOR	1XXX	1.000	TC
1	201470	UG		☐	MATH	242	2.000	C	Override Edit	UG	GEMA	2XXX	3.000	TC

*(c) Remedial or Pre-College level courses that do not have an equivalent course will transfer in as **NT** (Non-Transferable)*

*(d) If a **Science** lecture and lab course are separate, add the lab hour to the lecture hours and post them as one science course, using the lecture grade. Continue to post the lab, with the GENL acronym and zero hours.*

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Institution: 108092 ▼ Univ of Arkansas-Fort Smith

Program: ▼

Transfer   ### Equivalent

Attendance			Primary				Credit						Credit	
Period	Term	Level	Group	Ind	Subject	Course	Hours	Grade	Articulate Ind	Level	Subject	Course	Hours	Grade
1	201470	UG		☐	BIOL	1151	1.000	A	Override Edit	UG	GENL	1XXX	.000	TA
1	201470	UG		☐	BIOL	1153	3.000	B	Override Edit	UG	BIOL	1014	4.000	TB

Last updated: April 30, 2018

(e) Unless the student <u>only</u> received credit for either the lecture or lab, do not combine the hours. Post them separately.

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N. Institution: 107585 ▼ Univ of Arkansas CC-Morrilton
Program: [ ] ▼

Transfer

Attendance Period	Term	Level	Primary Group	Ind	Subject	Course	Credit Hour	Grade	Articulate Ind	Level	Subject	Course	Credit Hours	Grade
1	201640	UG		☐	BIOL	1013	3.000	B	Override Edit ▼	UG	GEBO	1XXX	3.000	TB
1	201640	UG		☐	BIOL	1011	.000	F	Override Edit ▼	UG	GELB	1XXX	.000	TF
2	201670	UG		☐	BIOL	1023	.000	F	Override Edit ▼	UG	GEBO	1XXX	.000	TF
2	201670	UG		☐	BIOL	1021	1.000	C	Override Edit ▼	UG	GELB	1XXX	1.000	TC

(Equivalent)

(ii) *Key in Course (number)*

(a) *Use <u>first number of transfer course</u> and "XXX" after it for the Course number. Example: 2XXX*

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N. Institution: 106397 ▼ University of Arkansas
Program: [ ] ▼

Transfer

Attendance Period	Term	Level	Primary Group	Ind	Subject	Course	Credit Hours	Grade	Articulate Ind	Level	Subject	Course	Credit Hours	Grade
1	201440	UG		☐	MATH	2556	3.000	B	Override Edit ▼	UG	GEMA	2XXX	3.000	TB
1	201440	UG		☐	HIST	3443	3.000	B	Successful ▼	UG	GENL	3XXX	3.000	TB
1	201440	UG		☐	ENGL	4223	3.000	B	Override Edit ▼	UG	GENL	4XXX	3.000	TB

(Equivalent)

(b) Lower Division (LD) course numbers are (1XXX) & (2XXX)

(a) *Community Colleges can only have Lower Division (LD) course numbers (1XXX & 2XXX)*

(c) Upper Division (UD) course numbers are (3XXX) & (4XXX)

Last updated: April 30, 2018

(d)   Non-Transferable (NT) courses have XXXX for their Course number

(iii)   *Key in Credit Hours*

(a)   Key in credit hours for course listed on the transcript

(b)   If a transfer course has more hours than the ATU Equivalent ATU course, the extra hours will need to be posted on a separate line

> (a)   *The last digit in the ATU course number will indicate how many credit hours the course has*
>
> > (i)   *Example: Math 1113 has 3 credit hours, Tech 1001 has 1 credit hour*
>
> (b)   *Quarter Hours will transfer in with extra hours*
>
> (c)   *Courses transferring in as an acronym have maximum of hours they can be posted with*
>
> > (i)   *GEMA courses have a maximum of 3 hours*
> >
> > (ii)   *GEBL & GEPS courses have a maximum of 4 hours (per BT, 4.26.18)*
> >
> > (iii)   *GEBO & GEPO have a maximum of 3 hours*
> >
> > (iv)   *GELB & GEOR have a maximum of 1 hour*
>
> (d)   *Only post allowed amount of hours on the first line*

(e)   Create a second <u>duplicate</u> of the course on the Transfer side, leaving the credit hours at zero

(f)   Use GENL for the Equivalent subject and the extra hours in the Equivalent Credit Hours

(g)   It should look like this:

Last updated: April 30, 2018

(iv) *Key in the Grade*

(a) The grade will be posted as "T" plus the earned grade listed on the student's transcript

   (a) Example: TA, TCR, TP, TS

(v) *Key in Title*

(a) Use Title found on the Student's transcript

(b) If the Subject meets a general education requirement and uses an <u>acronym</u> a (GEN ED) notation will need to be listed after the Course Title.

   (a) GEPE and GEOR do not need the (GEN ED) notation

(c) If the course is a **science** course, add W/LAB or W/O LAB after the title followed by (GEN ED)

(d) If the Subject was Non-Transferable or "NT" a (P/C) notation will need to be listed after the Course Title.

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▾ Patrick, Tanda N.   Institution: 107743 ▾ Rich Mountain Comm College

Program: ▾

Equivalent

Attendance Period	Term	Level	Level	Subject	Course	Credit Hours	Grade	Mode	Repeat	Repeat System	Count in GPA	Title
1	201470	UG	UG	PSY	2003	3.000	TC	T	(None)	(None)	Y	GENERAL PSYCHOLOGY
2	201520	UG	UG	ACCT	2003	3.000	TA	T	(None)	(None)	Y	ACCOUNTING PRINCIPLES I
3	201570	UG	UG	GENL	2XXX	3.000	TA	T	(None)	(None)	Y	ADVANCED ENGLISH CLASS
3	201570	UG	UG	GEFA	1XXX	3.000	TA	T	(None)	(None)	Y	PHOTOGRAPHY I (GEN ED)
3	201570	UG	UG	GEPE	1XXX	1.000	TC	T	(None)	(None)	Y	TENNIS
3	201570	UG	UG	GEBL	2XXX	4.000	TC	T	(None)	(None)	Y	BIOLOGY W/LAB (GEN ED)

D. Mode

   1. Always key in "T", you will get this error if it is not entered:

ERROR Required fields must be entered.
Record: 1/1   ...   <OSC>

(i) *Go back and Enter "T" under Mode.*

E. Repeat & Repeat System

   1. Enter E to Exclude a course in the Repeat box

   (i) *RE, -R-, #, Clemency courses*

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2. Enter I to Include a course in the Repeat box

(i) *<RI> courses*

3. *Tab* to continue without Including or Excluding, box will show (None)

4. If a mistake was made select the correct choice from the drop down menu

F. Count in GPA

1. Will automatically populate "Y" or

(i) *If accidently deleted, key in **Y** or your hours will not match*

G. If you had to override to fix an articulation error

1. Double check the Equivalent title to make sure it did not replace the correct title with "General Elective Credit" or "Gen Ed   "

H. Arrow down to get to the next line

1. Arrow down once to enter a new attendance period <u>or</u>

(i) *Arrow down twice to enter the next subject*

(a) You will see this error each time you arrow down twice

VIII. Roll Transfer work to History

    A.   From SHATAEQ screen

          1.   Save (F10)

    B.   Scroll through Equivalent side to check for errors.

    C.   (Ctrl + Page Down) *Twice*

          1.   OR go to "Options"—"Equivalent Roll Info"

    D.   You should end up at the *History Indicator* box at the bottom

    E.   Check to ensure Evaluated Totals on the student's transcript match the Earned Hours in SHATAEQ

    F.   Check to ensure your SHATAEQ Transfer and Equivalent hours match

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1. If the Transfer attempted hours are different than the Equivalent earned hours

    (i) Look through the **excluded hours** and if the difference in totals match the number of hours you excluded

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Institution: 107743 ▼ Rich Mountain Comm College

Program: ▼

Equivalent Course GPA/Roll to History SHATAEQ 8.8.3.2 (PROD)

Equivalent Course GPA

Level

UG

	Transfer	Equivalent
Attempted Hours:	10.000	10.000
Passed Hours:	10.000	7.000
Earned Hours:	10.000	7.000
GPA Hours:	.000	.000
Quality Points:	.000	.000
GPA:	.000	.000

Equivalent Roll

History Indicator: None ▼

2.   If the transcript is an out of state school that does not have an articulation set up, the Transfer side will be blank (all Zeros) and the Equivalent Earned hours will be correct

1.   **If any of the other numbers are not matching**, scroll through checking the hours on both sides

G.   Select "Roll to History" (or Key R) and Save (F10)

(i)   *You will see this notification:*

Click Ok or Press Enter

If you forget to Save or forget to Roll to History, the credit will not show up on the student's transcript and will give an error message in SHATERM.

