Course Equivalency – Initial Screen Format

The Find Which Equivalencies screen is displayed upon entering the application.
Use this screen to find one or more course equivalency records; this can be done by all users

>> And/Or

Use this screen to add/delete and update existing course equivalency records; not all users will have authorization to add/delete and update.

Option 1 - Course Equivalency – Screen Format When Entering only a"From" Institution or only a "To" Institution

Enter Key   After entering just a "From" institution or just a "To" institution and hitting the Enter Key the following message will appear at the top of the page:

Because TIS is configured to perform more common queries faster than those that are not as common, this request may take several minutes to complete. Click 'Search Course Equiv' button to confirm.

The best search criteria is to enter a "From" and "To" institution before hitting the Enter Key.

Tab Key	Moves the cursor to the next available text field.
Institution Text box	Text box to enter institution abbrev or institution id.
Institution Button	Displays list of institutions.
Department Text box	Text box to enter department abbrev, department code, or curricular area code.
Department Button	Displays list of departments and associated codes for chosen institution.
Course Text Box	Text box to enter a course number.
Course Button	Displays list of courses for chosen institution and department combination.
Year/Term	Drop-down list of available years and terms (year/term).
Non-Course Equiv (NCE):	Drop-down list of available NCEs.

Other Searches:

Last Updated Between	Text box for entering dates that will limit search for equivalency updates to a specific date or range of dates.

Bottom Screen Buttons:

Clear Fields Button	Clears all fields.
Search Course Equivs Button	Searches for course equivalencies and displays list of course equivalencies based on chosen criteria.

Option 2 - Course Equivalency – Screen Format When Entering both a"From" Institution and a "To" Institution

Enter the "From" institution – Example GBY –Green Bay

Press the "Tab" key
Enter the "To" institution – Example MSN-Madison
The "Other Searches" area has been expanded to include:
    Using footnote#:
    in GE(Breadth) category:

Enter Key	After entering a "From" and "To" institution and hitting the Enter key, a return list of all course equivalencies for the "From" institution to the "To" institution is displayed.
	If only one course equivalency is available the Equivalency Detail Page will display.
Tab Key	Moves the cursor to the next available text field.
Institution Text box	Text box to enter institution abbrev or institution id.
Institution Button	Displays list of institutions.

Department Text box   Text box to enter department abbrev, department code, or curricular area code.

Department Button   Displays list of departments and associated codes for chosen institution.

Course Text Box   Text box to enter a course number.

Course Button   Displays list of courses for chosen institution and department combination.

Year/Term   Drop-down list of available years and terms (year/term).

Non-Course Equiv(NCE):   Drop-down list of available NCEs.

Other Searches:

Using footnote#   Text box to enter a footnote number.

Using footnote Button   Displays list of footnote numbers and text.

In GE(Breadth) category: Drop-down list of GEs.

Last Updated Between   Text box for entering dates that will limit search for equivalency updates to a specific date or range of dates.

Bottom Screen Buttons:
Clear Fields Button   Clears all fields.

Search Course Equivs Button   Searches for course equivalencies and displays list of course equivalencies based on chosen criteria.

Course Equivalent Sort Options:

Institution:

These sort options are available after clicking the INSTITUTION BUTTON

Hyperlinks: Inst Abbrev
                     Short Name
                     Long Name
Click once on hyperlink for ascending sort order.
Click a second time on the hyperlink for descending sort order.

Department:

These sort options are available after clicking the DEPARTMENT BUTTON

The institution previously chosen is printed on the top of the page.

Search For: This is a text box to enter Dept Code, CAC, or Dept Abbrev.

Hyperlinks: Abbrev
              Dept Code
              CAC (Curricular Area Code)
              Dept Name
              Begin Year/Term
              End Year/Term

Click once on hyperlink for ascending sort order.
Click a second time on the hyperlink for descending sort order.

Paging: The paging sort option will not appear if the results list displayed is less than 200
              rows.
              (First/Prev) 1,2,3,4,5,6,7,8, (Next/Last)
              Clicking on paging will sort through the list page by page or sort first/last by
              clicking words.

