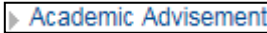

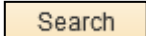
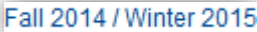
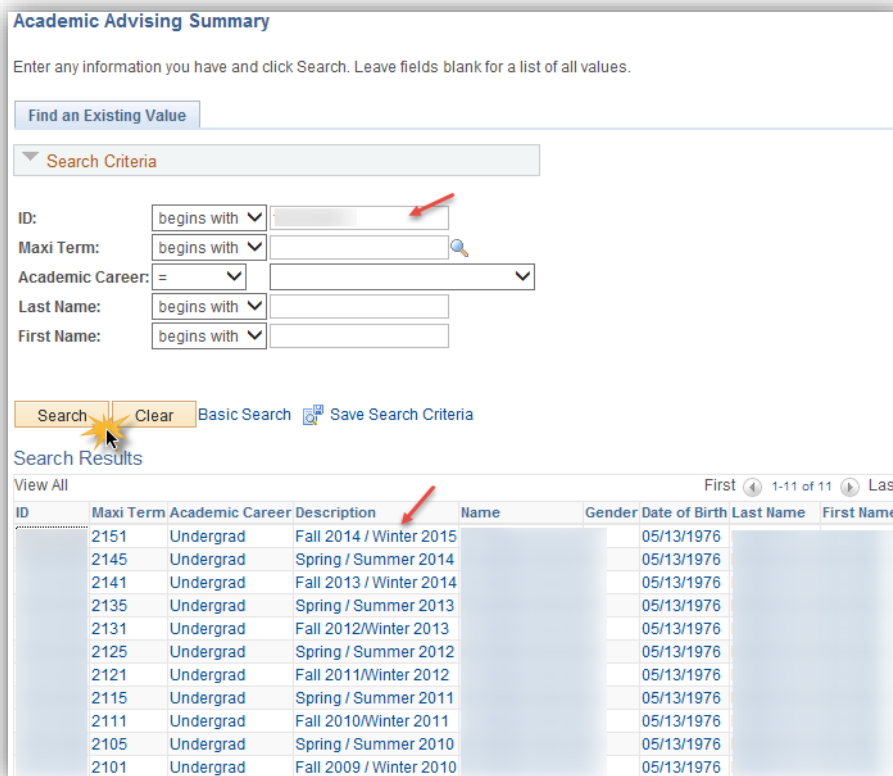


This will include how to make a transfer credit extra to a degree if the credit should not count toward the student's degree. The first part includes how to make automatically transferred credits extra to the degree and the second part will include how to make manually transferred credits extra to the degree.

Making Automatically Transferred Credits Extra to Degree:

1. Click the [Academic Advisement](#) link.

2. Click the [Academic Advising Summary](#) link.

3. Enter the student emplid, first name and last name and press Search or Enter.
Click the [Search](#) button.

4. If the student has more than one maxi term they may be displayed in a grid (e.g. select Fall 2014/Winter 2015). Click the [Fall 2014 / Winter 2015](#) link.




Academic Advising Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID: begins with []

Maxi Term: begins with []

Academic Career: = []

Last Name: begins with []

First Name: begins with []

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-11 of 11 Last

ID	Maxi Term	Academic Career	Description	Name	Gender	Date of Birth	Last Name	First Name
2151	Undergrad	Undergrad	Fall 2014 / Winter 2015			05/13/1976		
2145	Undergrad	Undergrad	Spring / Summer 2014			05/13/1976		
2141	Undergrad	Undergrad	Fall 2013 / Winter 2014			05/13/1976		
2135	Undergrad	Undergrad	Spring / Summer 2013			05/13/1976		
2131	Undergrad	Undergrad	Fall 2012/Winter 2013			05/13/1976		
2125	Undergrad	Undergrad	Spring / Summer 2012			05/13/1976		
2121	Undergrad	Undergrad	Fall 2011/Winter 2012			05/13/1976		
2115	Undergrad	Undergrad	Spring / Summer 2011			05/13/1976		
2111	Undergrad	Undergrad	Fall 2010/Winter 2011			05/13/1976		
2105	Undergrad	Undergrad	Spring / Summer 2010			05/13/1976		
2101	Undergrad	Undergrad	Fall 2009 / Winter 2010			05/13/1976		

Making Transfer Credits

Extra to Degree

SA – Academic Advising



- The student record summary displays for the selected maxi term (Fall 2014/Winter 2015). For FOIP reasons some information has been removed.

