

Entering Transfer Credit

Go to Cardinal Station / Records and Enrollment / Transfer Credit Evaluation / Course Credits Manual

Enter ID. If no value found, click on "Add a New Value" tab and enter ID, then select "Undergraduate" under Academic Career, then click <ADD.>

Transfer Credit Model

***Model Nbr:** Defaults to 1

(You will add a model number later if student has taken courses at more than one college/university – simply click on the <+> button to the right of Academic Career.)

***Transcript Level:** Select "Official." (Credit should NOT be entered unless the official transcript has been received.)

The screenshot displays the 'Transfer Credit Model' form in the Cardinal Station web application. The user is logged in as Martha Krichbaum. The form is for student Stacy Lynn N. Cardinal (ID: 2202982). The 'Academic Career' is set to 'UGRD' (Undergraduate). The 'Academic Institution' is 'CRDNL' (The Catholic Univ of America). The 'Model Nbr' is 1, and the 'Transcript Level' is 'Unofficial'. The 'Target Information' section shows the 'Academic Program' as 'ASU' (Arts & Sciences) and the 'Academic Plan' as 'ACCT-BSBA' (Accounting - BSBA). The 'Source Information' section shows the 'Credit Source Type' as 'Manual', the 'Source Institution' as 'Yale University', and the 'School Type' as 'UNV' (University). The 'Transfer Credit Term' section shows the 'Articulation Term' as '1088' (Fall 2008), which has been submitted.

*** Academic Program:** ASU, APU ENGRU, etc... / **Academic Plan** Not required

Source Institution: Enter complete name of college/university, preferably with state i.e. Georgetown University, D.C.

(Only 1 school should be entered here. Another school requires another transfer model.)

School Type: CC = Community College, COL = College, UNV = University

Transfer Credit Term

The screenshot displays the 'Course Credits - Manual' web application. The browser window shows the URL https://cardinalstation.cua.edu/psp/paprd/EMPLOYEE/HRMS/c/PROCESS_TRANSFER_CREDIT.TRNS_CRSE_MNL.GBL?f. The page header includes 'The Catholic University of America Cardinal Station for Staff' and a welcome message for Martha Krichbaum. The main content area is titled 'Transfer Credit Term' and shows an 'Articulation Term' of 1088 for Fall 2008. Below this, there are two columns: 'Incoming Course' and 'Equivalent Course'. The 'Incoming Course' section includes fields for Year (2002), Ext Term (SUMR), Subject (MATH), Course Nbr (341), Description (Calculus I), Units Taken (4.00), and Grade Input (A). The 'Equivalent Course' section includes fields for Course ID (002003), Offer Nbr (1), Units Transferred (4.000), Grading Scheme (UG), Grading Basis (TRN), and Official Grade (T). A left-hand navigation menu lists various options like 'Enrollment Summaries', 'Transcripts', and 'Transfer Credit Evaluation'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

* **Articulation Term** - use the term credit is entered (Fall 2009 = 1098)
(If student later takes another course at the same school, you would add an articulation term by clicking on the <+> button to the far right of "Articulation Term.")

Group and Seq#: These values default – just tab to the year.

Incoming Course

Year: Enter the 4-digit year the course was taken.

Ext Term: The semester the course was taken: codes are FALL / SPR / SUMR / WINT.

Subject: Enter as it appears on the transcript. (i.e. MATH)

Course Nbr: Enter as it appears on the transcript (i.e. 341)

Description: Title of course (i.e. Calculus)

Units Taken: Semester credits

Grade Input: Grade

Equivalent Course

Course ID: Click on Magnifying Glass, which will take you to **Look Up Course ID**

Look up Course ID

The screenshot shows the 'Look Up Course ID' interface. The search form is filled with 'CRDNL' for the institution and 'MATH' for the subject area. The search results table is as follows:

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
000055	MATH	108	Elementary Functions	Approved
000059	MATH	222	Click column heading to sort ascending	Approved
000111	MATH	101	Review of Basic Mathematics	Approved
000112	MATH	168	Mathematics in Modern World	Approved
000114	MATH	187	Intro to Mathematical Thought	Approved
000159	MATH	111	Calculus for Social-Life Sci I	Approved
000195	MATH	114	Probability and Statistics	Approved

Course ID: Leave blank

Subject Area: Enter CUA subject, per course evaluation (MATH), and hit Enter.