Course:

These sort options are available after clicking the COURSE BUTTON.
The institution and department previously chosen are printed on the top of the page.

Search For: This is a text box to enter a course number.

Hyperlinks: Course Number
                Course Title

Click once on hyperlink for ascending sort order.
Click a second time on the hyperlink for descending sort order.

Paging: The paging sort option will not appear if the results list displayed is less than 200 rows.
                (First/Prev) 1,2,3,4,5,6,7,8, (Next/Last)
                Clicking on paging will sort through the list page by page or sort first/last by clicking words.

Using the Non-Course Equivalent (NCE) Field

This field is used to indicate how a course is treated upon transfer when the course equivalent is not an actual course (e.g. general or departmental elective, no degree credit). It may be used to define a course equivalent on the "Equivalency Detail" screen or to search for equivalencies using a specific NCE value on the "Find Which Equivalencies" screen.

Often, a systemwide or institutional footnote is used in conjunction with a specific NCE value to provide additional information about how the course transfers. In such cases, when updating the NCE value, the footnote field also will need to be updated. The table on the following page provides a description of the NCE values and lists the systemwide footnotes that are often associated with them.

To use the NCE field:

1. Enter the appropriate value in the NCE field or select the value from the List when the course equivalent is a general elective ("01"), an Admissions Office decision ("02"), a general confer ("04"), or no degree credit ("21").

   OR

2. Enter the appropriate value in the NCE field or select the value from the List when the course equivalent is a departmental elective ("11"), a departmental confer ("12"), or departmental activity ("13").

   OR

3. Enter the appropriate value in the NCE field or select the value from the List when the course equivalent is a GE (Breadth) elective ("03").   For this NCE value, To Department and To Course must be blank but the GE (BR) area must be specified in the first GE (BR) Granted field.

   OR

4. Enter "00" in the field or select the NCE value from the List (in combination with To Department and To Course) when the course equivalent is an actual course ("Normal Equivalency"). For this NCE value, both To Department and To Course must be specified.

NCE	DESCRIPTION	FTN(S)
00 = Normal Equivalency	An equivalency for which the equivalent is an actual course.	
01 = General Elective (GEN EL)	An equivalency for which general elective credit is granted.	1,3
02 = Admissions Office (ADM OFF)	An equivalency for which the receiving institution's Admissions Office determines the course equivalent on a case-by-case basis.	4
03 = GE (Breadth) Elective (GE(BR) EL)	An equivalency for which elective credit is granted within a specified General Education (Breadth) area.	
04 = General Confer (GEN CONF)	An equivalency for which students must confer with an appropriate department, which is not specified, at the receiving institution to determine whether or not degree credit will be granted.	2,11
11 = Departmental Elective (DEPT EL)	An equivalency for which departmental elective credit is granted.	
12 = Departmental Confer (DEPT CONF)	An equivalency for which students must confer with the specified department at the receiving institution to determine whether or not degree credit will be granted.	2,3
13 = Departmental Activity (DEPT ACT)	An equivalency for which departmental activity credit, such as physical education or music, is granted.	
21 = No Degree Credit (NDC)	An equivalency for which no credit toward a degree is granted.	5

The Equivalency Default Fields

The following equivalency default fields have been defined:

> FROM Course Credits Default
> Most Recent TO Data Year-Term Default
> TO Course Level Default
> TO Course GE (BR) Default

These default fields were defined to lessen the processing needed for maintaining equivalencies. They allow an equivalency to default to the most common transfer situations but also allow the institution to define equivalencies in exceptional situations. The advantage of using these fields is that when a TIS Course Record changes (e.g. credits, GE designation), the appropriate changes are applied automatically to all affected equivalencies. The update is done immediately, the files are consistent and there is no need for any human intervention.

While the FROM Course Credits Default field may be applied to any equivalency, the other three default fields have limited use. The TO Course Level Default and TO Course GE (BR) Default fields may only be activated when the course equivalent (TO Course) is an actual course. When the equivalent is <u>not</u> an actual course, such as an elective, these default fields may not be activated and any associated data must be entered in the value field. The Most Recent TO Data Year-Term Default field may be activated in two cases: (1) When the course equivalent is an actual course and (2) when the NCE is department-related, such as a department elective or department confer.