IX.   Enter Admissions Received date & Degrees in SHATRNS

Transfer Course Information SHATRNS 8.10.2 (PROD)

ID: T00116774   ▾   Patrick, Tanda N.

Transfer Institution Number: 2 ▾
Attendance Period Number: 1 ▾

Transfer Institution

Institution: [ ] ▾ [   ]
Transcript Receipt Date: [   ] 📅
☐ Official

Transfer Attendance Period

Attendance Period: [   ]
Acceptance Date: [   ] 📅
Effective Term: [   ] ▾
Term Type: [   ]
Apply to Level: [ ] ▾
Transfer Degree: [ ] ▾
Attendance Begin Date: [   ] 📅
Attendance End Date: [   ] 📅

To Get to SHATRNS: (F5) to enter SHATRNS in small drop down box:

Transfer Articulation Evaluation SHATAEQ 8.8.3.2 (PROD)

Go To... SHATRNS   ▾   My Institution: http://www.atu.edu   Powered by ellucian.
ID: T00116774 ▾ Patrick, Tanda N.   Institution: 367459 ▾ NorthWest Arkansas Comm Coll
Program: [   ] ▾

Attendance Period	Term	Level	Transfer Group	Primary Ind	Subject	Course	Credit Hours	Grade	Articulate Ind	Equivalent Level	Subject	Course	Credit Hours	Grade
▾	▾	▾	▾		▾	▾		▾		▾	▾		▾	

Last updated: April 30, 2018

A.   Enter Student's ID (T#)

     1.   Make sure the name matches the student on the transcript

B.   Select drop down box for Transfer Institution Number

Transfer Course Information SHATRNS 8.10.2 (PROD)
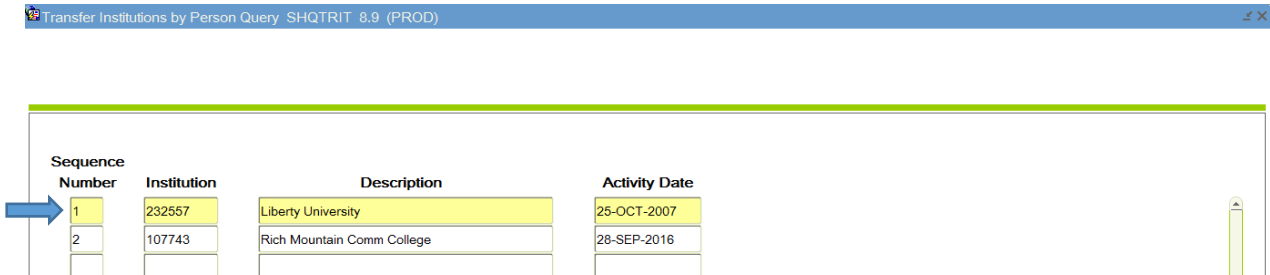
| ID: | T00116774 | ▾ | Patrick, Tanda N. | | Transfer Institution Number: | 2 ▾ |
| | | | | | Attendance Period Number: | 1 ▾ |

Transfer Institution

C.   Double Click on the Sequence Number for the Institution you have posted

Sequence Number	Institution	Description	Activity Date
1	232557	Liberty University	25-OCT-2007
2	107743	Rich Mountain Comm College	28-SEP-2016

D.   Select drop down box for Attendance Period Number

E.   Double Click on Attendance Period Number you want to work with

Transfer Attendance Periods by Person Query SHQTRAM 8.9 (PROD)

Sequence Number: 2   Institution: 107743   Description: Rich Mountain Comm College   Activity Date: 28-SEP-2016

Transfer Attendance Period

Attendance Period Number	Applied to Level	Description	Attendance Period	Acceptance Date	Activity Date
1	UG	Undergraduate	201470		28-SEP-2016
2	UG	Undergraduate	201520		28-SEP-2016
3	UG	Undergraduate	201540		28-SEP-2016

F.   To Enter Transcript Receipt Date

1.   Select Attendance Period Number 1 to enter the Transcript Receipt Date after posting a transcript

2.   **(CTRL + Page Down)** and then *Tab* to enter the date <u>Admissions received</u> the transcript in Transcript Receipt Date

(i)   *Date can be keyed in 07022016 format*

(ii)   *If entering date with current year, just key in 0702 format, TAB & the year will auto populate*

3.   Click the "Official" Box (Spacebar also checks it)

Transfer Course Information SHATRNS 8.10.2 (PROD)

ID: T00116774   Patrick, Tanda N.   Transfer Institution Number: 2
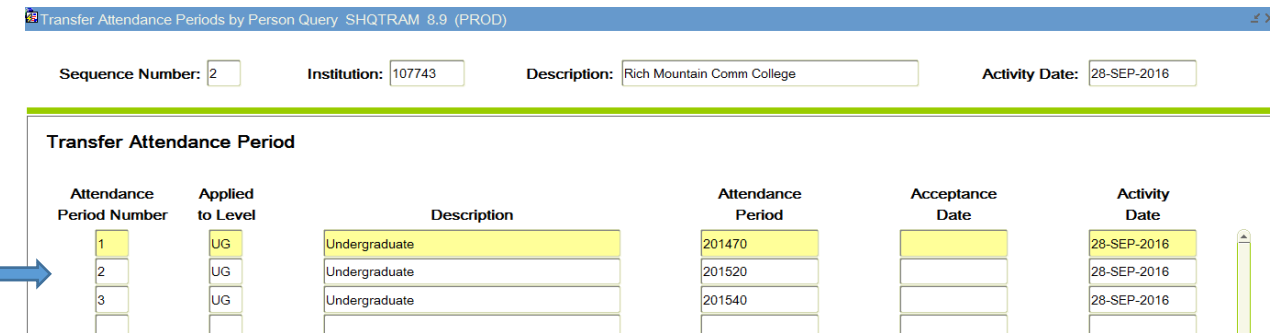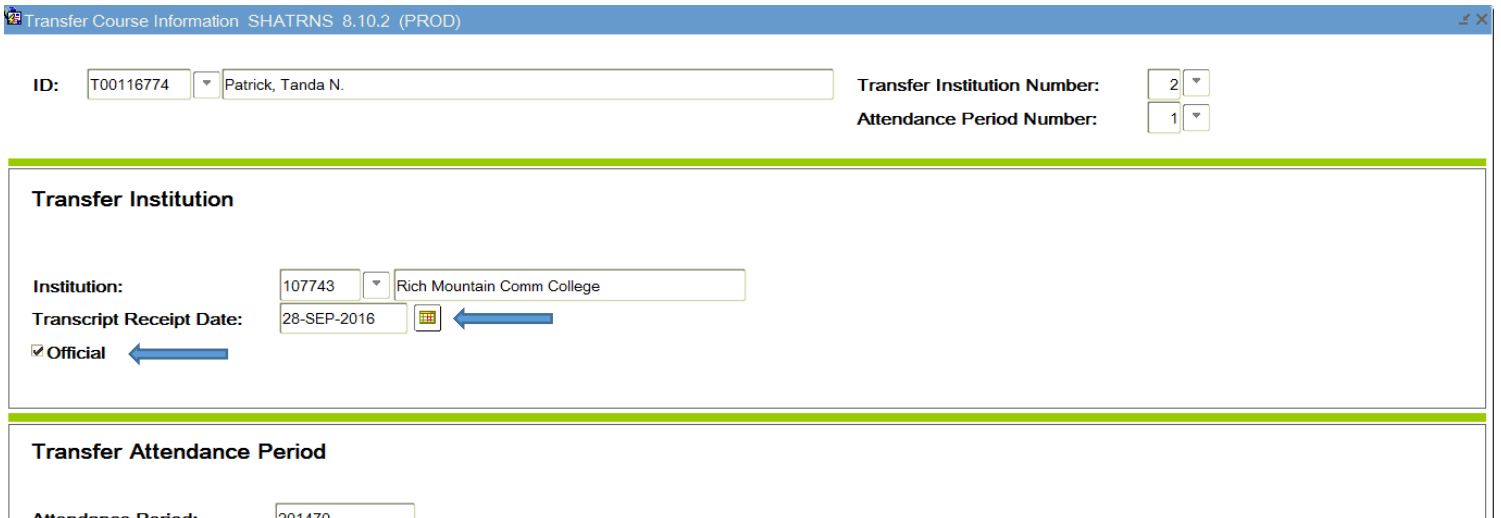Attendance Period Number: 1

