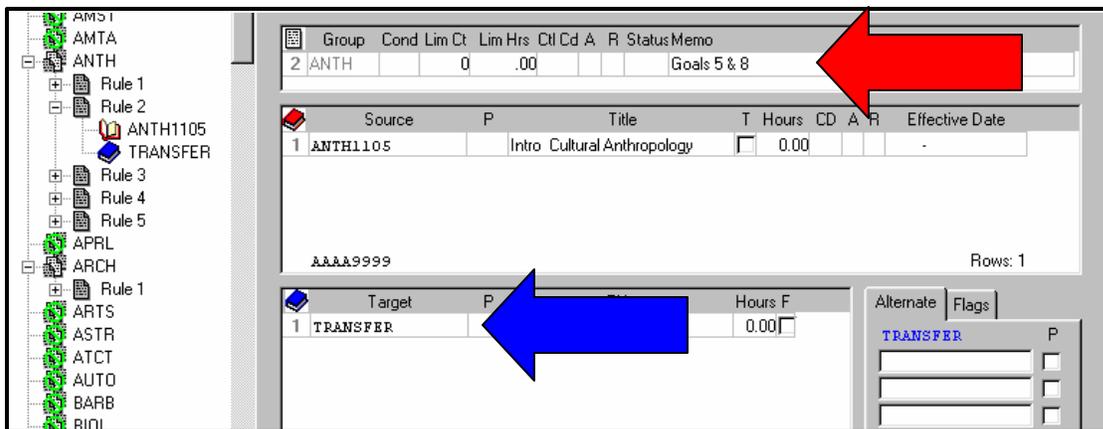


DARS Catalogs

DARS catalogs for TA (Transfer Articulation) encoding and companion IREFs (Institutional Master Reference Tables) are available for MnSCU, U of M schools, and others. The catalogs can be transported to your DARS. Catalogs identify the Source alphanumeric unique course identifiers and titles. MnTC source goals are identified in the **Memo** field at the rule level. Cross-listings and repeatable courses, when known, are also included in the Memo field. All **Target** courses are identified as TRANSFER, TECHT***, or REMDT***.

The Target course of TRANSFER can be changed to a more meaningful course, when you request a catalog.

<http://www.dars.mntransfer.org/updates/catalogrequestindex.html>



The first year term (FYT) of the catalog, unless otherwise noted, is 000000. You may adjust the FYT to a different date by cloning the Institutional Reference Table and Transfer Articulation Table and changing the FYT dates.

The TA catalogs for two year institutions identify all disciplines listed in the campus catalog with a Group and **at least one generic rule for technical programs** (ATCT****, or TECHT***). All general education, business, and computer science, are included. The TA catalogs for four year institutions list all undergraduate courses, unless otherwise noted.

What should you do with these catalogs?

Read the accompanying encoding notes for the institution for specific information about each catalog.

When a catalog is transported to your campus DARS, you will need to review the Grade Definition in the Institutional Reference Table. Compare the Grade definitions with a transcript legend for the source school. The grade definitions in the DARS catalog are inclusive, with plus, minus, and two character (AB, BC) grades, but you may need to add grade definitions unique to the source institution.

You will need to change the generic Target courses of 'TRANSFER' to a direct target or pseudo course(s). You may request the target course of 'TRANSFER' be changed to a course more meaningful to your programs (e.g., ELECT***).

The TA catalog, like a paper catalog, lists each course only once. Many to one, one-to-many, and many-to-many articulations will require inserting lines in your rules.

MnTC courses that are not equivalent to your courses must be accepted with the sending institution's goals, as noted in the Memo. Use Alternates to accomplish these articulations.

What about quarter catalogs?

A quarter catalog is sent when you request the semester catalog transport to insure that all courses listed on a transcript are identified and converted. Ideally, for schools that have converted from quarter to semester, **your DARS TA rules and IREF should include both quarters and semesters.**

Quarter catalogs with generic remedial and unknown rules are sent with full semester catalogs. Complete quarter catalogs are also available for a number of schools. The complete quarter catalog includes the courses and MnTC notation for the last year of quarters.

002332			000000	1992	ANKA RAMSEY CC QUARTERS
002332			1993	999999	Anoka-Ramsey CC
002335			000000	1992	Riverland CC QUARTERS
002335			1993	999999	Riverland CTC
002355			000000	1992	Hibbing CC QUARTERS
002355			1993	999999	Hibbing CTC
002360			000000	1992	MSU - Mankato QUARTERS
002360			1993	999999	MSU - Mankato

How do I request a DARS catalog?

Request DARS catalog with the form posted on the web site:

<http://www.dars.mntransfer.org/updates/catalogrequestindex.html>

FAX the request. Indicate alternative Target course preference on the request.

After the transport is complete, you will receive email notification. Review the accompanying notes for each catalog before you begin encoding.

Keep the catalogs current with future curriculum updates posted on the web site.

Additional available catalogs will be posted on the form and announced on the DARS HELP listserv.

Revised: 6/7/2005