Each default field has a corresponding value field where the associated data is stored, e.g. the FROM Course Credits Default field corresponds to the Credits Granted value field. In each case, you may either set the default field to 'Y' ('Yes') or set the default to 'N' ('No') and specify a value in the associated field, but not both.

A specific description of each default field and its usage follows:

FROM Course Credits Default

The FROM Course Credits Default field allows an equivalency to default the Credits Granted to the number of credits associated with the From Course on the TIS Course Data Base. Since this is the most common transfer situation, the Credits Granted value only needs to be directly entered when there is an exception to this general rule. Note:

When a course is offered for a variable number of credits and the FROM Course Credits Default is set to 'Y', the minimum number of credits is assigned.

To use the FROM Course Credits Default:

1. The default fields are found on the "Equivalency Detail" screen. Use the "Find Which Equivalency" screen and/or the "Equivalency List" screen to access the detail screen for the equivalency you want to add or update.

2. To activate the From Course Credits Default, enter 'Y' ('Yes') in the default field. The value field for Credits Granted should be blank or equal to the credits associated with the From Course. Press "Update Course Equiv" to update the equivalency.

    OR

    To not activate the From Course Credits Default, enter 'N' ('No') in the default field and enter the credits in the Credits Granted value field. Press "Update Course Equiv" to update the equivalency.

    Note: This default and its corresponding value field are automatically activated by leaving the fields blank when adding or updating an equivalency as follows:

    -   The FROM Course Credits Default is set to 'Y' and the Credits Granted value field is set to the From Course credits.

3. The message "Course Equiv Added" at the top of the screen indicates that the update is complete.

Most Recent To Data Year-Term Default

The Most Recent TO Data Default field allows an equivalency to default the TO Data Year/Term to the most recent version of the TO Department and/or Course on the TIS data base. The TO Data Year/Term links the equivalency to a specific course record and/or to a department record in the TIS Department/Curricular Area Table. Since the most common situation is to link to the most recent version of a department or course, the TO Data Year/Term value only needs to be directly entered when there is an exception to this general rule.

The use of this default field is most apparent when a course title is displayed with a TO Course equivalent. If this default is set to 'Y' ('Yes'), the title will be from the most recent version of the TIS Course Record. This default field also may affect the Level Granted or GE Granted fields. If either of these defaults is set, in combination with the Most Recent TO Data Default, the Level Granted or the GE Granted will be from the most recent version of the Course Record. If the Most Recent TO Data Default is set to 'N' ('No'), the TO Data Year/Term fields may indicate that a previous version of the TO Course information should be used.

The Most Recent TO Data Default field also may be used when the TO Course equivalent is department-related, i.e. for department electives, department confers, or department activity credit. If this default is set to 'Y' ('Yes'), the TO department name and/or ID will correspond to the most recent department information on the TIS Department/Curricular Area Table. If this default is set to 'N' ('No'), the TO Data Year/Term fields may indicate that a previous department name and/or ID should be associated with the department NCE.

In some cases when an equivalency is being grandfathered, the Most Recent TO Data Default field is set to 'N' ('No') and the TO Data Year/Term fields are used to associate the equivalency with previous course or department information.

Reminder: The Most Recent TO Data Default field may only be activated in two cases: (1) When the course equivalent is an actual course or (2) when the NCE is department-related, i.e. when NCE = "11", "12", or "13". In all other cases, the field should be set to 'N' ('No') or blank.

To use the Most Recent TO Data Default:

1. The default fields are found on the "Equivalency Detail" screen. Use the "Find Which Equivalency" screen and/or the "Equivalency List" screen to access the detail screen for the equivalency you want to add or update.

