TRANSFER ARTICULATION OPERATIONS MANUAL
OFFICE OF THE UNIVERSITY REGISTRAR

Contents

Last updated 11/27/18

TRANSFER ARTICULATION POLICY

[Link to Policy](#)

Daily Operations

Run Un-Articulated Courses Report Daily

Run the following report each day to identify courses entered by Admissions that will be distributed to faculty for review.

1) Log in to the following link https://informer.XX University.edu/informer/?locale=en_US
2) Type the following name in the search field "OUR Transferable Courses w/o Articulation (EXTERNAL TRANSCRIPTS) Report" and select that report
3) Click on "DATA"
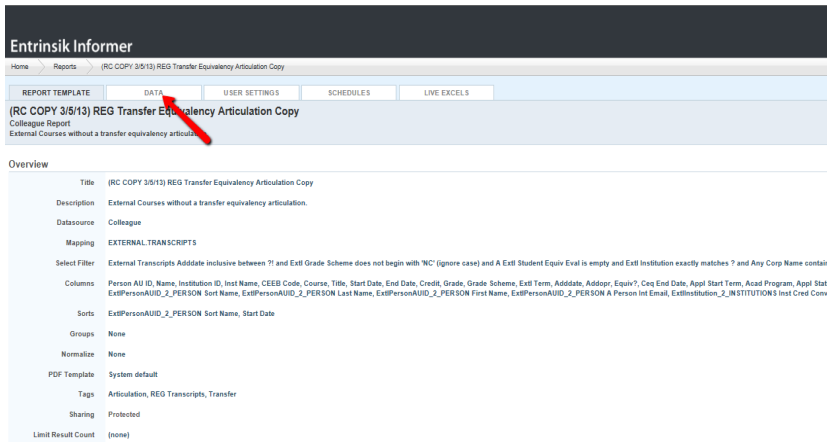
4) For the "Start Date" field use the first calendar month and day of the current term using the previous year (e.g. if you are running the report in the Fall of 2018, the start date should be 9/1/17) and enter today's date in the "End Date" Field
5) Click "Launch Report"
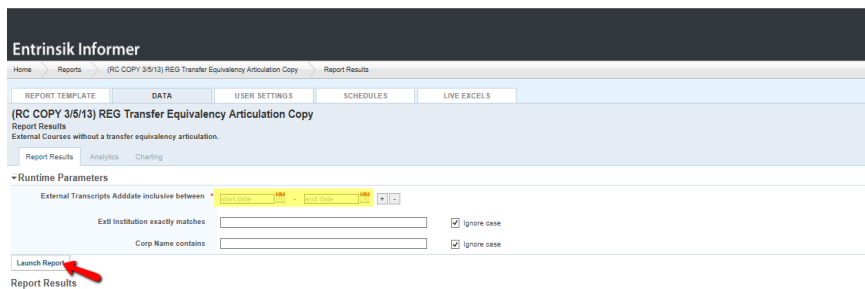
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6) Once report is ready clink "Export Results"
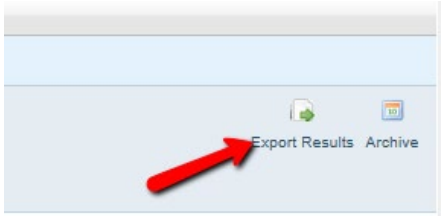
7) Select "Excel Comma-Separated Values"
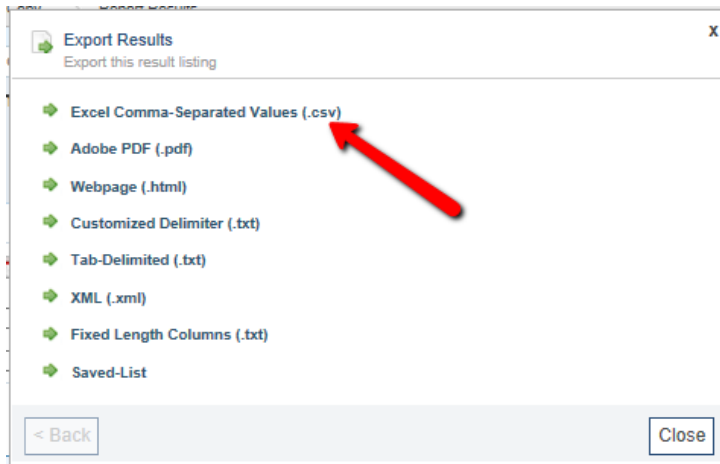
8) Click "Export"
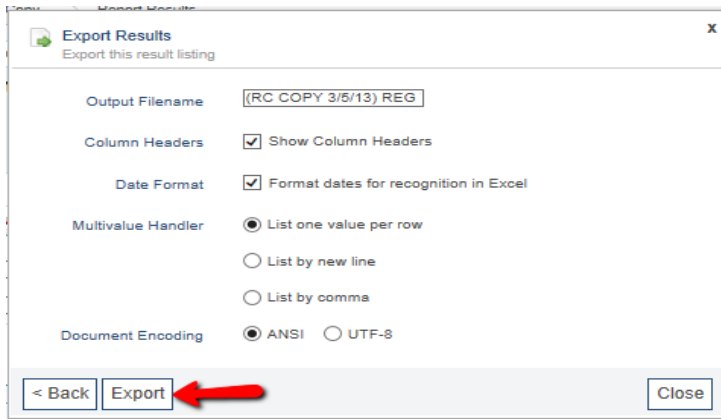
9) Open Excel Document

10) Add filter and remove the following Columns: "Start Date, End Date, CEEB Code, Name"

11) Filter on "Adddate Column" and only select dates prior to the date the report was last executed.

    a. e.g. If today is Monday, 5/8/14, and you last ran the report on Friday morning, select 5/5, 5/6, 5/7 and 5/8

12) Filter "Appl Status (current)"" column and only select the following: "AA, AC, SDE, SPD, SWD, MS

    a. Note: We only provide articulations to applicants who have been admitted (AA/AC), deposit paid/waived (SPD/SDE/SWD) and applicants who have been moved to student (MS).

13) Import courses to SharePoint by copying and pasting from column "Person AU ID to Credit column"

    a. See SharePoint section below.

14) Un-filter entire document

15) Filter "Applicants Chgdate" column and only select dates prior to the last time the report was run and the current date.

    a. e.g. if running report 5/8/14, select 5/7 and 5/8

16) Filter "Appl Status (current)" column and only select the following: "AA, AC, SDE, SPD, SWD, MS

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17) Filter "Appl Start Term" column to next academic term to which students are applying.

18) Before importing these courses to SharePoint, please make sure that they have not been previously added to SharePoint.

Assigning Courses in SharePoint (Preparatory Steps)

- AU course catalog
- Transfer courses master list
- Departments that require syllabi prior to assigning courses
  - SOC
  - SIS
  - KSB (Accounting only)
  - Graphic Design
  - XX University Studies
- External institution's catalog

Courses Not to Assign

- Special topics – receive elective credit.
- Variable credit – receive elective credit.
- Contact hours less than 2/3 of the possible AU equivalent except Music and PE
  - This especially applies to language courses
- Non-Comparable Courses
  - Read course description before determining that the course is not taught at AU.
    - Ex. AN Engineering transfer course could be taught in the Physics Department at AU.

Courses that Do Not Receive Transfer Credit

- Math courses below Pre-Calculus (we do not accept College Algebra)
  - Look at sequencing of instruction in external institution's catalog.
- English as a Second Language (ESL) courses
- Internship and Independent Study Courses
- First-year experience courses that are non-academic
- Orientation courses

Issues to Bring up to Undergrad Admissions

- Course that should not transfer was awarded transfer credit
- Duplicate courses from same institution recorded as transfer credit (excludes courses that are repeated for credit)
- Grades below C
  - Or grades of W, I, NC, etc. Review back of transcript to confirm.
- Credit value of 0

Things to Be on the Look Out For

- Confirm that academic year of external institution's catalog matches semester external course was taken
- Multi-Location campuses with shared curriculum
  - e.g. Some community colleges have several locations but share the same catalog.
- Courses that are non-comparable to an AU course (e.g. Engineering, Nursing)
- A yellow diamond on the left hand corner of a cell means that there is an error in that row (please see screen shot below).
  - E.g. After a course has been assigned, any changes made to that row under the current view will create an error. (The workflow will not be updated with the changes.) Click on the diamond to either accept the changes and update the workflow or decline the changes.

Unique Departmental Assignments

- Earth Science courses are sent to AU's Chemistry department
- Film Studies courses are sent to AU's Literature department
- PE courses are sent to Health Promotion
- Philosophy & Religion departments are combined
- Education and Public Health are sent to SETH (School of Education Teaching and Health)

Assigning Courses for Faculty to Review on SharePoint

Log in to the Transfer Articulation SharePoint site:

https://teams.myau.XX

University.edu/groups/Committee/UGStudies/TCA/SitePages/Administrative%20Page.

aspx

1) Click on "TCA Master List-2013"

2) Click on "Progress by Status"

3) Select "Enter New Items"
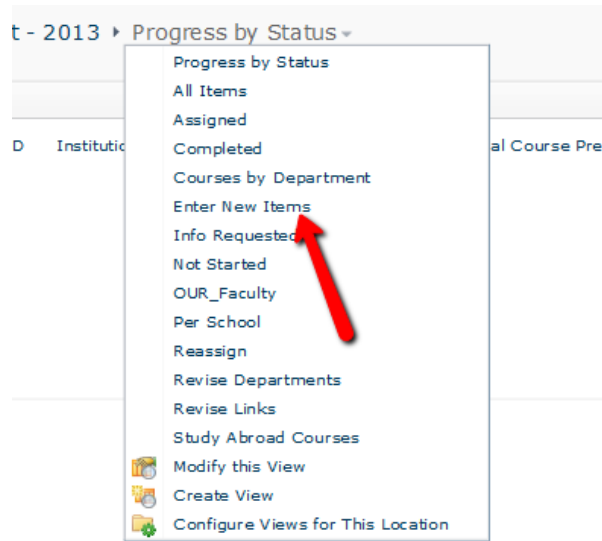
4) Copy and paste course information from "REG Transferable Courses wo Art" report for to fields below:

Transfer Course Articulation Site ▸ TCA Master List - 2013 ▸ Enter New Items ▾

Department	Priority Code	Admin Comments	Student AU ID	Institution II	External Institution Na	External Course Prefix	External Course Title

Associated External Co	AssociatedSyllabusLinl	SyllabusLink	Hyperlink to Catalog	Status	Info for Fac Reviewer	International Institu
						☐

    a. Required Fields
        i. Department: department at AU that should review the course
        ii. Institution ID
        iii. External Institution Name
        iv. External Course Prefix
        v. External Course Title
        vi. External Course Credit
        vii. Hyperlink to Catalog
        viii. Status of course being reviewed
    b. Other Fields
        i. Priority Code: Use to identify certain populations ((e.g. Athletics, Permits to Study, Appeals, Prospective students, duplicate articulations)
        ii. Admin Comments: Use to write any comments about the course. e.g.. a syllabus is needed/has been requested.
        iii. Student ID: May be left blank for prospective students
        iv. Associated External Course, Title, and Credit: Used for co-requisite courses ex. Science courses that have a separate lab (exception Organic Chemistry, Lecture and Lab are sent separate).
        v. Associated Syllabus Link
        vi. Syllabus link
        vii. Info for Fac Reviewer: Use to send information to faculty related to the course
            1. Ex. AU credit conversion if different from external credit value

5) Once all the required information is recorded, select "Start Assignment" on the "Status" column to assign the course. Once the course is assigned, an automatic email will be sent to the Faculty reviewer alerting them that a new course is awaiting their review.

