



Processing Other Credit

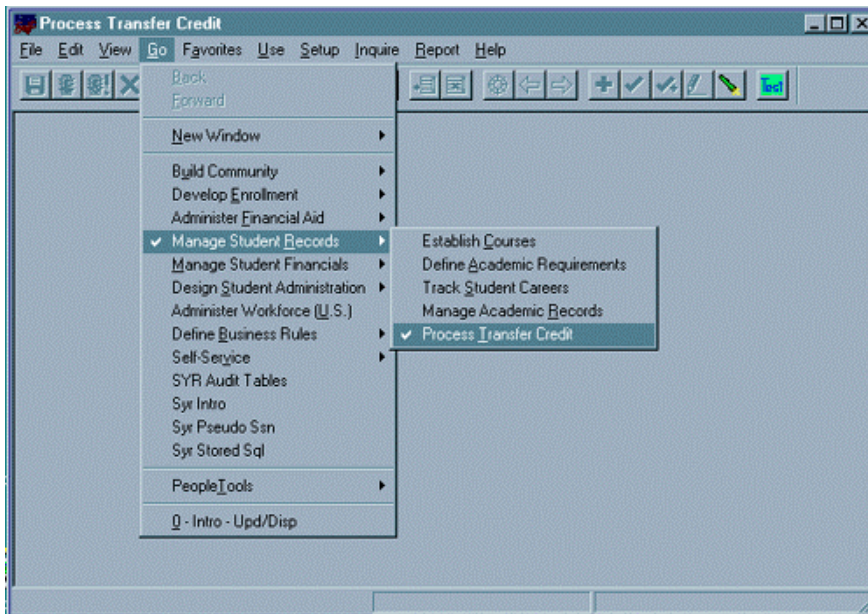
<http://cms.syr.edu/training/pstrainingdocs>

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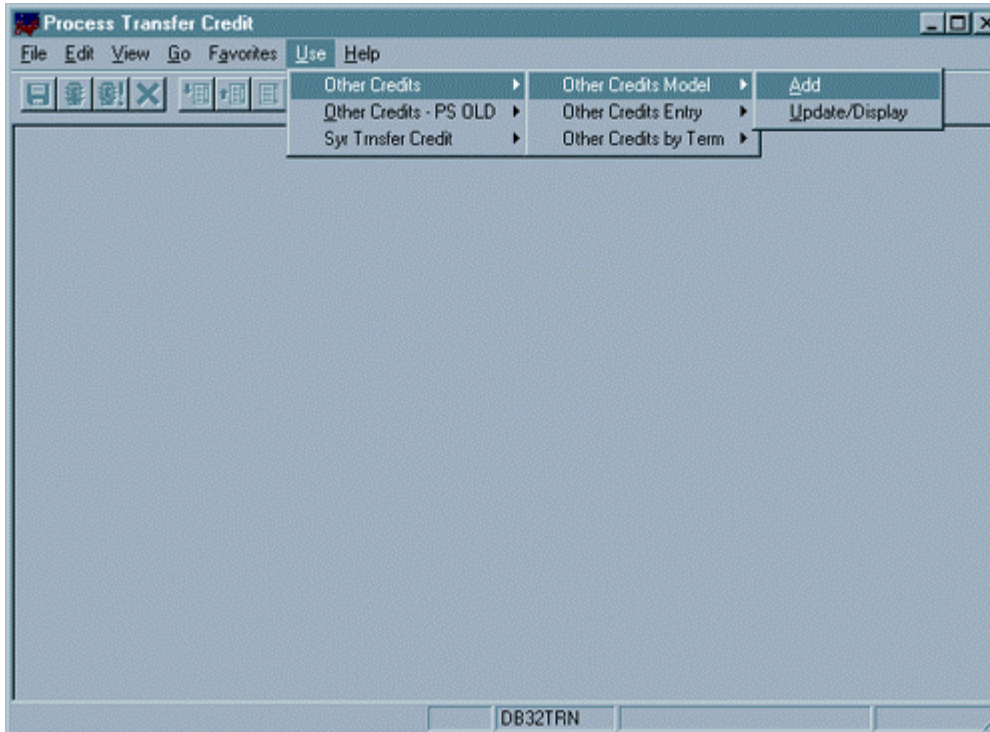
Other Credit is credit from non-accredited schools or colleges, Advanced Placement exams from High Schools, foreign exams, etc.