2. To activate the Most Recent TO Data Default, enter 'Y' ('Yes') in the default field. The value field for TO Data Year/Term should be blank or equal to the year/term of the most recent TO Data. Press "Update Course Equiv" to update the equivalency.
   OR
   To not activate the Most Recent TO Data Default, enter 'N' ('No') in the default field and enter the year/term in the TO Data Year/Term value fields. Press "Update Course Equiv" to update the equivalency.

Note: If this default and its corresponding value fields are left blank when adding or updating an equivalency, the fields are automatically filled as follows:

- If the course equivalent is an actual course, the Most Recent TO Data Default field is set to 'Y' and the TO Data Year/Term value fields are set to the year/term of the most recent TO Course.

- If the equivalent is <u>not</u> an actual course and is <u>not</u> a department-related NCE, the Most Recent TO Data Default field is set to 'N' and the TO Data Year/Term value fields are filled with blanks.

- If the equivalent is <u>not</u> an actual course but is a department-related NCE, the Most Recent TO Data Default field is set to 'Y' and the TO Data Year/Term value fields are set to the year/term of the most recent TO Department.

3. The message "Course Equiv Added" at the top of the screen indicates that the update is complete.

To Course Level Default

The TO Course Level Default allows an equivalency to default the Level Granted to the level associated with the TO Course on the TIS data base. This reflects the most common level granting policy. If an institution uses the level of the From Course in determining the Level Granted on the equivalency, the level should be specified directly in the Level Granted value field. Institutions, which do not require students to earn a given number credits from courses at a given level, may leave both the TO Course Level Default and the Level Granted value fields blank.

Reminder: The TO Course Level Default field is only used when the course equivalent is an actual course. When the course equivalent is <u>not</u> an actual course, the TO Course Level Default field should be set to 'N' ('No') or blank and the level may be entered in the Level Granted value field.

To use the TO Course Level Default:

1.   The default fields are found on the "Equivalency Detail" screen. Use the "Find Which Equivalency" screen and/or the "Equivalency List" screen to access the detail screen for the equivalency you want to add or update.

2.   To activate the TO Course Level Default, enter 'Y' ('Yes') in the default field. The value field for Level Granted should be blank or equal to the level associated with the TO Course. Press "Update Course Equiv" to update the equivalency.
OR
To not activate the TO Course Level Default, enter 'N' ('No') in the default field and enter the level in the Level Granted value field. Press "Update Course Equiv" to update the equivalency.

Note: If this default and its corresponding value field are left blank when adding or updating an equivalency, the fields are automatically filled as follows:

-   If the course equivalent is an actual course, the TO Course Level Default field is set to 'Y' and the Level Granted value field is set to the TO Course level.

-   If the equivalent is not an actual course, the TO Course Level Default field is set to 'N' and the Level Granted value field is filled with blanks.

3.   The message "Course Equivalent Added" at the top of the screen indicates that the update is complete.

TO Course GE(BR) Default

The TO Course GE (BR) Default field allows an equivalency to default the General Education (Breadth) granted to the GE (BR) Designations associated with the TO Course on the TIS data base. This reflects the most common transfer situation for granting GE (BR). An institution can make an exception to this general rule by specifying the GE directly in the GE (BR) Granted value field(s).

Reminder: The TO Course GE (BR) Default field is only used when the course equivalent is an actual course. When the course equivalent is not an actual course, the GE (BR) Default field should be set to 'N' ('No') or blank and the GE (BR) Designation(s) may be entered in the GE (BR) Granted value field(s).

To use the TO Course GE (BR) Default:

1. The default fields are found on the "Equivalency Detail" screen. Use the "Find Which Equivalency" screen and/or the "Equivalency List" screen to access the detail screen for the equivalency you want to add or update.

2. To activate the TO Course GE (BR) Default, enter 'Y' ('Yes') in the default field. The value field for GE (BR) Granted should be blank or equal to the GE (BR) associated with the TO Course. Press ENTER to update the equivalency.
   OR
   To not activate the TO Course GE (BR) Default, enter 'N' ('No') in the default field and enter the GE (BR) Designation(s) in the GE (BR) Granted value field(s). Press ENTER to update the equivalency.

