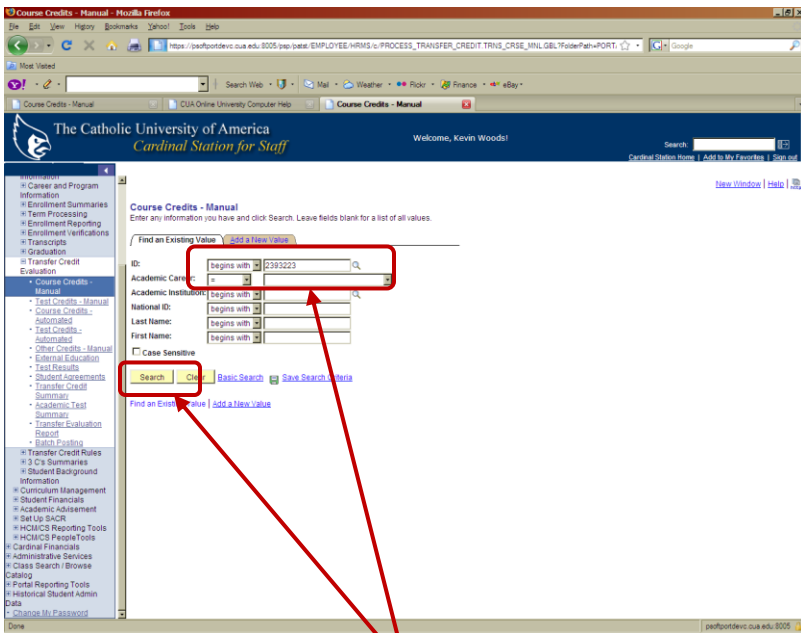




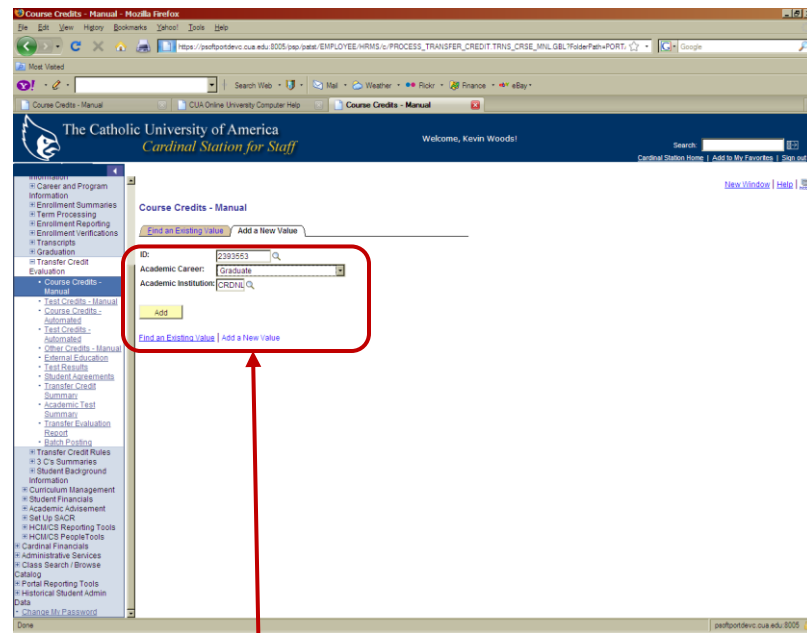
POSTING BULK TRANSFER CREDIT – GRADUATE CAREER

Navigate to: Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual

If transfer credit has already been entered on the student’s record, use the **Find an Existing Value** tab. If no credits have been entered, use the **Add a New Value** tab.



Type the Student ID and click **Search**



Type the Student ID, choose the **Academic Career**, and if not defaulted, type **CRDNL** in the **Academic Institution** field. Click **Add**



Add a New Value:

Transfer Course Entry | Course Credits by Term

Kevin Cardinal 2393223

Transfer Credit Model Find | View All | First | Last

Academic Career: GRAD Graduate
Academic Institution: CRDNL The Catholic Univ of America

*Model Nbr: 1
*Transcript Level: Official

Target Information

*Academic Program: METG Metropolitan Sch of Prof S GR
Academic Plan: MSM Master of Science in Managemen Include in GPA

Source Information

*Credit Source Type: Manual
Source Institution: Georgetown University
School Type: UNV University

Transfer Credit Term Find | View All | First | Last

*Articulation Term: 1098 Fall 2009

Group Seq#	Incoming Course	Equivalent Course
1 1	Year: <input type="text"/> Ext Term: <input type="text"/> Status: <input type="text"/> Accepted Details Comments Course Nbr: TRANSFER Description: Transfer Units Taken: 24.00 Grade Input: <input type="text"/>	Course ID: 005016 TRANSFER Offer Nbr: 1 999TR Units Transferred: 24.000 Grading Scheme: GR Graduate Grading Basis: TRN Transfer Grading Basis Official Grade: T