REPORTING TOOLS

TCEQ Informer Report

The Transfer Course Equivalency report will identify all transferred and articulated courses for all institutions in the database.
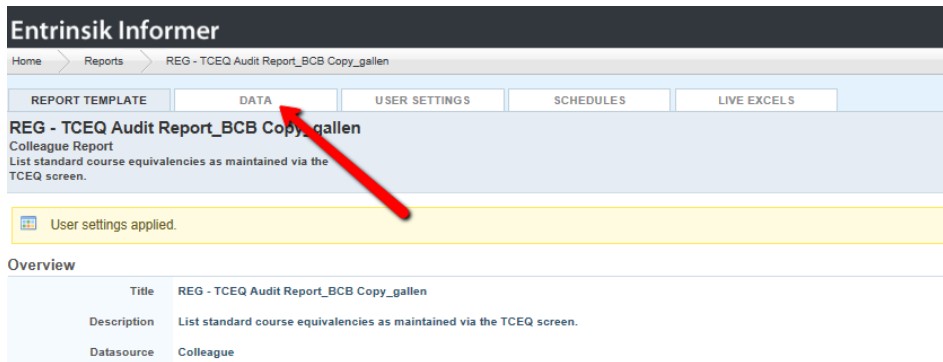
1) Log in to Informer https://informer.XX University.edu/informer/?locale=en_US

2) Type the following name in the search field "TCEQ"
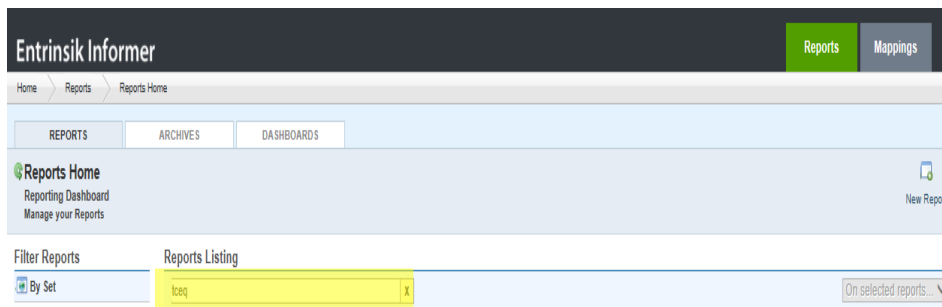
3) Select the report below
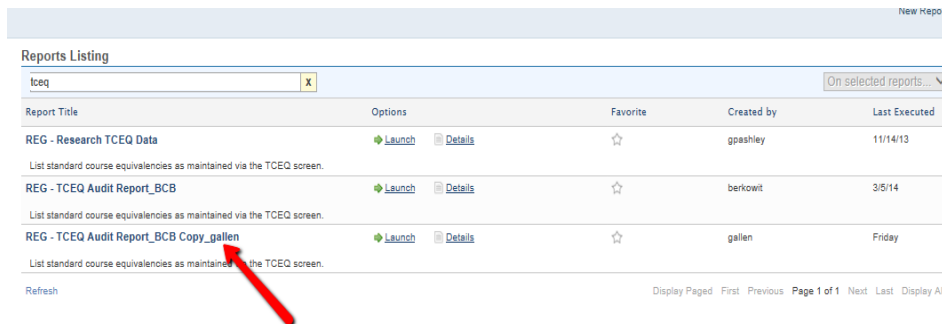
4) Click on "DATA" and wait for the report to run

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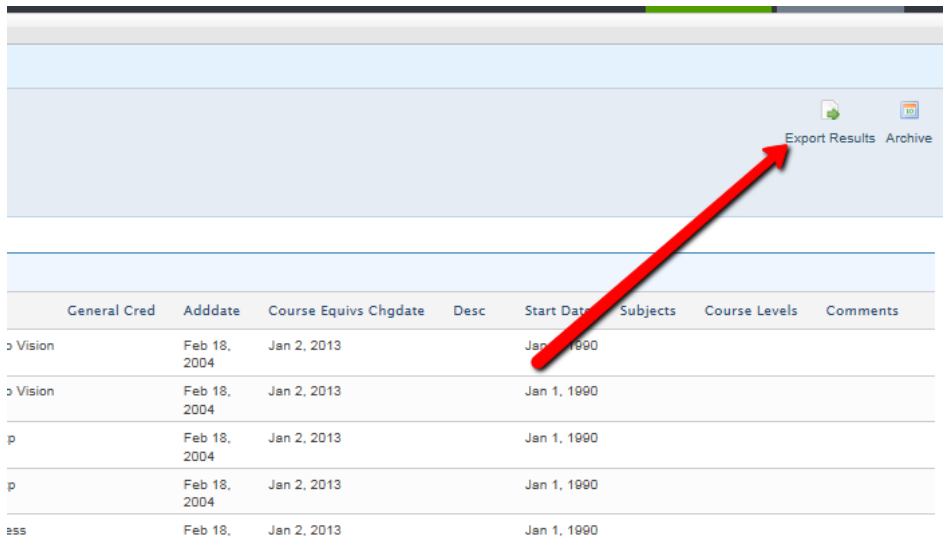
5) Click on "Export Results" to retrieve the report

6) Click on "Excel Comma-Separated Values" to retrieve report in an Excel file

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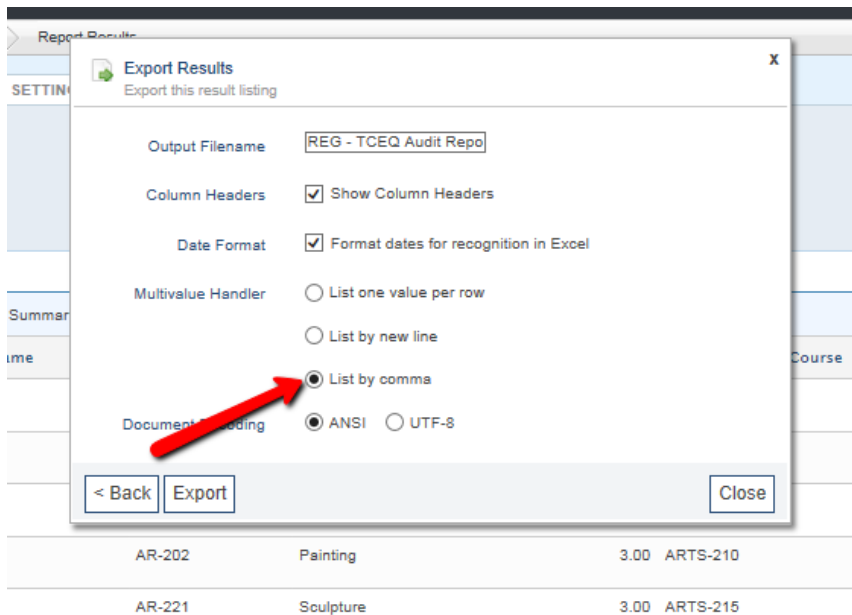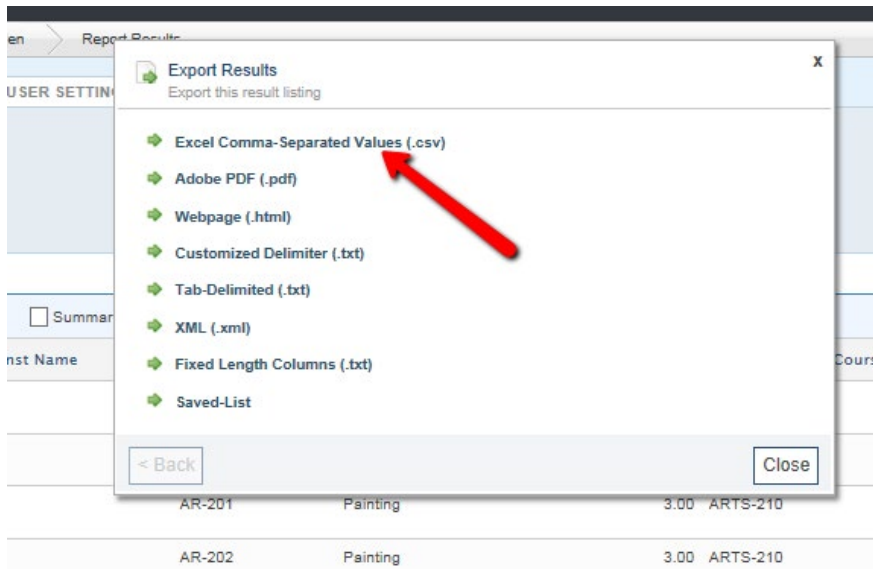
8) Click "Export" to retrieve report.
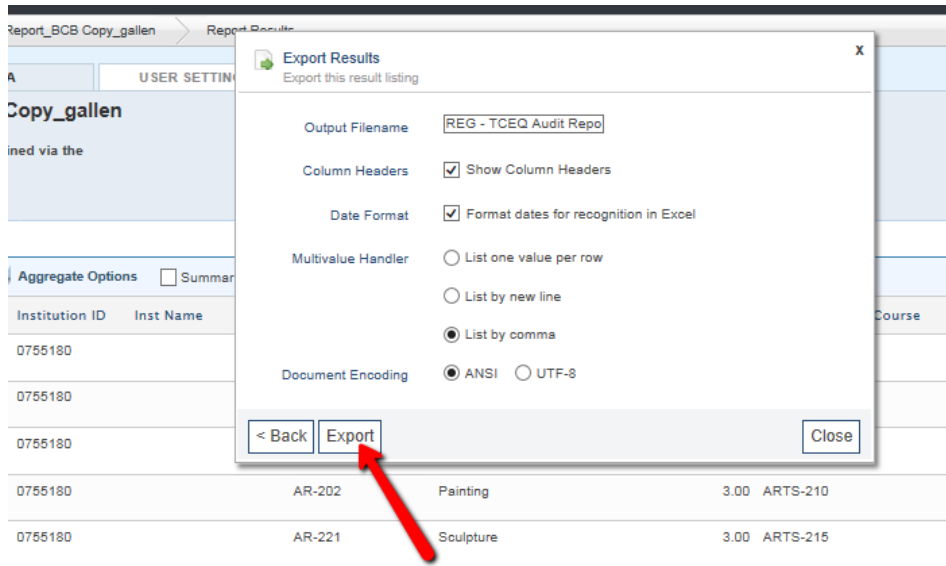
TEEV Audit Report

The Transfer Equivalency Evaluation audit report will identify when course equivalencies were added to the system and by whom. This audit report can be used to determine the number of equivalencies added to student records in a given time period.

