



NCCCS: Transfers and Non-Courses Workshop for Adult High School

© 2004 by Datatel, Inc. All rights reserved.

The information contained herein is confidential and proprietary to and considered a trade secret of Datatel, Inc., and shall not be reproduced in whole or in part without the written authorization of Datatel, Inc.

Benefactor and Colleague are registered trademarks of Datatel, Inc. Other brand and product names are trademarks or registered trademarks of their respective holders.





Agenda

Module 1: About the Workshop

- Workshop Overview

Module 2: Codes Affecting Transfers and Non-Courses

- Code Files
- Validation Codes

Module 3: Equivalencies and Credit Type

- Why Use Equivalencies?
- Files Touched By Equivalencies
- Credit Types and Equivalencies

Module 4: Transfer Work

- Overview
- Creating Standard Course Equivalencies for NCCCS
- Awarding Transfer Credit

Module 5: Non-Courses

- Overview
- Challenge Exams

- Military, Business and Industry, and Homemaker Credit
- Competency Exams

Module 6: Viewing Results

- Transfer Equivalency Report
- Transcripts—Inquiry Screens and Printed

Module 1: About the Workshop

This workshop will provide training on the main topics regarding transfers and non-courses in the CIS system. The workshop will cover details and recommendations for recording AHS transfer work, challenge exams, military, business and industry, and homemaker credit, and competency exams.

Delivered template data will be reviewed and specific emphasis will be placed on set up and testing to be performed in your coltest account.

Module 2: Codes Affecting Transfers and Non-Courses

Objectives for this Module

In this module, you will learn about

- Code files used with transfer and non-course work
- Validation codes used with transfer and non-course work

Code Files

CTYP Credit Types

Local changes not recommended

<i>CODE</i>		<i>CATEGORY</i>	<i>FLAGS</i>
AHS	Adult High School	I*	Blank
HSE	AHS Exams	O	NYN
HSN	AHS Noncourses	O	NYN
HST	AHS Transfer	T	NYN

- * The template delivered this category as "C." Per SCR 714 the credit type category for the AHS credit type will change from C to I. Unless the patch with SCR 714 has been loaded, the user will receive an error when they change the credit type on Adult High School courses to AHS.

GRSC Grade Schemes

Colleges may add additional grades to the delivered grade schemes

- BSP Basic Skills
Start Date = 01/01/60
Repeat Grade Usage = Best
- A-4.00-Excellent
 Null-Null-Null-Null-Y-Y-Y-Y-N-N
 4.00001
 - B-3.00-Above Average
 Null-Null-Null-Null-Y-Y-Y-Y-N-N
 3.00001
 - C-2.00-Average
 Null-Null-Null-Null-Y-Y-Y-Y-N-N
 2.00001
 - D-1.00-Below Average
 Null-Null-Null-Null-Y-Y-Y-Y-N-N
 1.00001
 - F-0.00-Failing
 Null-Null-Null-Null-Y-N-Y-Y-N-N
 0.00001

- S-Null-Satisfactory
Null-Null-Null-Null-N-N-N-N-N-N
Null
- U- Null-Unsatisfactory
Null-Null-Null-Null-N-N-N-N-N-N
Null
- W- Null-Withdrawn
Null-Null-Null-Null-N-N-N-N-N-N
Null

TRGR Transcript Groupings
Local Additions Allowed

A transcript for Adult High School was delivered with the template. You have the ability to display transfer work, credit for life experience and competency exams. We will review this later in the workshop.

AHS Adult High School

NONC Non-Courses
Local Additions Allowed

Competency Tests	Description	Category
NCCTM	Math Comp Test	T Other Test
NCCTR	Reading Comp Test	T Other Test
NCCTW	Writing Comp Test	T Other Test

The following non-course was not delivered with the template but should be added to your system on NONC.

Code: CHAL
Title: Challenge Exam
Type: Test
Category: T
Min Score: 0
Max Score: 100
Desired Score: 85

See screen shot of the CHAL code below:

Module 2: Codes Affecting Transfers and Non-Courses

NONC-Noncourses

Noncourse: CHAL

Title: Challenge Exam

Description: 1

Type: TEST Test

Category: T Other Test

Std Test ID:

Form Name:

Number:

Component of:

Min Score: 0

Max Score: 100

Desired Score: 85

Grade Scheme:

Desired Grade: 1

Grade/Score to Use:

Equivalencies

	Start Date	End Date	General Credit	Course Credit	Credit Type	Default Status
1						
2						
3						

Comments: 1

Comments: 2

Menu Path: ST→AM→NCW→NONC

Validation Codes

COURSE.LEVELS (ST-VAL)

Changes not permitted

Code	Description	Min Entry	Special Processing 1	Special Processing 2
AHS	Adult High School Diploma	AHS		
BSP	Basic Skills	BSP		

NON.COURSE.FACTORS (ST-VAL)

Local changes permitted

These codes can be used to record special circumstances that arise when a person takes a test.

Code	Description	Min Entry	Special Processing 1	Special Processing 2
AA	Assisted by Aide	AA	AA	
AD	Assistive Devices	AD	AD	
ET	Extended Time	ET	E	
NO	Declined Accommodations	NO	N	

NON.COURSE.CATEGORIES (ST-VAL)

Local additions permitted

These codes identify the category of non-course work in the system. The special processing code distinguishes tests from other non-course work. The different special processing codes distinguish between admissions, placement and other tests.

