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.

Originator:
Advising Systems, Office of the Registrar (advsys@ucsc.edu)

Last Update:
July 18, 2018
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.

5. 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.

6. Leave the Approved Field set to Approved, and the Status field set to Active.

7. Click the Search button.
8. 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.

9. 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.

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

Contact: advsys@ucsc.edu
Last Update: 7/18/2018
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.

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.

   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.