

Export of Transfer Courses from DARS to ISRS (ST1100UG Education & Trsf Courses Tabs)

[NOTE: This process will NOT WORK if you don't have HIGH ISRS security rights to ST1100UG or ST2111UG]

1. Enter the transfer student's courses in DARS for each transfer institution. At a minimum, you must enter Year/Term, Course, Rcredit and Grade – title is **optional** here:

Student: 00087231 - Martha Paulson

Source Id: 009740 Source Cd: DPMask

Inver Hills Community College

Course List Course Detail Alternate IDs and Misc.

YR/TM	Course	RCredit	Grade	Title	P	flg1	Seq
1 2000 3	ANTH1000	4.00	A	Anth Title here	<input type="checkbox"/>		001

GPA: 4.00 AA??9999 4.00 ECredit: 4.00 Rows: 1

Student: 00087231 - Martha Paulson

Source Id: 010546 Source Cd: DPMask

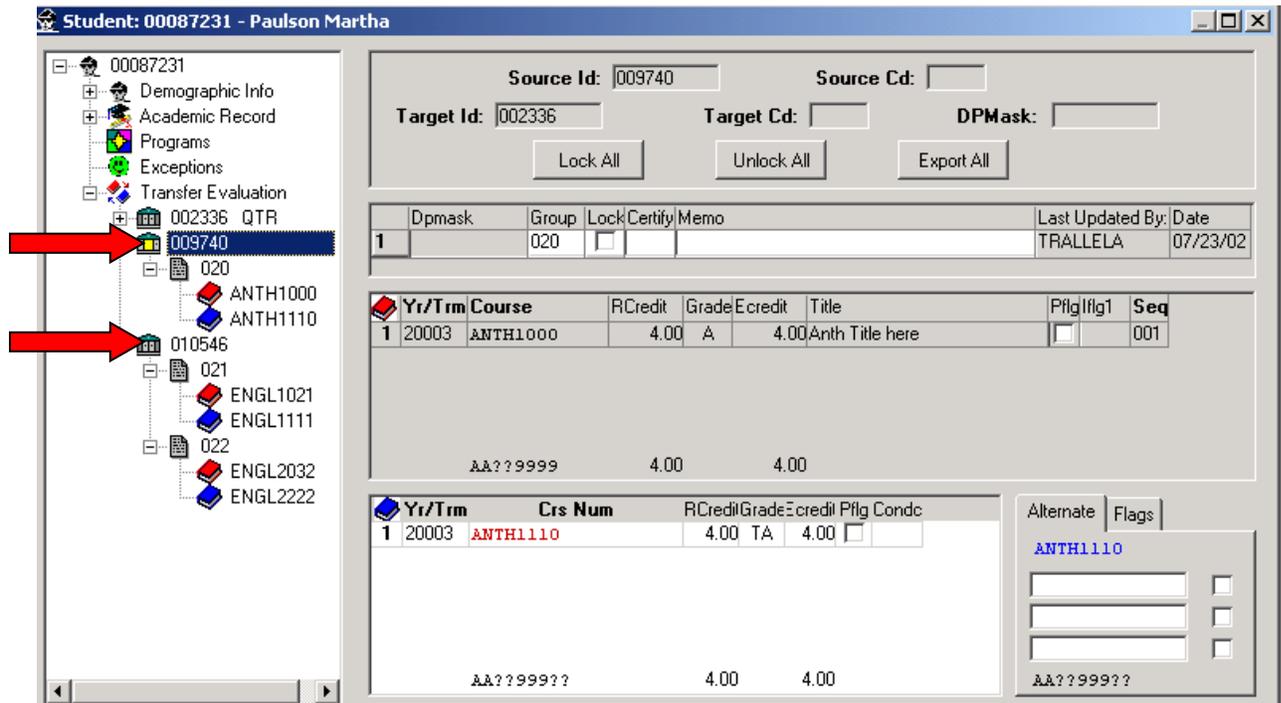
Century Community and Technical College

Course List Course Detail Alternate IDs and Misc.

