What if a transfer course articulates to more than one course?
The evaluators do have to choose which courses they want a transfer course to articulate to. Our example was ENG 1C from El Camino. This course articulates to both ENG 111 and TRAN AA3 (Critical Thinking). That’s okay if the student has already completed an equivalent Written Composition and Speech course, we would consider that a CERT, but what if they don’t have speech? The evaluator would decide if they want to use it for ENG 111 or TRAN AA3. They would eliminate the one they don’t want by clicking on the trashcan. The units might have to be adjusted under the Edit Equivalent Course box, because the units could be on the one that is in the “trashcan”.

If a course articulates to a non-GE course (major/minor) and other courses (example of a course articulating to CDV150, PSY 101 and TRAN EE1), the evaluator keeps the non-GE course (could be a pre-requisite or a major/minor requirement) and chooses one of the other two courses to eliminate. We will see this also with Western Civilization I/II courses that articulate in both C and D areas. Evaluators will have to review the transfer credit model and decide if they need one or the other areas filled.

What if a student has taken two C.1 and one C.2 or one C.1 and two C.2 courses, how can we show that HUM 200 is met?
The evaluator can articulate one of the courses to HUM 200 by clicking on Edit Equivalent Course box and changing the course ID number. Click on magnifying glass and enter HUM on Subject Area line. Or the area can be certified as in next section.

How do I “certify” a student?
We have two options: Add a course on the edit equivalent course box or enter a milestone (see Milestones BPG). The option of adding a course involves clicking on the green plus button and adding in a dummy course to the record. Once the course is added in, please remember to remove the units.

What about Military Credit (DD214)?
The Organization ID is (C210015687). Enter as you would any non-feeder school and then articulate to TRAN EE1 on transfer credit model. Six units will transfer to the student's earned credit and one course will be selected for The Whole Person on the Advising model.

How does the system know what units are earned?
You can see that the “earned credit” box is checked under the Edit Equivalent Course box on the Transfer Credit model. The grades and their grade points have all been setup in PS.

What am I looking at on the Transfer Details page?
The following are definitions for everything on the Transfer Details page after you calculate and post:

TRANSFER TAKEN FOR GPA: Any transfer units the student has taken for a GPA grade and has received a grade, whether it is a passing grade or not.
TRANSFER TAKEN NOT FOR GPA: Any transfer units the student has taken for a non-GPA grade and has received a grade, whether it is a passing grade or not.
**TRANSFER PASSED FOR GPA:** Any transfer units the student has taken for a grade and has received a passing grade.

**TRANSFER PASSED NOT FOR GPA:** Any transfer units the student has taken for a non-GPA grade and has received a passing grade.

**TRANSFER GRADE POINTS:** Total grade points for all transfer units

**TRANSFER GPA:** Grade point average for all transfer courses

**Repeat and cancel problems with Basic Skills Courses:**
Student repeats a Basic skills course at feeder school and does not file a repeat and cancel form at that school (example: student takes ENG 1A with a “D” grade and then re-takes with a “C” grade). In the business process, we enter a PETI on the first course and PIGA on the second course so that second course does not earn the units. The problem is that then the degree progress will not show the second course with the “C” grade. An exception will have to be made for that line.

**Why do I have to click on CSU Adjust for the feeder schools?**
This “adjusts” the grade points over two (or more) articulated courses so that the GPA comes out correctly. For example: a Biology course from one of the feeder schools may articulate to both BIO 102 and BIO 103L. To get the four units to have the right grade points, the CSU Adjust was developed as a mod from CMS. It converts the letter grades to their numerical equivalent.

**What about “F” grades and CSU Adjust?**
You may notice that “F” grades change to ‘0’ after you have clicked on the CSU Adjust button. In order to calculate the GPA correctly, you’ll have to change them back to “F” and then put on any repeat codes that may be necessary.

**When I try to articulate a College or University, why do I get this message: “There are no input records to transfer”? I just saw it on External Course Quick Entry?**
The External Organization is probably entering the data as “self-reported” from the CSU Mentor load. On the External Course Quick Entry tab, under OtherParms, you will need to change the “Self-Rpted” to “Transcript” on each course under the “Data Source” column. See screenshot below: