Course Credits Manual Entry – Source Other than Emory
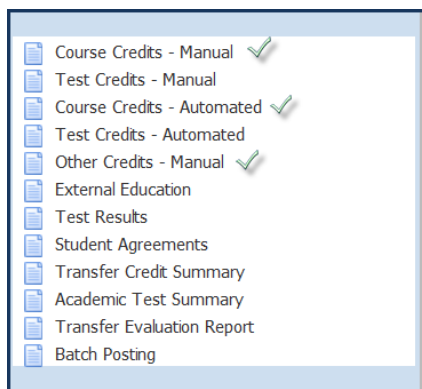
Introduction:

There are three types of transfer credit entry performed by registrar or liaison staff:

1. **Course credit** applied to a student's record when the student was enrolled at another institution and any of that credit is given toward the completion of a degree program at Emory. Each school has its own policy for transferring credit. This usually appears on their website or in their catalog.

2. **Other credit** applied to a student's record for undergraduate course work taken at Emory College of Arts & Sciences or Oxford College toward a BBA or BSN degree. Whether the student has earned the equivalent or more credit is not considered. The other credit limits are applied as follows:
   a. UBUS - BBA – 64 credit hours (junior level)
   b. UNUR - BSN – 60 credit hours (junior level)

3. **Internal credit** applied to a student's record when the student was a prior UCOL or UOXF student and is returning to Emory College of Arts & Sciences to earn a BS or BA degree without having completed the BBA degree at the Business School.

Other methods or forms of credit may be applied to a student's record by the admissions offices within each school. The chart below will indicate the links found under Transfer Credit Evaluation in OPUS. The checks indicate the most often used links by registrar/liaison staff.

Course Credits - Manual ✓
Test Credits - Manual
Course Credits - Automated ✓
Test Credits - Automated
Other Credits - Manual ✓
External Education
Test Results
Student Agreements
Transfer Credit Summary
Academic Test Summary
Transfer Evaluation Report
Batch Posting

This document contains instructions for **Course Credit Manual** entry.

Course Credit Manual Entry -
This link will be used to record of courses taken from sources outside Emory University.

If registrar staff are requested to enter this type of credit, liaison staff will submit an evaluation of credit form to the Office of the University Registrar listing applicable transfer credit and its Emory equivalent, along with a copy of the official transcript from the institution where work was completed.

❖ **Note:** All attempted undergraduate course work taken prior or during attendance at Emory must be entered by University Registrar staff on the HOPE panels in OPUS. Unversity Registrar staff will find HOPE documentation is located on the H Drive. If you have questions regarding the entry of HOPE credit, please contact the Associate University Registrar for Student Support Services.

Pathway: Main Menu – Records and Enrollment – Transfer Credit Evaluation – Course Credits Manual

Step One: Determining whether to ADD or UPDATE

Use Add a New Value if this is the only transfer credit entered for the student. If the student has previous transfer credit use Find an Existing Value. A good way to find out is to put the student ID or NAME in under existing value and if there is credit, the student record will open. If nothing opens, then you know to ADD.

Hint: Before entering the transfer credit, check the Emory transcript to avoid duplication of previous entry, for determining articulation term, and if needed, to determine student's program.

If the student doesn't have any previous credit, the page will be blank and you can move directly to Step Two.

If the student has transfer credit within Academic Career, follow these directions before moving on to Step Two.

Click this (+) sign for a student who already has transfer of credit, and will have new credits added from a new school. Use when transferred to same program.

Click this (+) sign for a student already who has transfer of credit in the same program, and new credit added from the same school will be articulated to a new term.

Click this (+) sign for a student who has new transfer credits from the same university, which are to be articulated to the same term and program.

Course Credits Manual Entry – Source Other than Emory

Step One – Preparing the page for credit entry.

Transfer Credit Model:
Academic Career = PUBH
Transcript Level = Official

Target Information:
Academic Program: Select the correct Academic Program
Academic Plan: Leave blank

Source Information:
Source Institution: Enter the name of the College or University
School Type: If known choose from the pull down – if unknown leave NA = Not Applicable

Articulation Term

Examples of Articulation Term:

Example 1: If the transferred course was taken prior to the Matriculation date, use the Public Heath matriculation term as the Articulation Term:

I.e. Student matriculated in the Rollins School of Public Health in fall 1999 and the transferred class was taken fall 1998. The Articulation Term would be fall 1999.

Example 2: If the student was enrolled in the transferred course at the same time that they were enrolled at Emory, use that semester of enrollment as the Articulation Term:

I.e. Student enrolled at Emory and Georgia Perimeter during the summer 1999 term. Use summer 1999 as the Articulation Term.

Example 3: If the transferred course was taken after the student matriculated to Rollins Public Health, but during a term that they did not attend Emory, the Articulation Term used is the next term the student returns to the same career and program at Emory.

I.e. Student attended Emory Fall 1999, but did not attend during the spring 2000 semester. The student returned for the fall 2000 semester. The student took classes at GA Perimeter during the spring 2000 semester and Public Health has agreed to accept the GA Perimeter classes as transfer credit. The Articulation Term will be fall 2000 (the first term when the student returns after time away).

Course Credits Manual Entry – Source Other than Emory

Step Two – Entering incoming course data

Incoming Course:

Year: Enter the year that the course was taken

Ext Term: Enter the term: FALL, SPR, SUMR, or WINT

Subject: Enter the Subject. This one is BSKTWV

Course Nbr: Enter the course number. This one is 200

Description: Enter the title of the course

Units Taken: Enter the number of credit hours

Grade Input: Enter the grade if provided. (Optional) Most schools not to enter the grade.