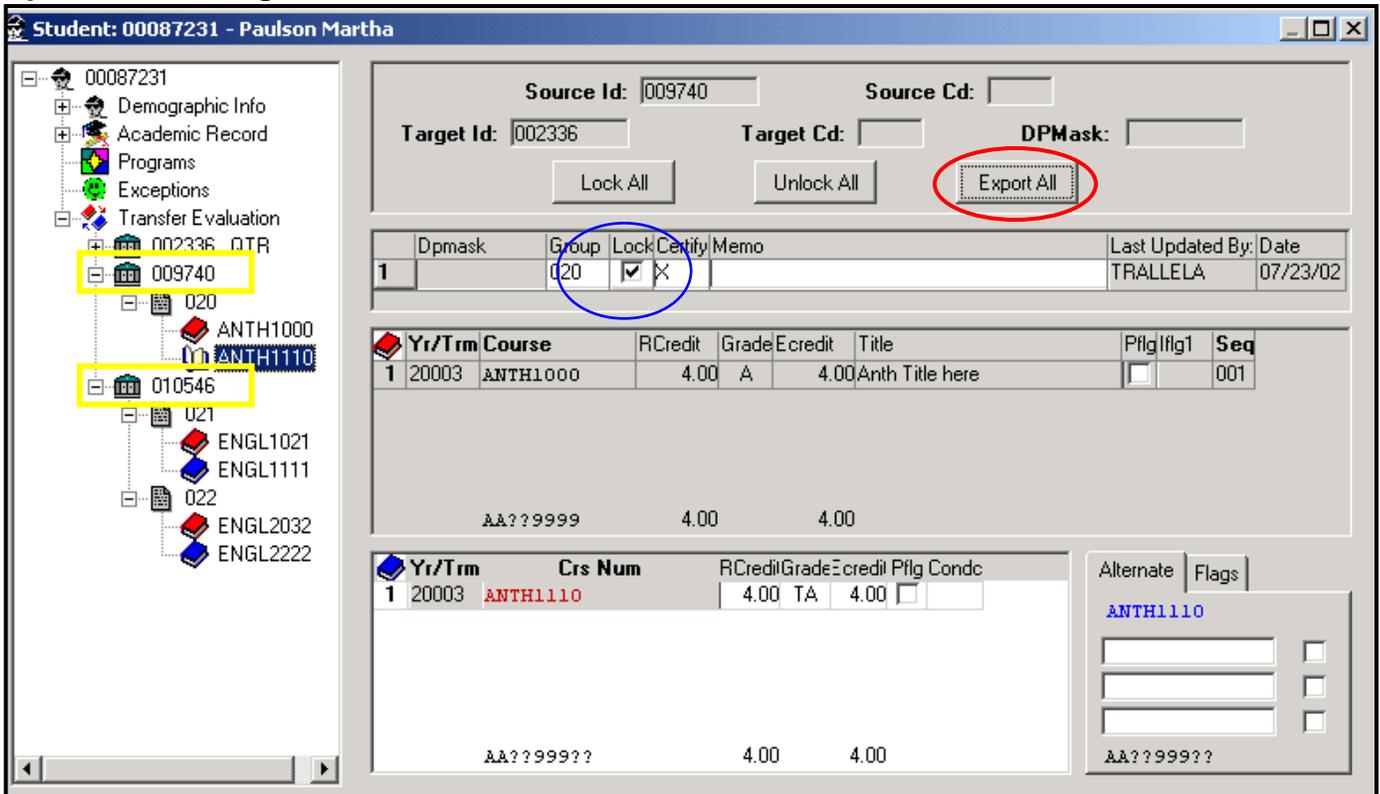
YR/TM	Course	RCredit	Grade	Title	P	flg1	Seq
1 1999 3	ENGL1021	3.00	A	Comp I	<input type="checkbox"/>		001
2 1999 3	ENGL2032	3.00	B	Amer Lit I	<input type="checkbox"/>		001

GPA: 3.50 AA??9999 6.00 ECredit: 6.00 Rows: 2

2. Run the Transfer Articulation in either DA4001CP or the run bar of DARS. Running either the 'E' (evaluate) or the 'A' (audit & evaluation) option will work. After the articulation is run, open up the Transfer Evaluation for each school for your student in Joe Cool:



3. After you've checked the transfer articulation (edit phase), click on the 'Export All' button for each transfer school. This process automatically locks the articulation rules. Notice the changes in several of the fields. The export process can only be used for transfer institutions that are FICE driven using actual FICE codes. Do not use this export process to populate ISRS with courses like AP or Military courses that are set up in DARS using non-FICE numbers.