Code	Description	Min Entry	Special Processing 1	Special Processing 2
A	Admissions	A	A	
P	Placement	P	P	
R	Re-Test for Placement	R	P	
T	Other Test	T	T	

Module 2: Codes Affecting Transfers and Non-Courses

L	Life Experience	L		
C	Community Service	C		
O	Other Noncourse Work	O		
E	Exit Test	E	T	

NON.COURSE.TYPES (ST-VAL)

Local additions permitted

Code	Description	Min Entry	Special Processing 1	Special Processing 2
TEST	Test	TEST		
COMM	Community Service	COMM		
LIFE	Life Experience	LIFE		
MIL	Military Duty	MIL		
CERT	Certification	CERT		

STUDENT.ACAD.CRED.STATUSES (ST-VAL)

No changes permitted

Code	Description	Min Entry	Special Processing 1	Special Processing 2
NC	Noncourse Equivalency	NC	7	
TR	Transfer Equiv Eval	TR	7	
PR	Preliminary Equiv Eval		<<null>>	
*	<i>There are additional statuses that do not affect transfers and non-courses. They are not listed here</i>			

The special processing code of "7" causes the equivalency to be written to the transcript (STUDENT.ACAD.CRED) file. The "PR" status can be used to preliminarily assign equivalencies, allow them to be reviewed by another person, and subsequently changed to "TR" or "NC." There is no special processing for the PR status; therefore, the equivalencies are not recorded in the STUDENT.ACAD.CRED file. *The workflows developed for NC do not employ the "PR" status. However, you are free to use it if it suits your institution's workflow.*

STUDENT.NON.COURSE.STATUSES (ST-VAL)

Local additions permitted

Code	Description	Min Entry	Special Processing 1	Special Processing 2
NC	Needs Confirmation	NC		
A	Accepted	A	2	
NOTE	Notational Only	NOTE	3	
WITHD	Withdrawn	W	1	
P	Passed	P		
NP	Not Passed	NP		
WA	Waived	WA		

Tasks

1. Adjust the credit type category for AHS on the CTYP screen. Change from "C" to "I."
2. Set up the CHAL non-course on NONC

Module 3: Equivalencies and Credit Types

Objectives for this Module

In this module, you will learn

- Why equivalencies are used
- The files equivalencies affect
- How credit types control the equivalency attempted, completed and GPA values

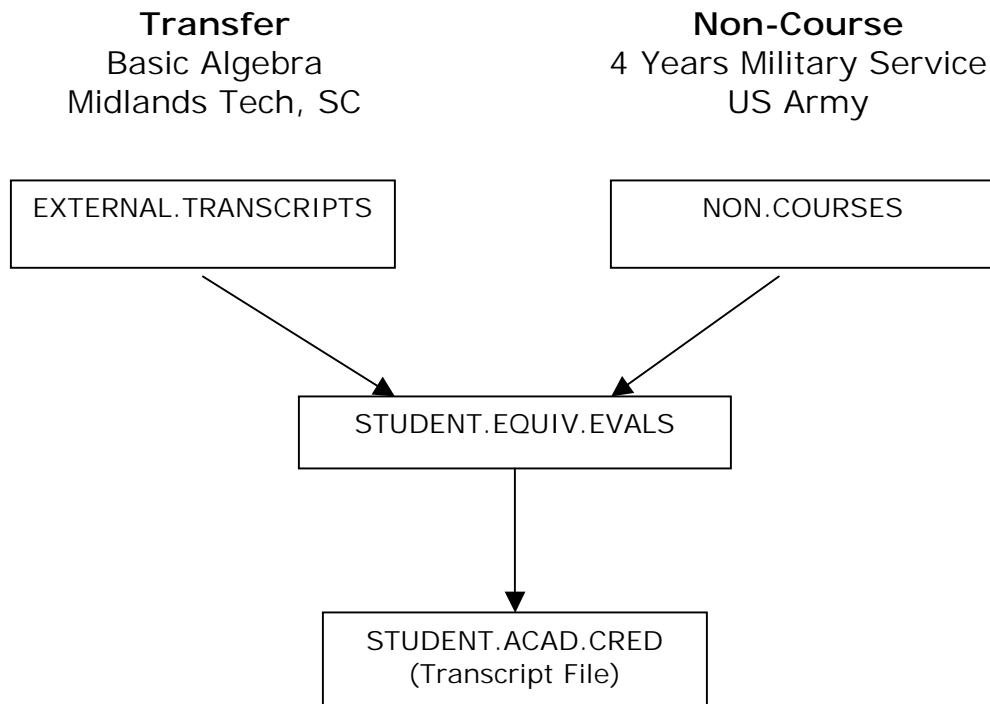
Equivalencies Explained

When a user records transfer work, a test, or life experience, and awards college credit, the CIS System creates at least two records: the record of the original entry and a transfer or non-course equivalency. In the case of transfer work, you retain a record of the external transcript information including the course from the transferring institution and its related value at your own. Non-courses work the same—you maintain a record of the life experience or test and the equivalent credit from your college.

For every equivalency assigned to a non-course or transfer course, a record is created in the EXTERNAL.TRANSSCRIPT or NON.COURSES file.

Each transfer and non-course entry populates a record in the STUDENT.EQUIV.EVALS file and also the STUDENT.ACAD.CRED file, which contains the academic history that will appear on a transcript.

In the following diagram you can see the transfer course and the files created from the entry:



Credit Types

In the CIS system, all academic history can be found in the STUDENT.ACAD.CRED file. This file contains a history of all institutional courses, transfer course equivalencies, and non-course equivalencies. Each of these records can hold values for attempted credit, completed credit and GPA credit and can have an associated credit type

When you enter a grade for a course or equivalency, the system looks at the credits/units for the section and whether records with that grade should have the credits figured into attempted, completed and GPA credits.

Using the delivered BSP grade scheme for a 1-unit course with a grade of:

- A include units in attempted, completed and GPA
- B include units in attempted, completed and GPA
- C include units in attempted, completed and GPA
- D include units in attempted, completed and GPA
- F include units in attempted, do not include in completed, include in GPA
- S include in attempted and completed, not in GPA
- U include in attempted, but not in completed nor in GPA

When recording grades, the system also looks at the credit type associated to the record. If you look at the CTYP screen, the same three parameters can be defined for each credit type. It is important to note that the values on the CTYP screen do NOT have to be filled in. However, if they are, they will override the parameters set on the grade codes.

For example, the AHS Transfer (HST) credit type is delivered as follows,

- Include in Attempted: No
- Include in Completed: Yes
- Include in GPA Credits: No

But the Adult High School (AHS) credit type used for courses taken locally has null values in each parameter. This will force the system to use the parameters on the grade codes themselves.