Click on the Column Heading **Catalog Number** for numeric listing to choose from, and click on the course number, as evaluated.

Additionally, you may enter the subject. For catalog nbr field, select “Contains” and enter the course number in that field to find the course quicker. (for TRS courses, you will need to use this method). To find the general TRS credit numbers, for the catalog number, select “contains” and enter TR in the field.

This will take you back to the Transfer Credit Term, and the remaining fields will be populated automatically.

Click <Save> at the bottom of the page, then proceed to **Course Credits by Term** tab at the top of the page.

Course Credits by Term

The screenshot shows the 'Course Credits by Term' page in the Cardinal Station system. The user is Stacy Lynn N. Cardinal, ID 2202982. The page displays a table with the following information:

Transfer Credit Model	
Academic Career:	UGRD Undergraduate
Academic Institution:	CRDNL The Catholic Univ of America
Model Nbr:	1
Academic Program:	ASU Arts & Sciences
Admit Type/Term:	Freshman Fall 2006

Articulation Term	
Articulation Term:	Fall 2008
Model Status:	Submitted
Posted Date:	08/05/2008
User ID:	Regina O. Mcdermott

Buttons: Calculate, Post, Unpost

Summary:
Units Taken: 4.00
Units Transferred: 4.000

Click on the **<Calculate>** button.

***Note: Units Taken and Units Transferred should match.

Click on the **<Post>** button, then click Save at the bottom of the page.

Additional Notes:

- The **<Unpost>** button will be used if you need to go back and edit after posting. You would unpost, then go back to the previous tab & proceed as directed, including calculating and posting again.)
- If you fail to post the credits after entering them on the Transfer Course Entry page, they will appear on the student's tracking sheet, but not on their transcript!
- Occasionally, there are Science courses which have only one course number at another school, but they are evaluated as two courses (lecture & lab) at CUA. In such cases, you would divide the credit between the two (i.e. A 4 credit course may be entered as 3 credits for the lecture and 1 credit for the lab), while still matching the total credit awarded by the originating institution.

- If you want to make a correction to entry, un-post the credit and make edits to the course entries. The re-post the credit.

How to Post a Course with a Lab.

The typical course with a lab will be 4 credits. However, you need to post the lab separately from the lecture for any CUA courses in which the lab has its own number.

If Cardinal Station believes that the off-campus course number is a duplicate entry, give the lecture and lab a unique identification code such as **PHY101** and **PHY101L** (L= lab). You may need to do this with international courses, especially for those that do not use course numbers.

The screenshot displays the 'Course Credits - Manual' interface in Internet Explorer. The browser address bar shows a URL from https://hcmcs.cua.edu. The page header includes 'The Catholic University of America Cardinal Station' and a search bar. A left-hand menu lists various navigation options, with 'Transfer Credit Evaluation' and 'Course Credits - Manual' highlighted. The main content area is titled '*Articulation Term: 1128 Fall 2012 Submitted' and contains two forms for course evaluation.

*Group *Seq#	Incoming Course	Equivalent Course
1 1	Year: 2012 Ext Term: SUMR Status: Subject: PH Accepted: Course Nbr: 203 Description: Genl Physics Non Engr I Units Taken: 3.00 Grade Input: B	Course ID: 000198 PHYS Offer Nbr: 1 205 Units Transferred: 3.000 Grading Scheme: UG Undergrad Grading Basis: TRN Transfer Grading Basis Official Grade: T Transfer Repeat Code: Designation: <input checked="" type="checkbox"/> Include in FA WI Stats
2 1	Year: 2012 Ext Term: SUMR Status: Subject: PH Accepted: Course Nbr: 203 Description: Genl Phys Non Engr I Units Taken: 1.00 Grade Input: B	Course ID: 000202 PHYS Offer Nbr: 1 225 Units Transferred: 1.000 Grading Scheme: UG Undergrad Grading Basis: TRN Transfer Grading Basis Official Grade: T Transfer Repeat Code: Designation: <input type="checkbox"/> Include in FA WI Stats

Policy Regarding Credit Amounts

For courses coming from the US, you will post the credit as the amount shown on the incoming transcript even if our course is less credit or more credit.