Transfer Institution

Institution: 107743   Rich Mountain Comm College
Transcript Receipt Date: 28-SEP-2016
☑ Official

Transfer Attendance Period

Attendance Period: 201470

4. Save (F10)

G. To Enter Transfer Degree

1. Select Attendance Date the Transfer Degree was awarded in

   (i) *If degree was awarded in a term without courses, use the closest term*

2. **(Ctrl + Page Down)** *twice* to get to the Transfer Attendance Period box

3. Click in the Transfer Degree box

4. Key in code for Transfer Degree or use drop down box to select code

   (i)   AA, AS, AAS, BA, BS for example

Transfer Attendance Period

Attendance Period:	201520
Acceptance Date:	
Effective Term:	201520 ▼ Spring Term 2015
Term Type:	
Apply to Level:	UG ▼ Undergraduate
Transfer Degree:	AA ▼ Associate of Arts ⬅
Attendance Begin Date:	01-JAN-2015
Attendance End Date:	16-MAY-2015

(ii)   If more than one degree is listed for the same semester choose the AA or AS since you can only post one

- AA should be the first choice, AS over AAS367459

(iii)   Honors should not be posted

5. Tab to enter Attendance Begin & End Date

   (i)   Begin date:

   - Enter first day of the month the beginning of the term would be for the term selected

     (a)   A fall term would be 08/01/2014

   (ii)   End date:

   - *End date for the fall term would be date degree awarded*

     (a)   *If no day is given enter the* first day of the month the degree was awarded

       (i)   *A fall term end date would be 12/01/2014*

> *(iii)*   *If posting in the closest term, use begging & end dates for the term you selected*
>
> 6.   Save (F10)

X.   *Write "TCE" in top right hand corner of transcript*
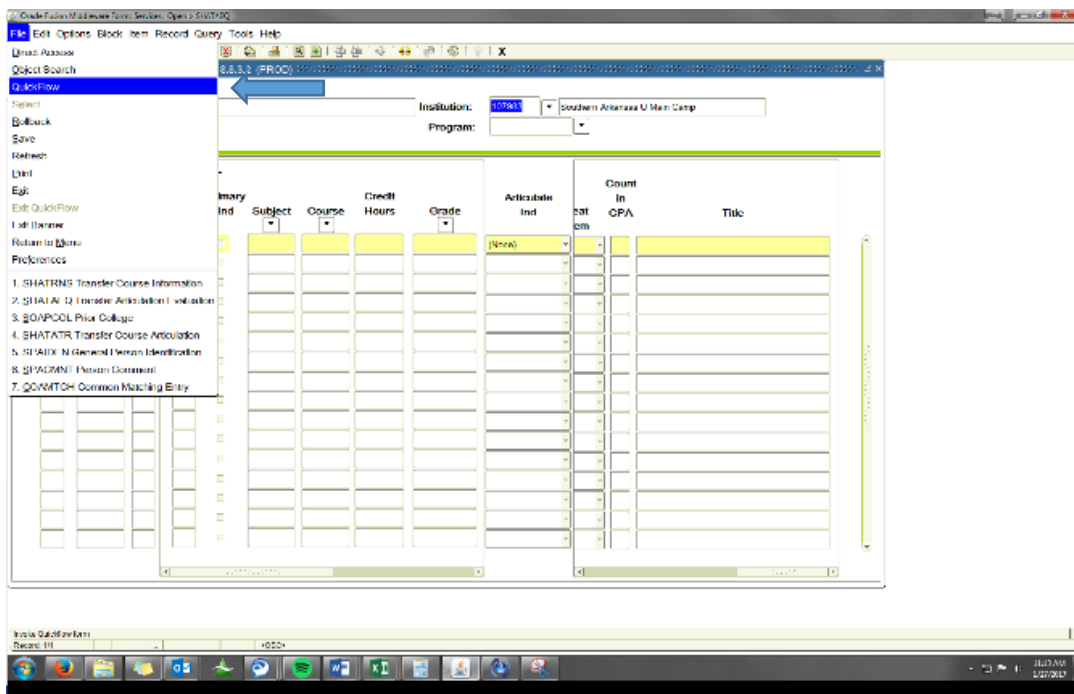
A.   On every page, minus the transcript key

XI.   *Write "Posted-Date-Initials" on top page in bottom left corner*

XII.   *Put in Check Out basket*

V.   *QUICKFLOW*

A.   Using the quickflow "TFR" will rotate between SOAPCOL-SHATAEQ-SHATRNS for posting transcripts back to back.

1.   Click on File, then QuickFlow

2.   Key "TFR" for QuickFlow

3.   This will allow you to cycle through the screens used for transfer credit.
Use **(CTRL + Q)** to go to the next screen.

Last updated: April 30, 2018

Additional Information

XIII. Removing all the Transfer Credit

    A.   Remove all work from <u>SHATAEQ</u> screen

        1.   Open up the student and institution in SHATAEQ

        (i)   You might have to <u>Delete Transfer credit from History</u>

        *(ii)   If removing due to <u>**older articulation formats**</u> check for articulated courses, it's a good idea to <u>Roll it back to history</u> to print an unofficial transcript to keep the equivalencies & articulations the same if there are a lot of equivalent courses*

        (iii)   If removing due to <u>attendance periods being out of sequence or duplicated</u>, you only have to remove up to the point the mistake was made. Work above the mistake that has no errors can stay.

        2.   **(Shift +F6)** to record remove all the transfer credit

        3.   Save (F10)

    B.   Remove all work from <u>SHATRNS</u> screen

    1.   Enter student's ID number & select the Transfer Institution from the drop down menu

    2.   Double Click the Attendance Period Number from the most recent Attendance Period (bottom).

3. **(CTRL + Page Down)** *Twice* to get to Transfer Attendance Period

Transfer Course Information SHATRNS 8.10.2 (PROD)

ID: T00116774 ▼ Patrick, Tanda N.   Transfer Institution Number: 2 ▼
                                      Attendance Period Number: 3 ▼

Transfer Institution

Institution: 107743 ▼ Rich Mountain Comm College
Transcript Receipt Date: [   ] 📅
☐ Official

Transfer Attendance Period

Attendance Period: 201540   ⬅
Acceptance Date: [   ] 📅
Effective Term: 201540 ▼ Summer I Term 2015
Term Type: [   ]
Apply to Level: UG ▼ Undergraduate
Transfer Degree: ▼
Attendance Begin Date: [   ] 📅
Attendance End Date: [   ] 📅

4. **(Shift + F6)** to delete the semester term from the Attendance Period box
5. Save (F10)
6. **(Shift + F7)** to go back to the Student's name
7. Tab to Attendance Period Number
8. Enter next lowest number
   (i) *Example: if you deleted Attendance Period Number 3, enter 2*
9. Repeat Steps 3-7 until the last Attendance period is deleted
   (i) *If you are fixing an Attendance Period error, you only have to delete to the Attendance Period where the error occurred*

C. This is completely different than "Deleting (unrolling) from History"

XIV. Deleting the Transfer Institution

    A.   Remove work from SHATAEQ

    B.   Remove all the work from SHATRNS

         1.   **(Ctrl + Page Down)** to select the Institution number

         2.   **(Shift + F6)** to record remove the Institution number

         3.   Save (F10)

         4.   You will see this question:

Click Yes or Press Enter to Save changes

         5.   Then you will get this confirmation screen

Click Ok or Press Enter

Last updated: April 30, 2018

XV.   Attributes

   A.   Transfer work must be Rolled to History in SHATAEQ

   B.   Enter SHATRNS screen

   C.   Enter Student's ID (T#), Transfer Institution Number & Attendance Period Number for the specific course you are looking at

