

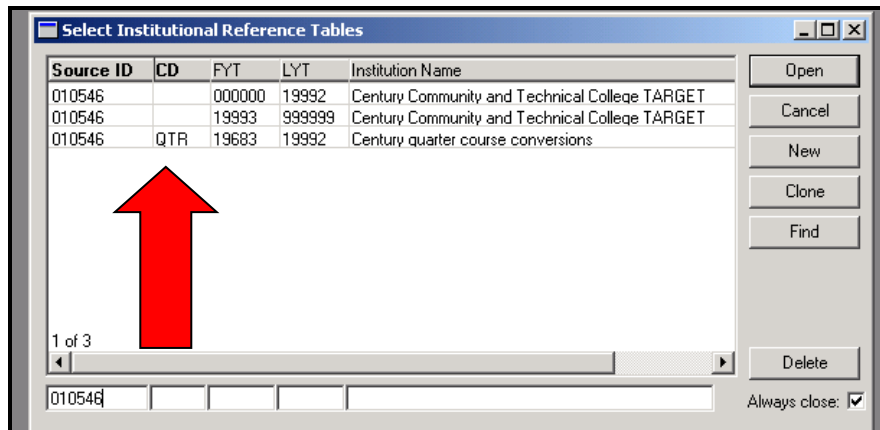
HOME TO HOME ARTICULATION

How can I display my home institution's articulated quarter credits on the audit?

The Home to Home Articulation allows a campus to convert home quarter courses and credits to semester courses and credits. DARS processing views the quarter work as if it were a transfer institution. The process requires creating an IREF for quarter-to-semester conversions, adding quarter grades and condition codes to the Target IREF, accommodating converted quarter grades in the Audit Grade table, adding a value in INCLTOP, and encoding quarter-to-semester rules in TA. For a review of optional methods of quarter course conversion, see [Encoding the Semester Conversion](#). (Note: Home to Home cannot be used in conjunction with the Convert Tables and A-lines referred to in [Encoding the Semester Conversion](#).)

IREF (Master Reference Table)

Create a Master Institution Reference Table for your quarter-to-semester course conversions by cloning a generic table. Change the FYT and LYT to your quarter terms and make the CD (Source Institution code): QTR. You will have three Master Reference Tables for your Source ID.



In the Master Reference Table for quarter-to-semester conversions, under the General tab, make the Report InstID: QUARTERS.

The screenshot shows the 'Master Reference: 010546 QTR 19683-19992 Century quarter course conversions' window. The 'General' tab is selected, and a yellow arrow points to the 'Report InstID' field, which is set to 'QUARTERS'. Other fields include 'Source ID: 010546', 'Source CD: QTR', 'FYT: 1968 3', 'Name: Century quarter course conversions', and 'Lyt: 1999 2'. The 'SPEEDE' section shows 'InstIDQ: 73' and 'Institution Type:'. There are also fields for 'Default Master Reference Table' and 'Default Transfer Articulation Table', both with 'InstID' and 'InstCD' fields.

Under the Course tab, change the ACTC to “Q”.

Assign the RefUCond1 Code to “HME”.

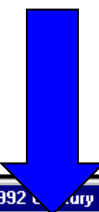
The screenshot shows the 'Master Reference: 010546 QTR 19683-19992 Century quarter course conversions' window with the 'Course' tab selected. A teal arrow points to the 'ACTC' dropdown menu, which is set to 'Q'. A yellow arrow points to the 'RefUCond1' field, which is set to 'HME'. The 'Display Format' section includes 'Mask: AA??9999?', 'Case: Upper', 'Department Begin: 1', 'End: 4', 'Course Begin: 5', and 'End: 9'. The 'SPEEDE Default Values' section includes 'BACC: R', 'ACTC: Q', 'AGCLC:', 'Honors:', 'RepeatF:', and 'Unit scale: 0.0000'. The 'Universal Condition Code Assignment' section includes 'RefUCond1: HME' and 'RefUCond2:'.

Grade Definitions for the quarter-to-semester conversions table will be many fewer than the Target table. Why? The quarter-to-semester grade table only include the grades that your institution used as a quarter institution. The Grade Definitions for the Target institution includes all the possible grades the Target institution might encounter in transfer, including your quarter grades. DARS will distinguish these because of a condition code that you will assign.