For the HST credit type, the system does not include attempted credit values because the work was not attempted locally, but rather at another institution. The values also do not affect the GPA because the credit was

earned elsewhere. The only value affecting the local transcript is the completed credits.

Compare the following:

Taken Locally

Course: AHS-ENG1
Credit Type: AHS
Units: 1
Grade: B (3.0 value)
Attempted Credits: 1
Completed Credits: 1
GPA Credits: 1

Earned as a Transfer

Course: AHS-ENG1
Credit Type: HST
Units: 1
Grade: B (3.0 value)
Attempted Credits: 0
Completed Credits: 1
GPA Credits: 0

Summary of Credit Types for Adult High School:

Code: AHS

Description: Adult High School

Category: I Institutional

Include in Attempted: <<null>>

Include in Completed: <<null>>

Include in GPA Credits: <<null>>

The AHS code is assigned to all AHS courses offered by your institution. When a student takes a course, the AHS code is recorded with the course information in their transcript file. When a grade is assigned, the credits are recorded based on the grade code parameters.

Code: HST

Description: AHS Transfer

Category: Transfer

Include in Attempted: No

Include in Completed: Yes

Include in GPA Credits: No

Assign the HST code when recording AHS transfer credit. Unit totals will be recorded in completed credits but NOT in attempted or GPA. Regardless of the grade code parameters settings, the credit type parameters will override them.

Module 3: Equivalencies and Credit Types

Code: HSN

Description: AHS Noncourse

Category: O Other

Include in Attempted: No

Include in Completed: Yes

Include in GPA Credits: No

Use the HSN credit type when assigning homemaker, business and industry, or military credit—for any type of life experience credit

Code: HSE

Description: AHS Exam

Category: O Other

Include in Attempted: No

Include in Completed: Yes

Include in GPA Credits: No

Use the HSE credit type when recording credit for a challenge or competency exam

Exercises

1. In the following scenarios, adjust the attempted, completed and GPA credits for the associated credit types

At your college, students earn 1 unit when successfully completing Algebra 1

Scenario	Units Attempted:	Units Completed:	Units figuring into the GPA:
<i>Take at your institution with a grade of B</i>			
<i>Earned via challenge exam</i>			
<i>Earned as transfer credit—grade of B</i>			
<i>Earned via life experience credit through business and industry</i>			

Module 4: Transfer Work

Objectives for this Module

In this module, you will learn

- The CIS system features for transfer work processing
- To create standard course equivalencies to reduce processing time
- Award transfer credit

Transfer Work Processing in the CIS System

Within the Admissions module of the CIS system is a menu for external courses and transfer work processing.

Processing transfer work involves two basic steps:

- Recording coursework taken elsewhere
- Awarding credit, if applicable

To assist with data entry, the system will allow you to predefine articulation agreements so when you enter coursework taken elsewhere, the system knows to associate the appropriate credit for your institution.

If you do not want to predefine these matches, you may hold off and indicate the standard associations as you record transfer work for your applicants and students. You also have the option of not predefining equivalencies.

Standard Course Equivalencies for NCCCS AHS Courses

A standard course equivalency tells the system that anytime you record a particular course from institution X, assign equivalent credit for course Y at our institution.

A key point to understand is that standard equivalencies are tied to a specific institution. That means if Midlands Technical College in SC offers ENG-110 and so does Northern Virginia Community College, they are not necessarily the same course and you might not award the same transfer credit for both. Therefore, anytime a standard equivalency is defined, it is linked to a specific institution.

In the case of the Adult High School curriculum in the state of North Carolina, there is a defined curriculum that generally only varies in the electives that a college may offer. However, the System Office has not prescribed what the course prefix and number for those courses should be.

In an attempt to unify the course names, the Adult High School workgroup defined a recommended list of course names for the colleges to use. However, using these names is *optional*.

If you know a college has followed the course naming recommendation, you can predefine the AHS equivalencies between your college and the other in the system.

In the following example, Community College A and Community College B use the recommended naming scheme. Both refer to English 1 as AHS-ENG1.

To create the standard course equivalency:

- Staff member from A accesses the TCEQ screen
- Look up Community College B at the institution look up prompt
- At the Course Equivalency Look Up, type “...” to see if the equivalency exists, or if you are certain it does not, type “A” to add
- When adding a new equivalency, you will then record the course name (prefix+number) in the Transfer Course field. Enter the title and credits/units.

Module 4: Transfer Work

TCEQ-Transfer Course Equivalencies

Transfer Institution: 0049229 South Piedmont Cmty Coll

Transfer Course	Title	Credit
1 AHS-ENG1	English 1	1
2		

Equivalent Course	Title	Credit	Course Level
1			
2			
3			

- Enter the equivalent course name from your college

TCEQ-Transfer Course Equivalencies

Transfer Institution: 0049229 South Piedmont Cmty Coll

Transfer Course	Title	Credit
1 AHS-ENG1	English 1	1.00000
2		

Equivalent Course	Title	Credit	Course Level
1 AHS-ENG1	English 1	1.00000	AHS Adult H

- The current date will populate in the start date field. You should always back date this date as far back as the equivalency existed. A general recommendation from the AHS work group is to always use the date 01/01/60.
- You do not need to enter an end date until the equivalency is no longer accepted.
- Enter the BSP academic level
- Enter HST for the credit type
- Enter BSP as the grade scheme
- Enter the minimum acceptable grade earned to allow the awarding of transfer credit
- Enter a default status of TR

Module 4: Transfer Work

TCEQ-Transfer Course Equivalencies

Transfer Institution: 0049229 South Piedmont Cmty Coll

Transfer Course	Title	Credit
1 AHS-ENG1	English 1	1.00000
2		

Equivalent Course	Title	Credit	Course Level
1 AHS-ENG1	English 1	1.00000	AHS Adult H
2			
3			

