

# Using Transfer Students' Other Credit to Satisfy UCSC Prerequisites

## Tutorial

Audience: Academic Advisers

## Summary

This document describes how advisers use the Other Credit - Quick form in the MyUCSC portal to assign transfers students' Other Credit for use as prerequisites to specific UCSC courses. It separately documents how to accept (or reject) Other Credit that has been inserted into the system through Shared Review.

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## Introduction

Once a transfer student is admitted 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 must instead award them "other credit." Other Credit satisfies the student's enrollment pre-requisites just as their articulated transfer credit would.

For example, the prerequisite to Calculus is Math 3. If you give a student Other Credit for Math 3 based on coursework taken elsewhere, the student can enroll directly in Calculus even though their true transfer credit hasn't been entered yet.

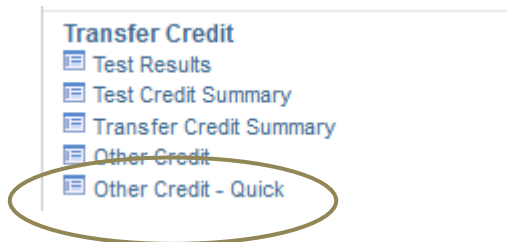
Advisers assign Other Credit through the Other Credit - Quick form on the MyUCSC portal. There, the adviser designates which course or courses that the student can enroll in based on their other credit. Their other credit then satisfies the prerequisites for that class or classes in AIS.

This document describes how to assign Other Credit and also how to remove it. It also describes how to post or delete Other Credit sent to the student through 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. On the home page, look for the Transfer Credit Section. There, choose Other Credit - Quick.



3. In the Search Criteria form, enter the student's ID number or university email ID (for example, jonsmith) and click RETURN.
4. The Other Credit - Quick form appears. The area at the top of the form shows other credit that has already been posted for this student, if any.

Personalize   Find       First 1-6 of 6 Last							
Transfer Term	Description	Model Status	Equivalent Subject / Catlg Nbr	Course ID	Units	Grade	
1 2020 Fall Quarter	prereq sat	Posted	ANTH 1	015878	0.000	R	
2 2020 Fall Quarter	prereq sat	Posted	ANTH 2	015881	0.000	R	
3 2020 Fall Quarter	prereq sat	Posted	ANTH 3	015885	0.000	R	
4 2020 Fall Quarter	prereq sat	Posted	TRCR CC	110758	0.000	R	
5 2020 Fall Quarter	prereq sat	Posted	TRCR PE-E	110765	0.000	R	
6 2020 Fall Quarter	prereq sat	Posted	TRCR SI	110759	0.000	R	

5. Then 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 type="text" value="Approved"/>
Subject Area:	<input type="text"/>	Status:	<input type="text" value="Active"/>
Catalog Nbr:	<input type="text"/>		
Articulation Term:	<input type="text"/>		

6. If the other credit is being posted to the student's maximum active term -- say, the fall quarter -- leave the Articulation Term field blank. It will post to that term automatically. But if you want to post to an earlier term-- such as posting to the Summer term instead of a student's maximum term of Fall-- enter the earlier term for Articulation Term.
7. Leave the Approved Field set to Approved, and the Status field set to Active.
8. Click 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 single course that you wanted will appear. It is not yet posted as an Other Credit, but is ready to post.
  - b. If you entered a subject area like CHEM, it will show you all CHEM 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 given.

Click on Pin-it icon next to ANTH 3 to use Other Credit as the pre-req for ANTH 3

Personalize   Find       First 1-265 of 265 Last							
	Post	Subject Area	Catalog Nbr	Course ID	Course Offering Nbr	Description	Effective Date
1		ANTH	IN	100879	1	Anthropology IN	01/01/1900
2		ANTH	IS	100894	1	Anthropology IS	01/01/1900
3		ANTH	1	015878	1	Intro Biolog Anth	12/13/2013
4		ANTH	2	015881	1	Intr Cultur Anthro	09/01/2010
5		ANTH	3	015885	1	Intro Archaeology	08/29/2010
6		ANTH	42	101098	1	Student-Directed Seminar	05/21/2004
7		ANTH	81A	022526	1	Mexican Folk Dance	09/18/2010