1. Begin by logging into FirstStep as described in “Logging into FirstStep and PeopleSoft Navigation” available on the web at:
<http://cms.syr.edu/training/pstrainingdocs/introtops.pdf>
2. Under the **Go** menu, select **Manage Student Records**, then **Process Transfer Credit**



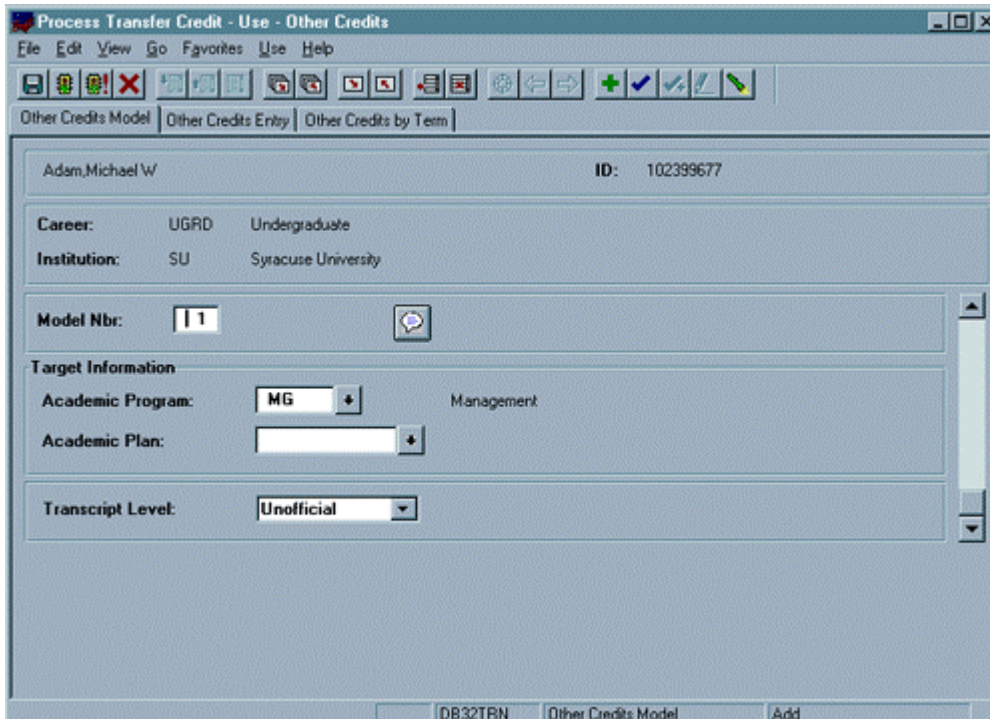
- Under the **Use** menu, select **Other Credits**, then **Other Credits Model**, then **Add**

Notes:



- In the dialog box that opens, fill in the student's **SU ID** number (if you do not know it, use the Alternate Search feature: Ctrl F4), **academic career** and **academic institution**. (See the "Processing Transfer Credit" on the Web at <http://cms.syr.edu/training/transcr/transcr.pdf> document on how to set your operator defaults so you do not have to fill in this information every time).

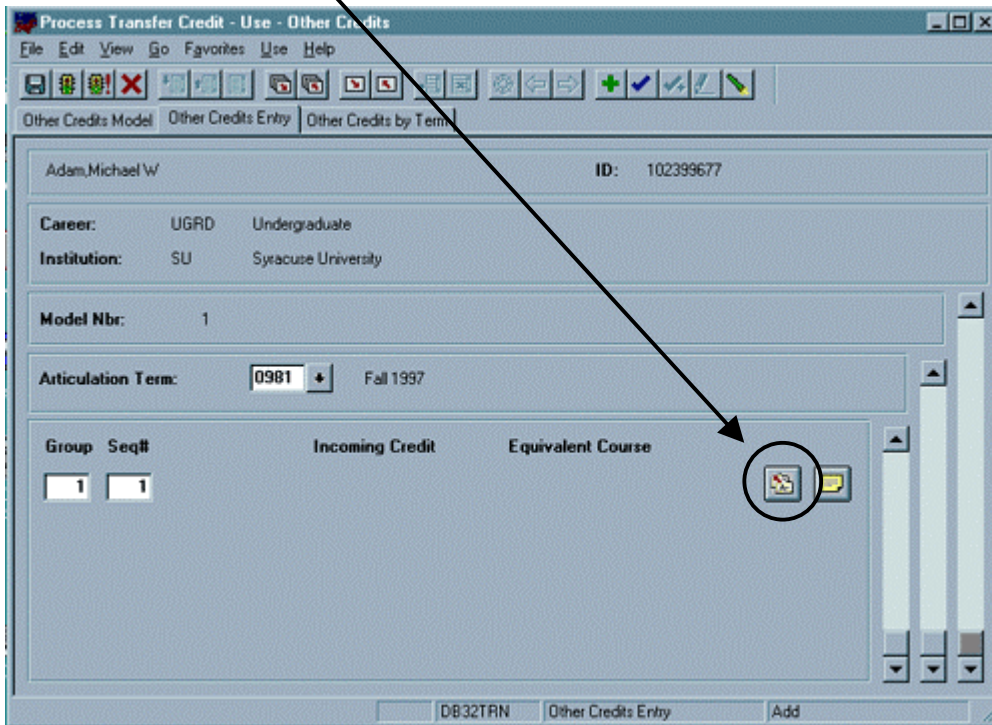
A panel similar to the one below should open