Grade Definition

Step 1. Quarter-to Semester Grade Definition (Source)

Since you have cloned the Grade Definition, you will need to keep only the grades that represent your quarter institution grades. The Institution to Universal column must be checked. The values must be the same values as your institution, so that Calc, Crdt and Ct are valid.



ter Reference: 010546 QTR 19683-19992 ... quarter course conversions

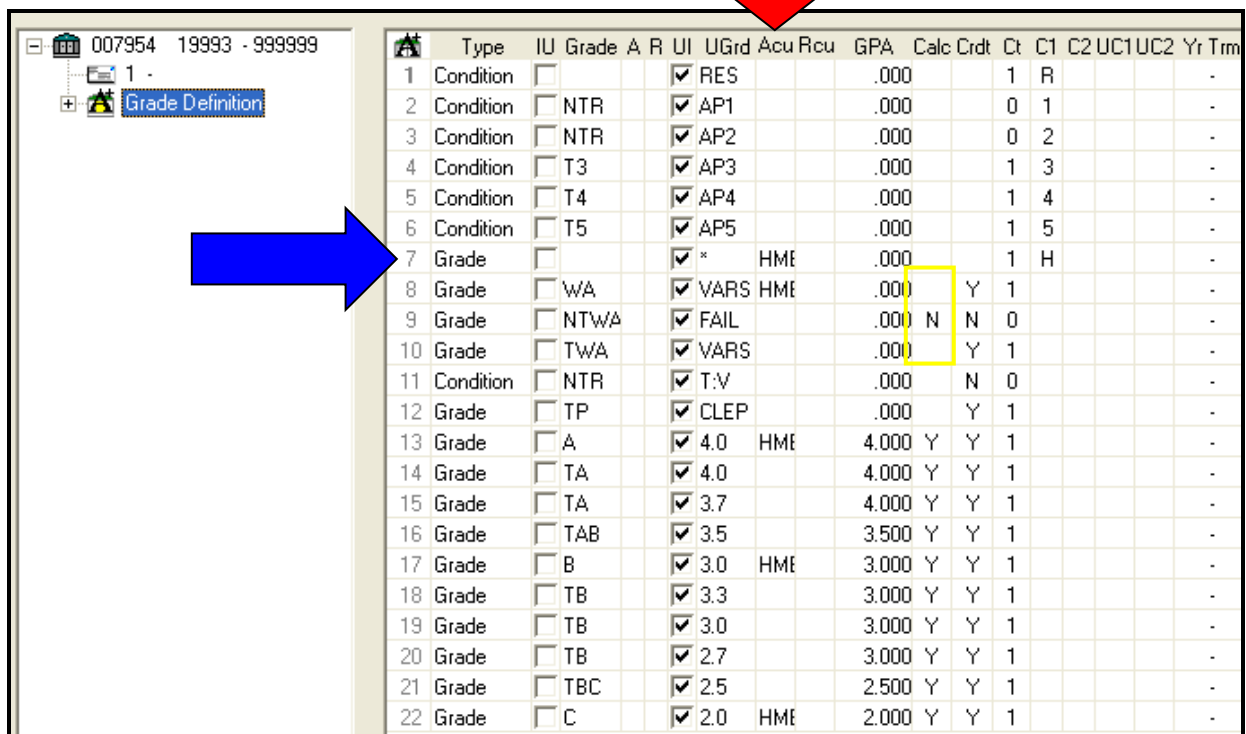
	Type	IU	Grade	A	R	UI	UGrd	Acu	Rcu	GPA	Calc	Crdt	Ct	C1	C2	UC1	UC2	Yr	Trm	Range
1	Grade	<input checked="" type="checkbox"/>	A			<input type="checkbox"/>	4.0			4.000	Y	Y	1							-
2	Grade	<input checked="" type="checkbox"/>	B			<input type="checkbox"/>	3.0			3.000	Y	Y	1							-
3	Grade	<input checked="" type="checkbox"/>	C			<input type="checkbox"/>	2.0			2.000	Y	Y	1							-
4	Grade	<input checked="" type="checkbox"/>	D			<input type="checkbox"/>	1.0			1.000	Y	Y	1							-
5	Grade	<input checked="" type="checkbox"/>	F			<input type="checkbox"/>	0.0			.000	Y	N	0							-
6	Grade	<input checked="" type="checkbox"/>	I			<input type="checkbox"/>	(505			.000	N	N	0							-
7	Grade	<input checked="" type="checkbox"/>	V			<input type="checkbox"/>	(511			.000	N	N	0							-
8	Grade	<input checked="" type="checkbox"/>	P			<input type="checkbox"/>	(501			.000	N	Y	1							-
9	Grade	<input checked="" type="checkbox"/>	W			<input type="checkbox"/>	(506			.000	N	N	0							-
10	Grade	<input checked="" type="checkbox"/>	NC			<input type="checkbox"/>	(512			.000	N	N	0							-
11	Grade	<input checked="" type="checkbox"/>	NC			<input type="checkbox"/>	0.0			.000	Y	N	0							1971 3-1977 2
12	Grade	<input checked="" type="checkbox"/>	U			<input type="checkbox"/>	(506			.000	N	N	0							1973 3-1977 2
13	Grade	<input checked="" type="checkbox"/>	WP			<input type="checkbox"/>	(506			.000	N	N	0							1968 3-1970 2
14	Grade	<input checked="" type="checkbox"/>	WF			<input type="checkbox"/>	0.0			.000	Y	N	0							1968 3-1970 2
15	Grade	<input checked="" type="checkbox"/>	AU			<input type="checkbox"/>	(511			.000	N	N	0							-
16	Grade	<input checked="" type="checkbox"/>	IP			<input type="checkbox"/>	(500			.000	N	Y	1							-
17	Grade	<input checked="" type="checkbox"/>	Z			<input type="checkbox"/>	(500			.000	N	Y	1							-
18	Grade	<input checked="" type="checkbox"/>	#			<input type="checkbox"/>	(513			.000	N	Y	0							-
19	Grade	<input checked="" type="checkbox"/>	*			<input type="checkbox"/>	UNKN			.000	N	N	0							-

