

UCSC Transfer Credit Timeline: A brief guide for advisers

- **November:** applicants for the following fall list the classes they have already taken at other schools, and the classes in which they're currently enrolled, in their Admissions application. This information populates a system called "Shared Review," which is a UC-systemwide system that includes all the courses they report they've taken.
- **November - April (Admissions cycle):** Evaluators input data into *Shared Review* indicating whether courses are transferable or not.
- **March 17 (admission for transfers begins) - July:** Advisers who have access to *Shared Review* can view this information to identify which classes their incoming students will have already completed. Note that this information is self-reported, so will not reflect changes students make to their schedules if the students don't notify us. Advisers can manually enter the courses into "Other Credit," but if they do this before students are matriculated and term-activated they will need to go back into AIS later to "post" the credit.
- **Early July (in 2018 the specific date is July 9 and 10):** Incoming class is "matriculated" and "term-activated" in AIS. This moves their records from the Admissions area of AIS to the Registrar area. *Shared Review* information is migrated into "Other Credit" in AIS for easy posting. At this point, advisers can both enter and post (or post previously entered prerequisites).
- **Mid-July:** The Registrar's Office puts faux-composition and ELWR-satisfied indicators on transfer students' records so they can enroll in classes that have prerequisites of ELWR or the C (previously C1/C2) GE. Because ELWR and C are requirements, and not classes, they cannot be entered in "Other Credit." These indicators remain on transfer students' records for the first two quarters until their credit is officially posted. Completion of ELWR and the C requirement are prerequisites to any DC class (and all transfer students must complete these requirements in order to be admitted).
- **Late July:** Summer Orientation and new student enrollment. Students can enroll in classes for which they took prerequisites at another school IF their adviser has posted this info in "Other Credit." They will not see these courses in the AAR, since Admissions has not actually posted transfer credit yet, in most cases.
- **Mid-July to whenever they are done:** Admissions is working really hard, entering transfer credit from the thousands of official transcripts they are receiving. If a transcript comes in showing that a student did not take, or did not pass, a class they listed on their admissions application, the student's situation is reviewed. Sometimes, but not always, the student's admission will be cancelled. This means that there is a small risk that students whose prerequisites were entered based on the self-reported *Shared Review* information will be able to enroll in classes for which they have not satisfied the prerequisite.

• **Fall quarter:** For students who Admissions has entered actual transfer credit into AIS, the credit populates into the AAR. If there is a course-to-course articulation (meaning Course 1 at another school is exactly equivalent to a specific course at UCSC) it will automatically populate completion of the requirement that course meets in the AAR. If no course-to-course articulation exists, it will still be awarded credit but will need an adviser to manually enter the requirement satisfaction. There are currently a few AARs with letter grade requirements that don't populate with articulated transfer credit; future updates will resolve this issue.

• **Winter quarter enrollment (November):** Remember that "Other Credit" that was entered during the summer? It will still serve as a prerequisite for winter enrollment (and spring, and summer, and on and on). On the positive side: this means that if you entered other credit in summer, you won't have to do anything further to ensure the student's prerequisites are in for winter (vs. using permission numbers for enrollment at fall orientation, which means you may need to do the same work for the next quarter). On the negative side: if the student ultimately didn't complete the prerequisite course, the system will still think they met the prerequisite unless you remove the "Other Credit."

A few notes:

- Department advisers can enter "other credit" to allow enrollment for courses needed for major progress.
- College advisers do not have AIS permissions to enter "other credit."
- "Other Credit" instructions are available at <https://registrar.ucsc.edu/faqs/staff/tutorials.html>.
- If you want access to *Shared Review*, contact Janet Reedy in Admissions: jlreedy@ucsc.edu.