VIEWING TRANSFER AND EQUIVALENCY INFORMATION IN CAMPUS CONNECTION

How to view transfer and equivalency information – Administrator Role
To view credits transferred from another university:
1. Records and Enrollment
2. Transfer Credit Evaluation
3. Course Credits - Manual
   a. Course Credits – manual
      - Enter students Empl ID
      - Click Search button
   b. Listed one-by-one on the bottom, are the courses transferred into UND from another institution and the UND equivalent. Towards the bottom right corner you will see 1 of 10, for example. That is saying the student has 10 courses transferring from that first institution. You can click on the "view all" and all courses will be listed. Credits that have no equivalent, or in which we in the registrar's office don't know the equivalent, will be given an equivalent of ex. Math 1XX, Comm 1XX, etc… or Trnsfr 100 if it is a course prefix that we don't use such as welding.
   c. In the top right corner, if the student has more than one transfer institution it will read "1 of 3" for example. Click the right arrow to see the next institution.

   ***Please note that all UND courses the student took prior to conversion were transferred into PeopleSoft with the source institution equal to UND Conversion.

To view test credits:
1. Records and Enrollment
2. Transfer Credit Evaluation
   a. Test Credits
      - Enter Student Empl ID
      - Click Search button
   b. The name of the test will be listed, the score achieved and the UND equivalent. "Test Credits" include AP, CLEP, and language placements. These are tests which credit is given and they will show on the transcript.

To view other credits:
1. Records and Enrollment
2. Transfer Credit Evaluation
3. Other Credits
      - Enter Student Empl Id
      - Click Search button:
         The name of the score will be listed as well as the UND equivalent. "Other Credits" include math and english ACT scores and math placements. These are scores in which credit isn't given and they will not show on the transcript. They are entered so a prerequisite can be met.

How to view transfer and equivalency information – Faculty Role
1. Self Service
2. Faculty Center
   a. View advisee information
      - Under the student details drop down choose transfer credit report
      - Click the Go button

   b. *The first list you will see is any transfer work and the UND equivalent.* Credits that have no equivalent, or in which we in the registrar's office don't know the equivalent, will be given an equivalent of ex. Math 1XX, Comm 1XX, etc… or Trnsfr 100 if it is a course prefix that we don't use such as welding.

   c. In the top right corner, if the student has more than one transfer institution it will read "1 of 3" for example. Click the right arrow to see the next institution.
   ***Please note that all UND courses the student took prior to conversion were transferred into PeopleSoft with the source institution equal to UND Conversion.

   d. *The second list you can access is test credits.*
      To view, click on the "Test Credits" link on the top of the page. The name of the test will be listed, the score achieved and the UND equivalent. "Test Credits" include AP, CLEP, and language placements. These are tests which credit is given and they will show on the transcript.
   e. *The third list you can access is other credits*
      To view, click on the "Other Credits" link on the top of the page. The name of the score will be listed as well as the UND equivalent. "Other Credits" include Math and English ACT scores and math placements. These are scores in which credit isn't given and they will not show on the transcript. They are entered so a prerequisite can be met.

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