

Other Credit Tutorial

Tutorial

Audience: Academic Advisors

Summary

Other Credit satisfies a student's enrollment pre-requisites just as their articulated transfer credit would. This document describes how advisors use the Other Credit - Quick page in MyUCSC to post, unpost or delete a student's Other Credit. It also describes how to accept or reject Other Credit that has been loaded by Admissions via the Shared Review processes.

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Introduction

When a transfer student SIRs to UC Santa Cruz, Admissions determines which courses directly articulate to courses at UCSC. As Admissions may not finish this process before transfer student enrollment begins, department advisors may instead award a student “other credit.” Other Credit satisfies the student’s enrollment prerequisites just as their articulated transfer credit would.

For example, the prerequisite to Calculus is MATH 3. If you post Other Credit for MATH 3 based on coursework taken elsewhere, the student can enroll directly in Calculus even though their official transfer credit hasn’t been entered yet.

Advisors post Other Credit through the Other Credit - Quick page in MyUCSC. This Other Credit then satisfies that prerequisite for class enrollment.

This document describes how to post Other Credit and also how to remove it. It also describes how to delete Other Credit loaded by Admissions via the Shared Review Process.

Satisfying a Prerequisite with Other Credit

To satisfy a student’s prerequisites for a class or classes using Other Credit, an advisor will:

1. Log in to MyUCSC.
2. Navigate to
 - a. Records and Enrollment > Transfer Credit Evaluation > “Other Credits - Quick”
 - b. Or from the Advisor Homepage, select the Advising and Curriculum tile, then Transfer Credit > “Other Credit - Quick”
3. In the Search Criteria form, enter the student’s ID number or CruzID (for example, jonsmith) and Search.
4. The Other Credit - Quick page appears. The area at the top of the page shows Other Credit that has already been submitted or posted for the student, if any. Please note that submitted courses will not fulfill requisites unless they are posted.

Other Credit Quick

ID: [REDACTED] Slug, Sammy

“Submitted” courses will not fulfill requisites unless they are “posted” in the Model Status below.

Personalize | Find | [Icons] First 1-5 of 5 Last

| Transfer Term | Description | Model Status | Equivalent Subject / Catlg Nbr | Course ID | Units | Grade | Unpost |
|---------------------|-------------|--------------|--------------------------------|-----------|-------|-------|--------|
| 1 2021 Fall Quarter | prereq sat | Posted | FILM 20C | 020750 | 0.000 | R | [Icon] |
| 2 2021 Fall Quarter | prereq sat | Posted | PSYC 2 | 027392 | 0.000 | R | [Icon] |
| 3 2021 Fall Quarter | prereq sat | Posted | SOCY 3A | 028181 | 0.000 | R | [Icon] |
| 4 2021 Fall Quarter | prereq sat | Posted | SOCY 3B | 028180 | 0.000 | R | [Icon] |
| 5 2021 Fall Quarter | prereq sat | Posted | STAT 5 | 020269 | 0.000 | R | [Icon] |

5. Then in the central “Post Other Credit Course(s)” area, enter search criteria for the Other Credit that you want to record:
 - a. If you know the course ID number, enter it in the Course ID field.
 - b. If you only know the subject area and catalog number, enter them.
 - c. If you only know the subject area, enter it.

Enter Course ID, or Subject and Catalog Nbr, and click Search.

| | | | |
|--------------------|----------------------|-----------|---|
| Course ID: | <input type="text"/> | Approved: | <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: small; font-family: sans-serif; border: 1px solid #ccc;" type="text" value="Approved"/> |
| Subject Area: | <input type="text"/> | Status: | <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: small; font-family: sans-serif; border: 1px solid #ccc;" type="text" value="Active"/> |
| Catalog Nbr: | <input type="text"/> | | |
| Articulation Term: | <input type="text"/> | | |

Search
Other Credit Courses
Clear

6. If the Other Credit is being posted to the student’s maximum active term – for example, the Fall quarter– leave the Articulation Term field blank; it will post to the maximum term automatically. But if you want to post to an earlier term to which they are active– such as posting to the Summer term instead of a student’s maximum term of Fall– enter the earlier term for Articulation Term.

NOTE: Reviewing the [Undergraduate Matriculation, Term Activation, and Enrollment Appointments: Defined](#) will be helpful if you are not familiar with what “active term” means. It is only once the student is officially active that courses should be posted. Posting to Summer for students that have been activated to that term can be a timesaver when compared to posting to Fall.

7. Leave the Approved Field set to Approved, and the Status field set to Active.
8. Select the Search button.
9. One or more course listings appear at the bottom of the form:
 - a. If you entered a valid course ID, or subject area AND catalog number, the course that you wanted will appear. It is not yet posted as Other Credit, but is ready to post. Note that some courses are cross-listed under the same Course ID; if that is the case, you can post both.
 - b. If you entered a subject area like HISC, it will show you all HISC courses and you can select the one you want.
 - c. If you just clicked the OTHER CREDIT COURSES button, you get a list of courses for which Other Credit is available.