Student Record Summary

Institution: UCALG University of Calgary
 Career: Undergrad Undergraduate Programs Maxi Term: Fall 2014 / Winter 2015
 Academic Group: MD Cumming School of Medicine

Term Information

Fall 2014 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt:

Winter 2015 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt:

Applicable Units/FCEs Summary Totals

Jr: 12.00 / 2.00	'D'/'D+': 0.00 / 0.00	In-prog Jr: 0.00 / 0.00
Sr: 45.00 / 7.50	Transfer: 24.00 / 4.00	In-prog Sr: 0.00 / 0.00
Ttl: 57.00 / 9.50	> 10 Yrs: 6.00 / 1.00	In-prog Ttl: 0.00 / 0.00

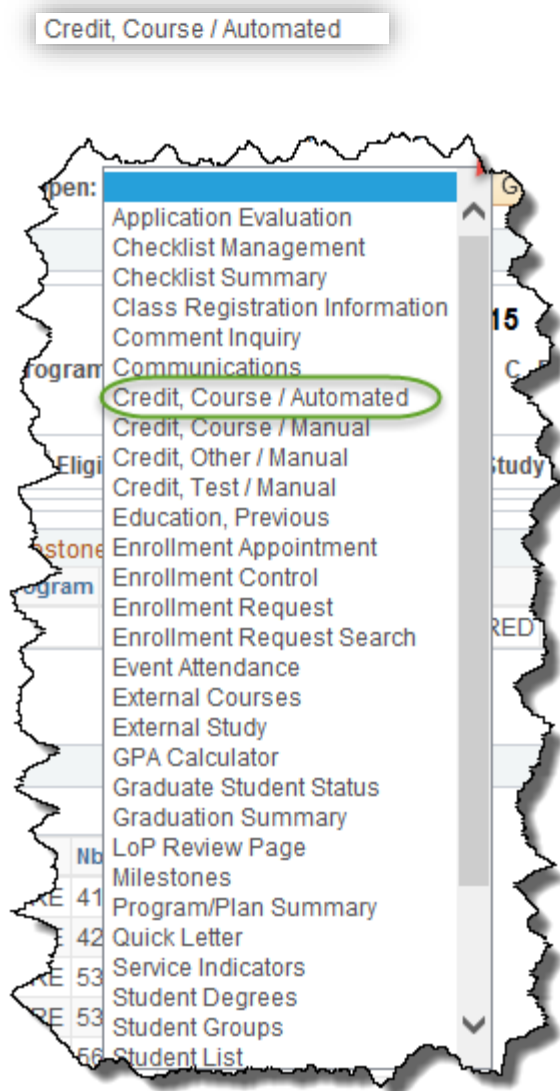
Applicable Course Summary



Area 1							Area 2							Area 3						
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC
							BIOL	2XX		A+	3.00	1.1	A	CORE	415B		B+	3.00	S11	
							SCIE	2XX		A	3.00	1.1	A	CORE	425		B	3.00	F09	
														CORE	535	1	B+	3.00	S10	
														CORE	535	2	B+	3.00	S10	
														CORE	569		A	3.00	F11	
														CORE	573		A-	3.00	F09	
														CORE	581		A-	3.00	F12	
														CORE	583		C-	3.00	F09	
														CORE	589.01		B+	3.00	W11	
														CORE	591	26	B-	3.00	F10	
														CORE	591B	42	B	3.00	S10	
														MGMT	2XX		TR	3.00	1.1	M
														MGMT	2XX		TR	3.00	2.1	M
														OPTN	9XX		A	3.00	3.1	A
														OPTN	9XX		A	3.00	4.1	A
														OPTN	9XX		B+	3.00	2.1	A
														SOWK	9XX		A+	3.00	1.1	A

- Area 3 displays A = Automatically transferred credits for OPTN and SOWK and M = Manually transferred credits for MGMT in the TC (Transfer Credit) column.

TC	Crse	Nbr	Top	Grd	Units	Term	TC
A	CORE	415B		B+	3.00	S11	
A	CORE	425		B	3.00	F09	
	CORE	535	1	B+	3.00	S10	
	CORE	535	2	B+	3.00	S10	
	CORE	569		A	3.00	F11	
	CORE	573		A-	3.00	F09	
	CORE	581		A-	3.00	F12	
	CORE	583		C-	3.00	F09	
	CORE	589.01		B+	3.00	W11	
	CORE	591	26	B-	3.00	F10	
	CORE	591B	42	B	3.00	S10	
	MGMT	2XX		TR	3.00	1.1	M
	MGMT	2XX		TR	3.00	2.1	M
	OPTN	9XX		A	3.00	3.1	A
	OPTN	9XX		A	3.00	4.1	A
	OPTN	9XX		B+	3.00	2.1	A
	SOWK	9XX		A+	3.00	1.1	A

- Click on the drop down beside the open navigation at the top of the page to display options (same "open" navigation is at the bottom of the page). Select the Credit, Course / Automated option to view all the credits that were automatically included on the student's record summary. Click the **Credit, Course / Automated** list item.