   Note: If this default and its corresponding value field are left blank when adding or updating an equivalency, the fields are automatically filled as follows:

   - If the course equivalent is an actual course, the TO Course GE (BR) Default field is set to 'Y' and the GE (BR) Granted value field(s) is set to the TO Course GE (BR) Designation(s).

   - If the equivalent is not an actual course, the TO Course GE (BR) Default field is set to 'N' and the GE (BR) Granted value field(s) is filled with blanks.

3. The message "Course Equivalent Updated" at the top of the screen indicates that the update is complete.

Add an Equivalency:

This function may be used to add equivalencies to the TIS database.
Its primary use is to establish equivalencies when new courses are offered at other UWS or WTCS institutions

Authorization to add/delete and update courses equivalencies is required.
You may only add equivalencies for your institution (i.e. where your institution is the To Institution).

There is more than one way to add an equivalency record. Two examples of adding an equivalency are shown below:

Adding a new equivalency:

The receiving institution has determined the equivalency and follows the steps below in adding the equivalency record:

1. Select "Course Equivalencies" from the Maintenance Menu

2. Use the "Find Which Equivalencies" screen to verify that the equivalency does not already exist.
   Enter at least the following key fields:
   - From Institution Id
   - From Department
   - From Course Number/Suffix
   - To Institution Id

3. The following message is returned:
   'No Equivalencies match this request. Do you wish to add an Equivalency?'
   Click on the Add Course Equiv button to confirm that you wish to add the equivalency.

4. The "Equivalency Detail" screen will be returned.
   The following data elements are displayed for information only and may not be updated with this function.
   - From Institution Id
   - From Department
   - From Course Number/Suffix
   - To Institution ID

The following data elements may be available for display and update
- Equivalency effective beginning in year/term
- Equivalency effective ending in year/term
- Use FROM Course Credits
  If a 'Y' then the Credits granted are display only
  If the 'Y' is changed to 'N' Credits granted is available for update.
- Use most recent TO data
  If a 'Y' then the To data year/term are display only
  If the 'Y' is changed to 'N' To data year/term is available for update.
- Use TO course level
  If a 'Y' then the Level Granted are display only
  If the 'Y' is changed to 'N' Level Granted is available for update.
- Use TO course GE (BR)
  If a 'Y' then the GE(BR) Granted are display only
  If the 'Y' is changed to 'N', GE(BR) Granted is available for update.

Footnotes/GE

To view and/or update GE Designation(s) for this equivalency record, use the drop-down list box to select and then press the "Add GE" button.

To view and/or update footnotes for this equivalency record, select the "Look up Footnote" button. You will be able to view the footnote text and select a footnote to assign to the equivalency record.

The following data element is always available for display only:
- Last updated

5. Press "Add Course Equiv" button to add the equivalency. The message "Course Equivalent Added" at the top of the screen indicates that the equivalency has been added.

Example:

     Institution: GBY – UW Green Bay

     Department: BOT

     Course: 202

     Click the "Search Course Equivs" button

The Course Equivalencies screen redisplays with the message 'No Equivalencies match this request. Do you wish to add an equivalency?'.

The ADD COURSE EQUIVS button is displayed.

Click the 'Add Course Equivs' button to add the course equiv.

The 'Equivalency Detail' screen with the key and default fields automatically entered is returned.

Enter the To Course equivalency information, such as:

　　　To Department: Biology
　　　To Course: 320
　　　Non-Course Equiv(NCE): 00:Normal Equivalency

Click the "Add Course Equiv" button.

The 'Equivalency Detail' screen redisplays with the 'Course Equivalent Added' message.

Equivalency Detail

Course Equiv Search

Course Equivalent Added.