   D.   (CTRL + Page down) *Three times* to enter Transfer Course Detail screen

   1.   You may have to Page Down a few times to find the course you are looking for.

   E.   Check under Course Attributes for the LD or UD Attribute

1. If attribute is not listed

   (i) *Click in the first empty Attribute box*

   (ii) *Key **LD** or **UD***

   (iii) *Save (F10)*

XVI. *Clemency in SHATCMT*

A. Post all credit in SHATAEQ, then <u>Exclude it</u>

B. Save (F10) & <u>Roll the transfer work to history</u>

C. Make note in SHATCMT

   1. Enter Student's ID (T#)

   2. Enter "UG" in the Level Block

   3. **(CTRL + Page Down)**

   4. Click on Transcript by Level

5.   Enter the Clemency Honored note (below) using the correct semester terms

(i)   *"ACADEMIC CLEMENCY HONORED FROM TRANSFER INSTITUTION FOR _____"*

6.   Save (F10)

7.   Make note on Student's transcript that Clemency was honored next to semester terms with Clemency

XVII. SHATATR

A. Enter Institution code

B. (CTRL + Page Down) to Transferring Course box

C. Press (F7) to Enter a Query

D. *Tab* to enter Subject and Course

E. Press (F8) to Execute Query

F. (CTRL + Q) to Cancel

G. (CTRL + Q) *Twice* to Cancel and Exit

H. Check for instructions under Equivalent Course Comments

Last updated: April 30, 2018

Transfer Course Articulation SHATATR 8.6.2.1 (PROD)

Institution: 107664 ▼ Pulaski Technical College   **Program:** [ ] ▼   **Default Institution:** [ ] ▼

Transferring Course

| Details | Description | Attributes |

Group	Primary	Subject	Course	Title	Term	Equivalent Exists	Level	Status	Minimum Grade	Transferred Credits Low	High	Protect from Import
[ ]	☐	CIS	1513	MICROCOMPUTER APPLICATIONS II	000000	Yes ▼	UG	AC	D			☐

Transfer Catalog: [ ]

Converted: .000 .000

Equivalent Course

	And	Or	Left Parenthesis	Subject	Course	Title	Catalog Low	Catalog High	Credits Used	Right Parenthesis
*				COMS	2003	MICROCOMP APPLICATIONS	3.000		3.000	
	○	◉		GENL	1XXX	MICROCOMPUTER APPLICATIONS	.000	15.000	3.000	
	○	○								
	○	○								

Equivalent Course Attributes

Code	Description
ERAP	EAM: Required Admin Prof Core
RSWP	RS:Child Welfare - Primary Em

Equivalent Course Comments

CHOOSE GENL IF STUDENT HAS ALREADY COMPLETED CIS 1403 AT PTC

I.   (CTRL + Q) to Exit. DO *NOT* SAVE.

XVIII. Updating Transfer Work

A. When new information is found in other processes (graduation checkout, advising)

1. Excessive PE found

2. Duplicate Courses are found

3. Student has earned Institutional credit & Transfer credit for the same course

(i) Even if the transfer grade is better than the ATU grade, we exclude the transfer credit from their institution

(ii) In the situation where a student transfers in a course, and has earned the grade of an "F" for the same course here, we will not need to exclude the transfer course since the student did not earn hours here for the course. If the student earned the grade of "D" or better here, we will still need to exclude the transfer course since the student earned the hours here.

B. Key in the Student's ID (T#)

C. Select the drop down menu in the Intuition box in SHATAEQ

1. Click on "View student institutions (SHQTRIT)

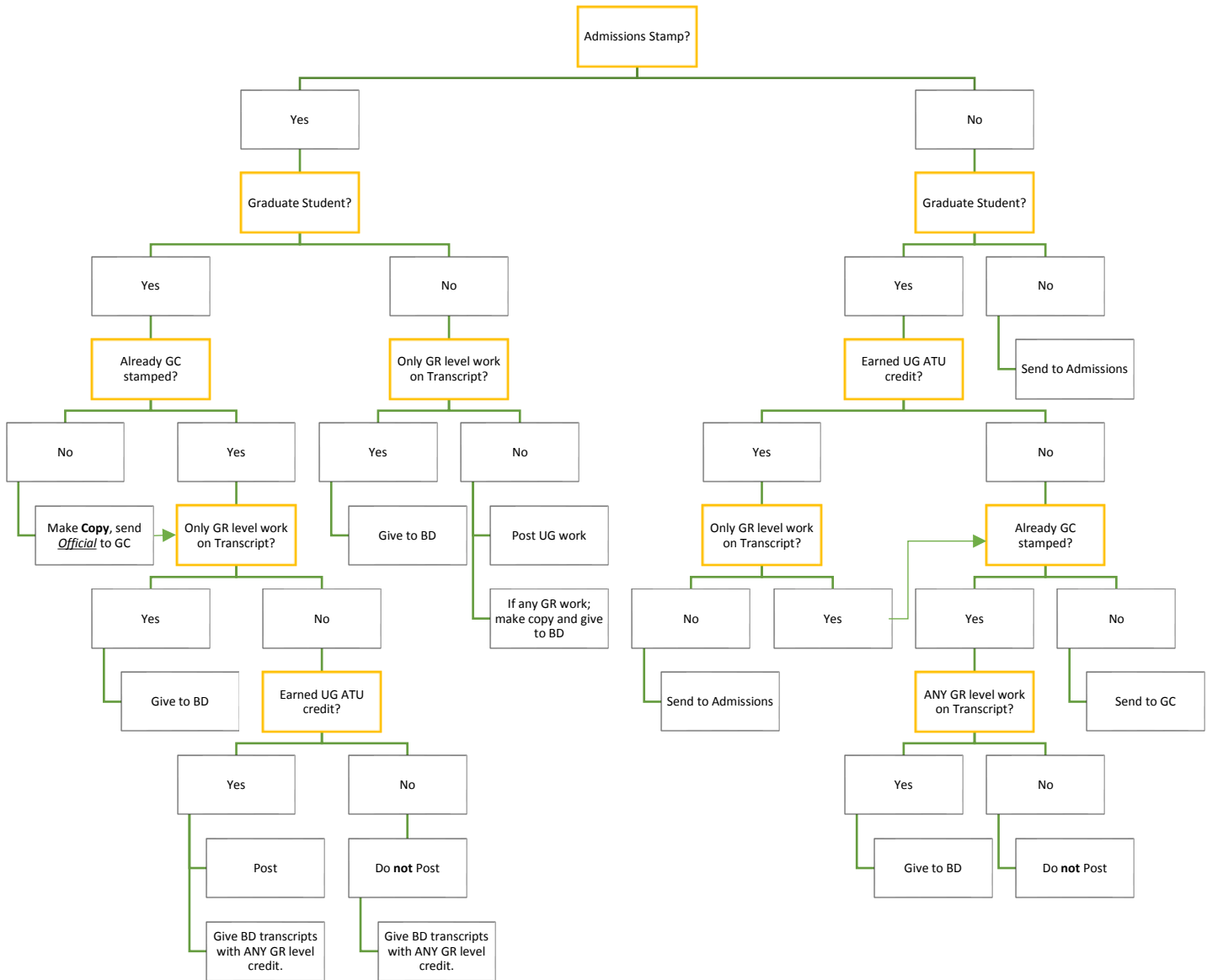2. Double Click the sequence number for the Institution you want to work with

3. (CTRL + Page down)