4. Save the changes and exit. [This is an important step. If you forget to save and exit, the export process to ISRS will NOT work.]

5. Go to the DA4003CP Reports Screen in ISRS. Enter the export type your school uses in its business practices.

The screenshot shows the 'ISRS Report Parameters' window. At the top, it displays 'UT0063UG 1.75 Metropolitan State University 08/12/2015'. Below this, the 'Report ID' is 'DA4003CP' and the 'Export u.achieve to ISRS' dropdown is set to 'Export u.achieve to ISRS'. The 'Parameters' dropdown is set to 'Default'. A table lists report parameters, with 'Export type: L-Local,D-Detail,S-Summary: *' highlighted in blue. Below the table, a text box contains the instruction '(Enter single character only L,D,S)'. A pink-bordered box provides a list of choices: 'export=L : Export detail, populate source & local fields', 'export=D : Export detail, only source courses', and 'export=S : Exclude course detail in the export (summary only)'. A note below the list states '[NOTE: THIS IS NOT CASE SENSITIVE]'. The 'Delivery Method' section has 'Online' selected. Other fields include 'E-mail Address', 'Printer Queue: file', 'Form ID', 'Deliver To: PATRICK KRISTEN', 'Address Bldg/Room', 'Start Time: 08:23', 'Start Date: 08/12/2015', 'Process Monitor: Gkp1', and 'Suppress header page: [checked]'. A 'Submit Report: Gkp2' button is at the bottom. A footer note says 'Use the TAB and SHIFT/TAB keys to navigate forward and backward on this screen.'

6. Store or Accept

7. Look up your student in ISRS in ST1100UG, Education Tab. The fields marked with a star are the ones populated with any export option; if you've chosen the 'S' – Summary Only – option, only this screen will populate. See pages 6 & 7 for the details.

Northwest Technical College 05/09/2005

Tech Id: 00087038 SSN: 999081075 Search: G Kp0

Other Screens:

Study/Int Cohort/Prog Stdnt Maint Education Trsf Courses Test Scores Kin

Higher Ed History

Institution Lookup

State: Inst Name/City:

Inst Id: 91009349★ FICE: 010546★

Inst Name: Century Community and Technical College★

Attendance Dates: Certified Flag

Transcript Recd Date: N

Grad Date: Award Earned:

GPA Scale: GPA: Earned: 10.00★

YrTr Accepted: 20055★ Attempted: 10.00★

Receiving Inst: 0215★

Transferred:

Credit Type: 0002, Undergrad★ Quality CRHR:

Special Credit Type: Quality Points:

Credit Hour Type: Unoffl Cumul Trsf GPA: 0.00

EXPORT RULES:

1. When data for this same FICE is already in ST1100 with the YrTr accepted field populated, and the courses you are exporting from DARS have a year/term greater than the YrTr Accepted here in ST1100UG, a new record will be made for this institution and only the newer credits will be in the new record.
2. If the year/term of the courses you are exporting is less than or equal to the YrTr Accepted, the export will error out.
3. If YrTr Accepted is blank in the education tab for that institution, as long as that record for that institution has the highest sequence number, and there are no courses in the Trsf Courses tab, the export process will overwrite the starred fields and will populate the YrTr accepted field with the current year/term. Any non-starred fields previously populated will remain intact.
 - a. If there are courses in the Trsf Courses tab for the institution you are trying to export in this scenario where the YrTr Accepted is blank, and any of the courses you are attempting to export were entered in Joe Cool with the same year/term as course(s) in the Trsf Courses tab, no courses taken that same term will export. Report error message is "Error- courses already in term".

