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:

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
Posting Bulk Transfer Credit – Graduate Career
Updated – October 6, 2009

Units Transferred should equal Units Taken. If not, click and review previous page for entry errors.
Find an Existing Value:

If there is no change in the Academic Program, Academic Plan, or Source Institution, Click the + in the Transfer Credit Term header.

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.