1) Log in to Informer https://informer.XX University.edu/informer/?locale=en_US

2) Type "TEEV" in the search field
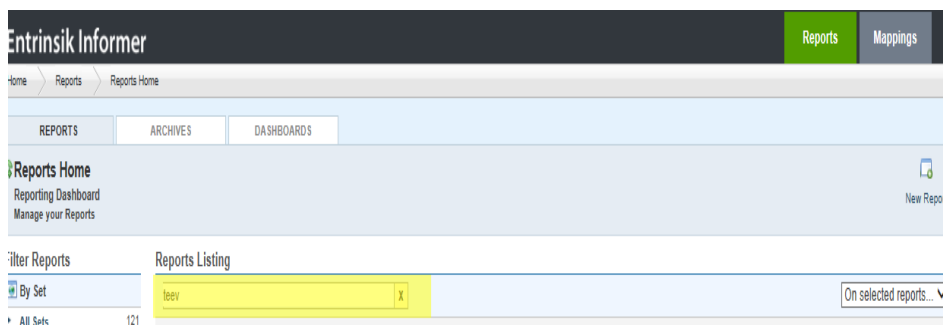
3) Select report shown below
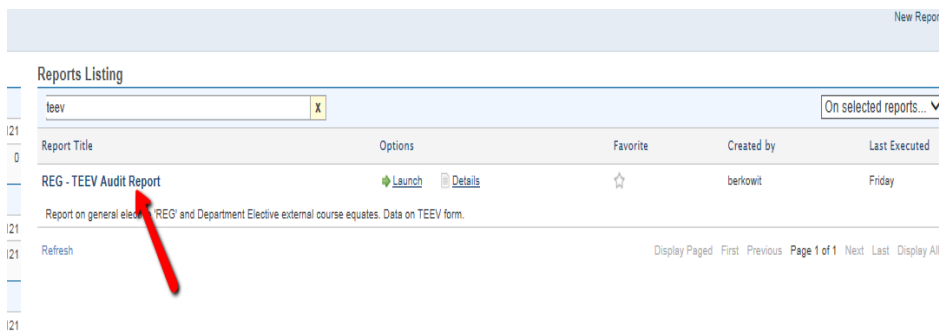
4) Click on "Data"
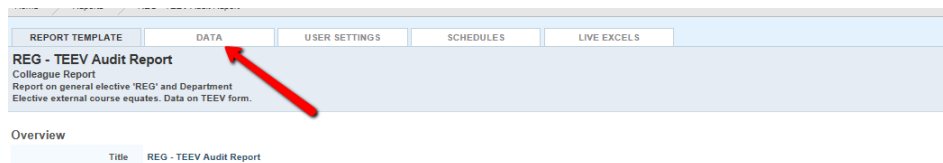
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5) Type desired "Start Date" and "End Date" to determine parameters

REG - TEEV Audit Report
Report Results
Report on general elective 'REG' and Department
Elective external course equates. Data on TEEV form.

| Report Results | Analytics | Charting |

▼Runtime Parameters

Student Equiv Evals Adddate inclusive between   [start date] - [end date] + -

Launch Report

6) Click "Export Results"

Colleague Transfer Equivalency Report (TRER)

Use this report to view articulated credits (including advanced standing) on a student-by-student, or institution-by-institution, or equivalency-by-equivalency basis.

1) Set "Print Equivs Desc" to "YES" and "Print Address" to "NO"

2) To use the "saved list" field, enter the equivalency ID (not student ID).

3) Enter a student's (or many) AU ID in the "Applicant/Students" field

4) (And/Or) Enter an Institution ID

5) (And/Or) Enter an AU course to search by students or institutions that have had this equivalent

6) Leave the "Statuses" field blank

7) Select "NO" for "Additional Selection Criteria"

8) Hit "Save" or "Save All" to advance the report

9) Type "H" in the "Output Device" field to view a PDF

10) To print enter "…" in "Printer" field.

11) .Hit "Save" or "Save All"

12) Hit "Save" or "Save All" again on the next resolution screen

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Sample of course-to-course equivalency

```
- - - - - - - - - - E Q U I V A L E N T - - - - - - - - -
                                       Course/    GR/
- - - - - - - - - - - T R A N S F E R- - - - - - - - - - - -  Subject/Crs Lvl Dept Credits Type Acad Lvl Status
Course        Title              Credits  Gr  End Dt

ACCT-102      Prin of Accounting II    3.00  A   05/01/10  ACCT-241          3.00 TR   UG        TR
Equiv. Description.......:
Restrict to Acad Programs:

BU-225        Marketing              3.00  A   05/01/10                                UG        TR
Equiv. Description.......:            Course-to-course equivalency
Restrict to Acad Programs:

EC-202        Prin of Economics-Micro  3.00  B   05/01/10                              UG        TR
Equiv. Description.......:
Restrict to Acad Programs:
```

Sample of course to subject elective equivalency

```
- - - - - - - - - - E Q U I V A L E N T - - - - - - - - -
                                       Course/    GR/
- - - - - - - - - - - T R A N S F E R- - - - - - - - - - - -  Subject/Crs Lvl Dept Credits Type Acad Lvl Status
Course        Title              Credits  Gr  End Dt        --------------- ----- -------- ----- -------- -----------

CVSP-205      Ancient, Medieval Civil  3.00  B+  05/01/12  WWH-120           3.00 TR   UG        TR
Equiv. Description.......:
Restrict to Acad Programs:

PSPA-201      Intro to Political Science  3.00  A-  05/01/12  SBGV-140        3.00 TR   UG        TR
Equiv. Description.......:
Restrict to Acad Programs:

PSPA-210      Intr Political Thought  3.00  A-  12/01/12  GOVT  /3   84005   3.00 TR   Course to subject elective
Equiv. Description.......: Intr Political Thought                             equivalency

PSPA-211      Intro. to Comparative Politics  3.00  A-  12/01/12  GOVT-130    3.00 TR   UG        TR
Equiv. Description.......:
Restrict to Acad Programs:
```

Limitations of TRER

- TRER will *not* show transferable courses that do not have an equivalency
- TRER will not "*Zero Out*" courses that are articulated to the same AU Course
  - Credit is not applied to student's record, despite the reports output but the credit will be "zeroed out" on the student's degree audit.

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Custom Colleague XTCR Report

- Custom report that displays all transfer credits (both transferable and non-transferable)

- Use to view how external transferable credits articulate

- Limitations
  - Course-to-course + subject articulations do not display
  - Does not display waivers
  - Limited to one student per search

```
October 11 2013                    TRANSFER EQUIVALENCY REPORT                      Page   2
12:40

Student......: 3139223  ▇▇▇▇▇▇▇▇▇▇▇       Institution: Frederick Community College

Acad Programs: INT.BACH.BAM
              BSBA.BADM:MKT
              BSBA.BADM:ISTE                      - - - - - - - - - E Q U I V A L E N T - - - - - - - - -
- - - - - - - - - - - - - T R A N S F E R - - - - - - - - - - -   Course/        GR/
                                                                  Subject/Crs Lvl Dept  Credits Type Acad Lvl Status
Course        Title                      Credits  Gr  End Dt     --------------- ----- -------- ----- -------- -----------
------------- ----------------------     -------  --  --------
ACCT-102      Prin of Accounting II      3.00  A  05/01/10       ACCT-241              3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

BU-225        Marketing                  3.00  A  05/01/10       MKTG-196              2.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

EC-202        Prin of Economics-Micro    3.00  B  05/01/10       ECON-200              3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

MA-201        Applied Calculus           3.00  A  05/01/10       MATH-211              3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

BU-281        Global Awareness Work Environm 3.00 A 12/01/10     IBUS-296              3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

EN-102        Eng Composition & Literature 3.00 A  12/01/10      LIT-101               3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

HI-102        Hist of Western Civilization 3.00 A  12/01/10      HIST-205              3.00 TR   UG       TR
Equiv. Description.......:
Restrict to Acad Programs:

BU-103        Introduction to Business   3.00  A  05/01/08       KSB-100               3.00 TR   UG       TR
                                                                 KSB    /1             3.00 TR   UG       TR
Equiv. Description.......: Intro to Business
Restrict to Acad Programs:
```

COLLEAGUE FORMS

Transfer Course Equivalencies (TCEQ)

Adding Articulations to TCEQ

Required fields

- Transfer Course, Title, Credit

- Equivalent Course, Title, Credit, and Course level (auto populates except for MATH and Honors courses)

- Credit, Subject, Course Level, Department (see list of Department Codes) (Only when applicable)

- Start Date: first day of the semester the articulation was provided and 5 years behind. Ex. Course reviewed Summer 14 = Start Date: 5/12/09

  ❖ Note: All articulations are *term based* off of the AU calendar.

- End Date: first day of the semester the articulation was provided and 5 years ahead. Ex. Course reviewed Summer 14 = End Date: 5/12/19

- Academic Level: "UG" :Undergraduate

- Credit Type: always "TR": Transfer

- Grade Scheme: will auto populate. If field is blank please check institution profile in "INST".

  ❖ Refer to grade scheme portion with further questions.

- If correct institution add grade scheme. If not, find correct institution ID, and ask Office of Admissions to delete courses from incorrect ID and add it to correct ID.

- Minimum grade: Usually a "C"

  ❖ Exceptions:

    ▪ Numeric grading scale: 2.0, unless the lowest passing grade is a 1.9

    ▪ Narrative grades: type "CY"

- Default Status: "TR": Transfer

- Description: copy and paste transfer course title only when subject articulation is provided

- Comments: Type name of faculty reviewer

  ❖ Exceptions:

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- ▪ Type "Per Transfer Policy" when course was not reviewed by faculty, such as a non-comparable course

- ▪ Include both "Per Transfer Policy" and name of faculty reviewer if articulation entered in TCEQ is different than the one provided by faculty

  - • EX. All Foreign Language courses are entered as "ELEC" credit because course articulation is not applied to student's record until language proficiency is demonstrated.

Course to Course Articulation

One or multiple transfer courses may be equivalent to one or multiple AU courses, as long as the "Transfer Credits" and "Equiv Credits" fields have the same value.