> *(i)* You will have to *delete (unroll) transfer credit from history*

D. Make updates to transfer work

    1. Save (F10) & Roll back to History

E. Update the transcript in Xtender

XIX. Flow Chart for Graduate Students and Graduate Level Transfer Work

```
                              ┌──────────────────┐
                              │ Admissions Stamp?│
                              └──────────────────┘
              ┌──────────────────────┴──────────────────────┐
        ┌─────────┐                                    ┌─────────┐
        │   Yes   │                                    │   No    │
        └─────────┘                                    └─────────┘
              │                                              │
     ┌──────────────────┐                          ┌──────────────────┐
     │ Graduate Student?│                          │ Graduate Student?│
     └──────────────────┘                          └──────────────────┘
        ┌────────┴────────┐                      ┌────────┴────────┐
   ┌─────────┐      ┌─────────┐            ┌─────────┐      ┌─────────┐
   │   Yes   │      │   No    │            │   Yes   │      │   No    │
   └─────────┘      └─────────┘            └─────────┘      └─────────┘
        │                │                      │                │
┌──────────────┐ ┌──────────────────┐ ┌──────────────┐ ┌──────────────┐
│  Already GC  │ │ Only GR level work│ │ Earned UG ATU│ │  Send to     │
│   stamped?   │ │  on Transcript?   │ │   credit?    │ │  Admissions  │
└──────────────┘ └──────────────────┘ └──────────────┘ └──────────────┘
   ┌─────┴─────┐      ┌─────┴─────┐       ┌─────┴─────┐
┌─────┐   ┌─────┐ ┌─────┐   ┌─────┐   ┌─────┐   ┌─────┐
│ No  │   │ Yes │ │ Yes │   │ No  │   │ Yes │   │ No  │
└─────┘   └─────┘ └─────┘   └─────┘   └─────┘   └─────┘
```

- **No** → Make **Copy**, send *Official* to GC
- **Yes** → Only GR level work on Transcript?
  - **Yes** → Give to BD
  - **No** → Earned UG ATU credit?
    - **Yes** → Post → Give BD transcripts with ANY GR level credit.
    - **No** → Do **not** Post → Give BD transcripts with ANY GR level credit.
- (No branch) Only GR level work on Transcript?
  - **Yes** → Give to BD
  - **No** → Post UG work; If any GR work; make copy and give to BD

(No Admissions Stamp branch)

- Graduate Student?
  - **Yes** → Earned UG ATU credit?
    - **Yes** → Only GR level work on Transcript?
      - **No** → Send to Admissions
      - **Yes** → Already GC stamped?
    - **No** → Already GC stamped?
      - **Yes** → ANY GR level work on Transcript?
        - **Yes** → Give to BD
        - **No** → Do **not** Post
      - **No** → Send to GC
  - **No** → Send to Admissions

Last updated: April 30, 2018

XX.   In-State Institution Codes

106306	Arkansas Baptist College*
107327	Arkansas Northeastern College
106449	Arkansas State University-**Beebe**
106458	Arkansas State University-**Jonesboro** (Main Campus)
107318	Arkansas State University-**Mid-South**
420538	Arkansas State University-**Mountain Home**
440402	Arkansas State University-**Newport**
106467	Arkansas Tech University
106625	Black River Technical College
106713	Central Baptist College*
106795	Cossatot CC the University of Arkansas
106810	Crowley's Ridge College*
106883	East Arkansas Community College
107044	Harding University*
107071	Henderson State University
107080	Hendrix College*
107141	John Brown University*
106342	Lyon College*
106980	National Park College
107460	North Arkansas College
367459	Northwest Arkansas Community College
107512	Ouachita Baptist University*
107521	College of the Ouachitas (Ouachita Technical College)
107549	Ozarka College
107600	Philander Smith College*
107619	Phillips Community College of the University of AR
107664	Pulaski Technical College
107743	Rich Mountain Community College
107637	Southeast Arkansas College
107974	South Arkansas Community College
107983	Southern Arkansas University-**Magnolia** (Main Campus)
107992	Southern Arkansas University Tech
106397	University of Arkansas-**Fayetteville** (Main Campus)
108092	University of Arkansas-**Fort Smith**
106245	University of Arkansas-**Little Rock**
106263	University of Arkansas for Medical Sciences (UAMS)
106485	University of Arkansas-**Monticello**
106412	University of Arkansas-**Pine Bluff**
106999	University of Arkansas Community College-**Batesville**
107725	University of Arkansas Community College-**Hope-Texarkana**
107585	University of Arkansas Community College-**Morrilton**
106704	University of Central Arkansas (UCA)
107558	University of the Ozarks*
107877	Williams Baptist College*

RN Nursing Credit: 999603

Military Credit: 999604

AP Credit: 999600

*Private School

Last updated: April 30, 2018

XXI. Out of State Schools with Articulations

- Boise State University
- Carl Albert State College
- Collin College
- Grayson College
- Liberty University
- Maricopa Community Colleges
- McNeese State University
- Missouri State University
- North Central Texas College
- Northeastern State University
- Northeast Mississippi Community College
- Northwest Mississippi Community College
- Northwestern State University of Louisiana
- Oklahoma State University
- Ozarks Technical Community College
- Paris Junior College
- Rogers State University
- Southwest Baptist University
- Tarrant County College
- Texarkana College
- The University of Louisiana @ Monroe
- Tyler Junior College
- University of Maryland University College

XXII. *Quick List of things to Check*

    A.   Before Rolling to History:

- ✓ Name & Institution
- ✓ Terms & Attendance Periods
- ✓ Articulation Errors

        ▪ Hours Match
- On Earned Hours and Totals on student's transcript
- On both Transfer & Equivalent Sides
- Equivalent Credit Hours & ATU Course Credit Hours

        ▪ Equivalent Title mistakes
- Attributes
  - ○ (GEN ED)
  - ○ (LD) or (UD)
  - ○ W/LAB or W/O LAB
- Spelling mistakes
- No "GENERAL CREDIT"

        ▪ Science Courses
- Lecture & Lab cannot be the duplicate ATU credit

- ✓ Zero Hours for
  - ▪ Remedial or Pre-College Level
  - ▪ Non-Transferable
  - ▪ F's, W's, NG's…

    B.   Before Scanning:

- ✓ Admissions Date Received posted in SHATRNS
- ✓ Degree Posted in SHATRNS
- ✓ "TCE" in top corner of every page after posting
- ✓ "Posted-Date-Initials" bottom left corner of top page

XXIII. Science Review

A. When to combine lecture and lab

1. When Lecture & Lab articulate as the SAME ATU equivalent course

(i) *Example: BIOL 1123 (lecture) & BIOL 1101 (lab) both articulate as our BIOL 1114.*

2. When Lecture & Lab are separate courses at the transferring institution, and do not have an articulation set up here

(i) *Use appropriate acronym & GENL for lab*

B. When not to combine lecture and lab

1. When Lecture & Lab articulate as different ATU equivalent courses

(i) *Example: PHYS 1213 (lecture) & PHYS 1211 (lab) articulate as our PHYS 1113 (lecture) & 1111 (lab)*

2. When student failed or did not take either the lecture or the lab

(i) *Still combine if both lecture & lab were failed or dropped*

(ii) *If it articulated as an ATU equivalent course, update it to appropriate acronym (GELB, GEPO, GEBO...)*

C. When to change an articulation on science

1. When student failed or did not take either the lecture or the lab

2. When the credit hours earned at the transferring institution are lower than ours

(i) *Example: Their BIOL 1334 transfers as our BIOL 1114 with 3 hours & lab*

3. When credit hours earned at the transferring institution are higher than ours

(i) *Example: Their BIOL 1534 transfers as our BIOL 1114 with more than 4 hours.*

D. When to update the Equivalent Title

XXIV. BIOLOGY 1014 & BIOLOGY 1114

(Per TW 1/25/17)

A. When students take both BIOL 1014 and BIOL 1114 at other schools, we can allow them to keep credit for both.

B. When they take one at another school and the other one at Tech, we have to exclude the transfer in course.

Last updated: April 30, 2018

XXV. Tech Prior Transcripts & Transfer credit

A.   Do not post prior ATU institution credit or Transfer work from Tech Prior Transcripts.

1.   It is already on their official ATU transcript by being on the Tech Prior (Per Tammy 12/1/2016)

FORM T 28
5M-8/79-9345-DP&LCo.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS   45286   T

Name
Home Address
Parent or Guardian
Birth: Date   10-1-56   Place   Rochester, Pennsylvania

Degree   Date   Major

Entrance Credit
School   Jesuit Dallas, TX
Year of Graduation 1975

Subjects: Units

English
American History
Typewriting

Total Credits

Pursuant to Public Law 93-380, information on this record must not be released to third party without written consent of the student.
1-22-86(1)TJ Ramey & Sons

Registrar

Not valid without seal of the University and signature of the Registrar. Honorably dismissed unless otherwise indicated on face of record.

