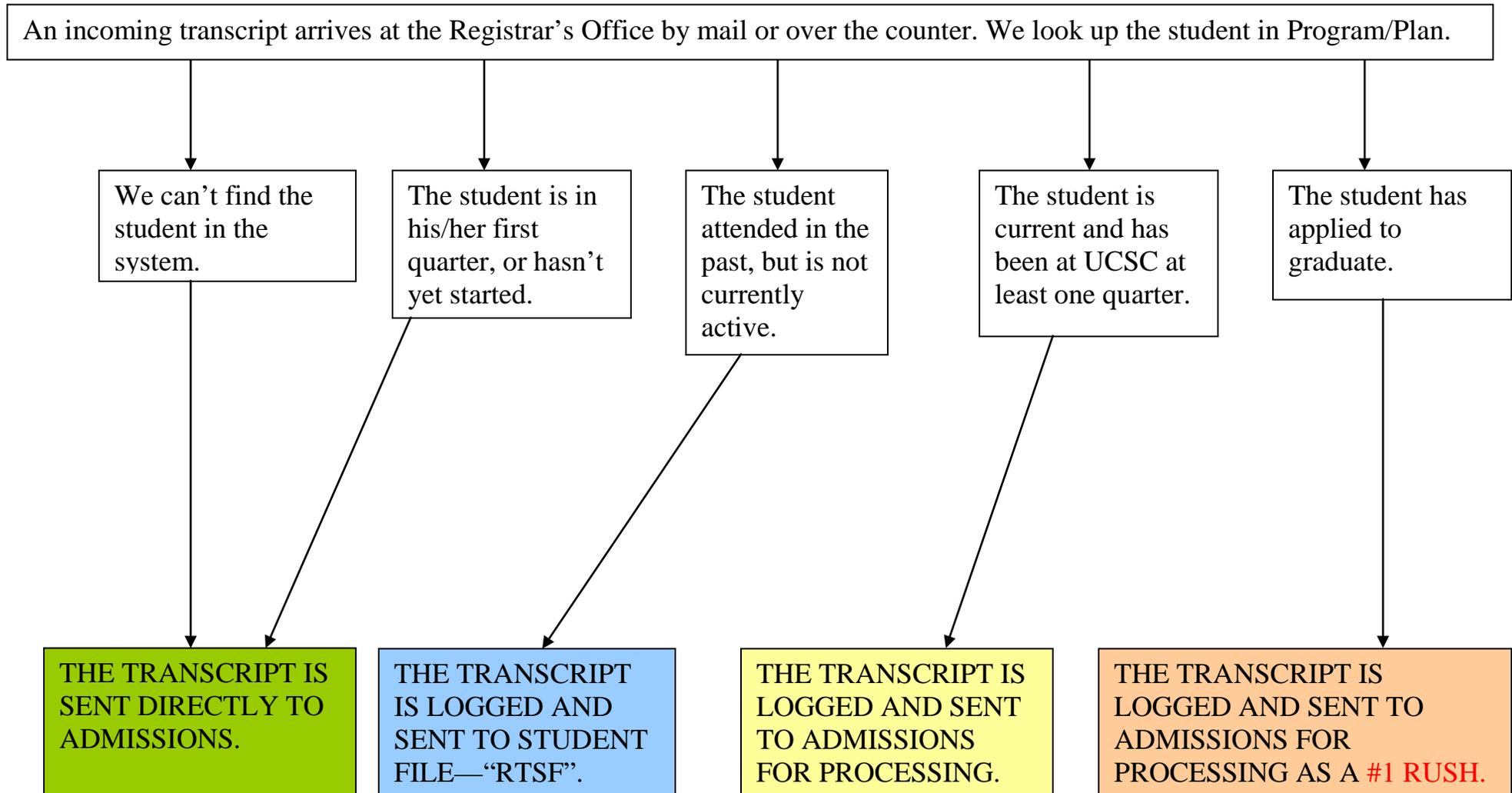
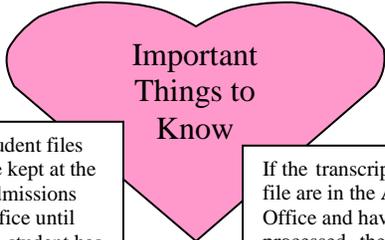