Credit	Subject	Course Level	Department
1			

Start Date: 01/01/60 Default Status: TR Transfer Equiv Eval
 End Date: Description:
 Acad Level: BSP Ba Acad Programs: 1
 Credit Type: HST Ad Comments: 1
 Grade Scheme: BSP Basic Skills Grade Scheme
 Minimum Grade: D Transfer Credits: 1.00 Equiv Credits: 1.00

Following is an example of a transfer equivalency when the courses are not named the same way at both colleges:

TCEQ-Transfer Course Equivalencies

Transfer Institution: 0019836 Guilford Technical Community College

Transfer Course	Title	Credit
1 AHS-1007	Algebra 1	1.00000
2		

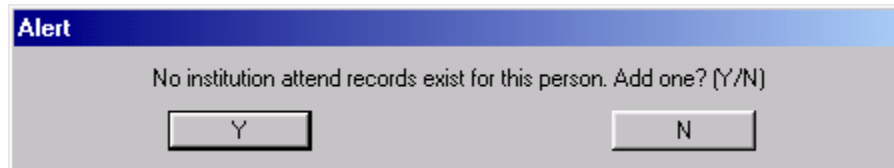
Equivalent Course	Title	Credit	Course Level
1 AHS-ALG1	Algebra I	1.00000	AHS Adult H
2			
3			

Credit	Subject	Course Level	Department
1			

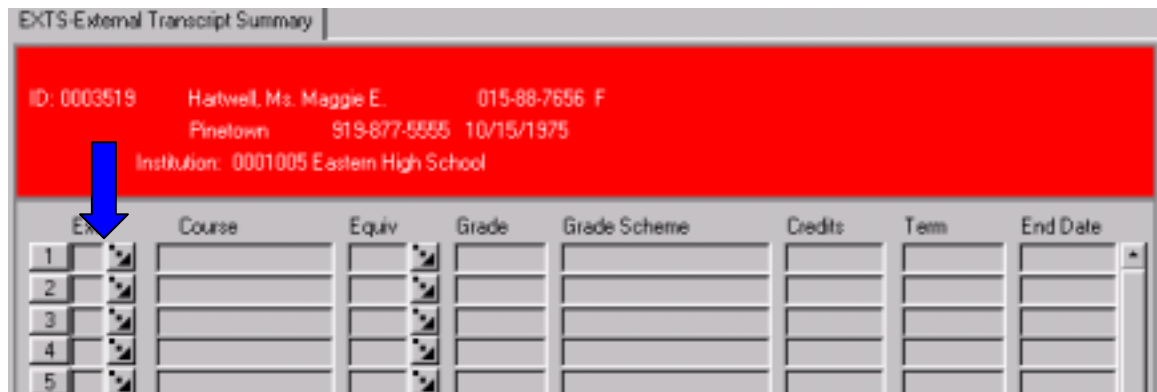
Start Date: 01/01/60 Default Status: TR Transfer Equiv Eval
 End Date: Description:
 Acad Level: BSP Ba Acad Programs: 1
 Credit Type: HST Ad Comments: 1
 Grade Scheme: BSP Basic Skills Grade Scheme
 Minimum Grade: D Transfer Credits: 1.00 Equiv Credits: 1.00

Awarding Transfer Credit

1. Type EXTS in the mnemonic box and click GO
2. Enter the person's name, SSN or Colleague ID in the Person LookUp box
3. Select the institution from which the transfer credit originated from the resolution screen.



- a. If you enter a high school, the system will pull you to HSA to add more information.
 - b. If you enter a college, the system will pull you to INAT to add more information.
 - c. Enter the transcript type, date received (hitting enter will default the current date) and the status.
 - d. Enter other information as appropriate.
 - e. When finished, select the disk icon at the top of the screen to save and return to EXTS.
4. Detail on the first blank line under the EXT column.



5. You will be pulled to the EXTR screen
6. Enter the External Course including the delimiter. For example, if the student took a course at the school called MATH100, enter the course as MATH-100, where "-" is the delimiter.
7. Enter the start and end dates of the course. If you do not have precise dates, estimate. This information is required in order for equivalencies to pick up. Once you enter through the date fields, if the system


automatically populates the title and credits, you know a standard equivalency exists.

8. Enter the course title, for example, English I (skip if populated)
9. Enter the number of credits or units earned (skip if populated)
10. Enter the grade scheme under which this credit will be earned. Enter BSP. If the external grade does not match a grade on your grade schemes in value and code, you may need to enter a transfer grade scheme.
11. Enter the final grade earned.

The screenshot shows the 'EXTR-External Transcript' form. At the top, a red header contains the following information: ID: 0003519, Hartwell, Ms. Maggie E., 015-88-7656 F, Pinetown, 919-877-5555, 10/15/1975, and Institution: 0001005 Eastern High School. Below the header, the form fields are as follows: External Course: MATH-100; Status: (dropdown menu); Start Date: 01/01/00; End Date: 06/05/00; Title: Intro to Algebra; Credits: 1.00; Grade Scheme: BSP Basic Skills; Grade: C; Interim Grade/Date: (empty); Term: (empty); Category: (dropdown menu); Comments: 1 (empty), 2 (empty); Notes: 1 (empty), 2 (empty); Date: (empty); Institutions Attended: (checkbox).

12. Interim Grade/Date: If the transcript only includes midterm grades for the last term, you can enter the interim grade and date in this field. Otherwise, leave this blank. Not a required field.
13. Enter a free form text code of the term in which this course was completed if needed for reporting purposes. Not a required field.
14. Category, comments, notes and status may be entered but are not required.
15. Save. Another screen will pop up on EXTR with the same dates so you can add additional external course work. When you no longer have courses to enter, cancel from EXTR to go back to EXTS.

- At this point, if you know a standard equivalency exists, you may save from the screen. You do not need to complete the following steps.

 Before you save, the Equiv field will still say "No." After you save and return to this screen, the Equiv field will be changed to "Yes."

If no standard equivalency exists, follow the remaining procedures.