Post Other Credit Course(s)

Enter Course ID, or Subject and Catalog Nbr, and click Search.

| | | | |
|--------------------|---------------------------------------|-----------|---|
| Course ID: | <input type="text"/> | Approved: | Approved <input type="button" value="v"/> |
| Subject Area: | HISC <input type="button" value="m"/> | Status: | Active <input type="button" value="v"/> |
| Catalog Nbr: | <input type="text"/> | | |
| Articulation Term: | <input type="text"/> | | |

| Personalize Find <input type="button" value="m"/> <input type="button" value="g"/> | | | | | | | |
|---|----------------------------------|--------------|-------------|-----------|---------------------|-----------------------|----------------|
| First <input type="button" value="l"/> 1-122 of 122 <input type="button" value="r"/> Last | | | | | | | |
| | Post | Subject Area | Catalog Nbr | Course ID | Course Offering Nbr | Description | Effective Date |
| 1 | <input type="button" value="m"/> | HISC | 1 | 118986 | 1 | Intro to HISC | 06/02/2016 |
| 2 | <input type="button" value="m"/> | HISC | 12 | 114938 | 1 | Historical Intro Phil | 09/02/2017 |
| 3 | <input type="button" value="m"/> | HISC | 60A | 122524 | 1 | What is Revolution? | 05/04/2019 |
| 4 | <input type="button" value="m"/> | HISC | 60C | 122592 | 1 | What Is Resistance? | 06/12/2019 |
| 5 | <input type="button" value="m"/> | HISC | 70 | 123023 | 1 | Gandhi and Us | 10/15/2019 |
| 6 | <input type="button" value="m"/> | HISC | 80N | 115824 | 1 | ProphecyAgainstEmpire | 02/25/2016 |
| 7 | <input type="button" value="m"/> | HISC | 80O | 121158 | 1 | Popular Music | 03/20/2018 |

- Find the course you want (if you entered the Course ID, there will be only one unless cross-listed), and select the post-it icon in the Post column; the Other Credit for this class will be posted for requisite purposes. The Other Credit course appears in the table at the top of the form along with any other Other Credit already posted or in submitted mode.

NOTE: If you have a list of courses to choose from, you can click the post-it icon for more than one course on the list. You might do this if you entered HISC for subject area as your only criteria, because you wanted to grant Other Credit to fulfill prerequisites for several HISC classes.

- If you need to post Other Credit for additional classes, select the Clear button and enter a new class search.

Removing Other Credit

1. Log in to MyUCSC.
2. Navigate to

Records and Enrollment > Transfer Credit Evaluation > “Other Credits - Quick”

Or on the Advisor Homepage, select the Advising and Curriculum tile, then Transfer Credit > “Other Credit - Quick”

3. On the Search Criteria form, enter the student’s ID number or campus email name (for example, jansmith). A table of all posted Other Credit appears.

NOTE: All credit in a term must be posted or not; it is not possible to leave some courses submitted and some courses posted in a single term. Therefore, you must unpost all credit from the term, remove the course you want to delete, and then re-post the remaining classes to the term.

4. To remove courses from the list, select the “Unpost” icon next to the class you need to delete. (PSYC 2 is used as an example for unposting and deleting in the screenshots below.)

“Submitted” courses will not fulfill prerequisites unless they are “posted” in the Model Status below.

| Personalize Find [Print] [Grid] | | | | | | | | | | |
|---------------------------------------|-------------|--------------|--------------------------------|-----------|-------|-------|---|-------|----------|------|
| | | | | | | | | First | 1-5 of 5 | Last |
| Transfer Term | Description | Model Status | Equivalent Subject / Catlg Nbr | Course ID | Units | Grade | Unpost | | | |
| 1 2021 Fall Quarter | prereq sat | Posted | FILM 20C | 020750 | 0.000 | R |  | | | |
| 2 2021 Fall Quarter | prereq sat | Posted | PSYC 2 | 027392 | 0.000 | R |  | | | |
| 3 2021 Fall Quarter | prereq sat | Posted | SOCY 3A | 028181 | 0.000 | R |  | | | |
| 4 2021 Fall Quarter | prereq sat | Posted | SOCY 3B | 028180 | 0.000 | R |  | | | |
| 5 2021 Fall Quarter | prereq sat | Posted | STAT 5 | 020269 | 0.000 | R |  | | | |

5. You will get a pop-up message confirming that this will unpost all credit for that term. Select “OK”.
6. Select the “Delete” icon next to the class you want to delete. The class will disappear from the list.