Field		
From Institution:	UWC	9999 UW Colleges
From Department:	BOT	0402 BOTANY
From Course:	202	DENDROLOGY
To Institution:	GBY	4688 UW-Green Bay
To Department:	BIOLOGY [Department]	0401 BIOLOGY
To Course:	320 [Course]	FIELD BOTANY

Non-Course Equiv (NCE): 00: NORMAL EQUIVALENCY ▼

When: Equivalency effective beginning in year/term: 199091 ▼ / 1: Fall ▼
and ending in year/term: ▼ / ▼ No End Date

Use FROM course credits:	Y ▼ (Y/N)	Credits Granted:	3.00
Use most recent TO data:	Y ▼ (Y/N)	To data year/term:	198990 ▼ / 1 : Fall ▼
Use TO course level:	Y ▼ (Y/N)	Level Granted:	U : Upper ▼
Use TO course GE (BR):	Y ▼ (Y/N)		

GE (BR) Granted (maximum of 6): ▼ [Add GE]

Footnotes (maximum of 6): [Look up Footnote] -OR- enter footnote number: [Add Footnote]

Last Updated: 10/27/2008 09:16

[Cancel] [Add Course Equiv] [Copy Course Equiv] [Delete Course Equiv] [Update Course Equiv]

Adding an Equivalency record by copying an existing record:

The receiving institution can use the "Copy Function" to copy an existing equivalency, which transfers similarly, and add the new equivalency record. The following steps are recommended:

1. Select "Course Equivalencies" from the Maintenance Menu.

2. Use the "Find Which Equivalencies" screen to retrieve the existing equivalency that you wish to copy.

3. This will return the "Equivalency Detail" screen for the existing equivalency. To add the new equivalency, first select the "Copy Course Equiv" button at the bottom of the screen.

4. The same "Equivalency Detail" screen will be returned with the messages at the top of the screen prompting you to make the necessary changes to the new equivalency. Change the Equivalency Begin Year/Term to the effective date of the new equivalency, if necessary. Update additional fields on the screen as appropriate and press "Add Course Equiv".

5. The "Equivalency Detail" screen for the new equivalency will be returned with the message "The database has been updated" at the top of the screen.

Example: Enter the following into the text boxes:

From Institution: UWC- UW Colleges

From Department: CPS

From Course: 111

To Institution: OSH

To Department: Comp Sci

Click 'Copy Course Equiv' button

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Equivalency Detail

Course Equiv Search

Change desired information to create the new Equiv then Click the 'Add Course Equiv' button.

From Institution:	UWC	Institution	9999 UW Colleges
From Department:	CPS	Department	0701 COMPUTER SCIENCES
From Course:	111	Course	INT TO CPS (FORTRAN)
To Institution:	OSH		4674 UW-Oshkosh
To Department:	COMP SCI	Department	0701 COMPUTER SCIENCE
To Course:		Course	

Non-Course Equiv (NCE): 11: DEPARTMENT ELECTIVE

When: Equivalency effective beginning in year/term: 199091 / 1: Fall

and ending in year/term: / No End Date

Use FROM course credits:	Y (Y/N)	Credits Granted:	3.00
Use most recent TO data:	Y (Y/N)	To data year/term:	198990 / 1 : Fall
Use TO course level:	N (Y/N)	Level Granted:	L : Lower
Use TO course GE (BR):	N (Y/N)		

GE (BR) Granted (maximum of 6): [ ] Add GE

Footnotes (maximum of 6): Look up Footnote -OR- enter footnote number: [ ] Add Footnote

Last Updated: 08/18/2008 12:39

Cancel   Add Course Equiv

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards   Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS | TIS Home

The 'Equivalency Detail' page displays.

Change any Equivalency data elements associated with the Equivalency Record that you wish to add.

For example, change the From Course number to 113.

Click 'Add Course Equiv' button

The Equivalency Detail page redisplays with the "Course Equivalent Added" message.

TRANSFER INFORMATION SYSTEM   log-out

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Equivalency Detail

Course Equiv Search

Course Equivalent Added.