ST1100 UG when YrTr is blank –

Before export:

The screenshot shows the 'Higher Ed History' form with the following fields and values:

- Navigation: t/Prog, Stdnt Maint, Education, Trsf Courses, Test Scores, Cancel, Log
- Higher Ed History: Institution Lookup
- State: [dropdown], Active Inst Only, All Inst
- Inst Name/City: [dropdown]
- Inst Id: 91001344, FICE: 002356
- Inst Name: Itasca Community College
- Attendance Dates: 08/15/2001 - 12/31/2001, Seq Nbr: 1, Certified Flag
- Transcript Recd Date: Official Trans Rcvd Dal, 02/16/2002, N
- Grad Date: [dropdown], Award Earned: [dropdown]
- YrTr Accepted: [blank], GPA Scale: [blank], GPA: [blank]
- Receiving Inst: [blank], GKp1, <- Reset YrTr/Inst, Attempted: [blank]
- Credit Type: 0002, Undergrad, Quality CRHR: [blank]
- Special Credit Type: [dropdown], Quality Points: [blank]
- Credit Hour Type: S, Semester, Unoffl Cumul Trsf GPA: 0.00

Same Education record after export:

The screenshot shows the 'Higher Ed History' form after export with the following fields and values:

- Navigation: log, Stdnt Maint, Education, Trsf Courses, Test Scores, Cancel, Log
- Higher Ed History: Institution Lookup
- State: [dropdown], Active Inst Only, All Inst
- Inst Name/City: [dropdown]
- Inst Id: 91001344, FICE: 002356
- Inst Name: Itasca Community College
- Attendance Dates: 08/15/2001 - 12/31/2001, Seq Nbr: 1, Certified Flag
- Transcript Recd Date: Official Trans Rcvd Dal, 02/16/2002, N
- Grad Date: [dropdown], Award Earned: [dropdown]
- YrTr Accepted: 20075, GPA Scale: [blank], GPA: [blank]
- Receiving Inst: 9994, GKp1, <- Reset YrTr/Inst, Attempted: 9.00
- Credit Type: 0002, Undergrad, Quality CRHR: [blank]
- Special Credit Type: [dropdown], Quality Points: [blank]
- Credit Hour Type: S, Semester, Unoffl Cumul Trsf GPA: 0.00

8. **Select the Trsf Courses tab.** If you've chosen the 'D' or the 'L' option on the Export run, you'll see the course detail on the Trsf Courses tab:

Here's what this screen will look like when you run the 'D' option.

Student Information
ST1100UG 01.12 DVLP Northwest Technical College 05/09/2005
Nagel, Patti Tech Id: 00087038 SSN: 999081075 Search: G Kp0
Modules: AP, PA, RG, ST Other Screens: [dropdown]

Addr Demographics Adm/Enr Area Study/Art Cohort/Prog Stdnt Maint Education **Trsf Courses** Test Scores Kin

Transfer Course Maintenance

Transfer Id FICE Code Institution Name Attendance Begin/End Dates
91009349 010546 Century Community and Technical College

YRTR	Subj	Cou Nbr	Course Title	CRHR	CRHR Type	Grade	Grade Shade	Level
20061	ACCT	101	Beginning Acctg I	3.00	S, Semester	B		
Local Subj:				General Ed Code:				
20061	ACCT	102	Beginning Acctg II	3.00	S, Semester	C		
Local Subj:				General Ed Code:				
20061	ENGL	1021	Comp I	4.00	S, Semester	A		
Local Subj:				General Ed Code:				

Note that the Local Fields are blank when you choose the 'D' option.