Ex. course at university X is 4 credits, but ours is only 3, then you will still post it as 4.

Ex. Course at university X is 3 credits, but ours is 4 credit, then you will still post the course as 3 credits.

Exceptions

Students that take four- 4 credit courses in the same semester.

If so, the units taken per course would be 4, the units transferred per course would be 3.

The 4 left over credits combine as a course-by-credit FREE 101TR elective or if the courses were all in a similar discipline, you can use an appropriate distribution code like: (HUMM 101TR, SBHS 101TR)

Enter course-by-credit like this

#	Incoming Course	Equivalent Course
1	<p>Year: <input type="text" value="2001"/> Ext Term: <input type="text" value="SPR"/></p> <p>Subject: <input type="text" value="CBC"/></p> <p>Course Nbr: <input type="text" value="101"/></p> <p>Description: <input type="text" value="Course-By-Credit"/></p> <p>Units Taken: <input type="text" value="0.00"/></p> <p>Grade Input: <input type="text"/></p>	<p>Course ID: <input type="text" value="000256"/> FREE</p> <p>Offer Nbr: <input type="text" value="1"/> 101TR</p> <p>Units Transferred: <input type="text" value="4.000"/></p> <p>Grading Scheme: <input type="text"/></p> <p>Grading Basis: <input type="text"/></p> <p>Official Grade: <input type="text"/></p> <p>Repeat Code: <input type="text"/></p> <p>Designation: <input type="text"/></p> <p><input checked="" type="checkbox"/> Include in FA WI Stats</p>

What if a course is 6 credits or more?

If a course is 6 credits at the other institution, it will be evaluated for two CUA courses at 3 credits each. Two entries in Cardinal Station will need to be entered for the one 6 credit course.

Similar to posting credit with a lab, you will have to give the other college course number a unique code so the computer doesn't think it is a duplicate.

So: **ENG 101A** then the other would be **ENG 101B**

Study Abroad and international course have their own guidelines. See the section in the manual for information.

Qtr/Sem Hour Conversion

Qtr Hours	=	Semester Hours
1	=	2/3
2	=	1 1/3
3	=	2
4	=	2 2/3
4.5	=	3
5	=	3 1/3
6	=	4
7	=	4 2/3
8	=	5 1/3
9	=	6
10	=	2/3

Free Electives to New Transfer Students (ASU ONLY)

Free electives are granted in each distribution area where NO transfer courses have been accepted. This includes any courses in excess.

10-15 new transfer courses earn 1 free elective

16-201 new transfer courses earn 2 free electives

The above rule applies **ONLY** during the initial evaluation process for off-campus courses approved for newly matriculating transfer students.

Processing International Students

1. Students must have a third party evaluate their transcript. WES/ACRO
2. Course credits may not be an equal transfer to CUA. So, you will need combine courses for credit. Send appropriate combinations to the reviewers. If you send them through CES, in the description field, mention that the course is equal to whatever US credits.
3. When posting credit, you will need to indicate the course numbers and titles that are being combined.
4. Complete as normal.

Posting Instructions by Study Abroad Program

Posting Australian ACU Credits

10 ACU credits= 4 CUA Credits

Taken=4 Given= 3

Students enroll in 4 courses (units) for a total of 40 ACU credits. Each course taken transfers back as 3 credits. Leftover credits are given as a course-by-credit FREE 101TR elective or if there are in a similar distribution area, then we can designate it appropriately with the general distribution number such as: HUMM 101TR, MNNS 101TR, SBHS 101TR, etc. In total, students receive 15 CUA credits for a semester at ACU.

Posting Ireland Credit (applies to University College Cork and University College Dublin)

5 IR credits= 2.5 CUA Credits

10 Ireland credits= 5 CUA credits

Students need to take total of 30 IR credits when at Cork or Dublin. They combine courses in similar/same disciplines in order to get courses at CUA.

Examples of how students can select courses:

A. 5 IR crd. COURSE + 5 IR crd. COURSE + 5 crd. COURSE= 2 CUA Courses (we post as 3 credits each)

+

5 IR crd. COURSE + 5 IR crd. COURSE + 5 crd. COURSE= 2 CUA Courses (we post as 3 credits each)

+

Course by Credit free elective at 3 credits. (either FREE 101TR or in a discipline based on what the student took.)