Step 2. Target Grade Table

On the Target Grade Definitions add the quarter grades and values. These grades process differently from transfer grades with the addition of the Universal Condition Code of "HME" in the Acu field (red arrow). You will need to include all quarter grades from your Quarter Grade Definitions. All quarter grades must be listed before the transfer (T) grades (blue arrow).

In addition, you will need to add a Grade field with the Universal grade of: *, Acu of HME, Count of 1. See line 7, below.

Note that you must also set the Calc field on your WA grades to 'No Change' which displays as a blank value.



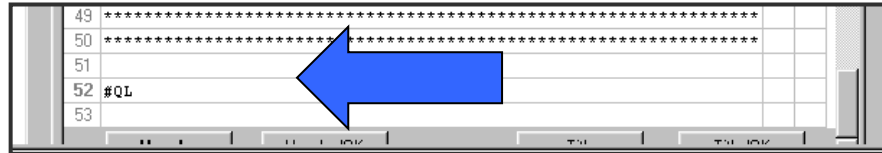
	Type	IU	Grade	A	R	UI	UGrd	Acu	Rcu	GPA	Calc	Crdt	Ct	C1	C2	UC1	UC2	Yr	Trm
1	Condition	<input type="checkbox"/>				<input checked="" type="checkbox"/>	RES			.000			1	R					-
2	Condition	<input type="checkbox"/>	NTR			<input checked="" type="checkbox"/>	AP1			.000			0	1					-
3	Condition	<input type="checkbox"/>	NTR			<input checked="" type="checkbox"/>	AP2			.000			0	2					-
4	Condition	<input type="checkbox"/>	T3			<input checked="" type="checkbox"/>	AP3			.000			1	3					-
5	Condition	<input type="checkbox"/>	T4			<input checked="" type="checkbox"/>	AP4			.000			1	4					-
6	Condition	<input type="checkbox"/>	T5			<input checked="" type="checkbox"/>	AP5			.000			1	5					-
7	Grade	<input type="checkbox"/>				<input checked="" type="checkbox"/>	*	HME		.000			1	H					-
8	Grade	<input type="checkbox"/>	WA			<input checked="" type="checkbox"/>	VAR5	HME		.000		Y	1						-
9	Grade	<input type="checkbox"/>	NTWA			<input checked="" type="checkbox"/>	FAIL			.000	N	N	0						-
10	Grade	<input type="checkbox"/>	TWA			<input checked="" type="checkbox"/>	VAR5			.000		Y	1						-
11	Condition	<input type="checkbox"/>	NTR			<input checked="" type="checkbox"/>	T:V			.000		N	0						-
12	Grade	<input type="checkbox"/>	TP			<input checked="" type="checkbox"/>	CLEP			.000		Y	1						-
13	Grade	<input type="checkbox"/>	A			<input checked="" type="checkbox"/>	4.0	HME		4.000	Y	Y	1						-
14	Grade	<input type="checkbox"/>	TA			<input checked="" type="checkbox"/>	4.0			4.000	Y	Y	1						-
15	Grade	<input type="checkbox"/>	TA			<input checked="" type="checkbox"/>	3.7			4.000	Y	Y	1						-
16	Grade	<input type="checkbox"/>	TAB			<input checked="" type="checkbox"/>	3.5			3.500	Y	Y	1						-
17	Grade	<input type="checkbox"/>	B			<input checked="" type="checkbox"/>	3.0	HME		3.000	Y	Y	1						-
18	Grade	<input type="checkbox"/>	TB			<input checked="" type="checkbox"/>	3.3			3.000	Y	Y	1						-
19	Grade	<input type="checkbox"/>	TB			<input checked="" type="checkbox"/>	3.0			3.000	Y	Y	1						-
20	Grade	<input type="checkbox"/>	TB			<input checked="" type="checkbox"/>	2.7			3.000	Y	Y	1						-
21	Grade	<input type="checkbox"/>	TBC			<input checked="" type="checkbox"/>	2.5			2.500	Y	Y	1						-
22	Grade	<input type="checkbox"/>	C			<input checked="" type="checkbox"/>	2.0	HME		2.000	Y	Y	1						-

TA Table

Once you have set up the Master Reference Tables, you can begin building your TA tables (red book, blue book icon). The Source courses are your quarter courses and the Target courses are your semester courses. You do not need to include credits or course titles.