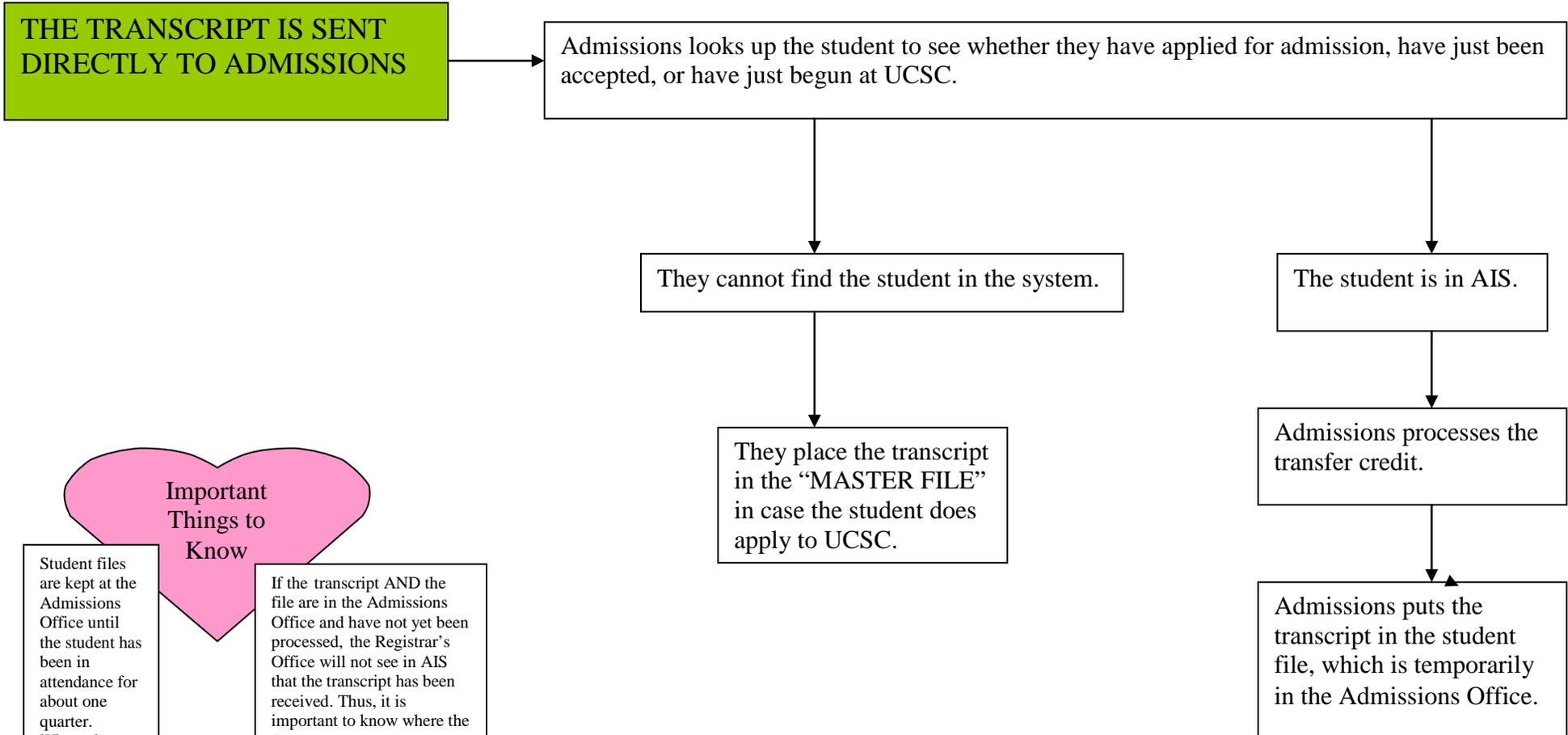