- Detail on the Equiv field to add an equivalency for a course. (This equates the external work to a course at your institution.)

EXTS-External Transcript Summary

ID: 0003519 Hartwell, Ms. Maggie E. 015-88-7656 F
 Pinetown 919-877-5555 10/15/1975
 Institution: 0001005 Eastern High School

Ext	Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
1	MATH-100	Yes	C	Basic Skills	1.00		06/05/00
2	BIO-110	No		Basic Skills	1.00		06/05/00
3							
4							

EXTS-External Transcript Summary TEEV-Transfer Equiv Evaluation

ID: 0003519 Hartwell, Ms. Maggie E. 015-88-7656 F
 Pinetown 919-877-5555 10/15/1975
 Transfer Institution: Eastern High School

Transfer Course	Title	Credit	Gr	Cmpl Dt
1 BIO-110	Intro to Biology	1.00	C	06/05/00
2				

Equivalent Course	Title	Course Level	Credit	Gr Scheme	Gr
Status Credit Type	Acad Level	Equiv	Dt	Term	Notes/Com
1					

Equivalent Course	Title	Course Level	Credit	Gr Scheme	Gr
Status Credit Type	Acad Level	Equiv	Dt	Term	Notes/Com
1					

Description:

Acad Programs: 1

Std Equiv/Date:

Extl Credits: 1.00
 Equiv Credits: 0.00

18. The external course information appears at the top, grayed out. This is inquiry information only. See orange arrow above.
19. In the section with the label for "Equivalent Course" place your cursor in the blank gray box next to the number "1." A Course LookUp prompt will appear. See light blue arrow above.
20. Enter the course to which you want to equate the external work. Enter the grade you want to assign, or leave blank if appropriate.
21. Enter a status of TR.
22. Enter the appropriate credit type: TR if this is a Curriculum course transfer, HST if this is an Adult High School transfer course.
23. Enter the term code and comments if appropriate. (If no term is entered, all transfer work will be grouped together at the top of the transcript.)

The screenshot shows a software interface with two rows of course information. The top row is grayed out and labeled 'Equivalent Course'. It contains fields for Status (1), Credit Type (AHS-BIDL), Title (Biology), Course Level (AHS Adult), Credit (1.0000), Gr Scheme (BSP), and Gr (B). The bottom row is active and contains fields for Status (TR), Credit Type (HST High School), Title (BSP Basic Ski), Course Level (06/05/00), Department (BSP), and Notes/Com. Four arrows point from labels below to specific fields: 'Status' points to the TR field, 'Cred Type' points to the HST High School field, 'Grade Scheme' points to the BSP field, and 'Grade' points to the B field.

24. If you want this credit equivalency to be standard between your institution and the transfer school, enter a "Yes" in the "Std Equiv" field. Set the date back to the earliest date an equivalency could exist. (AHS will use 01/01/60).

The screenshot shows a software interface with fields for Description, Acad Programs (1), and Std Equiv/Date. The Std Equiv/Date field is set to 'Yes' and has a date of 01/01/60. To the right, there are two summary fields: 'Extl Credits' with a value of 1.00 and 'Equiv Credits' with a value of 1.00.

25. Save all. 

Exercises

1. Create 5 standard equivalencies between your college and another community college. Ask a participant in the class how they have named the following Adult High School courses:

Name of Other Community College: _____

Course	Recommended Name	Name at Your College	Name at Other Community College
Algebra 1	AHS-ALG1		
Algebra 2	AHS-ALG2		
English 1	AHS-ENG1		
English 2	AHS-ENG1		
US History	AHS-USHIS		

2. Using the other community college listed above as the transfer institution, enter the following transcripts and award credit:

Melissa Harmon

<<Other Community College>>

Course	Units	Grade
Algebra 1	1	B
English 1	1	B
English 2	1	C

Jacob Murphy

<<Other Community College>>

Course	Units	Grade
Algebra 1	1	C
Algebra 2	1	B
US History	1	A

Alonso Martinez

South Piedmont CC

Course	Units	Grade
Earth Science	1	B
Algebra 1	1	B
Consumer Math	1	A
Chemistry	1	F

Goldsboro High School (start on EXTS)

- When entering the HS information, do not forget the start and end dates

Course	Units	Grade
English 1	1	C
General Math	1	B
Government and Economics	1	C

Module 5: Non-Courses

Objectives for this Module

In this module, you will learn

- About non-courses and how they function in the CIS System
- To set up and enter challenge exams
- To set up and enter credit for military, business and industry, and homemaker experience
- To set up and record competency exams

Non-Courses Overview

Non-courses encompass all non-course activities related to college work that may or may not result in awarding of credit. These activities can include--but are not limited to--tests and life experience.

For the Adult High School program, the work group has defined the following uses for non-courses:

- Challenge Exams
- Military Credit
- Business and Industry Credit
- Homemaker Credit
- Competency Exams

Challenge Exams

To record a challenge exam, follow these steps:

1. Follow this path to select TSUM or type the screen name in the mnemonic box and click "Go:" |
AM→NCW→TSUM
2. Go to the first blank line under "Other Tests"
3. You will be prompted for a non-course lookup. Enter CHAL and hit enter.

TSUM-Test Summary

Williams, George ID: 0075702

Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status
1							
2							
3							

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status
1							
2							
3							

Other Tests		Eq	Dt Taken	Score	Pct	Source	Status
1	CHAL						
2							
3							

4. On the TEST screen, replace the default description with something more descriptive like "ALG1 Challenge"
Remember, to keep the ALG capitalized, type an equal sign in the Title box first. Example: =ALG1 Challenge
5. The date taken will default. Change if necessary.
6. Detail on the equivalency field to the bottom of the right column IF the student will earn credit for this attempt.
7. The system will pull you to NEQV. The CHAL info will appear in grayed out fields at the top of the screen.
8. Place your cursor in the field next to the first line with the number "1." A Course LookUp prompt should appear.