Here's what the Trsf Courses tab will look like when you choose the 'L' option:

ST1100UG 01.12 DVLP Northwest Technical College 05/11/2005
 Adams, Kristin Tech Id: 00000645 SSN: 999000251 Search: G Kp0
 Modules: AP, HR, RG, ST Other Screens:

Addr Demographics Adm/Enr Area Study/Int Cohort/Prog Stnt Maint Education Trsf Courses Test Scores Kin

Transfer Course Maintenance

Transfer Id: 1001341 FICE Code: 002353 Institution Name: Gustavus Adolphus College Attendance Begin/End Dates: 01/01/1901 - 12/31/9999

YRTR	Subj	Cou Nbr	Course Title	CRHR	CRHR Type	Grade
20035	ENGL	100		4.00	S Semester	A
Local Subj:	ENGL	1001		General Ed		
20035	ENGL	101		4.00	S Semester	B
Local Subj:	ENGL	1002		General Ed		
20035	MATH	100		4.00	S Semester	A
Local Subj:	MATH	1031		General Ed		
20035	THTR	535	Unknown course	4.00	S Semester	C
Local Subj:				General Ed		

Note that when you choose the 'L' option, the "Local Subj:" fields are populated with the target course* but ONLY when the course is a valid course in your curriculum. In this instance, THTR 535 becomes an elective; since ELECT002 is not a valid course, it does not populate in the local field. The local field will remain blank.

* EDIT 59 ► Special Note about the 'Local Subj:' & 'Cou Nbr' fields: These fields exist so that pre-requisite checking can also be done against transfer courses. The limitation of these fields is that the transfer rule as it appears here really only applies when you have a one-to-one transfer rule and when the transferred-in course is equal to one of your courses. The business rule that we have set up for one-to-many and many-to-many transfer rules is that only the first target course will populate in the 'Local Subj:' & 'Cou Nbr' fields. For every exported course where the target course is actually more than one course, in the printed report you receive each time you export in DA0001CP, you will see a message, "Only one local course populated". If you need to change the actual identity of the target course (local field) in the Trsf Courses tab to make Registration Edit #59 work, you may do so by making the appropriate changes on this screen and saving them. It will not affect your transfer rules and transfer articulation processing in DARS.

Do not rely on this screen to view your DARS Transfer rules. You must look in DARS to obtain an accurate representation of your transfer rules.

Here's an explanation of how the fields are populated:

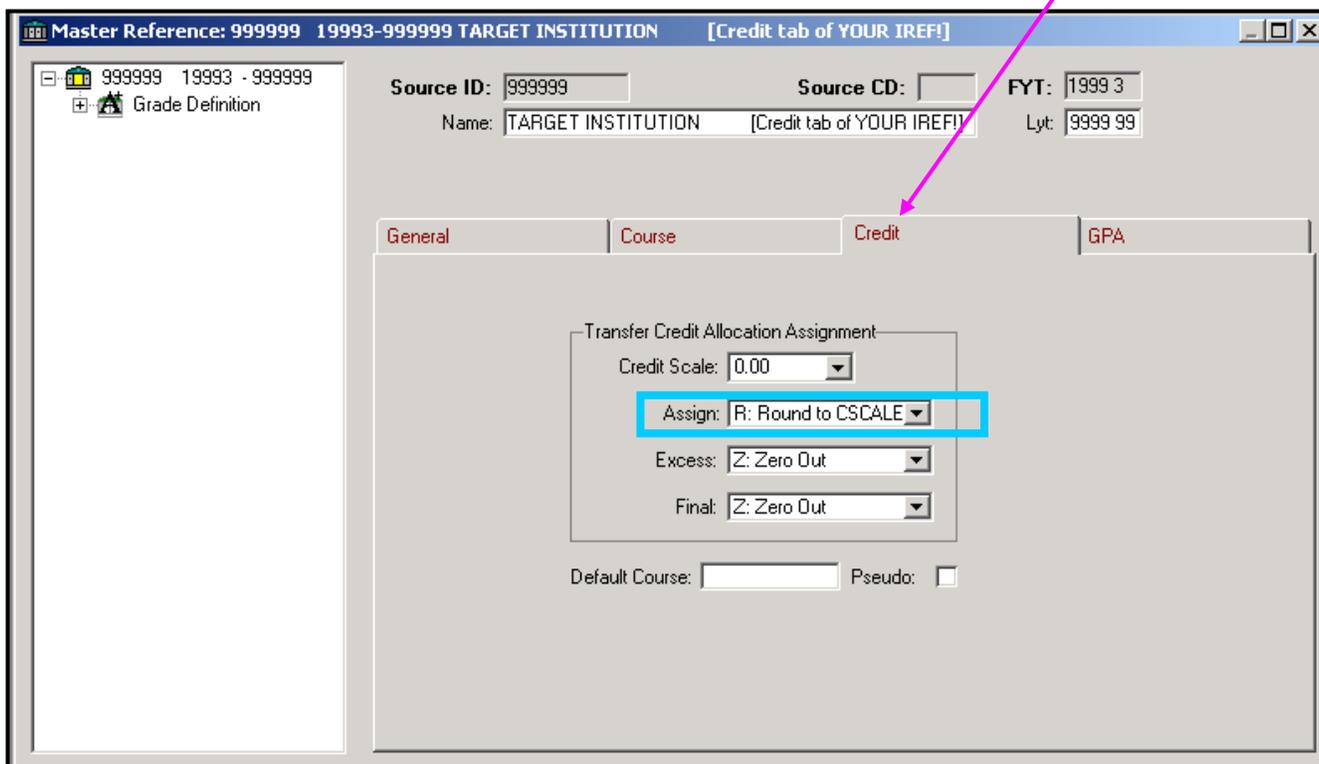
ST1100UG Education Tab ['D', 'L' or 'S' run options]