- Click the **Go** button.
 
- The Credits, Course - Automated tab opens to Transfer Course Details for credits that were transferred automatically from Douglas College (example only). Manipulate the transfer credit model to display the automatically transferred course credits for SOWK (Fall 09/2097). Click the **Show next row** button.
 

Making Transfer Credits Extra to Degree

SA – Academic Advising



Course Credits - Automated

Transfer Course Details | Transfer Summary

Transfer Credit Model

Academic Career: UGRD Undergraduate Programs

Academic Institution: UCALG University of Calgary

*Model Nbr: 1

*Transcript Level: Not Print

Target Information

*Academic Program: MDBCH Medicine Bachelor

Academic Plan: []

Source Information

*Credit Source Type: External

External Org ID: 00103398 Douglas College

Data Source: LOP

Find | View All First 1 of 7 Last

10. For this example SOWK is displayed on the Term 2097/F09. Click the **Show all columns** button to view additional columns of information.



Transfer Credit Term

Articulation Term: 2097 F09

Fetch Posted


Equivalency Details | Evaluator Details

*Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FAWI
1	Posted	2009 FALL	DACS 5121		A+	SOWK 9XX	3.000	TRN	A+		

Find | View All First 1 of 2 Last

11. Click the **Edit Equivalent Course** button.



*Group	Status	External Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Accepted	Grade Basis	Grade	Repeat Code	Incl in FA WI	Lock
1	Posted	2009 FALL	DACS 5121		A+	SOWK 9XX	3.000	TRN	A+		<input type="checkbox"/>	

12. The Equivalent Course Information displays for the details of SOWK. Click the **Look up Designation** button.



Equivalent Course Information

Incoming Course

Term: 2009 FALL

Course: DACS 5121 dacs 5121

Units Taken: 0.00

Grade Input: A+ A+ Crse Level: Regular

OK
Cancel

Equivalent Course

Course ID: 138838 SOWK 9XX Clear

Offer Nbr: 1 SOWK 9XX


Grading Scheme: UGD Undergraduate Valid Attempt

Grading Basis: TRN Transfer Earn Credit

Official Grade: A+ A+ Include in GPA

Units Transferred: 3.000 Grd Pt/Unt: 4.000 Units Att: Yes

Repeat Code:

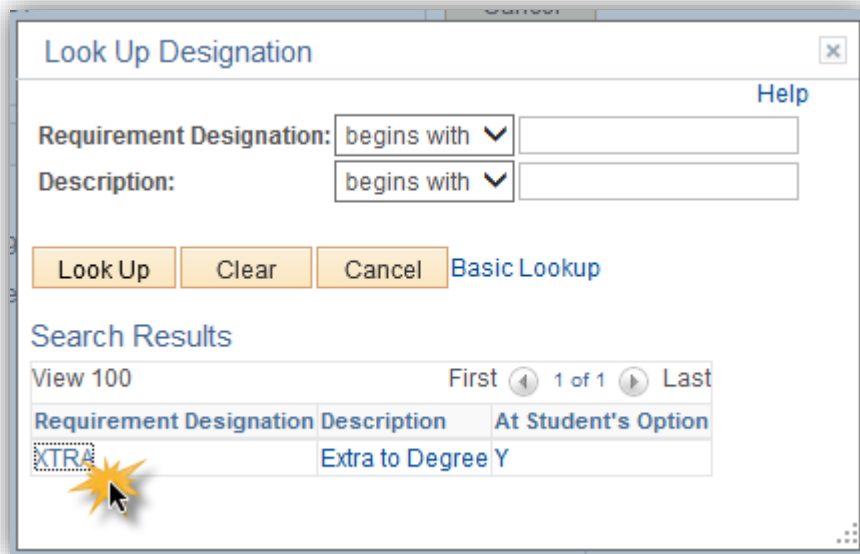
Designation: 

Include in FA WI Stats

Making Transfer Credits Extra to Degree

SA – Academic Advising

13. Click the **XTRA** link.



Look Up Designation Help

Requirement Designation: begins with

Description: begins with

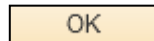
[Basic Lookup](#)

Search Results

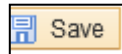
View 100 First 1 of 1 Last

Requirement Designation	Description	At Student's Option
XTRA	Extra to Degree Y	

14. Click the **OK** button.



15. After changing the designation save the changes. Click the **Save** button.



Making Manual Transfer Credits Extra to Degree:

- From the Student Record Summary, click the **Open** list.



