

9.2 Processing Transfer Course Credits - Manual

Purpose: Use this document as a reference for processing course transfer credits manually in ctcLink.

Audience: Transfer Credit Evaluator.

 You must have at least one of these local college managed security roles:

- ZC SR Transfer Credit Eval
- ZD SR Transfer Credit Eval
- ZZ SR Transfer Credit Eval

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Processing Course Transfer Credits Manually

Navigation: NavBar > Navigator > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Manual

1. The **Course Credits-Manual** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **ID**.
4. Enter **Academic Career**.
5. Enter **Academic Institution**.
6. Select **Add**.

Course Credits - Manual

ID

Academic Career

Academic Institution

[Find an Existing Value](#) | [Add a New Value](#)

7. The **Transfer Course Entry** tab displays.

8. Enter information into the following sections:

a. **Transfer Credit Model**

- i. ***Model Nbr** populates by increments of 1 for each new Transfer Credit Model. For example, if you were to select the add button to enter additional course credits, the Model Nbr would increase to the next increment.
- ii. ***Transcript Level**

b. **Target Information**

- i. Enter the ***Academic Program** (*a required field*)

c. **Source Information**

- i. **Credit Source Type**--*Defaults to Manual*. If transfer credits were previously posted to the student's record, you will need to add a row, and the **Credit Source Type** will default to **Manual**.
- ii. Manually enter the name of the **Source Institution**.
- iii. Enter the **School Type**.

d. **Transfer Credit Term**

- i. Search for or enter **Articulation Term**--the term for which the transfer credit applies.

e. **Incoming Course**

- i. Enter the **Year** in which the incoming course was taken.
- ii. Enter the **Ext Term** for the course for each external course entered.
- iii. Enter the **Subject** for the incoming course.
- iv. Enter the **Course Nbr** for the incoming course.
- v. Enter the **Description** for the incoming course.

- vi. Enter the **Units Taken** for the incoming course.
- vii. Enter the grade received for the incoming course in the **Grade Input** field.

f. Equivalent Course

- i. Select the **Course ID** equivalent to the incoming course from your course catalog.
 - ii. The **Offer Nbr** defaults to the definition of your course in your catalog.
 - iii. **Units Transferred** from the incoming course populates.
 - iv. **Grade Scheme** populates.
 - v. Enter **Official Grade**. Grade is included on the cumulative GPA if the **Include in GPA** check box is selected. Selecting the Include in GPA checkbox will display all classes transferred to a student's record and not the summary of transfer credit.
 - vi. Based on your college's business process, enter a **Repeat Code**.
 - vii. Enter **Designation** to select a requirement designation for the class enrollment.
9. Once information has been entered on the Transfer Course Entry page, Select the **Course Credits by Term** tab.

 The **Include in FA WI Stats** checkbox is selected by default for all accepted courses.

- 10. The **Course Credits by Term** tab displays.
- 11. Select **Calculate**.
- 12. Select **Post**.
- 13. Select **Save**.

Course Credits by Term Course Credits - Manual

Transfer Course Entry **Course Credits by Term**

Francis Nidless XX140CS02

Transfer Credit Model Q | < | << | 2 of 2 | >> | > | View All

Academic Career	UGRD	Undergraduate	+ -
Academic Institution	WA140	Clark College	
Model Nbr	2		
Academic Program	ACADM	Academic	
Admissions Admit Type/Term			

Transfer Credit Term Q | < | << | 1 of 1 | >> | > | View All

Articulation Term	2020 SPRNG	Posted Date	07/16/2020	+ -
Model Status	Submitted	User ID	Alexis Peterson	

Units Taken	5.00
Units Transferred	5.000

▼ FA Weeks of Instruction Stats

Units Taken	5.00
Units Transferred	5.000

Course Credits Summary

Units Taken	0.00
Units Transferred	0.000

[Transfer Course Entry](#) | [Course Credits by Term](#)

14. Process complete.