FIELD NAME	EXPLANATION & NOTES
Inst ID	Gets populated automatically from FICE validation (INST_CODE) table in ISRS.
FICE	Comes from FICE specified in the export.
Inst Name	Comes from NAME in the FICE validation (INST_CODE) table in ISRS
YrTr Accepted	MnSCU schools use this field differently. Export process populates this with the current year/term, interpreting this as meaning the YRTR when the TRANSFER CREDITS are being brought in. You can change this if you wish to whatever term is meaningful to your school.
Receiving Inst:	From ISRS – your Inst ID
Credit Type:	We set a default value of 0002 – Undergrad. You'll have to change this if you want the credits to have a different value.
Earned:	From DARS - Joe Cool. Ecredit value at bottom of each Academic Record. Quarter credits will be converted, based on the ACTC dates(multiplied times 2 and divided by 3 – then rounded up to the nearest hundredth)
Attempted:	From DARS – Joe Cool. Total of the Rcredit column in each Academic Record. Quarter credits will be converted, based on the ACTC dates(multiplied times 2 and divided by 3 – then rounded up to the nearest hundredth)

ST1100UG Trsf Courses tab ['D' or 'L' run options only]

FIELD NAME	EXPLANATION & NOTES
YRTR	From DARS - Joe Cool. From YR/TM field in the Academic Record.
Subj & Cou Nbr	From DARS – Joe Cool. From SOURCE Course field in the Academic Record.
Title	From DARS - either comes from 1. Title field in Target Course [or] 2. Title field in Joe Cool [or] 3. Title field in Source Course
CRHR	From DARS – Joe Cool. From RCredit field in the Academic Record.
CRHR Type	Year/term dependent – comes from ACTC field in the Source Master Reference Table in DARS.
Grade (& Shade)	From DARS – Joe Cool. From the Grade Column in the Academic Record.

9. Master Institutional Reference recommendation. We recommend that you make the following change (if needed) to your TARGET (your school's) Master Institutional Reference set up. Click on the Institution Icon. Select your school from the list. Click on the Credit Tab. In the Assign: window, select the 'R: Round to CSCALE option. This will make the articulation rules convert quarter credits in the same way as the process does. (Multiply quarter credit times 2 and divided by 3, round to hundredth) will export the nearest



There are obviously a number of fields that we have not attempted to populate in both tabs of ST1100UG in this export process. We researched to learn that campuses use many of the fields in very different ways. Some fields are really only calculated fields, such as the **Transferred:** field in the Education tab. You may know how many credits actually transferred in after you run the audit, but that figure is not available for export in this process. **GPA:** and **Quality CRHR** and **Quality Points:** are also calculated fields that can easily be determined in DARS processing, but only after the transfer courses have gone through all 3 DARS grade tables and are reported through the audit.