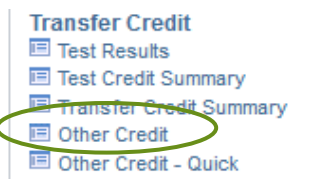
10. Find the course you want (if you entered course ID, there'll be only one), and click the pin-it icon in the Post column, and the student receives Other Credit for this class. It appears in the table at the top of the form along with any other OtherCredit already granted.

**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 CHEM for subject area as your only criteria, because you wanted to grant Other Credit as a pre-req for several CHEM classes.*

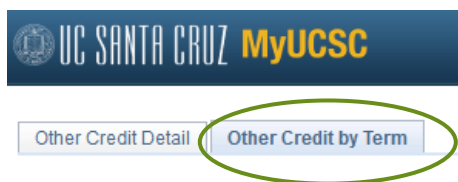
11. If you need to post other credit for additional classes, click the Clear button and enter a new class search.

## Removing Other Credit

1. On the MyUCSC home page, go to Transfer Credit / Other Credit. This is not the “quick” form, but the form that came stock with AIS. You are going to delete several Other Credit rows.



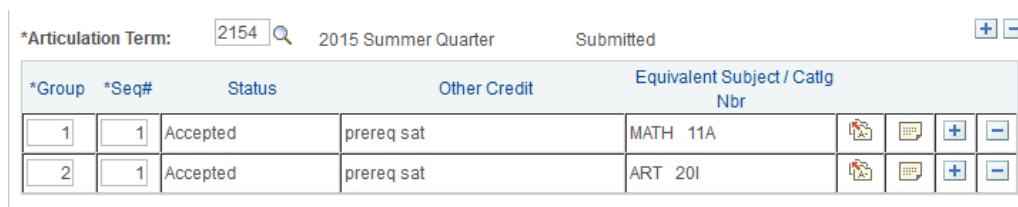
2. On the Search Criteria form, enter the student's ID number or campus email name (for example, jansmith). A table of all posted Other Credit appears.
3. To remove courses from the list, click on Edit Credit by Term tab at the top of the page.



4. On the new tab, click the Unpost button. You cannot delete Other Credit until you do this.



5. Return to the first tab, Other Credit Detail.



A screenshot of the 'Other Credit Detail' table. The table has columns for \*Group, \*Seq#, Status, Other Credit, and Equivalent Subject / Catlg Nbr. There are two rows of data. The first row has \*Group 1, \*Seq# 1, Status Accepted, Other Credit prereq sat, and Equivalent Subject / Catlg Nbr MATH 11A. The second row has \*Group 2, \*Seq# 1, Status Accepted, Other Credit prereq sat, and Equivalent Subject / Catlg Nbr ART 20I. Each row has a plus sign and a minus sign icon to its right.

*Group	*Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Accepted	prereq sat	MATH 11A
2	1	Accepted	prereq sat	ART 20I

6. A minus sign and plus sign have appeared next to each Other Credit row. To delete an Other Credit pre-req for a course, click in the minus-sign icon on its row.

7. If there are additional Other Credit pre-reqs on the list that you want to keep, you have to "post" them again to make them active. Remember that you clicked the Unpost button earlier; pressing it inactivated all the Other Credit pre-reqs, but did not remove them. To post them again:
  - a. Click on the Other Credit By Term tab
  - b. The Unpost button now says "Post." Click it.
8. Click the Save button at the bottom of the screen.
9. Now return to Other Credit - Quick, for the same student ID. Check that the Other Credit you deleted no longer shows there.