Transfer Course	Title	Credit
1	BSC-1005	General Education Biology	3.00000
2	BSC-1005L	General Education Biology Lab	1.00000

Equivalent Course	Title	Credit	Course Level
1	BIO-100	Great Experiments in Bio	4.00000	1Lower level
2				
3				

	Credit	Subject	Course Level	Department
1				

Start Date	01/01/08	Default Status	TR Transfer Equiv Eval
End Date	01/01/18	Description	
Acad Level	UG Under	Acad Programs	1
Credit Type	TR Trans	Comments	1	David Carlini
Grade Scheme	TR Transfer Credit: +/- (.75/.25)		
Minimum Grade	C	Transfer Credits	4.00	Equiv Credits	4.00

Course + Subject Elective Articulation

Transfer Course	Title	Credit
1	CHM-2211	Organic Chemistry 2	3.00000
2	CHM-2211L	Organic Chemistry 2 Laboratory	2.00000

Equivalent Course	Title	Credit	Course Level
1	CHEM-320	Organic Chemistry II	3.00000	3Upper level
2	CHEM-322	Organic Chemistry II Lab	1.00000	3Upper level
3				

	Credit	Subject	Course Level	Department
1	1.00000	CHEM Chemistry	1Lower level	81011 Chemistry

Start Date	08/26/08	Default Status	TR Transfer Equiv Eval
End Date	08/26/18	Description	Organic Chemistry 2 & Lab
Acad Level	UG Under	Acad Programs	1
Credit Type	TR Trans	Comments	1	Douglas Fox
Grade Scheme	TR Transfer Credit: +/- (.75/.25)		
Minimum Grade	C	Transfer Credits	5.00	Equiv Credits	5.00

Subject Elective/Elective Credit Articulation

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	Transfer Course	Title	Credit
1	ART-2150C	Jewelry and Metalsmithing 1	4.00000
2			

	Equivalent Course	Title	Credit	Course Level
1				
2				
3				

	Credit	Subject	Course Level	Department
1	4.00000	ARTS Art: Studio	1Lower level	81030 Art

Start Date	08/26/08	Default Status	TR Transfer Equiv Eval
End Date	08/26/18	Description	Jewelry and Metalsmithing 1
Acad Level	UG Under	Acad Programs	1
Credit Type	TR Trans	Comments	1 Don Kimes
Grade Scheme	TR Transfer Credit: +/- (.75/.25)		
Minimum Grade	C	Transfer Credits 4.00	Equiv Credits 4.00

	Transfer Course	Title	Credit
1	CHI-1120	Elm Mandrin Chinese	4.00000
2			

	Equivalent Course	Title	Credit	Course Level
1				
2				
3				

	Credit	Subject	Course Level	Department
1	4.00000	ELEC Transfer Electi	1Lower level	82001 University Re

Start Date	05/13/08	Default Status	TR Transfer Equiv Eval
End Date	05/13/18	Description	Elm Mandrin Chinese
Acad Level	UG Under	Acad Programs	1
Credit Type	TR Trans	Comments	1 Per VP Stallings
Grade Scheme	TR Transfer Credit: +/- (.75/.25)		
Minimum Grade	C	Transfer Credits 4.00	Equiv Credits 4.00

- Special topics
- Variable credit
- Inforequested courses after 2 weeks (recorded as "ELEC")

Courses that Do Not Receive Transfer Credit

- Math courses below Pre-Calculus (we do not accept College Algebra)
  - Look at sequencing of instruction at external institution
- English as a Second Language (ESL) courses
- Internship and Independent Study Courses

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- First-year experience courses that are non-academic
- Orientation courses
- Contact Office of Admissions and ask that the course not be awarded transfer credit.

Things to Be on the Look Out For

- AU course equivalent cannot be a Special Topics Course (ex. PERF-396).
- Multi-Location campuses with shared curriculum
  - Articulations should be entered in all institutions
- Courses that are non-comparable to an AU course (e.g. Engineering, Nursing)
- When entering "Equivalent Course" make sure to enter the active course
- Transfer credits and Equiv Credits fields must match
- When a subject elective or elective credit articulation is provided; copy and paste external course title into "Description" field

Looking up Articulations in TCEQ

1. Enter TCEQ in the Form Search Field

2. Search by the Institution name or ID
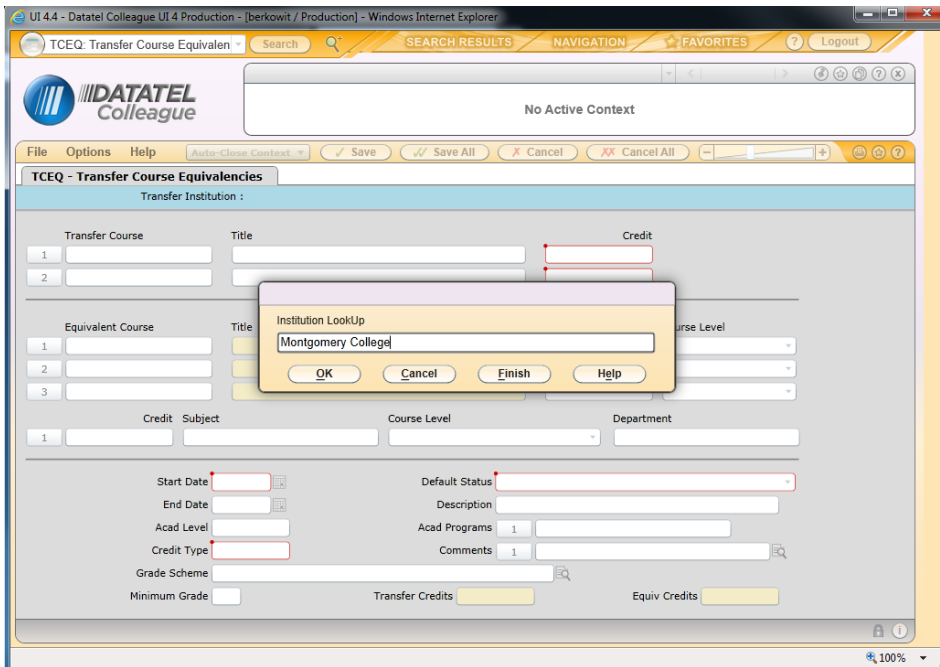
- <mark>Ary to add CEEB code steps.</mark>

3. Enter the course prefix and number (if known) and hit Enter.
   - If the course prefix is not known, or to search for all available articulations on this institution's records, enter "…".

4. When searching for a course articulation, pay special attention to the start and end dates to ensure that the articulation will apply for when the student took (or will take) the external course.
   - The semester in which the course was taken must fall within the start and end dates for the course articulation.

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#	Transfer Course	Start Date	Course Equivalency	End Date	Credits	
1	AN-101	01/10/08	ANTH-110	01/10/18	3.00	
2	PY-102	01/10/08	PSYC-105	01/10/18	3.00	
3	AN-202	01/11/08	ANTH-253	01/11/18	3.00	
4	BA-101	01/11/08	KSB-100	01/11/18	3.00	
5	CH-101	01/11/08	CHEM-110	01/11/18	4.00	
6	CH-102	01/11/08	CHEM-210	01/11/18	4.00	
7	CH-109A	01/11/08	CHEM-100	01/11/18	4.00	
8	DN-100	01/11/08	PERF-200	01/11/18	3.00	
9	EN-111	01/11/08	COMM-200	01/11/18	3.00	
10	EN-190	01/11/08	LIT-120	01/11/18	3.00	
11	EN-190HM	01/11/08	LIT-120	01/11/18	3.00	
12	EN-201	01/11/08	LIT-125	01/11/18	3.00	
13	EN-211	01/11/08	LIT-210	01/11/18	3.00	
14	EN-213	01/11/08	LIT-220	01/11/18	3.00	
15	EN-231	01/11/08	LIT-245	01/11/18	3.00	
16	FL-110	01/11/08	COMM-105	01/11/18	3.00	
17	HS-129	01/11/08	HIST-208	01/11/18	3.00	
18	HS-130	01/11/08	HIST-209	01/11/18	3.00	
19	HS-161	01/11/08	HIST-140	01/11/18	3.00	
20	HS-201	01/11/08	HIST-205	01/11/18	3.00	

5. The TCEQ form is very similar to the TEEV form. The external course is listed in the top section, followed by the "Equivalent Course" if one exists, and then the Subject Articulation (if one exists).

- Also on the TCEQ form, are the following fields:

    ii. Academic Level of the articulation
    iii. Credit Type
    iv. External institution grade scheme
    v. Minimum grade in order for this articulation to apply
    vi. Default status of the credit
    vii. Description
        ❖ This field is used to list the external title for a *subject articulation* and will be blank if a subject articulation does not exist
    viii. Academic program – the University does not support articulations by program
    ix. Comments are used to record the faculty review that provided the articulation
    x. **Transfer credits** – the credit value recorded on the external transcript, as entered by Admissions
    xi. **Equiv Credits** – the AU credit value for the external course
        ❖ Equivalency credits will not necessarily equal external credits as displayed on the transcript. This is typically the case for quarter credit institutions.

Credit Field Definitions:

There are **three** fields in Colleague that record credit information related to transfer work:

1. External Credits – represent the credit value displayed on the home institution's external transcript
   - Found in EXTS, TEEV, TCEQ
2. Equiv Credits – Represent the AU credit value equivalency of the external credit. This will include the credit conversation rate.
   - TEEV, TCEQ
3. Transfer Credits – Represent the external credit value (including credit conversion), but this does not necessarily mean that the external credit is
   - EXTS, TCEQ, TEEV

The below example demonstrates the difference in values for the three fields described above. Strayer University is a quarter credit institution in which many classes have credit values of 4.5. However, since Strayer is on the quarter system, the credits are converted at a rate of .67 Strayer credits to every 1 AU credit. Therefore, 4.5 Strayer credits are equivalent to 3.02 (3.015 rounded to 3.02) AU transfer credits. An example of this is displayed below:

External Transcript Summary (EXTS)

•Summary of transfer credits by student

•Most accurate and current account of transferred and articulated credits

•External credit value

•Grade scheme will say "transfer credit" if course is transferable

•If course is transferable but the equivalency field says no, then course is yet to be articulated

•Non-transferable courses should not have an equivalency.

EXTS - External Transcript Summary

Institution : 0241148 Frederick Community College

	Ext	Course	Equiv	Grade	Grade Scheme	Credits
1		BU-103	Yes	A	Transfer Credit:	3.00
2		MA-206	Yes	B	Transfer Credit:	3.00
3		EC-201	Yes	A	Transfer Credit:	3.00
4		PS-101	Yes	A	Transfer Credit:	3.00
5		BU-251	Yes	A	Transfer Credit:	3.00
6		CH-101	Yes	C	Transfer Credit:	4.00
7		EC-210	No	W	Credit Not Accept	3.00
8		LF-101	Yes	A	Transfer Credit:	3.00
9		MA-201	No	W	Credit Not Accept	3.00

Transfer Equivalency Evaluation (TEEV)

- To view an individual articulation, select the "detail" icon next to the course in the "Equiv" field of EXTS

- Example of a course to course equivalency

- Example of a course to subject elective equivalency

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SHAREPOINT

Uploading Syllabi to SharePoint site

1) If a student emails a PDF of a syllabus, upload the document to the SharePoint site. Click on "Syllabi" to the far left of the Home Page, under Libraries.