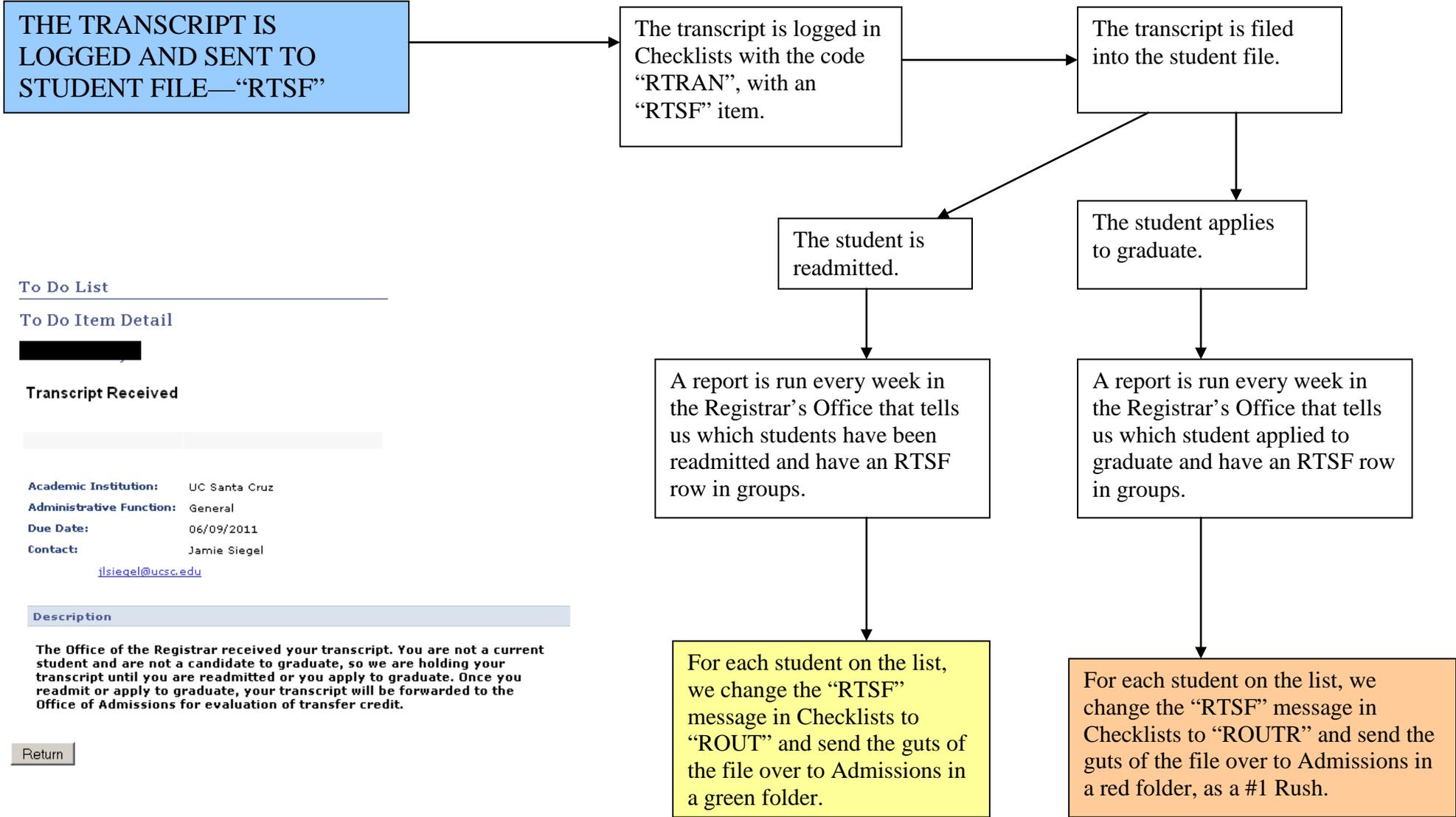
THE LIFE OF A TRANSCRIPT





Student files are kept at the Admissions Office until the student has been in attendance for about one quarter. Where the student file lives, that's where the transcript should go.

If the transcript AND the file are in the Admissions Office and have not yet been processed, the Registrar's Office will not see in AIS that the transcript has been received. Thus, it is important to know where the file is.



To Do List

To Do Item Detail

[Redacted]

Transcript Received

Academic Institution: UC Santa Cruz
 Administrative Function: General
 Due Date: 06/09/2011
 Contact: Jamie Siegel
jsiegel@ucsc.edu

Description

The Office of the Registrar received your transcript. You are not a current student and are not a candidate to graduate, so we are holding your transcript until you are readmitted or you apply to graduate. Once you readmit or apply to graduate, your transcript will be forwarded to the Office of Admissions for evaluation of transfer credit.

Return

THE TRANSCRIPT IS LOGGED AND SENT TO ADMISSIONS FOR PROCESSING.

THE TRANSCRIPT IS LOGGED AND SENT TO ADMISSIONS FOR PROCESSING AS A #1 RUSH.

A Checklist Item is added with a message that we have received the transcript and sent it to Admissions for processing. This message is viewable on the student's To Do List in their Student Center.

We pull the guts from the student's file and place them in a green folder, or a red folder if the student is a #1 RUSH. We send the guts over to Admissions to process.

Admissions adds a row in Student Groups—"ADIN". This tells anyone who checks Student Groups that the transcript (and the rest of the file's guts) are at Admissions, getting processed.

Once the transcript has been processed, the transfer credit appears on AIS in the Transfer Credit Summary. The student can see their transfer credit, and so can advisers.

Admissions removes the "ADIN" row and returns the guts (in the green or red folder) to us.

We change the Checklists message to indicate that the transcript has been reviewed.



