Student Records
Update Transfer Credit Articulation after Program Change

Overview

- Recorders and/or Registrars managing the program plan stack may need to rearticulate transfer and test credit in order to reflect the academic policies of the student’s new program.

Steps

Update Transfer Credit Articulation after Program Change

1. Navigate to: Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual.
2. Enter ID.
3. Click Search.
4. Click on the Course Credits by Term tab.
5. Click Unpost.
6. Click the Transfer Course Entry tab.
7. Enter Academic Program.

NOTE: If necessary you may need to rearticulate the external course to a different course in SIS.

8. Enter new Course ID.
9. Click on the Course Credits by Term tab.
10. Click Calculate.
11. Click Save.
12. Click Post.