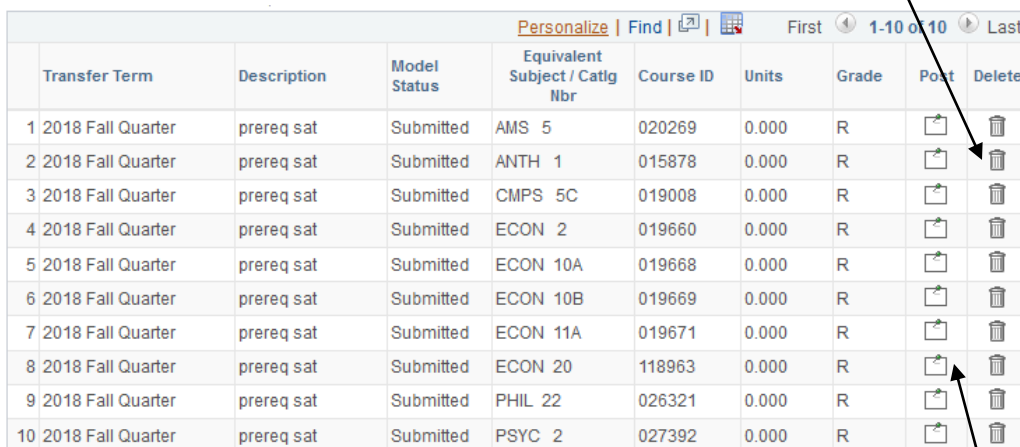
## Accepting Other Credit Brought in by Shared Review

Following Term Activation, Other Credit that was assigned to a transfer/new student through the Shared Review program appears for that student on the Other Credit - Quick screen.

This Other Credit has not been posted yet. You the adviser can post all these Other Credit entries from the Shared Review, or delete individual Other Credit before posting the rest:

1. When Shared Review Other Credit has been posted, the Other Credit - Quick screen 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 Pin-It icon in the Post column for any course on the list.

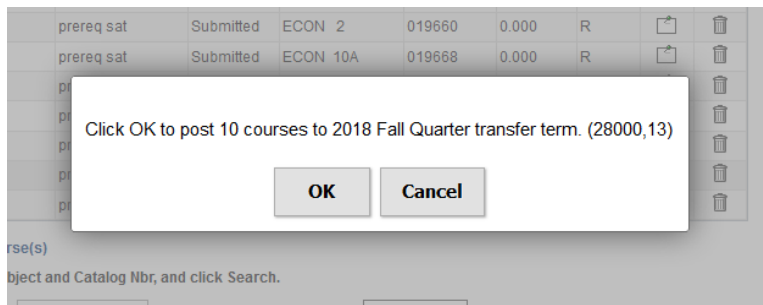
**If you don't want to post Other Credit for a particular pre-req, click that pre-req's Trash Can icon.**



	Transfer Term	Description	Model Status	Equivalent Subject / Catlg Nbr	Course ID	Units	Grade	Post	Delete
1	2018 Fall Quarter	prereq sat	Submitted	AMS 5	020269	0.000	R		
2	2018 Fall Quarter	prereq sat	Submitted	ANTH 1	015878	0.000	R		
3	2018 Fall Quarter	prereq sat	Submitted	CMPS 5C	019008	0.000	R		
4	2018 Fall Quarter	prereq sat	Submitted	ECON 2	019660	0.000	R		
5	2018 Fall Quarter	prereq sat	Submitted	ECON 10A	019668	0.000	R		
6	2018 Fall Quarter	prereq sat	Submitted	ECON 10B	019669	0.000	R		
7	2018 Fall Quarter	prereq sat	Submitted	ECON 11A	019671	0.000	R		
8	2018 Fall Quarter	prereq sat	Submitted	ECON 20	118963	0.000	R		
9	2018 Fall Quarter	prereq sat	Submitted	PHIL 22	026321	0.000	R		
10	2018 Fall Quarter	prereq sat	Submitted	PSYC 2	027392	0.000	R		

**Click on any Pin-It icon in the Post column to post all the Other Credit for all the classes shown.**

2. Now this prompt appears. Click on OK.



3. The Other Credit is posted. The Other Credit listings remain on the screen, but with a status of Posted. You can still delete them if necessary, but not on this screen. See "Removing Other Credit" earlier in this document.