From Institution:	UWC	9999 UW Colleges
From Department:	CPS	0701 COMPUTER SCIENCES
From Course:	113	INTR TO CPS (PASCAL)
To Institution:	OSH	4674 UW-Oshkosh
To Department:	COMP SCI Department	0701 COMPUTER SCIENCE
To Course:	Course	COMPUTER SCIENCE ELECTIVE

Non-Course Equiv (NCE): 11: DEPARTMENT ELECTIVE

When: Equivalency effective beginning in year/term: 198990 / 1: Fall

and ending in year/term: ___ / ___   No End Date

Use FROM course credits: Y (Y/N)   **Credits Granted:** 3.00

Use most recent TO data: Y (Y/N)   **To data year/term:** 198990 / 1 : Fall

Use TO course level: N (Y/N)   **Level Granted:** L : Lower

Use TO course GE (BR): N (Y/N)

GE (BR) Granted (maximum of 6): ___   Add GE

Footnotes (maximum of 6):   Look up Footnote   -OR- enter footnote number: ___   Add Footnote

Last Updated: 01/06/2009 07:00

Cancel   Add Course Equiv   Copy Course Equiv   Delete Course Equiv   Update Course Equiv

Update an Equivalency:

This function may be used to update existing equivalencies. It is used to change one or more characteristics of an already established equivalency. Authorization to add/delete and update courses equivalencies is required. Updates may only be done to equivalencies for your institution (i.e. where your institution is the To Institution).

The following steps are recommended to update an equivalency record:

1. Select "Course Equivalencies" from the Maintenance Menu.

2. Use the "Find Which Equivalencies" screen and/or the "Equivalency List" screen to retrieve the equivalency you want to update

3. On the "Equivalency List" screen you may only view but not update

4. On the "Equivalency Detail" screen you may update most of the fields on the screen.

5. To update the fields, enter (or reenter) information in the appropriate field or select the correct information by using the button and picking from a list.

6. Press the "Update Course Equiv" to update. The message "Course Equivalent Updated" at the top of the screen that indicates that the update is complete

Example:

From Institution: UWC – UW Colleges
From Department: BIO
From Course: 107
To Institution: WTW – UW Whitewater
To Department: Biology
To Course: 214

Click the 'Search Course Equivs' Button

TRANSFER INFORMATION SYSTEM   log-out

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Equivalency Detail

Course Equiv Search
Course Equiv Search Results

From Institution:	UWC	9999 UW Colleges
From Department:	BIO	0401 BIOLOGY
From Course:	107	BIO ASP CONS NAT RES
To Institution:	WTW	4684 UW-Whitewater
To Department:	BIOLOGY	Department	0401 BIOLOGICAL SCIENCES
To Course:	214	Course	ECOLOGY AND SOCIETY

Non-Course Equiv (NCE): 00: NORMAL EQUIVALENCY

When: Equivalency effective beginning in year/term: 199091 / 1: Fall
and ending in year/term: ___ / ___ No End Date

Use FROM course credits:	Y	(Y/N)	Credits Granted:	3.00
Use most recent TO data:	Y	(Y/N)	To data year/term:	199394 / 1 : Fall
Use TO course level:	N	(Y/N)	Level Granted:	L : Lower
Use TO course GE (BR):	N	(Y/N)

GE (BR) Granted (maximum of 6): ___ Add GE
1: GM   Math and Natural Sciences   Delete

Footnotes (maximum of 6): Look up Footnote   -OR- enter footnote number: ___ Add Footnote

Last Updated: 08/18/2008 01:42

Cancel | Add Course Equiv | Copy Course Equiv | Delete Course Equiv | Update Course Equiv ←

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards | Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS | TIS Home

Add a footnote

Click 'Update Course Equivs' button.

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Equivalency Detail

Course Equiv Search
Course Equiv Search Results

Course Equivalent Updated.