HOW TO LOOK UP TRANSCRIPTS/TRANSFER CREDIT

- 1) You can see the student's Checklists, or have the student check the message on their "To Do" list on their student portal. The message the student sees will tell them where Admissions is in the evaluation process.

It usually takes 4 weeks for the Admissions Office to process the transfer credit (2 weeks if sent as a #1 RUSH). The time fluctuates depending on the time of year.



STUDENT VIEW

Advisor Center Search Browse Course Catalog

Advisee Student Center

[View FERPA Statement](#)

Student Advising Summary

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

more links... Go

You are not enrolled in classes.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Mailing Address 40742 Ondina Pl. Fremont, CA 94539 Alameda	Billing Address 831 Brittany Dr Dublin, CA 94568
Phone Numbers 408.726.4170	Campus Email Address ---

Holds

No Holds.

To Do List

Transcript Received [details](#)

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
Kresge College
Earth and Planetary Sciences Adviser

In the student's Student Center, the student can see whether we have received the transcript.

The student can follow the links to learn more about the processing time.

To Do List

To Do Item Detail

Transcript Received

Academic Institution: UC Santa Cruz
Administrative Function: General
Due Date: 06/06/2011
Contact: Linda Dunham
ldunham@ucsc.edu

Description

The Office of the Registrar received your transcript and forwarded it to the the Office of Admissions for evaluation of transfer credit. You have applied to graduate so a rush was requested.

[Return](#)

Advisor Center Search Browse Course Catalog

Advisee To Dos

Item List	To Do Item	Due Date	Status	Institution	Administrative Function
Transcript Received	06/06/2011	Received	UC Santa Cruz	General	

[Advisor Center](#) [Search](#) [Browse Course Catalog](#)

[Cancel](#)

OUR VIEW

On the administrative side, we can see some extra information in Checklist Management Person.

Checklist Management - Person

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

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 1000): 300

ID: begins with 1034797

Sequence Number: =

Administrative Function: begins with

Checklist Code: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

In Checklists, the Checklist Code “RTRAN” means that we have received a transcript. “RTRANR” means that we received a transcript and it has already been reviewed.

Search Results

View All First 1-7 of 7 Last

ID	Sequence Number	Administrative Function	Checklist Code	National ID	Country	IID	Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
1034797	6	GEN	CELLPH	USA	SSN									
1034797	7	GEN	ECNTCT	USA	SSN									
1034797	8	GEN	AACFYA	USA	SSN									
1034797	10	SPRG	RGUCSC	USA	SSN									
1034797	11	SPRG	DFARTE	USA	SSN									
1034797	12	GEN	RTRANR	USA	SSN									
1034797	13	GEN	RTRAN	USA	SSN									

Checklist Management 1 Checklist Management 2

ID: 1034797

Variable Data

Checklist Date Time: 04/22/2011 11:43:00AM

Administrative Function: GEN General

Academic Institution: UC Santa Cruz

Checklist Code: RTRAN Trnsfr Crdt Trscrpt Processing

Status: Initiated Status Date: 04/22/2011

Due Date: 06/06/2011

Due Amount: Currency Code

Comments: 04-21-11 - UC EXTENSION - WINTER 2011 - #1 RUSH, 2011

If you click on RTRAN, you will see the specific transcript information:

- Date the transcript was received;
- From which institution the transcript came;
- The last quarter on the transcript that the students had grades posted;
- Whether the transcript was a rush (if the student applied for graduation)

2) If there is no RTRAN (“Transcript Received”) Checklist, we did not receive the transcript.

3) Ask the student how long ago they sent in the transcript.

3a. If it has been less than two weeks, tell them it probably just hasn’t reached us yet (students frequently forget that there is a processing time for their prior college to actually produce the transcript before it’s sent). Tell them to check back in a week. You can also check with the student’s Record Adviser—it is possible that the transcript has not been logged in Checklists yet.

3b. If you see that the transcript was reviewed (RTRANR) but the transfer credit isn’t posted, check **the student’s file**. It is possible that the student was not awarded credit for the class. If that is the case, there will be a note from Admissions that explains why credit was not granted.

If the transcript is in the student’s file but there is no note to explain the lack of transfer credit, advise the student to request a Review of Transfer Credit with Admissions.

4) If it has been more than two weeks since the transcript was sent and there is no transcript in the student file, ask the student whether they attended under a different name at their prior college. If so, check the MASTER FILE at Admissions.

5) If the transcript is in none of these places, recommend that the student contact the institution from which the transcript was sent to confirm:

i) That the transcript was sent.

ii) That the transcript was sent to either the Registrar’s Office or Admissions.

iii) That the name on record at the prior institution is identical to the name in the UCSC records.