TSUM-Test Summary		TEST-Test Scores		NEQV-Noncourse Equiv Evaluation	
Williams, George				ID: 0075702	
Noncourse	Title	Score	Gr Scheme/Gr		
CHAL	ALG1 Challenge				
Equivalent Course	Title	Course Level	Credit Gr		
Status Credit Type	Acad Level	Equiv	Dt Term		
1					
Credit	Subject	Course Level	Department		
Status Credit	Type	Acad Level	Equiv Dt	Term	
1					
Description					
Acad Programs	1				
Strl Equiv/Date					

9. Type in the name of the course for which the student will earn credit. (Example: AHS-ALG1). Some information will default.
10. Enter a grade if appropriate. If no grade is required, delete the BSP grade scheme.
11. Enter a status of NC. Enter the credit type of HSE.
12. Save.
13. You will receive a message to "Enter 'A' to add a credit equivalency." If you have other exams to enter, type "A." if not, select cancel. Select update.
14. A Test LookUp prompt will appear. Select cancel. You are returned to TSUM
15. Save from TSUM.

Life Experience Credit

To record credit for homemaker, military, or business and industry experience, follow these steps:

1. Access the NCRS screen
2. Enter the name of the person receiving the credit
3. At the Non Course LookUp prompt, simply click OK
4. Enter a title (i.e. Homemaker Credit)
5. Category: L—Life Experience or O—Other Non-Course Work
6. Enter the start date (Required. Defaults to current date)
7. Detail on the Equiv field
8. Select the course for which they will receive credit (AHS-HMEC)
9. Enter a grade, or remove the grade scheme if no grade is recorded
10. Enter Status of NC
11. Enter Credit Type of HSN

The screenshot shows a software interface for recording non-course work. At the top, it displays 'NCRS-Noncourse Work' and 'NEQV-Noncourse Equiv Evaluation'. Below this, a blue header bar contains the name 'Williams, George' and ID '0075702'. The main form is divided into several sections:

- Noncourse Section:** Includes fields for 'Noncourse' (with a dropdown), 'Title' (containing 'Homemaker Credit'), 'Score', 'Gr Scheme/Gr', and 'Date' (03/30/04).
- Equivalent Course Section:** Contains 'Equivalent Course' (AHS-HMEC), 'Title' (Intro Home Econ), 'Course Level' (AHS Adult H), 'Credit Gr' (1.0000), 'Scheme', and 'Gr'. Below this are 'Status Credit Type' (NC), 'HSN AHS Noncour', 'BSP Basic Ski', and '03/30/04'.
- Credit Section:** Includes 'Credit Status Credit', 'Subject Type', 'Course Level', 'Department', and 'Term'.
- Description Section:** Contains 'Description' (Homemaker Credit), 'Acad Programs' (1), and 'Std Equiv/Date'.

12. Save all of the way out.

Competency Tests

The following workflow identifies the steps necessary to record results of a competency test:

1. Access the TSUM screen.
2. Lookup the person by name, SSN (no dashes), or Colleague ID.

If the person is not in the system, you can add them by clicking on "Add." It will take you to NAE and once you save, you will be brought back to TSUM.

The screenshot shows the 'TSUM-Test Summary' window with a red header bar. Below the header are three sections: 'Admissions Tests', 'Placement Tests', and 'Other Tests'. Each section has a table with columns for 'Eq', 'Dt Taken', 'Score', 'Pct', 'Source', 'Status', and 'Status Dt'. A 'Person Lookup' dialog box is open over the 'Other Tests' section, with the name 'Naomi Hartwell' entered in the search field. The dialog box has buttons for 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'.

3. If you are presented with a resolution screen, select the appropriate record and click the save icon

The screenshot shows the 'PERSON Lookup Screen' window. The title bar includes 'TSUM-Test Summary', 'NAE Name', and 'Address Entry'. A 'Save' button is visible. The main area displays a table with columns: 'Seq: Name', 'Address', 'SSN', 'ID, Status (Revision Class)', 'Entry Date', 'Source (Birth Name)', 'Where Used', and 'Birth Date'. A record for '1: Hartwell, Naomi' is selected, showing '0004723' for SSN and '04/24/02' for Entry Date. The 'Where Used' field contains 'APP'.

4. Place your cursor in the first blank line under the "Other Tests" category.
5. Enter the code for the competency test that you want to record: NCCTM (Math), NCCTR (Reading), or NCCTW (Writing). Click the save icon.

TSUM-Test Summary

ID: 0004723 Hartwell, Naomi

Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Other Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	NCCTM							
2								
3								

6. You will be pulled to the TEST screen.

TSUM-Test Summary TEST-Test Scores

ID: 0004723 Hartwell, Naomi

Test: NCCTM Math Comp Test Std Test ID:

Title: Math Comp Test

Category: T Other Test

Date Taken: 04/24/02

Score/Pct: [] []

Score Index: []

Subjects:

1	
2	

Subcomponent:

1	
---	--

Score Pct Ind

[]	[]	[]
[]	[]	[]

Score Pct

[]	[]
-----	-----

Status: []

Status Date: []

Source: []

Special Cr: 1 []

Institution: []

Form Name: []

Form Number: []

Comments: 1 []

Equivalency: No []

Credit Credit Type Acad Lvl Subject Course Lvl Dept

1	[]	[]	[]	[]	[]	[]
2	[]	[]	[]	[]	[]	[]

7. Fill out the following fields:

- Date Taken—defaults to today. Change to the date taken.
- Score—Enter the score received on the test. Use the score field directly under the “Date Taken” field.
- Status—Above the gray line, enter P for Passed or NP for Not Passed.
- Status Date—defaults to today. That is fine to leave as is.
- Institution—This only needs to be filled out if you are recording a competency test score taken at another institution.