“Submitted” courses will not fulfill prerequisites unless they are “posted” in the Model Status below.

| Personalize Find [Print] [Grid] | | | | | | | | | | | |
|---------------------------------------|-------------|--------------|--------------------------------|-----------|-------|-------|---|---|-------|----------|------|
| | | | | | | | | | First | 1-5 of 5 | Last |
| Transfer Term | Description | Model Status | Equivalent Subject / Catlg Nbr | Course ID | Units | Grade | Post | Delete | | | |
| 1 2021 Fall Quarter | prereq sat | Submitted | FILM 20C | 020750 | 0.000 | R |  |  | | | |
| 2 2021 Fall Quarter | prereq sat | Submitted | PSYC 2 | 027392 | 0.000 | R |  |  | | | |
| 3 2021 Fall Quarter | prereq sat | Submitted | SOCY 3A | 028181 | 0.000 | R |  |  | | | |
| 4 2021 Fall Quarter | prereq sat | Submitted | SOCY 3B | 028180 | 0.000 | R |  |  | | | |
| 5 2021 Fall Quarter | prereq sat | Submitted | STAT 5 | 020269 | 0.000 | R |  |  | | | |

- Now select the “Post” icon next to any of the classes you need to re-post to the term. Please note that the courses will be posted to the student’s maximum active term, unless you specify a different term in the “Articulation Term” field. You will get a pop-up message asking you to confirm; select OK.

"Submitted" courses will not fulfill requisites unless they are "posted" in the Model Status below.

| Personalize Find | | | | | | | | |
|---------------------|-------------|--------------|--------------------------------|-----------|-------|-------|------|--------|
| Transfer Term | Description | Model Status | Equivalent Subject / Catlg Nbr | Course ID | Units | Grade | Post | Delete |
| 1 2021 Fall Quarter | prereq sat | Submitted | FILM 20C | 020750 | 0.000 | R | | |
| 2 2021 Fall Quarter | prereq sat | Submitted | SOCY 3A | 028181 | 0.000 | R | | |
| 3 2021 Fall Quarter | prereq sat | Submitted | SOCY 3B | 028180 | 0.000 | R | | |
| 4 2021 Fall Quarter | prereq sat | Submitted | STAT 5 | 020269 | 0.000 | R | | |

Accepting Other Credit Brought in by Shared Review

Following Term Activation, Other Credit that was brought in from the Shared Review data load is visible on the Other Credit - Quick page for new incoming transfer students.

This Other Credit is in submitted status; it has not been posted yet. Advisors can post Other Credit entries from the Shared Review, or delete individual Other Credit entries before posting the rest:

- When Shared Review Other Credit has been loaded, the Other Credit - Quick page looks as it appears below:
 - If you do not wish to post the Other Credit for a certain course, click on its trash can in the Delete column, and it will disappear from the list. You may do this multiple times.
 - Post all remaining Other Credit by clicking on the post-it icon in the Post column for any course on the list.

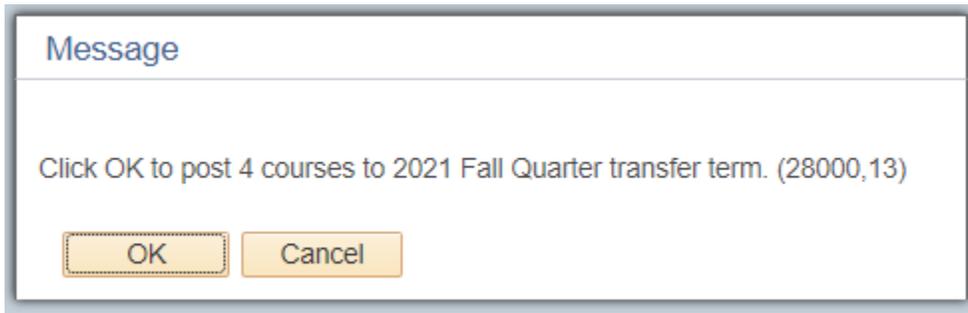
If you don't want to post Other Credit for a particular class, click the trash can icon next to that class.

"Submitted" courses will not fulfill requisites unless they are "posted" in the Model Status below.

| Personalize Find | | | | | | | | |
|---------------------|-------------|--------------|--------------------------------|-----------|-------|-------|------|--------|
| Transfer Term | Description | Model Status | Equivalent Subject / Catlg Nbr | Course ID | Units | Grade | Post | Delete |
| 1 2021 Fall Quarter | prereq sat | Submitted | FILM 20C | 020750 | 0.000 | R | | |
| 2 2021 Fall Quarter | prereq sat | Submitted | SOCY 3A | 028181 | 0.000 | R | | |
| 3 2021 Fall Quarter | prereq sat | Submitted | SOCY 3B | 028180 | 0.000 | R | | |
| 4 2021 Fall Quarter | prereq sat | Submitted | STAT 5 | 020269 | 0.000 | R | | |

Then click on any post-it icon in the Post column to post all the Other Credit for all the classes shown.

2. Now this prompt appears. Select OK.



The Other Credit is posted. The Other Credit listings remain on the page, but with a status of Posted.