

# DEGREE AUDIT & TRANSFER NEWS

Minnesota State Transfer and Degree Audit Support Newsletter



April 2017

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## *Friendly Reminder to DARS Encoders*



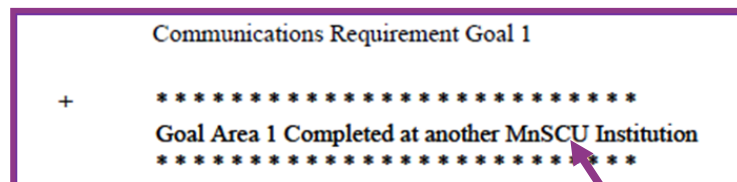
Minnesota  
STATE COLLEGES  
& UNIVERSITIES



MINNESOTA STATE

As we all know, last July MnSCU officially changed to Minnesota State. As a friendly reminder, please update this on all DARS audits. Anywhere that MnSCU is referenced, it should be changed to Minnesota State. If appropriate, you can also refer to Minnesota State as 'the colleges and universities of Minnesota State' or if you are referring to the system office; 'Minnesota State system office.'

Reminder, a few places that have a tendency to be forgotten: INCLTOP, INCLBOT, INCLWEB and the text when MnTC Goal Areas are waived due to being met at another Minnesota State institution.



## *Transfer Specialist Conference Proposals & Ideas*

The Transfer Conference Planning group would like to hear your suggestions and ideas for topics and breakout sessions for the Transfer Specialist Conference. The official proposal form can be found [here](#). Any other suggestions or ideas can be emailed to [shannan.ellis@MinnState.edu](mailto:shannan.ellis@MinnState.edu)

Your suggestions and ideas make the Transfer Specialist Conference more interesting and informative!

## *Regional Transfer Meetings*

The 2017 Regional Transfer Meetings will be held at the dates and locations below. Registration and information can be found at [http://www.mntransfer.org/transfer/profdev/t\\_profdev.php](http://www.mntransfer.org/transfer/profdev/t_profdev.php).

North Regional Transfer Meeting  
April 12 from 10:00am – 2:00pm  
Hibbing Community and Technical  
College Fine Dining Room

South Regional Transfer Meeting  
April 19 from 10:00am – 2:00pm  
Minnesota State University, Mankato,  
Room CSU 238

Central Regional Transfer Meeting  
April 26 from 10:00am – 2:00pm  
System Office, Wells Fargo Place, St. Paul  
Rooms 3304 & 3306

## *Transfer Pathways*

You can view the Transfer Pathways that have been approved by clicking [here](#). For more information regarding Transfer Pathways in general, please click [here](#).

## *Transferology Webinars*

New webinars, as well as previous webinars, are posted on the CollegeSource, Support Center, [Webinars page](#).

### **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*

## ***Attention DARS Encoders! Transcript Requirement & Reference Year Need Annual Updates.***

With Summer and Fall registration underway, it's time to add the FY18 Academic Year Terms to your TRANSCRIP requirement for Interactive Web Audits. "How to" documentation can be found by clicking [here](#).

DARS Encoders will be sent an email to update REFY (if using). Documentation on this process can be found [here](#).

*If/when you update your REFY, please notify the DARS Team ([darsinfo@so.mnscu.edu](mailto:darsinfo@so.mnscu.edu)) so that we can update your REFY in the COM table used by Transferology for running program plans for your institution.*

### ***Have DARS 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 to the [DARS Team](#) and let us help you resolve it A.S.A.P.!

### ***DARS Users On the Move...***

Is a DARS/Transferology User from your institution retiring or moving on to new adventures? Have you hired someone new, or new to DARS?

Email [cassandra.levesque@MinnState.edu](mailto:cassandra.levesque@MinnState.edu) with news you would like to share.

## ***DARS User Conference Proposals & Ideas***

The DARS Team can't plan this conference without you! We want to hear your suggestions and ideas for topics and breakout sessions either DARS or Transferology related. Did you learn something new or interesting that other campuses might be interested in knowing? If so, let us know! (send an email to [cassandra.levesque@MinnState.edu](mailto:cassandra.levesque@MinnState.edu)).

Suggestions and ideas from you make the DARS Conference more interesting! Without your suggestions, we are guessing as to what WE think you might want to learn!

# DARS Q & A:

**Question:** What kind of documentation should I be leaving for future Encoders and Transfer Specialists at my campus?

**Answer:** That's great that you're thinking ahead! The encoder after you will greatly appreciate it! Here is a list of some things/notes that you should leave .

- ◆ Current pseudos that are used for MnTC Goals
- ◆ MnTC Goal area reject flags
- ◆ Which course lists are currently used and maintained (your lists that contain your MnTC Goal courses)
- ◆ Examples of your most commonly used exceptions
- ◆ Directions on how your institution waives a goal area
- ◆ Use the notes/memos areas in DARS!! This will help the next encoder understand your methods to the madness!
- ◆ CANDY!!

## Curriculum Updates

**Minnesota State College Southeast** has undergone some big changes with their course numbering! Click [here](#) for a PDF list of equivalencies for you to be able to update your DARS TA Tables.

**Alexandria Technical College** has made a change to the following MnTC course, effective Fall 2017:

- ◆ PHIL1440 has moved from Goals 7 & 9 to Goals 6 & 9

*If your institution adds or changes MnTC courses and would like them listed in the newsletter, please email [miranda.evans@MinnState.edu](mailto:miranda.evans@MinnState.edu).*

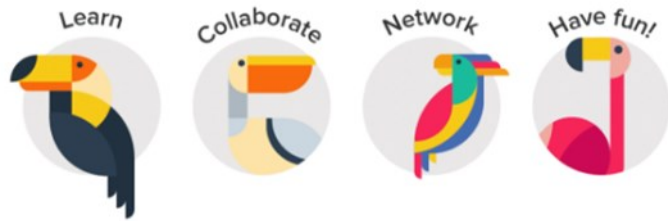
## Encoding Reminder: SMNTC, EMNTC, AA

Please compare the encoding on your AA, SMNTC and EMNTC. Do they match? They should!

When making updates, if you make an update to one program, be sure you make the same update on all of the programs. Run audits for each program with test students to compare that each program is functioning the same, and has the same courses.

# *CollegeSource Annual Conference*

CollegeSource  
Annual Conference  
June 19-22, 2017 • San Diego, CA



The annual CollegeSource Conference this year will be held June 19-22, 2017 in San Diego, California at the Catamaran Resort Hotel and Spa. If you're able to attend, it's a great 4-day workshop to learn and network with other CollegeSource users from around the country. For more information about the conference and to register, click [here!](#)



**Ooh. Check out all of  
the training sessions!**

## *DARS 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 April 19<sup>th</sup> & 20<sup>th</sup> at the System Office in Training Lab 2204. Our Central Open Lab held at the Quarry Center Training Room in Waite Park is on April 27<sup>th</sup>. 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.