Notes:

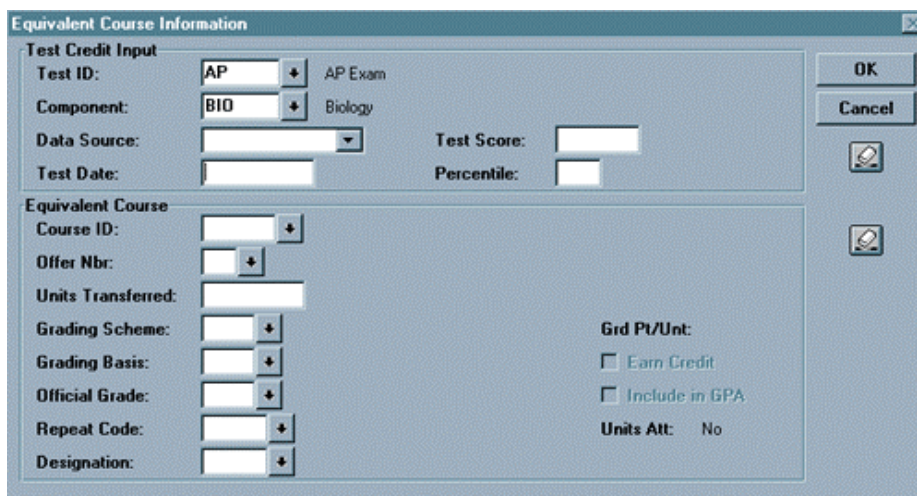
Unlike Transfer Credit, where there is a model number for each institution that you are accepting credit from, Other Credit uses just one model number. On this first panel, you should leave all the fields alone. The Academic Program will default in for you.

5. Click on the **Other Credits Entry** panel tab. The articulation field will default in for you- for matriculated students, it will be the term in which they matriculated.
6. To enter in Other Credit, click on the **Edit Equivalent Course** icon (looks like a file folder with an A- on it).



Edit Equivalent Course Panel: Test Credit Input

- a. Click on the drop down arrow to see the **Test ID** drop down list, select the appropriate item .



- b. Press tab to exit the field, the name of the exam that you selected will default in.
- c. Click on the drop down arrow to see the **Component** list

Notes:

- d. Select the appropriate item. The choices in the list default from the **Test ID** that was selected. (If there is a Component that is needed that is not on the list, contact Maureen Breed in the Registrar's Office). Press tab to exit the field. The name of the component will default in.

Data Source, Test Score, Test Date, and Percentile fields are not mandatory fields and do not need to be filled in.

Edit Equivalent Course Panel: Equivalent Course

- a. Using the alternate search feature (Ctrl F4) fill in the Equivalent Course ID. Press tab to exit the field. Offer Nbr, Units Transferred, Grading Scheme, and Grading Basis will default in for you.
- b. **Please note:** The Official Grade will default in as TC – **It is very important that you click on the drop down arrow and change this grade to OT. Press tab to exit the field. If you do not change this, the credit will not appear in the Total Units fields on the Other Credits by Term panel.**

The screenshot shows a dialog box titled "Equivalent Course Information". It is divided into two main sections: "Test Credit Input" and "Equivalent Course".