= 5 CUA courses (15 credits)

B. 10 IR crd. COURSE (units taken will be 5, and the credit given will be 3)

+

5 IR crd. COURSE + 5 IR crd. COURSE= 1 CUA COURSE at 3 crd. (units taken will be 5, given will be 3)

+

5 IR crd. COURSE + 5 IR crd. COURSE= 1 CUA COURSE at 3 crd. (units taken will be 5, given will be 3)

+

Course by Credit free elective at 3 credits. (either FREE 101TR or in a discipline based on what the student took.)

+

Course by Credit free elective at 3 credits. (either FREE 101TR or in a discipline based on what the student took.)

= 5 CUA courses (15 credits)

C. Take 3- "10"IR courses and get 5 CUA courses (15 credits)

Student Example: Connor Gregory

Posting SMUC London Credit

Four courses are posted as 3-credit courses, and one Course By Credit left over credits either as FREE or a discipline. (credit amount of the CBC is determined by what the student ends up taking)

15 SMUC credits= 3 CUA credits

20 SMUC credits= 4 CUA credits

Posting Upsala Credit

Same as SMUC

Posting Essex London Credit

Four courses are posted as 3-credit courses, and one 4-credit FREE 101TR or in a discipline Course By Credit. Students in enroll Autumn only, Spring only 4 courses at 15 Essex credits each= 7.5 ECT each = 4 CUA credits each posted as 3 credit courses with a 4 credit CBC elective. Total student will take is 60 Essex Credits.

Posting St. Andrews Credit

Student enrolls in 3 courses (20 St. Andrews credits each= 5 CUA credits). Each course is posted as 3 CUA credits, with the left-over credits as 2 CBC free electives or in a discipline.

Example: Margarita Lazo (2369656) (third entry was wrongly entered)

Example

MOD 1 (5 credits) posted as 3 CUA credits (2 left over)

MOD 2 (5 credits) posted as 3 CUA credits (2 left over)

MOD 3 (5 credits) posted as 3 CUA credits (2 left over)

CBC excess credit from MOD 1 (2 credit) + Mod 2 (2 credits) posted as 3 credit Free Elective (1 left over)

CBC excess credit from MOD 2 (1 credit) + Mod 3 (2 credits) posted as 3 credit Free Elective

Posting University of Edinburgh

Same as St. Andrews

University of Swansea, Wales

Students need to take modules in the same area, and the credits are combined for CUA courses.

10 Swansea crds. = 2.5 CUA credits

20 Swansea crd. = 5 CUA credits

Fall students are required to take a total of 70 Swansea credits which equals 14.5 at CUA.

Pre-session AMX315/316 (10 Swansea crd. = 2.5 CUA credits) + Fall term courses (60 Swansea credits=
12 CUA credits) total- 14.5 CUA credits

Sample course selection

AMX 315/316+ 10 Swan. Crd. COURSE + 10 Swan. Crd. COURSE= 2 CUA Courses at 3 crds. each.

+

10 Swan. Crd COURSE + 10 Swan crd. COURSE + 10 Swan. crd. Course= 2 CUA Courses at 3 crd. each.

+

Course By Credit (4 credits left over)= FREE 101TR or an appropriate subject at 3 crd.

Bangor University

Academic Year = 120 Bangor credits = 30 CUA credits

Fall term = 60 Bangor credits = 12 CUA credits

Spring Semester = 60 Bangor credits = 15 CUA credits

Most students take 3 to 6 Bangor classes per semester.

Fall semester requirements:

Students need to take two modules in the same area, and the credits are combined for one course (or three modules for two courses). Left-over credits are combined for Course By Credit FREE 101TR or appropriate discipline.

COURSE (2 CUA credits) + COURSE (2 CUA credits)= ONE 3 credit COURSE (1 credit left over)

+

COURSE (2 CUA credits) + COURSE (2 CUA credits)= ONE 3 credit COURSE (1 credit left over)

+

COURSE (2 CUA credits) + COURSE (2 CUA credits)= ONE 3 credit COURSE (1 credit left over)

+

Course-By-Credit Free Elective= FREE 101TR (3 credits)

Spring Semester requirements:

The student will take any 6 courses to equal 5 CUA courses. Each 10 credit Bangor course = One 3 credit CUA course.