Examples:

TSUM-Test Summary | Test - Test Scores

ID: 0004723 Hartwell, Naomi

Test: NCCTM Math Comp Test Std Test ID:

Title: Math Comp Test

Category: T Other Test

Date Taken: 04/01/02

Score/Pct: 160

Score Index:

Subtests:

	Score	Pct	Ind
1			
2			

Subcomponent:

	Score	Pct
1		

Status: P Passed

Status Date: 04/24/02

Source:

Special Cir: 1

Institution:

Form Name:

Form Number:

Comments: 1

Equivalency: No

	Credit	Credit Type	Acad Lvl	Subject	Course Lvl	Dept
1						
2						

TSUM Test Summary TEST-Test Scores

ID: 0004723 Hartwell, Naomi

Test: NCCTR Reading Comp Test Sid Test ID:

Title: Reading Comp Test
 Category: T Other Test
 Date Taken: 10/15/00
 Score/Pct: 125
 Score Index:
 Subtests:
 Subcomponent: 1
 Status: NP Not Passed
 Status Date: 04/24/02

Source:
 Special Ct: 1
 Institution: Pitt Community College
 Form Name:
 Form Number:
 Comments: 1
 Equivalency: No

Credit:
 Credit Type:
 Acad Lvl:
 Subject:
 Course Lvl:
 Dept:

- When you have entered all of the information, click the save icon. The Test Lookup prompt will display. Enter the next test code if you have more than one to record. If you are done, hit OK. You will be returned to the TSUM screen.

TSUM-Test Summary

ID: 0004723 Hartwell, Naomi

Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Other Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	Reading Comp Test	No	10/15/00	125			NP	04/24/02
2	Math Comp Test	No	04/01/02	160			P	04/24/02
3								

- Save and exit the screen.

Exercises

1. Select 5 AHS students and record challenge exams
2. Record business and industry credit for 3 students
3. Records homemaker credit for 3 students
4. Record military credit for 3 students
5. Select 5 students and record competency tests and results

Module 6: Viewing Results

Objectives for this Module

In this module, you will

- Review the Transfer Equivalency (TRER) report
- View the Adult High School transcript

Transfer Equivalency Report (TRER)

The CIS system can generate a report of transfer and non-course equivalency credit by through the TRER report. This report displays the external course and non-course work along with the equivalent credit awarded by your institution.

You may use any of the following selection criteria to generate the report:

- A saved list from the STUDENT.EQUIV.EVALS file
- Applicants/Students
- Institutions
- Equiv Courses
- Statuses

Following is a sample of the output from the TRER report:

```

March 30 2004                                     TRANSFER EQUIVALENCY REPORT                                     Page
12:37

Student.....: 0075703  Christina Madison      Institution:

Acad Programs: AHS

----- TRANSFER -----
Homocourse      Title      Score Gr  End Date  Stat      Course/      Gr/
Subject/Crs Lvl Dept  Credits  Type  Acad Lvl  Status
-----
CHAL      Homesaker Credit
          Challenge Exam      91      AHS-HREC      1.00  HSM  ESP  NC
          AHS-COMS      1.00  HSE  ESP  NC
          *****
Total for Christina Madison      2.00  Equiv Moncourse Credit
    
```

```

March 30 2004                                     TRANSFER EQUIVALENCY REPORT                                     Page
12:50

Student.....: 0075703  Christina Madison      Institution: Goldsboro High School

Acad Programs: AHS

----- TRANSFER -----
Course      Title      Credits  Gr  End Dt      Course/      Gr/
Subject/Crs Lvl Dept  Credits  Type  Acad Lvl  Status
-----
ENG 1      English 1      1.00  C  12/15/00  AHS-ENG1      C      1.00  HST  DSP  TR
ALG 1      Algebra 1      1.00  D  12/15/00  AHS-ALG1      B      1.00  HST  DSP  TR
SCI 1      Earth Science  1.00  D  12/15/00  AHS-EASCI     D      1.00  HST  DSP  TR
SCI 2      Biology      1.00  C  12/15/00  AHS-BIOL      C      1.00  HST  DSP  TR
HTH/PE     Health/PE     1.00  D  12/15/00  AHS-HLTH     B      1.00  HST  DSP  TR
MAT 1      General Math  1.00  D  12/15/00  AHS-GENH     B      1.00  HST  DSP  TR
          *****
Total for Christina Madison      6.00  Transfer Credit      6.00  Equiv Transfer Credit
    
```

Viewing Transcript Information

All equivalency credit resides in the student academic credit (transcript) file. These STUDENT.ACAD.CRED records will have a status that distinguishes them from courses taken at the college.

- NC Non-Course
- TR Transfer

There are several maintenance and inquiry screens where these records are visible, along with the student's transcript:

- Student Academic Credit (STAC) screen
 - This is a maintenance screen for all academic credit. This screen will mostly be restricted to only several people at the college
- Transcript Course Listing (TRCL) screen
 - The TRCL screen is an inquiry screen that lets you view the academic credit that appears on the transcript. The information that you can see is filtered based on the parameters of the selected transcript grouping
- Student Academic Transcript (STAT) screen
 - Inquiry screen where you can credit totals by type of credit. You can detail into the records for more information. The information that you can see is filtered based on the parameters of the selected transcript grouping
- AHS Transcript--Printed (TRAN)
 - TRAN allows you to print a transcript. The information that see is filtered based on the parameters of the selected transcript grouping

With the AHS transcript grouping set to show records with AHS, HST, HSE and HSN credit types, the following results appear:

STAC Student Academic Credits

STAC-Student Academic Credits							
Madison, Christina ID: 0075703 SSN/FEIN: 999-43-5							
	Course Name	Title	Stat	Credits	CEUs	Term	Gr
1	AHS-ENG1	English 1	TR	1.00			C
2	AHS-ALG1	Algebra I	TR	1.00			B
3	AHS-EASCI	Earth Science	TR	1.00			D
4	AHS-BIOL	Biology	TR	1.00			C
5	AHS-HLTH	Health/PE	TR	1.00			B
6	AHS-GENM	General Math	TR	1.00			B
7	AHS-HMEC	Intro Home Economics	NC	1.00			
8	AHS-CONS	Consumer Math	NC	1.00			
9	AHS-CRTH	Critical Thinking	N	1.00		2004CE1	C
10	AHS-BMAT	Business Mathematics	N	1.00		2004CE1	B
11	SAF-3014	CPR	N		0.00	2004CE1	S
12							
13							
14							
15							

ST→AC→ATR→STAC

Note the Stat fields for each entry. Those with a "TR" status are transfer equivalencies. Those with a "NC" status are non-course equivalencies. Those with an "N" status are the result of registration. Note--for the non-courses, we did not assign an equivalent grade.