Since the data in the **Transferred:** field is what gets pulled through to the transcript, you will want to enter a number here. Normally you enter a number that reflects the number of credits which actually transferred in to your institution from each transfer school, which may or may not be the same number as the number of earned credits, depending on your transfer policies.

Exporting from DARS to ISRS is a deliberate, intentional process. **Using this export process is optional,** depending on your campus policies and resources.

What happens if you make changes in DARS to a student's transfer credits and re-export?

1. When data for this same FICE is already in ST1100UG with the YrTr accepted field populated, and the courses you are exporting from DARS have a year/term greater than the YrTr Accepted in ST1100UG, a new record will be made for this institution and only the newer credits will be in the new record. While not necessarily common practice, this was agreed to be the correct way to handle this situation based on input Fall 2002 from the Data Integrity Group and the Registration User Group.
2. If the year/term of the courses you are exporting is less than or equal to the YrTr Accepted, the export will error out. You must then manually enter these courses/credits into ISRS.

NOTES:

- At anytime, users can choose to manually enter/change information in ST1100UG instead of using the export process and it will not affect DARS processing or ISRS functions.
- Since the export process also locks the DARS transfer articulation, if you don't use the export process you will need to select the 'Lock All' function in DARS if you wish to lock a student's transfer articulation.

How will you know the status/ success of the Export process?

You will receive a printed report (viewed online in DA4003CP) that details the transaction(s), telling you what terms/courses have been accepted (inserted into ISRS) if the export was successful, and the error messages on page11 if it was not successful.

A successful export will display in DARS with a status of 'S' – Soft Transfer - in the Certify field of the Transfer Evaluation in Joe Cool:

Student: 00033997 - Foster, Grant

Source Id: 002356 Source Cd: []
Target Id: 002336 Target Cd: [] DPMask: []
Lock All Unlock All Export All

Dpmask	Group	Lock	Certify	Memo	Last Updated By:	Date
1	001	<input checked="" type="checkbox"/>	S		TRALLELA	02/22/07

Yr/Trm	Course	RCredit	Grade	Ecredit	Title	Pflg	flg1	Seq
1	20025 BIOL1111	3.00	A	3.00	Microbiology			001

AAAA9999 3.00 3.00

Yr/Trm	Crs Num	RCredit	Grade	Ecredit	Pflg	Condc
1	20025 BIOL2221	3.00	TA	3.00		

AA??9999 3.00 3.00

Alternate Flags
BIOL2221 P
[]
[]
[]
AA??9999

The report includes only a back page as well as the 'page of substance' as the middle page(s). You will receive one report per 'store' or 'accept' entry in DA4003CP. If you are exporting more than one student, you can minimize the paper use by completing through step 4 in this document on all the students you wish to export BEFORE you go to DA4003CP and complete steps 5 & 6.

MESSAGES ON THE REPORT:

Message	What it means - - -	Export successful?
Person record not found	You've entered a student in DARS Joe Cool that does not match any tech ID found in ISRS.	NO
No Current Fice Code Found	You're trying to export a FICE that does not match any of the codes in the FICE validation (INST_CODE) table in ISRS. [Likely an error in the FICE code you have in the DARS Academic Record for this student.] Export will occur whether or not the FICE code is active in the FICE validation (INST_CODE) table in ISRS.	NO
Only one local course populated	If a DARS transfer rule is written so that one source course equals more than one target course (one-to-many rule) or more than one source course equals more than one target course (many-to-many), only the first <u>target</u> course in that rule will print in the local field.	YES
Invalid credit hour type	You've entered a credit type in DARS that is not recognized by ISRS. Must be 'Q' (quarter) or 'S' (semester) for export to work.	NO
Yrtrm > than yrtrm of course	A transfer record for this FICE already exists in ISRS and you are trying to export a course that was taken earlier than the YRTR of acceptance of record in ST1111UG. You must manually enter these credits/courses into ISRS.	NO
Error-courses already in term	You are trying to export a course that has a matching year/term to any course with the same year/term already in ST1100UG – Trsf Courses tab. The edit only checks year/term for a match – not Subj & Cou Nbr.	YES, but only for courses with year/terms not matching

Revised: 08/12/15