Equivalent Course:

Course ID: Enter the course ID (If the course has an equivalent in the active PUBH catalog use the search icon to find the corresponding course id. The course ID will complete the equivalent course information i.e. 011198 BIOS 507).

Units Transferred: Transfer to equivalent of incoming course but can be changed to Emory equivalent – example – 6 hrs. from incoming course but only 4 hrs. granted at PUBH

Grading Scheme – Grading Basis – Official Grade: Automatic fill-in – Official Grade should always be "T"

SAVE

Supplemental for Equivalent Course: When to use Transfer as Subject for Other Courses

Sometimes it is difficult to tell what should be used as the subject of a course transferring into Emory from another institution.

Example: A student has been approved to receive 2.0 Elective Credits for Field Internship. We have no way of knowing if this subject was a EPI course or a BIOS class, so we will use the elective course as shown below:

Articulation Term: - Use the term that the credits will apply.
Incoming Course:
Year: Leave blank if not given
Ext Term: Leave blank if not given
Subject: TRANSFER (The subject will always be TRANSFER)
Course Nbr: Leave blank if not given
Description: Enter the title of the course
Units Taken: 2.00 (Use the number of hours for which the student was actually enrolled)
Grade Input: Enter the grade if provided, otherwise leave blank
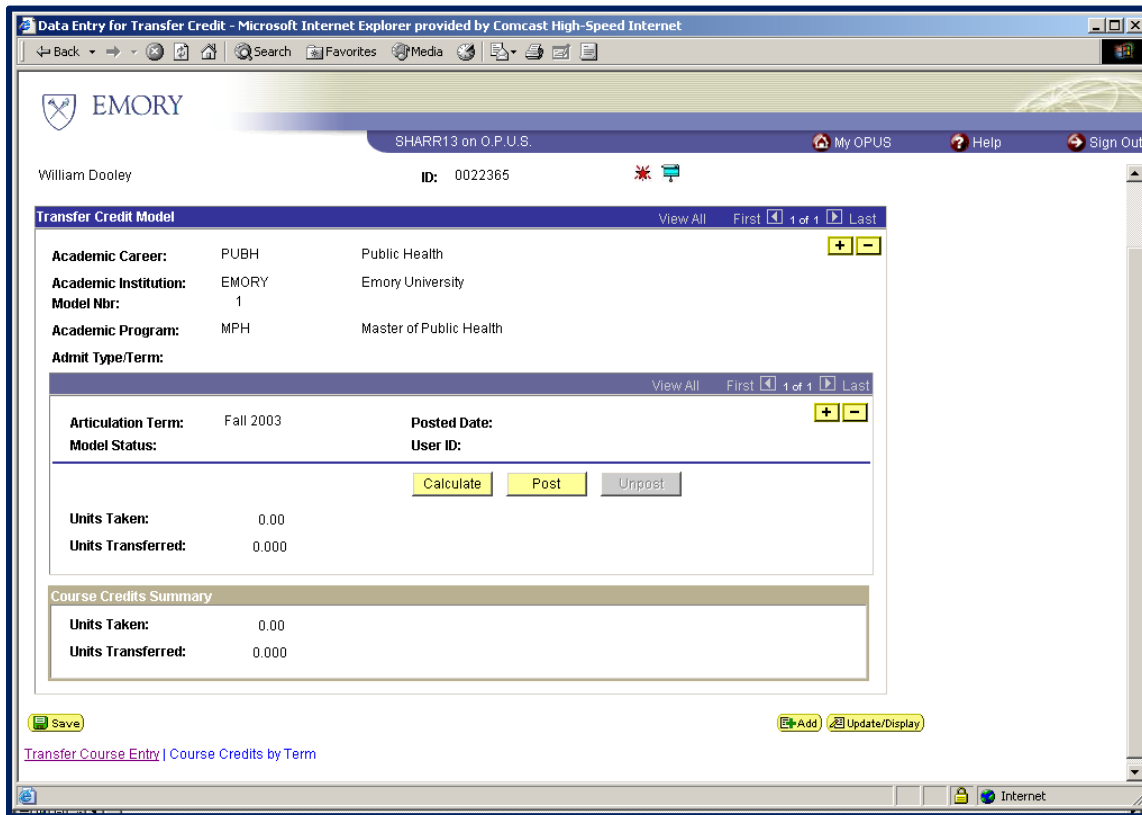**Equivalent Course:**
Course ID: 019492
**Offer Nbr**: 11 should be entered for PUBH
Units Transferred: 2.00 (Use the number of hours approved for transfer)
Grading Scheme – Grading Basis – Official Grade: Automatic fill-in – Official Grade should always be "T"
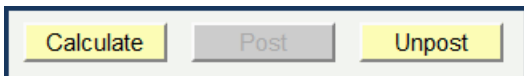
Step Three – Calculating and Posting Credit - Course Credit by Term Panel

Calculate and then post. This process links the transfer credit information to the official record. If you fail to post, the data will sit in the system but not appear on the student's record.
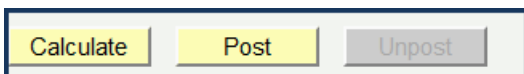
Model Status should change to posted after posting.

Data entered is now greyed out. If any corrections are needed after posting, the credit must be Un-posted before corrections can be made, and then Re-posted for the data to appear on the student's record.

For assistance, please contact a registrar supervisor or the Training Coordinator.

Note: If student does not attend, transfer credit should be unposted and/or articulation term readjusted.