[Student Record Summary](#) | [Term Summary](#) | [Record Summary Overrides](#) | [Full Course History](#) | [DegNav - Defined Words](#) | [DegNav - Renames](#)

Student Record Summary

Institution: UCALG University of Calgary ★ 📄 🗨️ Advising Comments
Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2014 / Winter 2015
ID: _____ **Reset Cum Statistics:** _____ **Obey Reset:** Y

Academic Group: MD Cumming School of Medicine Refresh Print **Open:** _____ Go

Term Information

Fall 2014 In-progress App

Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req

Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt:

Winter 2015 In-progress App

Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req

Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt:

Applicable Units/FCEs Summary Totals

Jr:	12.00 / 2.00	'D' / 'D+':	0.00 / 0.00	In-prog Jr:	0.00 / 0.00
Sr:	45.00 / 7.50	Transfer:	24.00 / 4.00	In-prog Sr:	0.00 / 0.00
Ttl:	57.00 / 9.50	> 10 Yrs:	6.00 / 1.00	In-prog Ttl:	0.00 / 0.00

Milestones

Program	Plan	Nbr	Milestone	Level	Date Reqd	Complete	Date Compl
		10	EFFWRITING	REQUIRED	2010/09/01	Completed	2009/12/17

Applicable Course Summary

Area 1							Area 2							Area 3						
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC
							BIOL	2XX		A+	3.00	1.1	A	CORE	415B		B+	3.00	S11	
							SCIE	2XX		A	3.00	1.1	A	CORE	425		B	3.00	F09	
														CORE	535	1	B+	3.00	S10	
														CORE	535	2	B+	3.00	S10	
														CORE	569		A	3.00	F11	
														CORE	573		A-	3.00	F09	
														CORE	581		A-	3.00	F12	

Passed: 0.00 / 0.00

In-progress: 0.00 / 0.00

Passed: 6.00 / 1.00

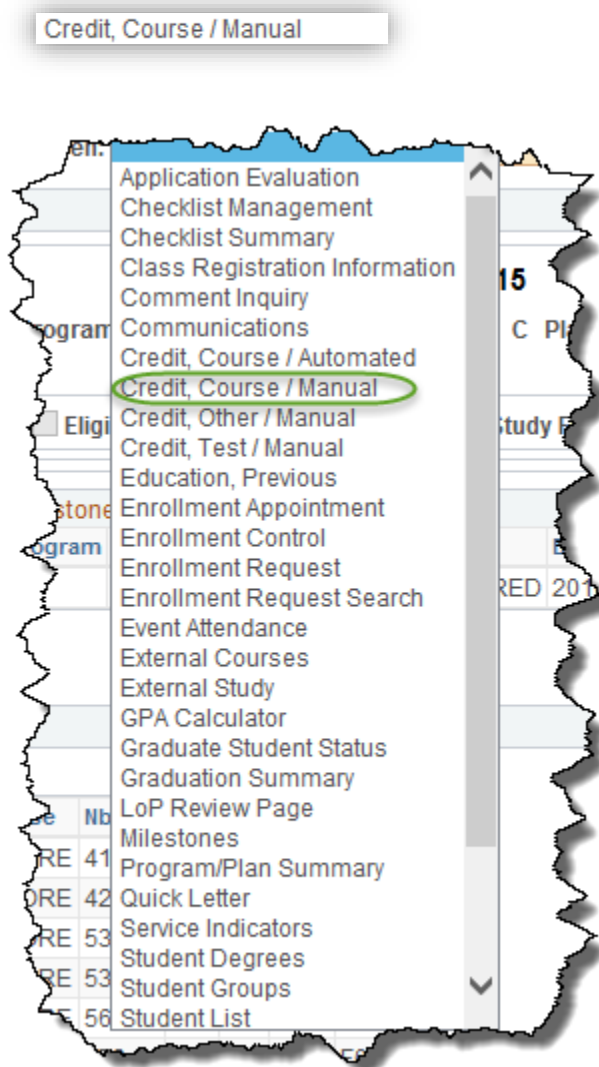
In-progress: 0.00 / 0.00

Making Transfer Credits

Extra to Degree

SA – Academic Advising

2. Click the **Credit, Course / Manual** list item.



3. Click the **Go** button.



4. Scroll through to view the MGMT course for Fall 2009 Term 2097. Click the **Show next row** button.



5. Courses that were entered manually for Ain Shams University display (example only). The course equivalent displays for MGMT (127597).