Dept.	Course Number	Course Title	Grade	Sem. Hours	Qual. Points
TRANSFER ARKANSAS STATE UNIVERSITY					
State University, Arkansas					
FALL	1975				
MATH	10103	BASIC MATH	D	3	T
ENG	10003	FRESHMAN ENG I	B	3	T
HIST	12013	WEST CIV TO 1660	B	3	T
H	23513	HEALTH & SAFETY	A	3	T
PSY	22513	PERS & SCO PSY	B	3	T
SPRING 1976					
ENG	10013	FRESHMAN ENG II	B	3	T
FAV	20002	FINE ARTS VISUAL	D	(2)	
P E	23812	TENNIS & BADMINTO	B	1	T
HIST	12023	WEST CIV SN 1660	C	3	T
SOSC	23213	BAS SOC SCIENCE I	C	3	T
GSP	10203	PHYSICAL SCIENCE	C	3	T
FALL	1976				
SOSC	23223	BAS SOC SCI II	C	3	T
GSB	10003	BIOLOGICAL SCIENCE	D	3	T
ENG	20003	LIT PHIL RELIG I	C	3	T
FAM	20502	FINE ARTS MUSICAL	B	1	T
P E	23811	BOWLING & REC ACT	B	1	T
ECON	20313	PRIN OF ECON I	C	3	T
SPRING 1977					
RDNG	30003	READING ACCELERAT	C	(3)	
BUED	35023	BUS COMMUNICATION	C	3	T
MGMT	31013	BUS STATISTIC I	D	3	T
GEBU	41023	LEGAL ASP BU ENVR	D	3	T
ECON	20323	PRIN OF ECON II	C	3	T
FALL	1977				
FAV	20002	FINE ARTS VISUAL	B	2	T
M S	10032	IND TACTICAL TRNG	A	2	T
ART	10243	EL CER NON-MAJORS	C	3	T
MGMT	31423	PRIN OF MANAGEMEN	C	3	T
ACCT	20003	PRIN OF ACCTNG I	C	3	T
C P	24823	INTRO COMP D P	WP	0	
***********END OF TRANSCRIPT******************					
TRANSFER THE UNIVERSITY OF TEXAS AT AUSTIN					
Austin, Texas					
SPRING 1978					
CH	305M	SCIENCE & THE ENVMT	C	3	T
HIS	315K	U S 1492 - 1865	D	3	T
H E	322	FAMILY FINAN PROB	A	3	T
ACC	312	FUND MANAG ACC	F	(3)	
***********END OF TRANSCRIPT******************					

Dept.	Course Number	Course Title	Grade	Sem. Hours	Qual. Points
FALL TERM 1979					45286
ACCT	2013	ACCT PRIN II	W		
BA	3043	PRIN/MARKETING	B	3	9
BA	3073	PR/REAL EST I	C	3	6
BA	4043	RETAILING	C	3	6
SPH	2003	PUB SPEAKING	B	3	9
SEMESTER TOTAL			88	2.50	12	30
CUMULATIVE TOTAL			93	2.50	12	30
SPRING TERM 1980					45286
ACCT	2013	ACCT PRIN II	D	3	3
BA	3083	PR/REAL EST II	C-	3	6
BA	4063	ADVERTISING	C-	3	6
BA	4093	ORG BEHAVIOR	C-	3	6
MATH	1113	COLLEGE ALGEBR	C-	3	6
PHIL	3103	LOGIC	C-	3	6
SEMESTER TOTAL			100	1.83	18	33
CUMULATIVE TOTAL			101	2.10	30	63
1ST SUM TERM 80					45286
ECON	3003	MONEY/BANKING	D	3	3
SEMESTER TOTAL			109	1.00	3	3
CUMULATIVE TOTAL			104	2.00	33	66
FALL TERM 1980					45286
ECON	4053	COMP ECON SYS	C	3	6
ECON	4063	BUS FINANCE	D	3	3
MGTS	2003	SURVEY/MGT SCI	D	3	3
ACCT	3063	MANAG ACCT	C	3	6
COMS	1003	INTR/COMPUTING	C	3	6
ECON	4033	CURR ECON PROB	C	3	6
SEMESTER TOTAL			121	1.67	18	30
CUMULATIVE TOTAL			122	1.88	51	96
ACADEMIC PROBATION					

MICROFILMED 1983

MICROFILMED 1988

GRADING SYSTEM
A, B, C, D (lowest passing grade)
F (failing grade)
W (no grade)
WP (withdrawn passing)
WF (withdrawn failing)
G (graduate studies)
Credits are in semester hours
*(Dropped for excessive absences)

Last updated: April 30, 2018

XXVI. Ecclesia College Exception

    A.   Ecclesia College is not accredited, however, students can receive credit that is listed in the ACTS (Arkansas Course Transfer System).