Libraries
Syllabi
Site Pages
Shared Documents
Project Team
Documents
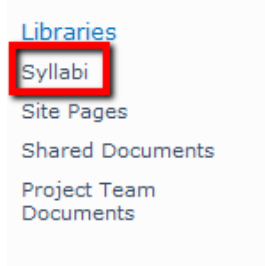
2) Find the institution. Click on either the name of the intuition or the folder icon

Type   Name

Allegheny College

American Military University

Anne Arundel Syllabi

Ball State University

Baruch College
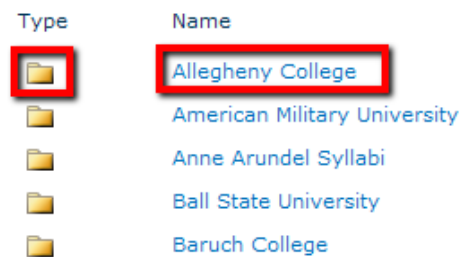
3) Click on "add document" to upload a syllabi for that institution.

☐ Type   Name

🔲 Allegheny College_FS-101Science in Fiction (Petasis)

🔲 Allegheny College_FS-102_Science in Fiction (Petasis)

➕ Add document

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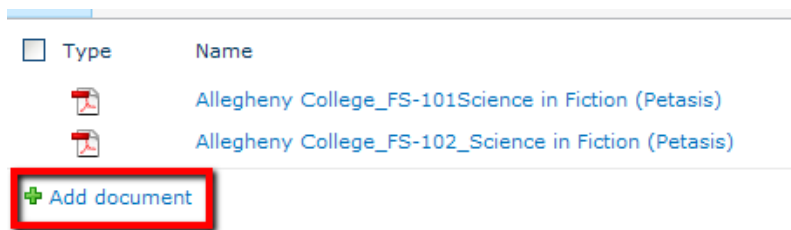
4) Click "Browse"

Upload Document

Upload Document

Browse to the document you
intend to upload.

Name:

[   ] [Browse...]

Upload Multiple Files...

☑ Add as a new version to existing files

💻 My Computer   ▼

💾 Local Disk (C:)
💿 DVD-RAM Drive (D:)
🖳 Ariadna on 'Admin2\Registrar1\Users\Private' (G:)
🖳 Shared on 'Admin2\Registrar1' (I:)
🖳 Shared on 'Auapps\Apps2' (J:)
🖳 Dept on 'Admin2\Registrar1' (K:)
🖳 Apps on 'Nw07' (U:)
🖳 Public on 'Admin2\Sys' (Z:)
📁 Shared Documents
📁 auuser's Documents
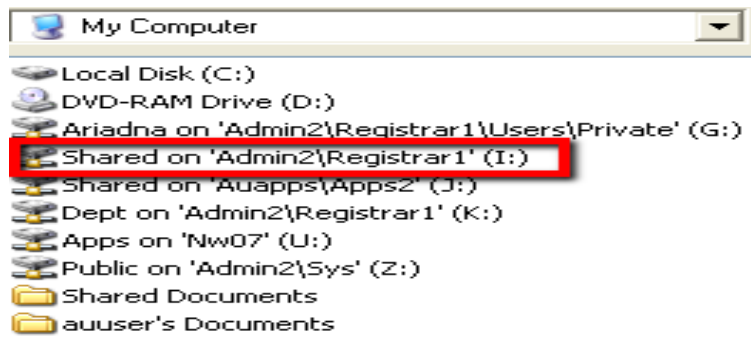
6) Find the "Transfer Articulation" folder and click on it
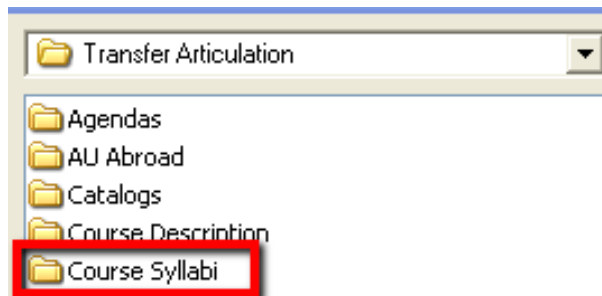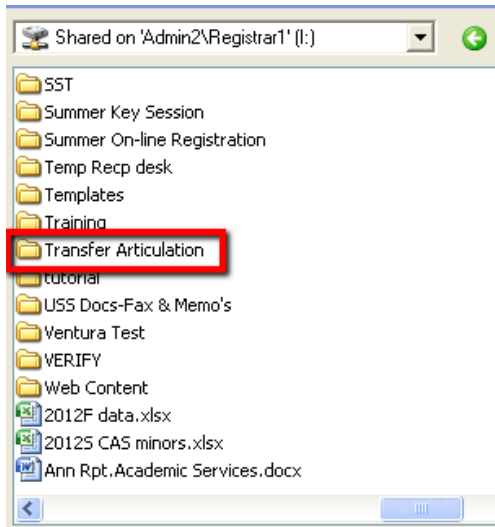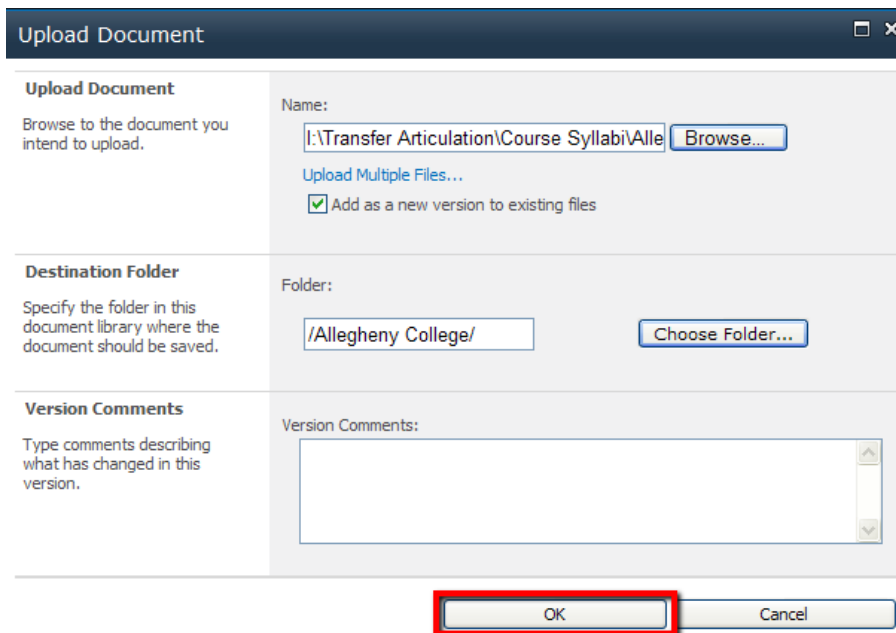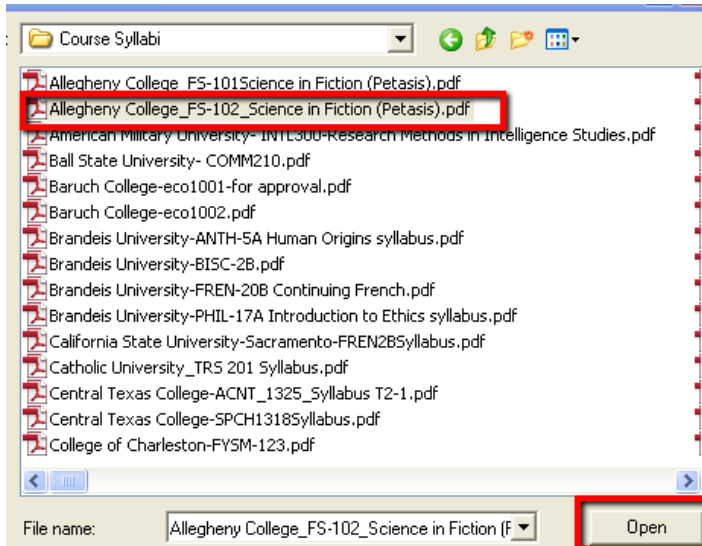
"InfoRequested" Courses

There are two ways to resend "InfoRequested" courses once the information requested by faculty becomes available.

    1) Using "Datasheet View"
        A. Click on "TCA Master List-2013" to the far left of the Home Page, under "Lists"

        B.   Click on "List" found under "List Tools" at the top of the page
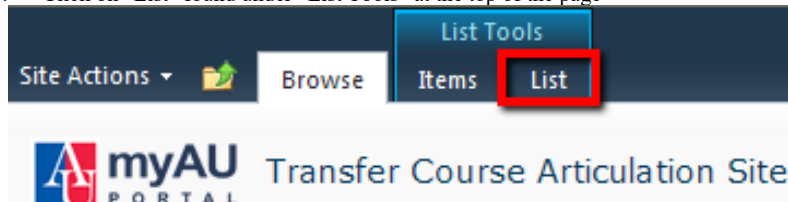
        C.   Then click on "Datasheet View"

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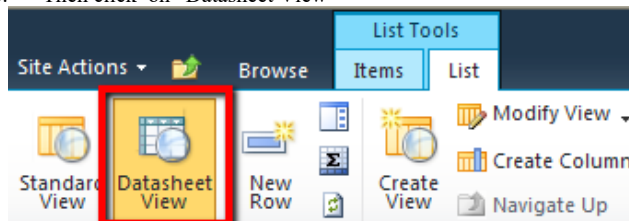
D. The "Datasheet View" looks like an Excel spread sheet. Sort the document by selecting "InfoRequested" status only.

SyllabusLink	Hyperlink to Catalog	Status	Course Due Date	Info for Fac Reviewer
		InfoRequested		
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%		InfoRequested	7/16/2014 12:00 AM	Quarter credit institution. Course converts to 3.35 semester credits
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%	http://belmontabbey.s3.amazonaws.com/w p-content/uploads/2013/12/2012-	InfoRequested	7/4/2014 12:00 AM	Hi Jesse, here is what the student said "The textbook chapters listed in the syllabi were
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%	http://belmontabbey.s3.amazonaws.com/w p-content/uploads/2013/12/2012-	InfoRequested	6/3/2014 12:00 AM	Hi Jesse, here is what the student said "The textbook chapters listed in the syllabi were
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=74	InfoRequested		
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=75	InfoRequested		

E. Paste the syllabus link in the "Syllabus Link" field or add information for the Faculty in the "Info for Fac Reviewer" box.

