

# DARS/TRANSFEROLOGY NEWS

Minnesota State DARS and Transferology Newsletter



October 2016

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## *Have Questions? Submit a ticket!*

Can't make it work? Don't leave students waiting for you to figure out how that exception should be entered or how to make the new program requirements work! Submit a ticket at <http://dars.custhelp.com/app/ask> and let us help you resolve it A.S.A.P.!

## *We'll be seeing you soon*

We're looking forward to seeing many of you at Cragun's for the Annual DARS Conference! Come prepared to fill your brains with everything DARS, network with your fellow DARS users, and have fun!

The first day of the conference will be a day to represent our institutions, so wear the gear of your favorite Minnesota State college or university. It doesn't have to be the institution you currently work for, proudly wear that hoodie from a past institution, one you've attended, or one you love. There will also be some opportunity for hands-on work in our INCLTOP workshop so bring your laptops and roll up your sleeves!

Day two will bring more fun and breakout sessions, along with a Transfer Pathways presentation with Brenda Lyseng from the Minnesota State System office. An updated agenda is now posted at <http://www.dars.mntransfer.org/UserConf/index.html>.

## *Want to help DARS Users from all over Minnesota State?*

A position with the system office DARS/Transferology Team will be posted soon! The position will be for a permanent, full-time Management Analyst 4 (MAPE) and will serve as a DARS/Transferology Services & Support Analyst. Additional information will be sent out via the DARS Listserv or go to <http://www.mn.gov/mmb/careers/>.

# *DARS Q & A: What IS a COM Table???*

A COM table is a communications table– basically it ‘controls’ how things display on the Audit. A COM table can do a lot for you, and controls a lot that you may not know! Most of the time, we tend to ignore our COM tables, except when we get that little reminder that we need to update the REFY (Reference Year Term) once a year. All of our institutions have multiple COM tables, for different purposes with different settings. These settings are used to customize the Audits depending on who is looking at them and what they need to see. All COM table names start with two letters that are specific to your school and then three letters that tell you what they’re used for. All schools have these COM Tables (and more):

**MNS** is used for any audits run through ISRS.

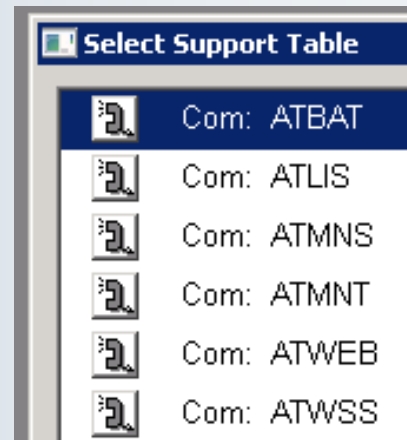
**MNT** is used for the EMNTC thorough eTranscript

**WEB** is used for all interactive audits– eServices and DA4004CP

**LIS** is used for troubleshooting, it removes all suppression and reporting settings on the audit, and shows you EVERYTHING. This is the DARS/Transferology Team’s favorite COM.

Some other common COMS are **BAT** for batch audit processing through DA4010CP, **GRA** for graduation clearance audits that ignore in-progress grades, and **TST** for testing COM settings.

Next month... common COM settings and what they mean!



## *Users On the Move...*

After 20 years with Central Lakes College, Julie Platta is moving on! She has accepted a position as Assistant Registrar at St. Cloud State University. While Julie will miss her CLC family, she’s excited for her new opportunity, and looks forward to the new challenge of figuring out how things work at the four year institution! Julie starts her new position at SCSU on October 10th, but will still visit CLC since her husband, Mark, is a CLC Faculty member in the Biology department. Congratulations to Julie, we’re happy you’re staying in the Minnesota State family!

Lake Superior College welcomes new Transfer Specialist, Molly Milroy! Molly started at Lake Superior College in 2014 as the College in the Schools Coordinator. Prior to working at LSC, she served as Director of Campus Ministry for the Newman Centers at UW-Superior and University of Mary Washington. She obtained a bachelor's degree in English from Texas A&M University. In her free time, Molly writes for three regional magazines, enjoys exploring the outdoors, and takes every chance she can get to travel somewhere new. Most importantly, she is the "awesome fun aunt" to her 19 nieces and nephews.

## Transferology Webinars

New webinars, as well as previous webinars, are posted on the CollegeSource, Support Center, Webinars page: <http://www.collegesource.com/news-events/webinars>.

### Topics Include:

*Introducing Transferology™*

*Transferology™ Lab: The Administrator Role*

*Transferology™ Lab: The Transfer Specialist Role*

*Transferology™ Lab: TES® Evaluation Integration*

*Transferology™ Lab: Recruiter and Advisor Roles*

## New Grades?

If you have a new grade at your school, or your grades have changed in any way, please let the DARS/Transferology Team know by dropping us an email at [darsinfo@so.mnscu.edu](mailto:darsinfo@so.mnscu.edu).

We'll put the information in our next newsletter, so transfer grade tables can be updated as necessary!

## Documentation

All of our documentation from our website is also listed as in Q&A format on the main DARS Support Page [dars.custhelp.com](http://dars.custhelp.com). You can type in a key word in the Search bar and find a Topic pertaining to the key word, as well as a link to our documentation.

## Training Opportunities

If you need assistance with DARS, or just need a place away from campus to get your encoding done without interruptions, we have our open lab October 19th and 20th at the System Office in Training Lab 2204. Our Central open lab is Waite Park Quarry Center Training Room on October 26th and December 1st. On-Campus assistance is also available on request.

**Basic Encoder Training, Transfer Articulation Training and TransferologyLab Training** is offered upon request. When registering please indicate specific needs in comments area. You will be contacted for detailed arrangements.

Registration and information can be found at: [http://www.dars.mntransfer.org/training/training\\_dates.html](http://www.dars.mntransfer.org/training/training_dates.html).

**REGISTRATION DEADLINE** for all training and labs is one week prior to training or lab dates.