From Institution:	UWC	9999 UW Colleges
From Department:	BIO	0401 BIOLOGY
From Course:	107	BIO ASP CONS NAT RES
To Institution:	WTW	4684 UW-Whitewater
To Department:	BIOLOGY	Department 0401 BIOLOGICAL SCIENCES
To Course:	214	Course ECOLOGY AND SOCIETY

Non-Course Equiv (NCE): 00: NORMAL EQUIVALENCY

When: Equivalency effective beginning in year/term: 199091 / 1: Fall

and ending in year/term: ___ / ___ No End Date

Use FROM course credits:	Y (Y/N)	**Credits Granted:**	3.00
Use most recent TO data:	Y (Y/N)	**To data year/term:**	199394 / 1: Fall
Use TO course level:	N (Y/N)	**Level Granted:**	L : Lower
Use TO course GE (BR):	N (Y/N)		

GE (BR) Granted ___ Add GE
(maximum of 6):
1: GM   Math and Natural Sciences   Delete

Footnotes (maximum of 6): Look up Footnote   -OR- enter footnote number: ___ Add Footnote
1: 8   Delete

Last Updated: 10/01/2008 10:14

Cancel | Add Course Equiv | Copy Course Equiv | Delete Course Equiv | Update Course Equiv

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards   Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS | TIS Home

The Equivalency Detail page redisplays and shows that a footnote has been added to the equivalency with the message 'Course Equivalent Updated' indicating that the database has been updated.

Delete an Equivalency:

This function may be used to remove an equivalency from the TIS data base. Its primary use is to eliminate an equivalency record which has major errors, usually prior to reading the correct equivalency. Authorization to add/delete and update courses equivalencies is required. Deletions may only be done to equivalencies for your institution (i.e. where your institution is the To Institution).

The following steps are recommended to delete an equivalency record:

1. Select "Course Equivalencies" from the Maintenance Menu.

2. Use the "Find Which Equivalencies" screen and/or the "Equivalency List" screen to retrieve the equivalency you want to delete.

3. You must be on the "Equivalency Detail" screen before you can select the delete option.

4. Select the "Delete Course Equiv" button.

5. Click the 'Confirm Delete' button to confirm the deletion.

6. The message "Course Equivalent Deleted" message indicates that the deletion is complete.

Example:
    From Institution: UWC – UW Colleges
    From Department: BOT
    From Course: 202
    To Institution: GBY – UW Green Bay
Click the 'Delete Course Equiv' button on the bottom of the screen.

The confirmation page displays.

Click 'Confirm Delete' button.

'Find Which Equivalencies' page is displayed with the "Course Equivalent Deleted' message signaling that the database has been updated.

Searching for Recent Equivalency Updates:

This function may be used to review equivalencies that have been updated or added within a specific period of time. It is useful in reviewing your updates and/or updates to your equivalencies performed by other staff at your institution. It also may be useful in reviewing updates that other institutions have made to transfer equivalencies of your institution's courses.

The following steps are recommended to display equivalency updates:

1. Select "Course Equivalencies" option from the Maintenance Menu.

2. On the "Find Which Equivalencies" screen, enter information in the key field areas provided. Enter a Beginning Date and an Ending Date in the format shown. Any other search criteria may be entered in the other key fields. At a minimum, the From Institution or the To Institution must be entered. Entering From Institution, From Department, and/or From Course will search for updates to another institution's equivalencies. Entering To Institution, To Department, and/or To Course will search for updates to your institution's equivalencies.

3. Press "Search Course Equivs" to start the search.

4. The "Equivalency List" screen will be returned listing the equivalencies that were updated during the specified range. If only one transaction occurred during the specified period, the equivalency will be displayed on the "Equivalency Detail" screen.

http://tis2.uwsa.edu:8000/devTis/processCriteriaCE.do?focusField=updateEnd&javaScript=updateStart&fromInstitution=&fromDepartment=&fromCourseNumber=&toInstitution=

UW Transfer Information System | Course Maintenan...

UW TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Find Which Equivalencies?

From Institution:	[ ]	Institution
From Department:	[ ]	Department
From Course:	[ ]	Course
To Institution:	GBY	Institution 4688 UW-Green Bay
To Department:	[ ]	Department
To Course:	[ ]	Course
Year/Term:	[▼] / [▼]	
Non-Course Equiv (NCE):	[▼]	

Other searches:

Using footnote #:	[ ]	Footnotes
in GE (Breadth) category:	[▼]	
last updated between:	08/15/2008 and 10/09/2008	
	(mm/dd/yyyy) (mm/dd/yyyy)	

Clear Fields	Search Course Equivs

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS | TIS Home