Test Credit Input:

- Test ID: AP (dropdown)
- Component: BIO (dropdown)
- Data Source: (empty dropdown)
- Test Score: (empty text box)
- Test Date: (empty text box)
- Percentile: (empty text box)

Equivalent Course:

- Course ID: 004944 (dropdown) - General Biology I
- Offer Nbr: 1 (dropdown) - BIO 121
- Units Transferred: 4.000 (text box)
- Grading Scheme: REG (dropdown) - Regular letter grade
- Grading Basis: TRN (dropdown) - Transfer Grading Basis
- Official Grade: OT (dropdown) - Other Credit
- Repeat Code: (empty dropdown)
- Designation: (empty dropdown)

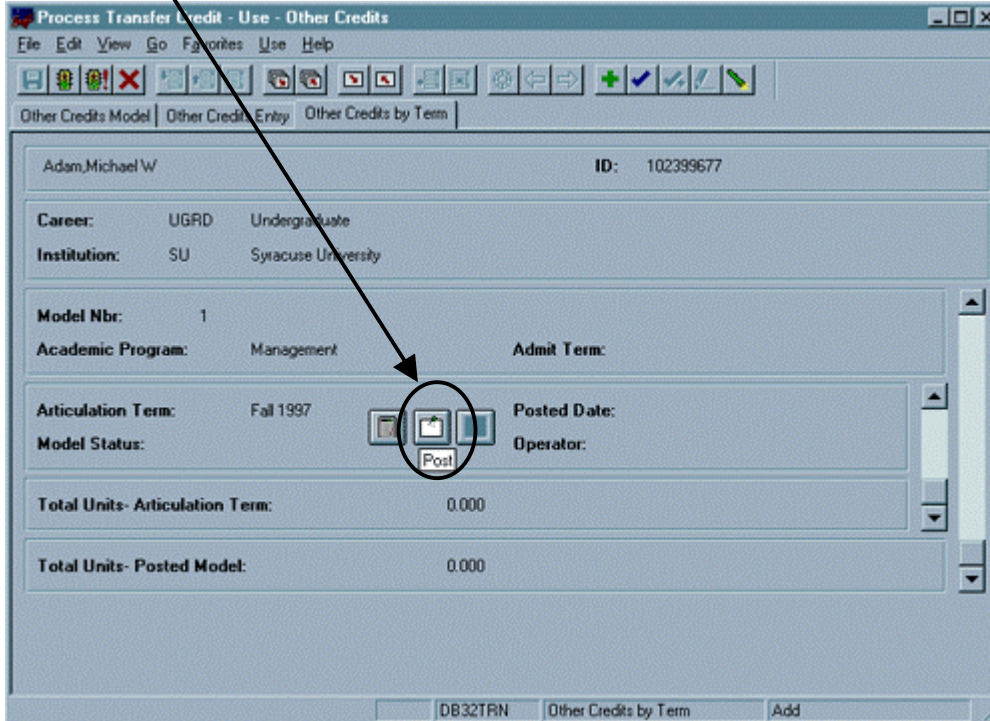
Options:

- Grd Pt/Unt: Earn Credit (checked checkbox)
- Include in GPA (unchecked checkbox)
- Units Att: Yes

Buttons: OK, Cancel, and a Save icon (floppy disk) are located on the right side of the dialog box.

- c. Click OK to return to the **Other Credits Entry Panel**.
7. The **Incoming Credit** and **Equivalent Course** information has been filled in. If you do not have additional Other Credit to input, save your work by clicking on the **Save** icon.

8. Click the **Other Credits by Term** panel tab and click on the **post** button to “post” your work.



After clicking the Post icon, the Model Status field will change to Posted.

9. If you have additional Other Credit to input, click on the **Other Credits Entry** panel tab. Your cursor should be in either the Group or Seq # field, click on the **insert row** icon or press **F7**. Click on the **Edit Equivalent Course** icon and complete the **Equivalent Course Information** dialog box as described above. Click **OK**, save your work and go to the **Other Credits by Term** panel and click the **Post** icon.

If the student is not matriculated, you will get the error message “The student has no Matriculated Program for this career. Transfer Credit can be saved but not posted.” As noted in the “Process Transfer Credit” document, there will be an automatic job that will run and once the student is matriculated, the credit will be automatically posted.

10. When you are done – while you are still on the **Other Credits by Term** panel, make sure that the **Total Units – Articulation Term** and **Total Units – Posted Model** fields are filled in with the correct total of units of Other Credit.

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Updating a Student's Record

To update a student's record that already has Other Credit posted to it, you must go to the **Other Credits by Term** panel and **Unpost** the existing posted credit. Once this is done, you can go to the Other Credits Entry panel and proceed as above. (insert a row, click on the Edit Equivalent Course icon, etc...)