SyllabusLink	Hyperlink to Catalog	Status	Course Due Date	Info for Fac Reviewer	Reviewer Commer
		InfoRequested			
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%		InfoRequested	7/16/2014 12:00 AM	Quarter credit institution. Course converts to 3.35 semester credits	Can the student please prov eadings for each class?
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%	http://belmontabbey.s3.amazonaws.com/w p-content/uploads/2013/12/2012-	InfoRequested	7/4/2014 12:00 AM	Hi Jesse, here is what the student said "The textbook chapters listed in the syllabi were	
https://teams.myau.american.edu/groups/C ommittee/UGStudies/TCA/Shared%	http://belmontabbey.s3.amazonaws.com/w p-content/uploads/2013/12/2012-	InfoRequested	6/3/2014 12:00 AM	Hi Jesse, here is what the student said "The textbook chapters listed in the syllabi were	we will need to see the book
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=74	InfoRequested			
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=75	InfoRequested			
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=67	InfoRequested	7/15/2014 12:00 AM		need a syllabus.
	http://www.bentley.edu/files/2012-oct-ug- catalogue.pdf#page=78	InfoRequested			
	http://web.peralta.edu/admissions/files/201 1/10/2011-13_BCC_Catalog.pdf#page=195	InfoRequested			

F. Reassign the course by finding "Info Found Restart Assignment" status.

2) Using "Progress by Status" View
   A. Click on "TCA Master List-2013" to the far left of the Home Page, under "Lists"

   B. Click on "Status" or on the " + "sign next to "InfoRequested"

⊞ **Status : Assigned** (233)

⊞ **Status : Completed** (512)

⊞ **Status** **InfoRequested** (252)

⊞ **Status : Not Started** (50)

⊞ **Status : Reassign** (12)

C. Find the institution you are looking for and click on "External Institution Name" or on the " + "sign

⊟ **Status : InfoRequested** (252)

   ⊞ External Institution Name : Adirondack Community College (1)

   ⊞ External Institution Name : Albion College (1)

D. Click on the "Edit" icon to open the form

⊞ External Institution Name : Adirondack Community College (1)

⊟ External Institution Name : Albion College (1)

         Prospect   Albion College   238579   ARTH-213

E. Paste the syllabus link in the "Syllabus Link" box or add information for the Faculty in the "Info for Fac Reviewer" box.

F. Check "Info-Found-Assign" box and click "Finished" to send the course
   back to the faculty.

Faculty Instructions for Reviewing/Updating Course Equivalencies

- Note: At any time in the review process you may click "save and finish later"

1) Copy and paste link below into an internet browser to log into the SharePoint Site
https://teams.myau.XX University.edu/groups/Committee/UGStudies/TCA/SitePages/Home.aspx

2) Find your academic department and then click on the Edit icon all the way to the left - this will take you directly into a form to review/update information about that particular course.

Department : Literature (138)

Status : Assigned (138)

📝	Albright College	ENG-204
📝	Bard College	FILM-109
📝	Bard College	FILM-167

3) Review the course listing - there is a hyperlink on each form that will take you to the catalog with a description of the course.

Step 1) Review external course listing:	
Syllabus	Review Course Catalog
	American University Catalog

4) Determine if you are the appropriate department/school to be reviewing the external course - if you are the correct department/school, select "yes" and move on to the next step. If you are not the correct department/school, select "no" and provide a suggestion for the department/school that should review the course.

Step 2) Are you the appropriate department?	
Reviewing Department: Literature	
Are you the appropriate department/school to review this course?*	○ Yes ○ No

5) Determine if you need additional information in order to complete the review. If "yes", please list the information needed, then click "submit".

Do you need more information from the Registrar's Office in order to continue with the review? *	○ Yes ○ No

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6) Determine if an AU equivalent exists - if there is no AU equivalent for the external course, please select "no" and indicate if the course could count for elective credit, and in what subject area, at what course level, and for how many credits. If there is an AU course equivalent, please select "yes" and enter the information about that AU course.

Step 3) Is there an AU Course Equivalent?	Save and Close
Does an AU course equivalent exist?*	○ Yes ◉ No* *Selecting No indicates that this course should be given elective credit

Step 4) In what subject should this course be an elective?	Save and Close
What course prefix should be assigned to this course? *	Existing AU academic area: [ ] (e.g. PHYS for Physics, CSC for Computer Science, GOVT for Government, etc.) *OR* Non-existing AU academic area: [ ] (e.g. Engineering, Culinary Arts, etc.)
Please select a level for this course: *	○ 100 ○ 200 ○ 300 ○ 400

Step 3) Is there an AU Course Equivalent?	Save and Close
Does an AU course equivalent exist?*	◉ Yes ○ No* *Selecting No indicates that this course should be given elective credit

Step 4) Enter AU Course Equivalent Info:	Save and Close
AU Course Prefix/Number:*	[ ]
AU Course Title:*	[ ]
AU Course Credits:*	[ ]

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- Note: Some external courses may be combined to meet the content and scope of an AU course (or courses) and the OUR attempts to "link" these courses for your review. If you believe there should be a course linked to the one being reviewed, please indicate this in the comments and "Submit".

7) Once you have completed your review you may enter in comments and select "Submit". Note: Once you "Submit" you will not be able to go back to the form. Email transferarticulation@XX University.edu if you would like to make adjustments or to have the course sent back to you

Reviewer Comments:

Previous Comments:

Click "Submit" to complete your review: Submit

Faculty Guidelines for Determining Course Equivalencies

Email transferarticulation@XX University.edu with questions.

Definitions:

- External course refers to the course that is being considered for transfer credit to AU.
- Internal course refers to the AU course that is comparable to the external course.
- Course credit equivalencies refer to external courses that are exact equivalents in terms of seat time and content/scope of curriculum.

Process:

- You will be provided a list of external courses (by institution of origin) that include a prefix or title description that appears to match the discipline(s) within your teaching unit.

- ❖ Normally, equivalencies from one discipline should **not** be assigned to another discipline.
- ❖ If there is no equivalent internal course in your discipline, please assign the course back to the administrator with a request to send the external course to the discipline you feel is most appropriate.

- Primary considerations for assigning a course equivalency:
  - *Appropriateness of the course:* Does the course fit into the teaching unit's degree program (major, general education, or elective)?
  - *Comparability of the learning:* Does the content of the external course fit the teaching unit's course content and level? This information should be obtained from catalogues and other materials and, if needed, from contact between faculty at the transferred course's institution.
    - To request additional information, check the box indicating additional information is required so that the course can be sent back to the administrator.
  - *Comparability to lower level AU course:* Does the course meet or exceed the content and level for a lower level course in the teaching unit?

- Courses from quarter-credit institutions are sent for review provided that the external course equates to at least 2.67 AU semester credits. These courses may be given AU course equivalencies where the AU course has 3 credits, if the faculty member feels this is appropriate. Alternatively, multiple courses may be combined to equate to one AU course (for example, two Economics courses at 2.67 credits may be equivalent to an AU Econ course at 3 credits or 4 credits).

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SPECIAL PROCESSES

Athletes "Pre-application" Articulation

1) Pre-app is sent to Office of Undergraduate Admissions (UGA). UGA determines what transfer credits are accepted by making a notation on the transcript.

2) UGA indicates which courses are transferable and e-mails the transcript to Transfer Articulations (TA) and Eagle Academics (EA). UGA will also note the date transcript was sent, as well as the number of credits accepted, on the compliance spreadsheet (located in the J: drive).

   - To gain access, contact: nest@XX University.edu

3) EA notes 2 weeks on the EA calendar in order to know which date to check the system for course articulations.

4) TA works on articulations and adds institution code to compliance spreadsheet.

5) 2 weeks later, EA checks credits in TCEQ. If credits are missing, EA will contact TA.

6) Once all course articulations are in, EA will note it on the compliance spreadsheet and can create a tentative graduation plan to check for NCAA eligibility.

7) Once the student applies and is accepted, Admissions will enter accepted credits into EXTS and credits will be automatically linked to the articulations made by TA.

8) If necessary, students may petition Admissions if a course is not accepted. If necessary, students can appeal Vice Provost for Undergraduate Studies on how a class is articulated.

   a. https://teams.myau.XX University.edu/groups/Committee/UGStudies/TCA/SitePages/Transfer%20Appeal%20Submission.aspx

Special Circumstances

- If additional work comes in for the student-athlete (a second transcript from a different school, etc), the process will start over.
- If TA needs a syllabus for a course, TA will email EA who will contact the student & coach to get syllabi.

Notes

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- Coaches will be told/encouraged to get an actual transcript from the student, not simply a print off of classes. This will assist both Admissions and Transfer Articulations.

"InfoRequested" Courses

If additional information is needed before assigning the course for review or if the faculty request additional information, the following email is sent to the student.

Dear

XX University faculty have requested that you provide syllabi/course description for the following courses from <u>Name of the institution</u> *so that they may provide an AU course articulation.*

<u>*Type curse(s) prefix, number, and title here.*</u>

If you do not have a syllabus readily available, please contact the faculty unit that instructed this course at the external institution to obtain one. Please translate any syllabi in a foreign language to English. You may attach the syllabi and reply to this email.

Please note that if the syllabi have not been received within two weeks of this request, you will receive elective credit for these courses.

If the student does not provide the requested information or requests additional time to gather the documents, the course will receive elective credit. This is only done to the student's record in TEEV.

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Quarter Credit Courses

- External courses which convert to less than 2.68 AU credits will automatically receive subject elective credit and will not be sent to faculty for review.

- External courses which convert to 2.68 or more will be sent to faculty for review. A 2.68 credit external course may be equivalent to a 3 credit AU course if it is comparable in content and rigor to the AU course. However, students will only receive credit for 2.68 and must still meet minimum credit requirements (30 credits for General Education, and 36 credits for a major). Students will be required to make up any deficiency in credits so that they still reach a total of 120 credits.

- Quarter-Credit courses may be applied to the General Education requirement. Two courses at 2.68 credits may be used toward an area.

- For Area 5 Lab courses, the external course must not be less than .65 credits of the AU course.
    - Example: a 5 credit external course (equiv. to 3.35 AU credits) may be equivalent to an Area 5 lab course; a 4 credit external course (at 2.68 AU credits) may NOT be equivalent to an Area 5 lab course.

- Exception: Area 5 mathematics courses must not be less than .67 credits of the AU equivalent course. Therefore, a 5 credit external course would NOT be equivalent to a 4 credit AU course (4 - 3.35 = .65).

- A student must have at least 30 credits total toward the General Education requirement if they use all quarter-credit courses.

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AU Abroad Courses

- The OUR would like that AU Abroad courses be articulated through the same process as transfer courses. To achieve that, all current AU Abroad articulations need to be added to TCEQ. The process is as follows:

    1. Student fills out an articulation request form found on AU Abroad's website.
    2. AU Abroad staff checks if an articulation already exists for that course. If it does not, the electronic form is emailed to the corresponding faculty reviewer.
    3. Once an articulation is provided, the electronic form is emailed to the Office of Study Abroad, the student, and the Transfer Articulation Inbox.
    4. The OUR will add the articulation to TCEQ following the same methodology as transfer courses.

Grade Scheme and Credit Conversion

- To request a that a grade scheme or credit conversion be added or updated, the Office of Undergraduate Admissions (UGA) will send an email to the Transfer Articulation Inbox with the following information:
    - Student ID
    - Institution ID
    - External institution calendar system: Semester/Quarter
    - Funded: Public/Private
    - Credit conversion
        - Most quarter credit institutions will have a .67 quarter to semester conversion
        - Most semester credit institution will have a 1:1 conversion
    - Grading System
    - Institution Type
- The OUR must verify that information provided is accurate by referencing the institutions transcript legend and/or the institution's course catalog
- If a grade scheme or credit conversion needs to be added, the OUR must check that the correct institution ID is being used. Check the CEEB code (refer to the Guide on Looking up Institution IDs on the Resources portion of this document).
- If the grade scheme or credit conversion need to be updated, the OUR will create a new institutional record. The CEEB code will be removed from the old institution ID and added to the new one. The institutional record should include the information highlighted below.