    B.   Policy:

        1.   Put parenthesis around each course that is not listed in ACTS.

        2.   NT each course that is not listed in ACTS.

        3.   Post everything, using zero hours and NT for the courses not listed in ACTS

        4.   Example:

        5.   Make note on transcript that Ecclesia College is not accredited and only courses listed on ACTS will transfer.

        6.   Calculate totals at end of transcript like usual.

XXVII.Xtender

     A.   Click on the Xtender Icon
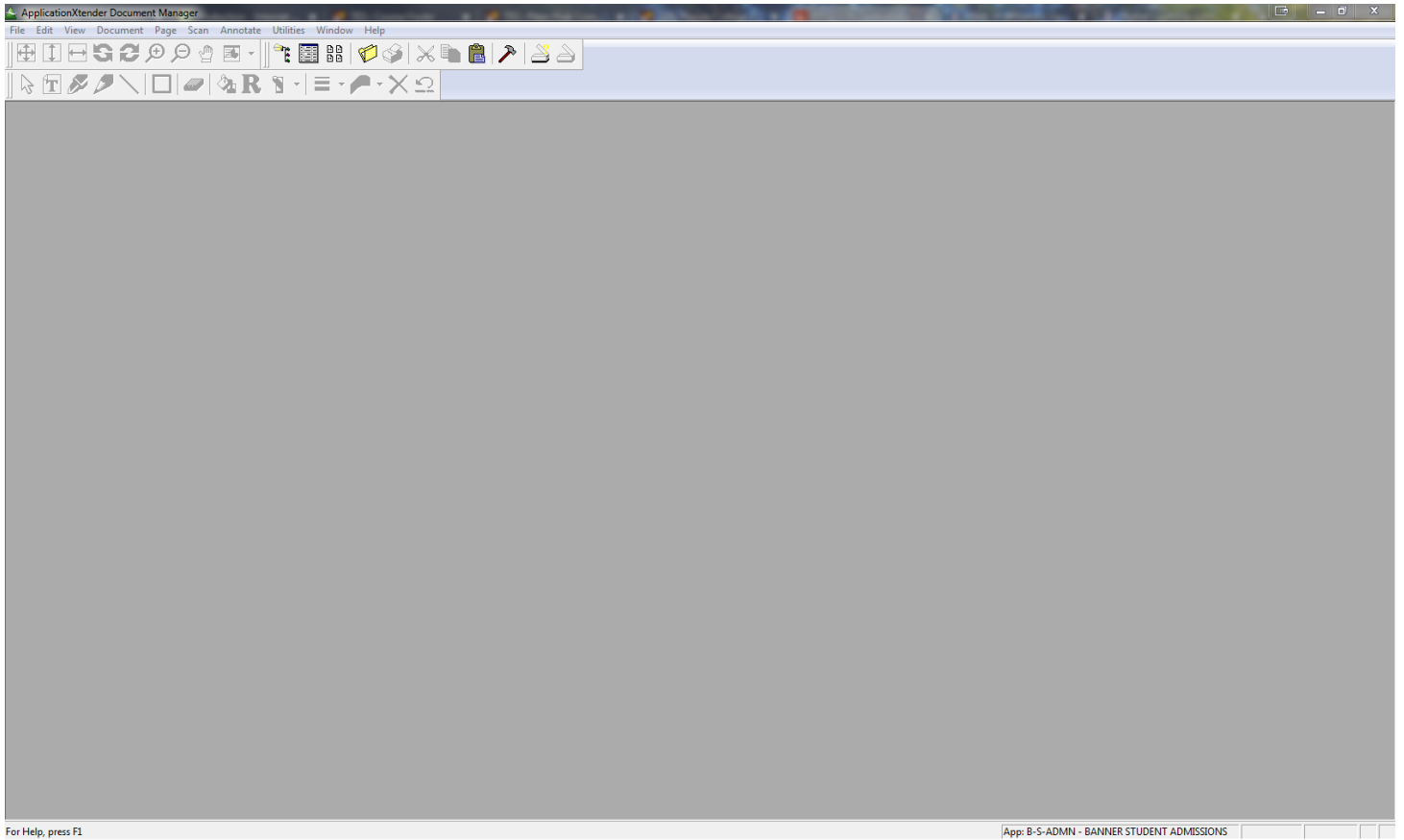
B.   Navigating

1.   **(CTRL + D)** to start query

2.   Type Student's ID (T#) under ID & Press Enter

(i)   *"T" for in the ID has to be a capital T*

3.   Double click on the type of document you want to view (College Transcript)
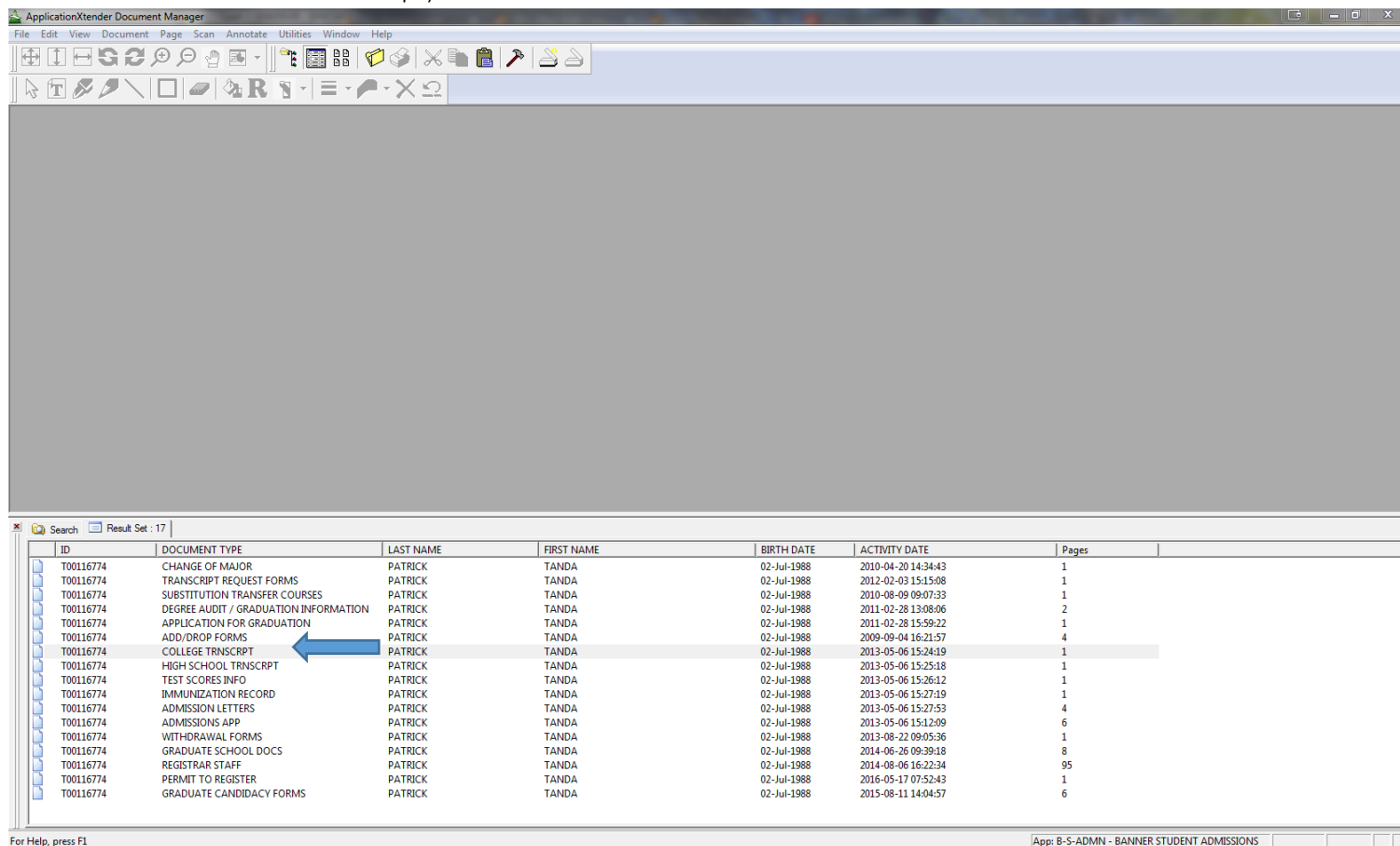
4.   **Page up or Down** to scroll through the pages

C.   Inserting a Text Box
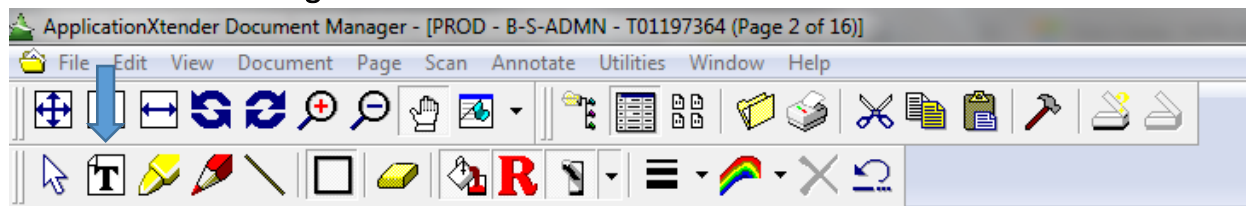
1.   Click on the "T"
2.   Click the location on the document you would like to add the text box
3.   Enter Text
4.   Click on "Advanced" to change the color to red & the size around 16

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Annotation Text Editor

Annotation Text:

23-15-48
15 Hours Transfer

☐ Display as icon

Advanced>>

Created:

Modified:

Group:

OK   Cancel   Apply

OVERALL   18.00   24.00   51.00

*********** END OF TRANSCRIPT ***********

24-18-51

18by
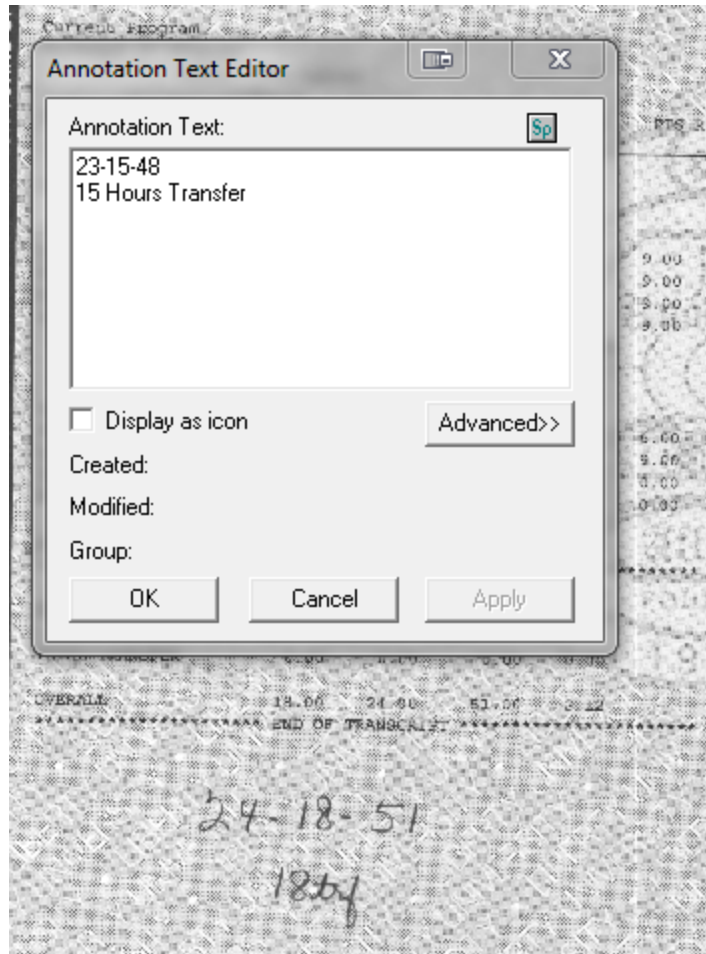
5.   Click "OK" when done & move the text box over the totals

