

Department Equivalency – Initial Screen Format

This screen is used to create a course equivalency record which will add or update all equivalencies in a given department. Not all users will have authorization to add or update equivalencies using the Department Equivalency option.

The following is the minimum data elements that must be entered:

- From Institution
- From Department
- To Institution
- To Course Equivalent (To Department, To Course, and/or Non-Course Equivalent)

Enter Key Returns data or an error screen.

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

Bottom Screen Buttons:

Clear Fields Button Clears all fields.

Submit Dept Equiv Button Submits the department equivalency request for edit and processing.

This screen initially displays an "empty" department equivalency record. The data entered will be used to add or update all freshman/sophomore course equivalencies for the specific From Institution Department. After the update process has completed, the 'Equivalency List' and 'Equivalency Detail' screens can be used to display the resulting equivalencies.

The following data elements may be entered on the screen:

From Institution ID
From Department
To Institution ID
To Department
To Course Number/Suffix
Non-Course Equivalent
Equivalency Begin Year-Term
Equivalency End Year-Term
Use From Course Credits Indicator
Credits Granted
Use Most Recent To Data Year-Term Indicator
To Data Year-Term
Use To Course Level Indicator

Level Granted
Use To Course GE Designation Indicator
GE Designation(s)
Footnote(s)

GETTING OTHER DATA:

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.

You will be able to view both footnotes and GE Designation(s) options after a To Institution has been selected.

Add Department Equivalency:

The Department Equivalency option allows authorized staff to create an equivalency record which will add or update all equivalencies in a given From Institution Department. When a valid department equivalency record has been entered, a batch version of the equivalency update process completes the final error checks and performs the updates. After submitting, the user can verify the updates and, possibly, update one or two equivalencies in the department that should have different equivalency data through the on-line "Course Equivalencies" option.

You may only add equivalencies for your institution (i.e. where your institution is the To Institution). Also this option may only be used to add or update equivalencies for freshman/sophomore courses in the given department/curricular area at a specified UW institution or for courses in the given department/instructional area at a specified WTCS district.

To create a department equivalency record:

1. Select the "Department Equivalency" option from the Maintenance Menu.

2. The "Department Equivalency" screen is returned with blanks in the data element areas. The following elements must be entered or selected with its associated button:

- From Institution
- From Department
- To Institution
- To Course Equivalent (To Department, To Course, and/or Non-Course Equivalent)

Additional fields may be entered or allowed to default to appropriate values for the specified type of Course Equivalent.

3. Press “Submit Dept Equiv” to edit the data. If no problems are found, a message at the top displays “Department equivalency has been created”.

4. When the update process has been completed, you may go to the Reports link of the template. The Reports link will take you to a Reports Menu screen. Pick Department Equivalency Report. Here you will be able to pick your report from a drop down list box. You may also use the on-line "Course Equivalencies" option to verify the updates and, possibly, to update one or two equivalencies in the department that should have different equivalency data.

Example:

From Institution: EAU-UW EauClaire
 From Department: ACCT
 To Institution: GBY – UW Green Bay
 To Department: ACCTG
 To Course: 300


TRANSFER INFORMATION SYSTEM
log-out

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Department Equivalency

Department Equivalency has been Created.

From Institution:	<input type="text" value="EAU"/>	<input type="button" value="Institution"/>	4670 UW-Eau Claire
From Department:	<input type="text" value="ACCT"/>	<input type="button" value="Department"/>	0502 ACCOUNTING
To Institution:	<input type="text" value="GBY"/>	<input type="button" value="Institution"/>	4688 UW-Green Bay
To Department:	<input type="text" value="ACCTG"/>	<input type="button" value="Department"/>	0502 ACCOUNTING
To Course:	<input type="text" value="300"/>	<input type="button" value="Course"/>	INTRO ACCOUNTING

Non-Course Equiv (NCE):

When: Equivalency effective beginning in year/term: /
 and ending in year/term: / NO END DATE

Use FROM course credits	<input type="text" value="Y"/> (Y/N)	Credits Granted:	<input type="text" value="0.00"/>
Use most recent TO data	<input type="text"/> (Y/N)	To data year/term:	<input type="text"/> / <input type="text"/>
Use TO course level	<input type="text"/> (Y/N)	Level Granted:	<input type="text" value="L : Lower"/>
Use TO course GE (BR)	<input type="text"/> (Y/N)		

GE (BR) Granted (maximum of 6):

The department equivalency screen displays with ‘Department Equivalency has been Created’ message and the database has been updated