- For a current list of grade schemes in Colleague, refer to the list below.

#	ID	Description ▾
1	L753	WCL-Effective Fall 75-Sum 97
2	L	WCL- Effective Fall 1997
3	TR13	University of Queensland
4	U2012	University 2012
5	U	University
6	NC13	Univ of Queensland - Not Accep
7	TR15	Transfer Grade Scheme (85-100)
8	TR8	Transfer Credit: +/- (4/3/2/1)
9	TR9	Transfer Credit: +/- (.8/.2)
10	TR	Transfer Credit: +/- (.75/.25)
11	TR5	Transfer Credit: +/- (.7/.5)
12	TR2	Transfer Credit: +/- (.7/.3)
13	TR4	Transfer Credit: +/- (.67/.33)
14	TR3	Transfer Credit: +/- (.5)
15	TR7	Transfer Credit: (A,AB,B,BC)
16	TR10	Transfer Credit: (A, BA, CB)
17	TR6	Transfer Credit: (4.0,3.9,3.8)
18	TR11	Transfer Credit: (12.0, 11.0)
19	TRCNC	Transfer Credit/No Credit
20	TR14	Transfer Credit +/- (.7/.4)

#	ID	Description ▾
21	TR16	Transfer Credit (a, A-, Ab)
22	TR17	Transfer Credit (4.0, 3.75)
23	TR12	TR12 (A1, A2, B1, B2...)
24	OBSLT	Obsolete
25	NCKST	No Credit: Keystone J.C.
26	NCD-Q	No Credit: D-Q Univ.
27	NC12	NC12 (A1, A2, B1, B2, B3)
28	MLTRY	Military Credit
29	KEYST	Keystone Jr. College Scale
30	SP/UP	Graduate Continuing Enrollment
31	SPEXS	Grade Scheme for SPExS
32	D-Q	D-Q University
33	NC10	Credit not accepted: (A, BA)
34	NC7	Credit Not Accepted: (A,AB,B)
35	NC8	Credit Not Accepted: (4/3/2/1)
36	NC6	Credit Not Accepted: (4.0,3.9)
37	NC11	Credit Not Accepted: (12.0..)
38	NC9	Credit Not Accepted: (.8/.2)
39	NC	Credit Not Accepted: (.75/.25)
40	NC5	Credit Not Accepted: (.7/.5)

#	ID	Description ▾
41	NC2	Credit Not Accepted: (.7/.3)
42	NC4	Credit Not Accepted: (.67/.33)
43	NC3	Credit Not Accepted: (.5)
44	NC17	Credit Not Accepted (4.0, 3.75
45	BRKDL	Brookdale C.C. grade scheme

Military Credit

- The University will not accept military occupational/experiential credit. The University will only accept military *courses* for transfer credit.

- Admissions will enter transfer course credit on a student's record and enter a grade of "CN".

- The OUR will send these courses to VPUG for monthly review by faculty committee. The faculty will determine transferability and credit amount for each course.

- Articulations will only be entered on the student's record and not yet recorded in institution table as standard equivalencies.

Permit to Study at US Institution

The process below applies to requests to go on a **permit to study or a medical permit to study at another US Institution**. The AU Abroad office reviews requests to take courses at non-approved programs offered abroad.

Process Steps:

1) Student meets with Academic Advisor (Advisor) to discuss interest in applying for a permit to study.
2) The Advisor reviews the appropriate form (Undergraduate Permit to Study at Another US Institution or Medical Permit to Study at Another US Institution) with the student and explains the regulations governing transfer credits.
3) After discussing the courses of interest at the external institution, the Advisor checks the institution record in TCEQ and determines if an articulation exists.
4) If an articulation exists, the advisor completes the course number, title, credit value (and conversion) and the corresponding articulation equivalency information on the form and submit it to the appropriate parties for approval (Department Chair, Dean or Dean Designee).
      - ❖ If no articulation in the TCEQ table(s), **proceed to step 5**.
   b) Once the form has been approved, the advisor submits the form to record_services@XX University.edu.
   c) The OUR (record services) confirms that the articulation(s) on the form and matches the articulation(s) to the database (TCEQ).
        i. If the articulation(s) is accurate, the OUR (record services) will add the appropriate hiatus code to the student's record ("PS") and inform the student and advisor once this is complete.
           - ❖ **Skip to Step 10.**
        ii. If the articulation(s) on the form does not match TCEQ, the form will be sent back to the advisor to be corrected.
5) If an articulation does not exist in TCEQ for the intended course of study, the advisor emails transferarticulation@XX University.edu to request an articulation for the desired course(s).
      - ❖ *If request comes directly from student, the OUR will process.*
   b) In the email, the Advisor must provide:
        i. Student name & ID
        ii. Institution name & ID
        iii. Course prefix and number
        iv. Credit amount (from external institution)
        v. Course title
        vi. Desire enrollment term/date

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       vii. Course description
      viii. Course syllabus (if available)

6) Upon receipt of the email, the OUR (transfer articulation) enters the course(s) into the SharePoint tool, assign the student a priority code and assign the course(s) to the appropriate faculty reviewer.

7) Within two weeks, the articulation(s) should be received by the OUR and entered into Colleague (TCEQ).
    a) The OUR will email the advisor and student to confirm receipt of the articulation.

8) Then the advisor completes the course number, title, credit value and the corresponding articulation information on the form and submits it to the appropriate parties for approval (Department Chair, Dean or Dean Designee).

9) The Advisor then submits the form to record_services@XX University.edu.
    a) The OUR confirms that the articulation(s) on the form, matches the articulation(s) in the database (TCEQ).
        i. If the articulation(s) is accurate, the OUR will add the appropriate hiatus code to the student's record ("PS") and inform the student and advisor once this is complete.
            ❖ **Continue to Step 10.**
        ii. If the articulation(s) on the form does not match TCEQ, the form will be sent back to the advisor to be corrected.

10) Student completes coursework and asks external institution to send an official transcript to the OUR (record services).

11) The OUR enters the external course information and the articulation will automatically apply to the student's record.
    ❖ At the end of every semester, the Record Services team will run a report to monitor all students who went on a permit to confirm that grades have been received.
        i. The Record Services team will email the advisor of students who do not yet have grades on their record and ask them to provide the transcript and/or verify the student's attendance at the institution.
        ii. The Record Services team will follow-up on these requests as if they were missing grades.

Articulation of Partner Programs

- All transfer credit for Dual Degree and Exchange students will be recorded in Colleague, but that the program Abroad director for SIS indicates the credits that should be applied toward the degree.
  - o If a student exceeds the allowable transfer credits, according to the MOU (reference MOU Supplement 5, Section 3, #7 for Ritsumeikan) the Office of the Registrar will suppress credits not applicable to the intended degree, according to directives given by the program director in consultation with the student.

- The program director will provide a list of courses and course descriptions to VPUG so that faculty can review courses, by discipline, with the intention of "grouping" articulations.
  - o Course articulations considered for General Education credits will be reviewed by the General Education Committee.

Articulation of Foreign Language Courses

- Foreign language courses from previous institutions will be entered on a student's record with the articulation ELEC, which represents elective credit.

- If a transfer student wishes to apply the course towards a degree language requirement, or wishes to receive AU equivalent or subject elective credit, the student must take the appropriate placement exam and send the results to the WLC Program Advisor for review.

- If a student does not demonstrate minimum proficiency for the subject articulations by passing the language placement exam, the courses that are not validated and will remain ELEC. If the student wishes to continue with foreign language study at AU, the student will be required to repeat courses for which proficiency has not been met.

- WLC informs OUR of placement results. OUR changes articulation accordingly in TEEV only.