Enter **Model Nbr: 1** if not defaulted
Select **Transcript Level Official**

Select student's **Academic Program**
Select student's **Academic Plan**

Type **Source Institution**
Select **School Type**

Select **Articulation Term** – this is the CUA term to which the credits will be applied. The student must be term activated for this term or the credits will not post. Under *Incoming Course* enter *Transfer* in the **Subject**, **Course Nbr**, and **Description** fields. Enter the number of credits being transferred in **Units Taken**. Under *Equivalent Course* select **Course ID 005016**, If not defaulted select **Offer Nbr 1**, enter **Units Transferred** to equal **Units Taken** above, enter **Grading Scheme GR**, **Grading Basis TRN**, and **Official Grade T**

Click **Course Credits by Term Tab**



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

Course Credits - Manual - Mozilla Firefox

https://psfortdevc.cua.edu:8005/psp/patst/EMPLOYEE/HRMS/c/PROCESS_TRANSFER_CREDIT.TRNS_CRSE_MNL_GBL?PORTALPARAM_I

The Catholic University of America
Cardinal Station for Staff

Welcome, Kevin Woods!

Search:

Cardinal Station Home | Add to My Favorites | Sign out

New Window | Help | Customize Page

Information

- Career and Program Information
- Enrollment Summaries
- Term Processing
- Enrollment Reporting
- Enrollment Verifications
- Transcripts
- Graduation
- Transfer Credit Evaluation
- Course Credits - Manual
- Test Credits - Manual
- Course Credits - Automated
- Test Credits - Automated
- Other Credits - Manual
- External Education
- Test Results
- Student Agreements
- Transfer Credit Summary
- Academic Test Summary
- Transfer Evaluation Report
- Batch Posting
- Transfer Credit Rules
- 3 C's Summaries
- Student Background Information
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up SACR
- HCM/CS Reporting Tools
- HCM/CS PeopleTools
- Cardinal Financials
- Administrative Services
- Class Search / Browse Catalog
- Portal Reporting Tools
- Historical Student Admin Data
- Change My Password

Transfer Course Entry | Course Credits by Term

Kevin Cardinal 2393223

Transfer Credit Model Find | View All First 1 of 1 Last

Academic Career:	GRAD	Graduate
Academic Institution:	CRDNL	The Catholic Univ of America
Model Nbr:	1	
Academic Program:	METG	Metropolitan Schl of Prof S GR

Admit Type/Term:

Articulation Term:	Fall 2009	Posted Date:	10/06/2009
Model Status:	Posted	User ID:	Kevin G Woods

Calculate Post Unpost

Units Taken:	24.00
Units Transferred:	24.000

FA Weeks of Instruction Stats

Units Taken:	24.00
Units Transferred:	24.000

Course Credits Summary

Units Taken:	24.00
Units Transferred:	24.000

Save Notify Add Update/Display

Transfer Course Entry | Course Credits by Term

psfortdevc.cua.edu:8005

Click

Click

Units Transferred should equal **Units Taken**. If not, click and review previous page for entry errors.



Find an Existing Value:

The screenshot displays the 'Course Credits - Manual' web application. The user is logged in as Kevin Cardinal (ID: 2393223). The main content area shows the 'Transfer Course Entry' form. The 'Transfer Credit Model' section is expanded, showing details for a Graduate (GRAD) program from The Catholic Univ of America. The 'Target Information' section shows the Academic Program as METG (Metropolitan Schl of Prof S GR) and the Academic Plan as MSM (Master of Science in Managemen). The 'Source Information' section shows the Credit Source Type as Manual and the Source Institution as Georgetown University. The 'Transfer Credit Term' section is expanded, showing the Articulation Term as 1101 (Spr 2010). Below this, the 'Incoming Course' and 'Equivalent Course' sections are visible. A red box highlights a '+' icon in the 'Transfer Credit Term' header. A red callout box points to this icon with the text: 'If there is no change in the Academic Program, Academic Plan, or Source Institution, Click the + in the Transfer Credit Term header.' Another red callout box at the bottom right says: 'Follow instructions on pages 2 and 3 from Select Articulation Term'.



If there is a change in the **Academic Program, Academic Plan, or Source Institution**, Click the **+** in the **Transfer Credit Model** header. Verify the **Model Nbr** defaults to the next sequential number. Select **Transcript Level Official**.

Follow instructions on pages 2 and 3 from **Select Student's Academic Program**