Transfer Course Entry
Course Credits by Term

★
📁
First 2 of 7 Last

Transfer Credit Model Find | View All

Academic Career: UGRD Undergraduate Programs + -

Academic Institution: UCALG University of Calgary

*Model Nbr:

*Transcript Level:

Target Information

*Academic Program: Medicine Bachelor Include in GPA

Academic Plan:

Source Information

*Credit Source Type: ↖

Source Institution: Ain Shams University

School Type: University

Transfer Credit Term Find | View All

*Articulation Term: F09 Posted First 1 of 1 Last

	Incoming Course	Equivalent Course
*Group*Seq# <input type="text" value="1"/> <input type="text" value="1"/>	Year: <input type="text" value="1995"/> Ext Term: <input type="text" value="WINT"/>	Course ID: 127597 MGMT
Status: <input type="text" value="PUBLIC"/>	Subject: <input type="text" value="ADMIN"/>	Offer Nbr: <input type="text" value="1"/> 2XX
Posted	Course Nbr: <input type="text" value="ADMIN"/>	Units Transferred: <input type="text" value="3.000"/>
Details	Description: <input type="text"/>	Grading Scheme: <input type="text" value="UGD"/> UGRD
Comments	Units Taken: <input type="text" value="0.00"/>	Grading Basis: <input type="text" value="TRN"/> Transfer

Making Transfer Credits

Extra to Degree

SA – Academic Advising



6. The equivalent course displays. Click the **Look up Designation** button.



Equivalent Course

Course ID: MGMT

Offer Nbr: 2XX

Units Transferred:

Grading Scheme: UGRD

Grading Basis: Transfer

Official Grade: Trn

Repeat Code:

Designation:

Include in FA WI Stats

7. Click the **XTRA** link.



Look Up Designation Help

Requirement Designation:

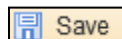
Description:

Search Results

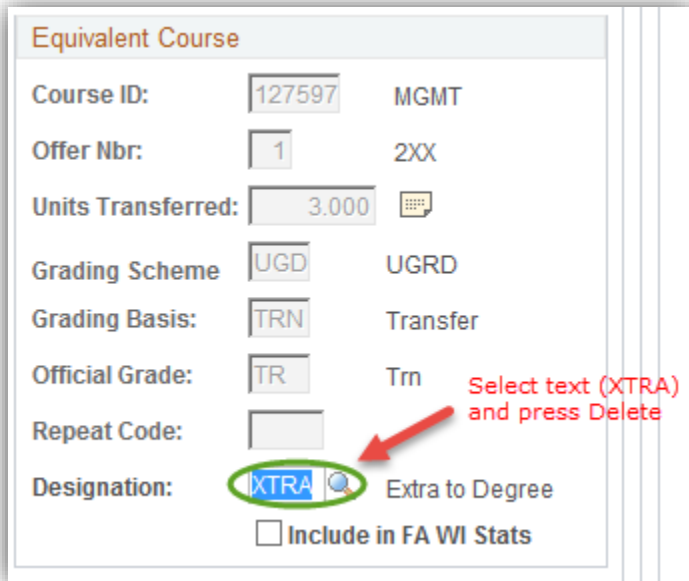
View 100 First 1 of 1 Last

Requirement Designation	Description	At Student's Option
XTRA	Extra to Degree	Y

8. After changing the designation to Extra to Degree, save the change. Click the **Save** button.

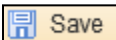


9. If you have made a transfer credit extra to a student's degree and wish to reverse that change, select the text (XTRA) and press the delete button. Press the delete key **[Delete]**.



Equivalent Course	
Course ID:	127597 MGMT
Offer Nbr:	1 2XX
Units Transferred:	3.000
Grading Scheme	UGD UGRD
Grading Basis:	TRN Transfer
Official Grade:	TR Trn
Repeat Code:	
Designation:	XTRA Extra to Degree
	<input type="checkbox"/> Include in FA WI Stats

10. After deleting, save the change. Click the **Save** button.



End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.