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                        ┌──────────────────────────┐
                        │   Student Transfers       │
                        │   External Language       │
                        │   Course                  │
                        └──────────────────────────┘
```

Language is not taught at AU or an AU equivalent does not exist

External course has AU course equivalent (e.g. SPAN-253)

Articulation remains as ELEC

Student takes validation (placement) exam

Student takes no action

Student places below SPAN-253

Student places into SPAN-352

Articulation remains as ELEC

Articulation changes to ELEC-2**

Articulation changed to SPAN-253

RESOURCES

Transfer Articulation Equivalency Site

- The Transfer Articulation Equivalency Site may be found in the following link
  http://www.XX University.edu/provost/registrar/transfer/index.cfm
- This site is a partial web view of the articulations found in TCEQ (University articulation database). It only displays articulations for 2-year institutions and courses articulated to 100 and 200 level courses at AU.
- To search for a course equivalent, select an institution name
- Then you may click on individual courses or the "Select/clear all" box to display all of the articulations available for that institution

Allegany Community College (MD)			American University (DC)		
Course	Credits		Course	Credits	Active Dates
ECON-201 Principles of Macroeconomics	3	⇒	ECON-100 Macroeconomics	3	12/11/07 - 12/11/17
ECON-202 Principles of Microeconomics	3	⇒	ECON-200 Microeconomics	3	12/11/07 - 12/11/17
ENG-101 Freshman English I	3	⇒	WRTG-100 College Writing	3	8/25/09 - 8/25/19
ENG-101 Freshman English I	3	⇒	LIT-100 College Writing	3	12/18/07 - 12/19/07
ENG-103 Intro to Literature	3	⇒	LIT-121 Rethinking Literature	3	8/26/09 - 8/26/19
ENG-103 Intro to Literature	3	⇒	LIT-120 Interpreting Literature	3	12/18/07 - 12/19/07
HIST-103 United States History I	3	⇒	HIST-205 Amer Encounters: 1492-1865	3	1/8/08 - 1/8/18
HUM-100 Mini-Civilizations	3	⇒	HIST-1** Mini-Civilizations	3	1/1/08 - 1/1/18
PHED-145 Personal Wellness	2	⇒	HFIT-200 Lifetime Health & Fitness	2	12/18/07 - 12/18/17

** - indicates subject level equivalent credit.

Transfer Articulation Methodology

The following is our recommended methodology for articulating courses at XX University (AU). The method will be used to articulate course to course equivalents; subject-level electives and general electives; and will allow the option of designating those courses as general education courses. The following are the three approaches for articulating transfer courses at AU.

Approach #1:
> This approach is used when there is a course to course equivalency.

Approach #2:
> This approach is used exclusively for subject-level elective courses that have a comparable subject at AU and are not going to be articulated as general education courses. Colleague does not have the capability to assign general education credit when this approach is used. This is accomplished by using the credit equivalency field of the TCEQ.
> SAMPLE: BIO-2** 4 credits TR Anatomy

Approach #3:
> This approach is used when 1) there is no comparable discipline/field at AU, or 2) the course will be articulated as a subject-level elective or a general elective and the department designates a subject-level elective or general elective to be articulated as a general education course.
> The naming convention for these courses is meant to be intuitive. For example, a foundational area one course beginning with "CA" represents the "Creative Arts" foundational area. The letters that follow "CA" represent the title of the external course. For example, "CAAH" stands for "Creative Arts, Art History". While this may not be immediately apparent when reviewing a student's degree audit, this table should help explain why these course prefixes were created and what they represent.

Looking up Institution IDs in Colleague Using CEEB Codes

1) Go to http://sat.collegeboard.org/register/sat-code-search

2) Use the dropdown menu and select "Colleges & Scholarships"

Code Search

Find codes for SAT registration and sending scores

College Board codes are needed when you register for SAT Program tests or send score report scholarship programs. You can choose these codes during online registration or look them up

Search Criteria   ▼

Search Code Type
Select one

3) Use dropdown menu to select a country and state and then click "Search"

Search Criteria   ▼

Search Code Type
Colleges & Scholarships

Country
United States

State
Select one

City (optional)

College or Scholarship Name (optional)

Search

4) Narrow results by clicking on the first letter of the name of the institution

College & Scholarship Codes

218 results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

College or Scholarship	Code

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5) Find institution and copy the four-digit number next to the institution name under the "Code" column. This code is known as the "CEEB" code

College & Scholarship Codes

218 results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

College or Scholarship	Code
FLAGLER COLLEGE	5235
FLORIDA AGRICULTURAL MECHANICAL UNIVERSITY	5215
FLORIDA ATLANTIC UNIVERSITY	5229
FLORIDA BAPTIST COLLEGE	4435
FLORIDA BIBLE COLLEGE	7781
FLORIDA CAREER COLLEGE	3581

6) Go to the "TCEQ" form in Colleague and type the CEEB code in the "institution Lookup" search field, then click "OK"

7) The institution ID will be located on the top of the page.
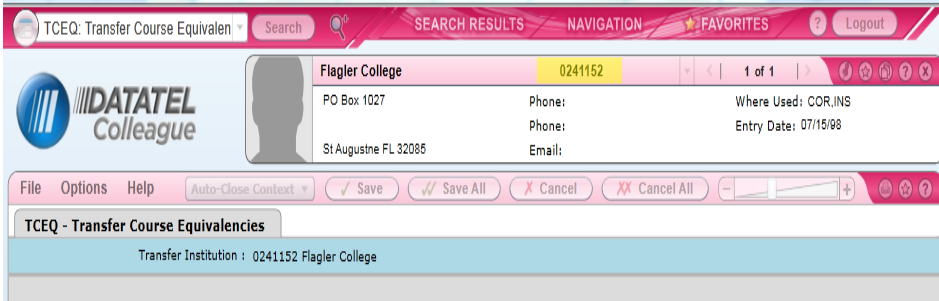
Duplicate Institution IDs

Alamo Community College District = 5 (Duplicate articulations only when necessary)
-Northeast Lakeview College:
-Northwest Vista College: 1311322
-Palo Alto College: 0240284
-San Antonio College: 0242057
-St. Philip's College: 0242054

San Mateo County Community College District = 3 (Duplicate articulations only when necessary)
-Cañada College: 0240494
-College of San Mateo: 0240458
-Skyline College: 240842

City Colleges of Chicago = 7 (Duplicate articulations only when necessary)
-Richard Daley: 0238653
-Harold Washington: 0238649
-Kennedy-King: 0239343
-Malcom X: 0238699
-Olive-Harvey: 0239095
-Harry S. Truman: 0238670
-Wilbur Wright: 0239356

Dallas Community College District = 7 (Duplicate articulations only when necessary)
-Richland College: 0242026
-North Lake College: 0241990
-Mountain View College: 0241943
-El Centro College: 0241779
-Eastfield College: 0241780
-Cedar Valley College: 0241743
-Brookhaven College: 0241683

Peralta Community College District = 4 (Duplicate articulations only when necessary)
-Berkeley City College: 2580874
-College of Alameda: 0240503
-Laney College: 0240650
-Merritt College: 0240690

Eastern Iowa Community College District = 3 (Always duplicate articulations)
-Clinton Community College: 0241703
-Muscatine Community College: 0241933
-Scott Community College: 0238086

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Seattle Community College District VI = 3 (Duplicate articulations only when necessary)
-North Seattle Community College: 0240727
-South Seattle Community College: 0240852
-Seattle Central Community College: 1909488

Ivy Tech Community College = 15 (Always duplicate articulations)
-Ivy Tech Community College: 2300319
-Ivy Tech Community College Indianapolis: 238844
-Ivy Tech Community College Muncie: 238815
-Ivy Tech Community College Bloomington: 1244917
-Ivy Tech Community College Columbus: 238822
-Ivy Tech Community College Evansville: 238813
-Ivy Tech Community College Ft. Wayne: 238814
-Ivy Tech Community College Gary: 238817
-Ivy Tech Community College Kokomo: 238862
-Ivy Tech Community College Lafayette: 238818
-Ivy Tech Community College Madison: 238867
-Ivy Tech Community College Richmond: 0238819
-Ivy Tech Community College South Bend: 238816
-Ivy Tech Community College Sellersburg: 238809
-Ivy Tech Community College Terre Haute: 238820

NOVA = 6 (Always duplicate articulations)
-NOVA: 133345
-Alexandria: 241336
-Loudoun: 241507
-Woodbridge: 241341
-Manasas: 241506
-Annandale: 241340

Montgomery College = 3 (Always duplicate articulations)
-Rockville: 241305
-Germantown: 241261
-Takoma: 241282

Miami Dade College = 4 (Always duplicate articulations)
-Miami Dade C.C.: 241093
-South: 241315
-Wolfson: 241314
-InterXX University: 2019375

Broward College = 2 (Always duplicate articulations)
-Broward Community College Ft Lauderdale: 0241024
-Broward College Coconut Creek: 0241491

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Tidewater Community College = 4 (Always duplicate articulations)
-Porstmouth: 0241145
-Norfolk: 1929749
-Virginia Beach: 0241512
-Cheasapeake: 0241480

University of Florida = 2 (Always duplicate articulations)
-Current ID: 4090736
-Old ID: 0241530

Suffolk County C.C.= 3 (Always duplicate articulations)
-Suffolk County C.C.- Michael Grant Campus: 0239880
-Suffolk County C.C.- Eastern Campus: 0239877
-Suffolk County C.C.-Ammerman Campus: 0239862

Erie Community College = 3 (Always duplicate articulations)
-Erie Community College City Campus: 0239526
-Erie Community College North Campus: 0239537
-Erie Community College South Campus: 0239525

Monroe College =2 (Always duplicate articulations)
-Monroe College: 239681
-Monroe College Bronx: 239682

Department Codes

Department codes are used to associate a subject (course prefix, like HIST) to a department within a school. Below is a quick guide for department codes at AU.

Things to Know

- Use Art Department Code (81030) for the following subjects:
    - ARTS (Studio Art)
    - ARTH (Art History)
    - GDES (Graphic Design)
- Use Performing Arts Code (81036) for following subjects:
    - PERF (Dance, Theater/Musical Theater, some Music courses)
    - MUS (some Music courses)
    - ATEC (Audio Technology)
- Use International Services, School Code (82501) for following subjects:
    - SISU (undergrad SIS courses)
    - SISA (undergrad study abroad SIS courses)
- Use University Registrar Code (82001) every time an "ELEC" articulation is provided
- Use SETH Code (81045) for following subjects:
    - EDU (Education)
    - HFIT (Health and Fitness)
- Use World Languages and Culture Code (81018) for following subjects:
    - ARAB (Arabic)
    - CHIN (Chinese)
    - FREN (French)
    - GERM (German)
    - HEBR (Hebrew)
    - ITAL (Italian)
    - JAPN (Japanese)

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- o   KOR (Korean)

- o   PERS (Persian)

- o   PORT (Portuguese)

- o   RUSS (Russian)

- o   SPAN (Spanish)

- o   SWAH (Swahili)

Look Up Institution Codes

1)   Open TCEQ and type "…" in the "Department" field, then hit enter.

2) A list of departments will populate, select the desired department

Notifying Faculty of Past Due Courses

1. Every Friday login to SharePoint and click "TCA Master List – 2013". Click "All Items" and then export to an Excel Spreadsheet.
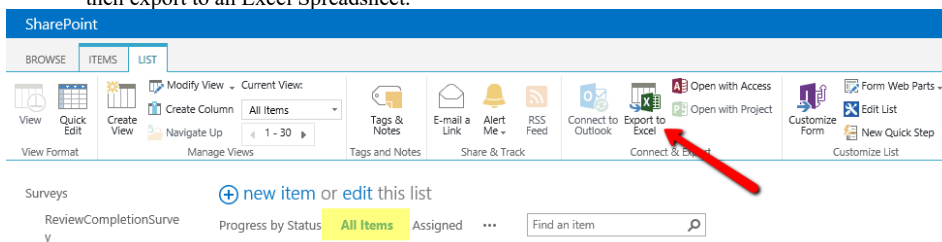
Last updated 11/27/18

2. Once exported, go to column labeled "Status" and filter the spreadsheet to include only the "Assigned" status
3. Go to the column labeled "Course Due Date". Here you want to only include the dates that are the day before you're working on the spreadsheet and before. For example – if today is 10/26/2018, you'll want to filter to include dates from 10/25/2018 and before.
4. After it is filtered, look at the first column labeled "Department:School", which will tell you the department you should send the list of courses to using the template below. The contact information for each faculty member exists in SharePoint by clicking on "Faculty Reviewers and Dept Contacts" on the left-hand side.
   a. Emily Jones: Address her as "Dear Emily"
   b. Justin Bernstein: Address them as "Dear Dean Shinko, or Dear Dean Bernstein"
   c. Everyone else should be addressed as "Dear Professor (last name)"
5. Once you've determined who you are sending the email to, copy the columns "External Institution Name" and "External Course Prefix/Number" and paste into the body of the email.

CAS = Emily Jones – "Dear Emily"

SOC = Tierra Perdue - "Dear Tierra"

SIS = Diana Tetterton – "Dear Diana"

KGD = Gregory Bailey – "Dear Gregory"

SPA (Public Administration) = Jocelyn Johnston – "Dear Professor Johnston"

SPA (Justice, Law & Society) = Bill Davies – "Dear Professor Davies"

TEMPLATE:

SUBJECT: Reminder Transfer Course Articulation Request

Dear Professor,

I would like to remind you that there are transfer courses pending your review. I appreciate your assistance and ask that you follow the link below to access the course(s).
https://myau.XX University.edu/groups/Committee/UGStudies/TCA/SitePages/Home.aspx

To help you manage the courses, the due date for each of them is provided all the way to the right of each course.

Do not hesitate to contact transferarticulation@XX University.edu should you have any questions or concerns.

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Courses that are repeatable for credit

"Repeatable for credit" means that a student can take the same course over several semesters and receive credit each time they pass the course. If an external course is repeatable for credit, then assign the course to faculty in SharePoint **once** noting in the "Admin Notes" field that the course is "Repeatable for Credit".

✓	Department:School	Department	Priority Code	Student AU ID	Admin Notes	Institution ID	External Institution Name ▼	External Course Prefix/Number
✎	CAS	Music ▼	Prospect		Repeatable for Credit	0241601	University of North Carolina-Greensboro	ENS-382

- An Elective or a Subject Credit equivalency will also be applied to all semesters that the student took the external course
-