C.   Updating the transcript evaluations

ApplicationXtender Document Manager - [PROD - B-S-ADMN - T01197364 (Page 2 of 16)]

File   Edit   View   Document   Page   Scan   Annotate   Utilities   Window   Help
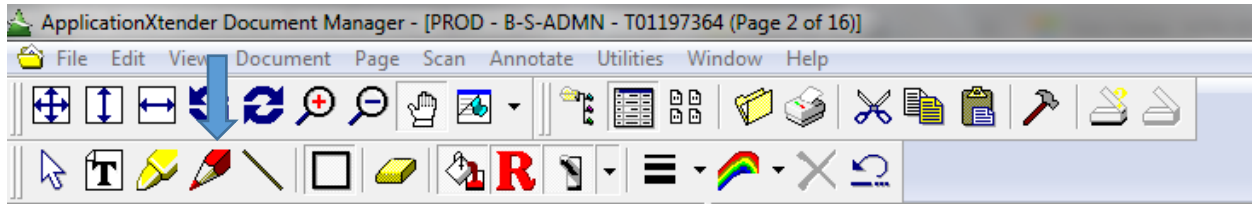
1.   Use the "Free Hand" tool
2.   "Draw" to write

INSTITUTION CREDIT:

Fall 2006
BIBL 105   Old Testament Survey   (3.00 X)⁻ᴿ⁻   9.00
BIBL 110   New Testament Survey   3.00 B   9.00

Last updated: April 30, 2018
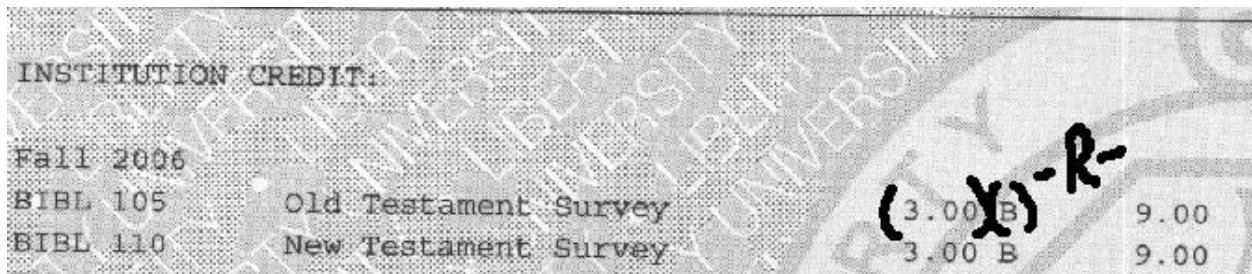
       3.   Zoom in to write more accurately

   D.   **Redacting**

       1.   We are required to redact social security numbers when we see them

Date Issued:	02/05/2015
Record of:	EVELYN
Student Number:	██████████
Birthdate:	01/06/1980
Enrollment Status:	Withdrawn

Date Issued:	02/05/2015
Record of:	EVELYN
Student Number:	
Birthdate:	01/06/1980
Enrollment Status:	Withdrawn

2. Click on the Rectangle, "Fill" button, & the Redaction button and make sure both of your colors are white
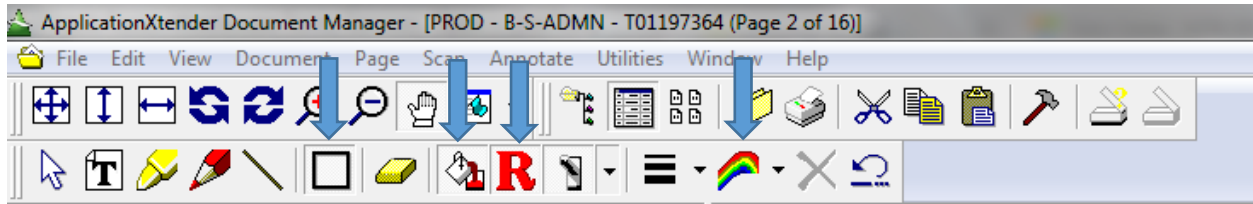
3. Draw a box over the social security number

(i)   It might look like it isn't doing anything until you release the button

E. Scanning

1. Coming Soon!

XXVIII.   *TES*

    A.   Login

    B.   Click "Search"

TES® : TRANSFER EVALUATION SYSTEM

USER : GRADUATION REGISTRAR
INSTITUTION : ARKANSAS TECH UNIVERSITY
ACCOUNT : 016974

SEARCH
Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.

TRACK
Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.

MATCH
Create and manage course equivalencies between your course inventory and other institutions. Create both simple and complex articulations. Group articulations for uses like program-to-program articulations, general studies packages, or statewide initiatives.

MANAGE
Administer your TES account. Add users, set user rights, customize your public display, export

C.   Enter the Institution Name

SEARCH | TRACK | MATCH | SUPPORT | MANAGE | LOGOUT

Course Finder
COURSE FINDER 1
Equivalency Finder

▶ **SEARCH FOR AN INSTITUTION BY NAME:**

[   ]   SEARCH   Alternate Search

○ U.S. Schools   ○ Non U.S. Schools   ○ All

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1.   Press Enter or Click Search

D.   Find the correct Institution

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1. Verify Location

E. Click on the > symbol

F.	Click on the drop down menu to Select a Specific Course Description Data Set

1.	To find a specific course description

(i)	*Select the Data Set from the year the course was taken and Click Select*

TES® ▸ Transfer Evaluation System   **TES 3.0**

SEARCH   TRACK   MATCH   SUPPORT   MANAGE   LOGOUT   ⊕ CollegeSource

COURSE FINDER 3

FIND NEW: INSTITUTION ⇢ DATA SET

INSTITUTION: UNIVERSITY OF ARKANSAS FORT SMITH   FORT SMITH, AR

DATA SET: UNIVERSITY OF ARKANSAS FORT SMITH 2016-2017

▶ FIND COURSE BY:

COURSE CODE   [_____]   SEARCH

COURSE TITLE   [_____]   SEARCH

▶ DISPLAY COURSES BY DEPARTMENT:

[ACCOUNTING - (ACCT) ▾]

COURSE CODE	COURSE TITLE	UNITS
ACCOUNTING		VIEW
☐ ACCT 2803	PRINCIPLES OF FINANCIAL ACCOUNTING	3
☐ ACCT 2813	PRINCIPLES OF MANAGERIAL ACCOUNTING	3
☐ ACCT 3003	INTERMEDIATE ACCOUNTING I	3
☐ ACCT 3013	INTERMEDIATE ACCOUNTING II	3
☐ ACCT 3023	COST ACCOUNTING	3
☐ ACCT 3043	ADVANCED COST ACCOUNTING	3
	ACCOUNTING INFORMATION SYSTEMS	

(ii)   *Enter Course Prefix OR Course Title and Click Search*

    (a)   Or Click on the drop down menu to select the course prefix

(iii)   *Check the course you are looking for and Click View*

TES® ▸ Transfer Evaluation System   **TES 3.0**

SEARCH   TRACK   MATCH   SUPPORT   MANAGE   LOGOUT   ⊕ CollegeSource

COURSE FINDER 5

FIND NEW: INSTITUTION ⇢ DATA SET ⇢ COURSE

INSTITUTION: UNIVERSITY OF ARKANSAS FORT SMITH   FORT SMITH, AR

DATA SET: UNIVERSITY OF ARKANSAS FORT SMITH 2016-2017

SEARCH TERM: MATH

COURSE CODE	COURSE TITLE	UNITS
MATHEMATICS		VIEW
☐ MATH 0233	BEGINNING ALGEBRA	3
☐ MATH 0304	BEGINNING AND INTERMEDIATE ALGEBRA	4
☐ MATH 1303	COLLEGE MATHEMATICS AND QUANTITATIVE LITERACY	3
☑ MATH 1333	NUMBER SENSE I	3
☐ MATH 1343	NUMBER SENSE II	3
☐ MATH 1403	COLLEGE ALGEBRA	3

Last updated: April 30, 2018

2. To find the Catalog

    (i) *Select the Data Set from the year of the oldest semester term on the transcript*

        (a) If not available, select the oldest, or closest Data Set

    (ii) *Click the PDF Icon*

    (iii) *Find their General Education Requirements*

    (iv) *You can also Select the Catalog term and Click Select*