This screen will display all work from all academic levels. Nothing is filtered from the list.

TRCL Transcript Course Listing

TRCL-Transcript Course Listing							
Madison, Christina ID: 0075703 SSN/FEIN: 999-43-5							
Transcript Groupings: Adult High School Transcript							
Academic Credit Entries				Cred	Cred	Cred	
	Course Name	Sect	Grade	Att	Cmpl	Calc	Term
1	AHS-ENG1		C	0.00	1.00	0.00	
2	AHS-ALG1		B	0.00	1.00	0.00	
3	AHS-EASCI		D	0.00	1.00	0.00	
4	AHS-BIOL		C	0.00	1.00	0.00	
5	AHS-HLTH		B	0.00	1.00	0.00	
6	AHS-GENM		B	0.00	1.00	0.00	
7	AHS-HMEC			0.00	1.00	0.00	
8	AHS-CONS			0.00	1.00	0.00	
9	AHS-CRTH	01	C	1.00	1.00	1.00	2004CE1
10	AHS-BMAT	01	B	1.00	1.00	1.00	2004CE1
11							
12							
13							
14							

ST→AC→ATR→TRCL

When accessing the TRCL screen, you must enter the person's name and a transcript grouping. This example used the transcript grouping for AHS and limits the records to those selected by the transcript grouping. Note that the Continuing Education (SAF-3014) course does not display within this view.

STAT Student Academic Transcript

STAT-Student Academic Transcript

Madison, Christina ID: 0075703 SSN/FEIN: 999-43-5

Transcript Grouping: Adult High School Transcript

Term	Creds	Att	Cmpl	GPA	Cum Att	Cum Cmpl	Cum GPA
1		0.00	8.00	0.000	0.00	8.00	0.000
2	2004CE1	2.00	2.00	2.500	2.00	10.00	2.500
3							
4							
Totals					2.00	10.00	

Credit Type	Cum Att	Cum Cmpl	GPA
1 Institutional	2.00	2.00	2.500
2 Transfer	0.00	6.00	0.000
3 Other	0.00	2.00	0.000
Totals	2.00	10.00	

Term	CEUs	Att	Cmpl	Cum Att	Cum Cmpl
1					
2					
3					
Totals					

GPA1/GPA2 Academic Standing

ST→AC→ATR→STAT

This view shows totals by term, and broken down by credit type categories.

TRAN Transcript Print

Following is an example of the output on the Adult High School transcript:

Page: 1 01 1

North Carolina Community College
100 Campus Drive
Raleigh, NC 27609

Adult High School Transcript

Name: Madison, Christina SSN: 999-43-5565
Address: 14 Turnberry Ct DOB: 12/01/80
Raleigh, NC 27617 Gender: F
Phone: 919-484-1202

Last School Attended: Goldsboro High School

Transfer Credit

COURSE	UNITS	GRADE	COURSE	UNITS	GRADE
AHS-ENGL	1.00	C	AHS-BIOL	1.00	C
AHS-ALGL	1.00	B	AHS-HELM	1.00	B
AHS-EASCT	1.00	D	AHS-GENH	1.00	D

Total Units Transferred: 6.00

Institutional Credit

TERM	COURSE	TITLE	UNITS	GRADE	TERM	COURSE	TITLE	UNITS	GRADE
2004CE1	AHS-CRTH	Critical Thinking	1.00	C	2004CE1	AHS-BMAT	Business Mathematics	1.00	B

HRS ATT: 2.00 HRS CHP: 2.00 Grade Point: 5.00 GPA: 2.500

Credit by Exam Life Experience Credit

COURSE	UNITS	GRADE	COURSE	UNITS	GRADE
AHS-CONS	1.00	N/A	AHS-EMEC	1.00	M/A

Total Units Credit by Exam: 1.00 Total Units Life Experience Credit: 1.00

TOTALS: CUM ATT = 2.00 CUM CHP = 10.00 CUM PTS = 5.00 CUM GPA = 2.500

NC Competency Tests
Math: Passed
Reading: NOT TAKEN
Writing: Not Passed

Deleting Transferred Credits (EQSU)

- **Mnemonic – EQSU.**

Note: Use this form with care. There is great potential for errors.

Students/Applicants	Institutions	Transfer Courses	Noncourses	Equiv Courses	Statuses
1 0075387	1	1	1	1	1
2	2	2	2	2	2

EQSU – Equivalent Credit Status Update form

Note: This process changes the status of the course from **NC** or **TR** to **PR**. While still visible in **STAC**, these courses will no longer print on transcripts or count towards the satisfaction of prerequisites.

- **Change to Status** – Enter **PR** or select the entry from the drop-down menu.
- **Students/Applicants** – Enter the student/applicant's name, SSN or Colleague ID (CID) number
- **Institutions** – If you are deleting credits for a specific institution, enter the name here. If you do not specify an institution, all institutions are included.
- **Transfer Courses** – If you are deleting credits for specific transfer courses, enter the course names here. If you do not specify a transfer course, all transfer courses are included, if the TR status is chosen at the bottom of the screen
- **Noncourses** – If you are deleting credits for specific noncourses, enter the names here. If you do not specify a noncourse, all noncourses are included, if the NC status is chosen at the bottom of the screen

Click **SAVE** and **Update**. The Output **Device** and **Mode** screens appear. When you have made your selection, the process is run, the report is produced, and you are returned to the **Main Menu**.

Exercises

1. Look at STAC for several students
2. Look at TRCL using the AHS transcript grouping
3. Look at STAT using the AHS transcript grouping
4. Run the TRER report for several students
5. Run the AHS transcript for several students from TRAN