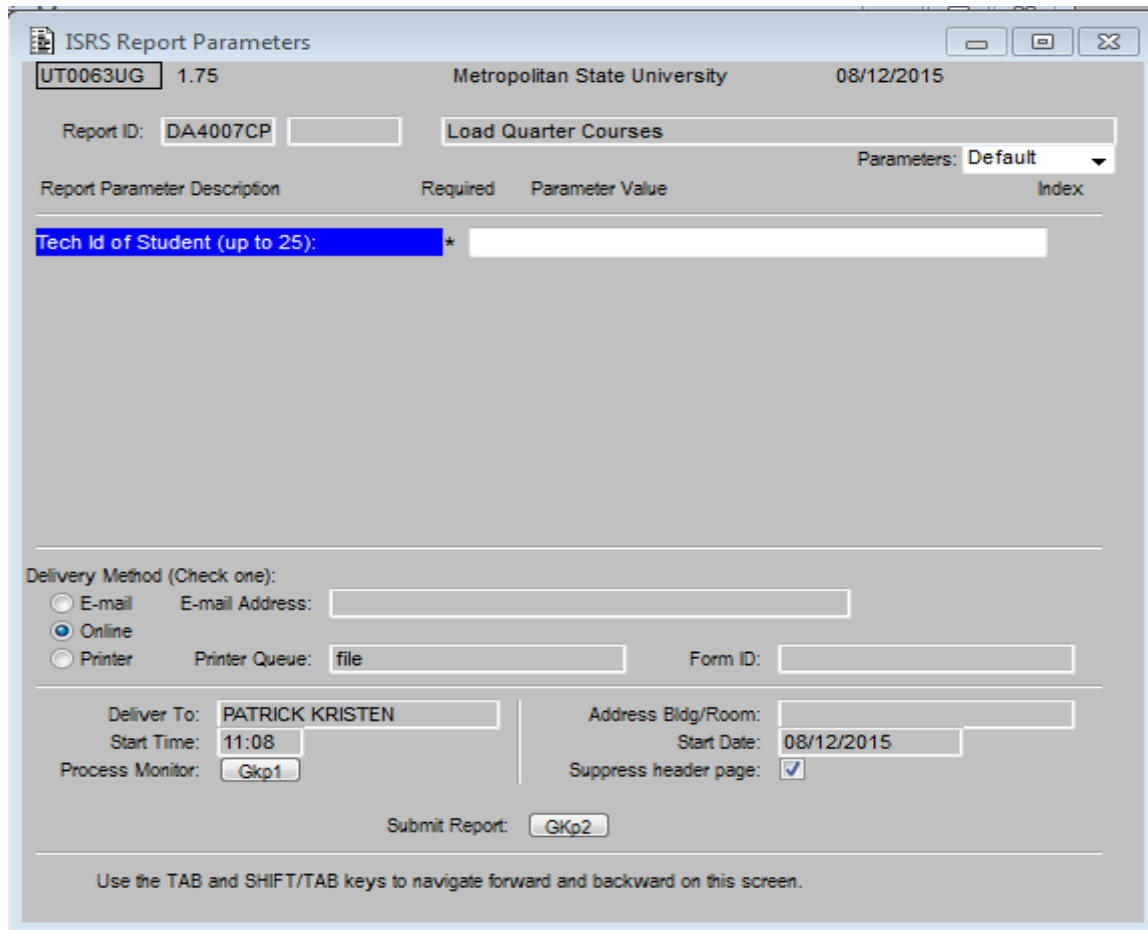
INCLTOP

Add to your INCLTOP requirement: #QL



49	*****
50	*****
51	
52	#QL
53	

Students with quarter system coursework are sent through the Home to Home individually. The campus will use DA4007CP to load the student's work into DARS.



ISRS Report Parameters

UT0063UG 1.75 Metropolitan State University 08/12/2015

Report ID: DA4007CP Load Quarter Courses Parameters: Default

Report Parameter Description	Required	Parameter Value	Index
Tech Id of Student (up to 25):	*		

Delivery Method (Check one):

E-mail E-mail Address:

Online

Printer Printer Queue: file Form ID:

Deliver To: PATRICK KRISTEN Address Bldg/Room:

Start Time: 11:08 Start Date: 08/12/2015

Process Monitor: Gkp1 Suppress header page:

Submit Report: GKp2

Use the TAB and SHIFT/TAB keys to navigate forward and backward on this screen.

