

If you wish to allow a student to register in courses for which they do not have the specific prerequisite(s), but have equivalent knowledge that meets the criteria, you may permanently add a hidden credit to the student's record that would act as the required prerequisite(s). This does not grant the student credit toward their program. It bypasses the fact the student does not already have the specific prerequisite(s) on their record.

1. Click the **Academic Advisement** link.

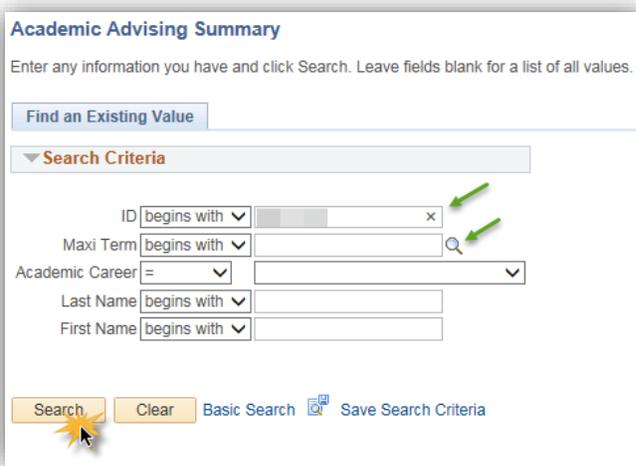
[Academic Advisemen](#)

2. Click the **Academic Advising Summary** link.

[Academic Advising Summary](#)

3. Enter the Student ID and Maxi Term (if known) and press Search or Enter. Click the **Search** button.

[Search](#)



**Academic Advising Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with [ ] x

Maxi Term begins with [ ]

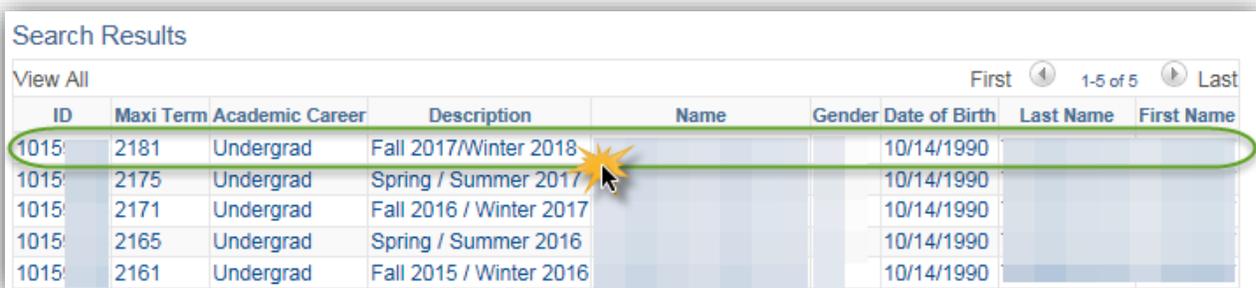
Academic Career = [ ]

Last Name begins with [ ]

First Name begins with [ ]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. If a Maxi Term is not entered the Search Results display Maxi Terms the student is in or has taken. Selecting the most recent maxi term however will give you the most up to date information about a student's program and courses. For example, click the **Fall 2017/Winter 2018** link.



**Search Results**

[View All](#) First 1-5 of 5 Last

ID	Maxi Term	Academic Career	Description	Name	Gender	Date of Birth	Last Name	First Name
1015	2181	Undergrad	Fall 2017/Winter 2018			10/14/1990		
1015	2175	Undergrad	Spring / Summer 2017			10/14/1990		
1015	2171	Undergrad	Fall 2016 / Winter 2017			10/14/1990		
1015	2165	Undergrad	Spring / Summer 2016			10/14/1990		
1015	2161	Undergrad	Fall 2015 / Winter 2016			10/14/1990		

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement



- On Student Record Summary click on the Open drop down to navigate to the appropriate page. Click the **Open** list.

[Student Record Summary](#) | [Term Summary](#) | [Record Summary Overrides](#) | [Full Course History](#) | [DegNav - Defined Words](#) | [DegNav - Renames](#)

## Student Record Summary

Institution: UCALG University of Calgary  
 Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2017/Winter 2018  
 ID:                     

Academic Group:  Faculty of Arts
 Refresh Print

Reset Cum Statistics:      Obey Reset: Y
 Open:

---

### Term Information

Fall 2017						Winter 2018					
<input type="checkbox"/> In-progress App						<input type="checkbox"/> In-progress App					
Program	A	J	Degree-Plan	Primary-Plan	C Plans / Subplans	Program	A	J	Degree-Plan	Primary-Plan	C Plans / Subplans
ARBCH	N	BA-DEG	COMS-MAJ		F15 A F15	ARBCH	N	BA-DEG	COMS-MAJ		F15 A F15
<input checked="" type="checkbox"/> Eligible to Enroll Level: 3 Academic Load: Study Form: ENRL Appt: 2017/03/29						<input checked="" type="checkbox"/> Eligible to Enroll Level: 3 Academic Load: Study Form: ENRL Appt: 2017/03/29					

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### Applicable Units/FCEs Summary Totals

Jr:	42.00 / 7.00	'D' / 'D+':	0.00 / 0.00	In-prog Jr:	0.00 / 0.00
Sr:	30.00 / 5.00	Transfer:	30.00 / 5.00	In-prog Sr:	24.00 / 4.00
Ttl:	72.00 / 12.00	> 10 Yrs:	0.00 / 0.00	In-prog Ttl:	24.00 / 4.00

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### Milestones

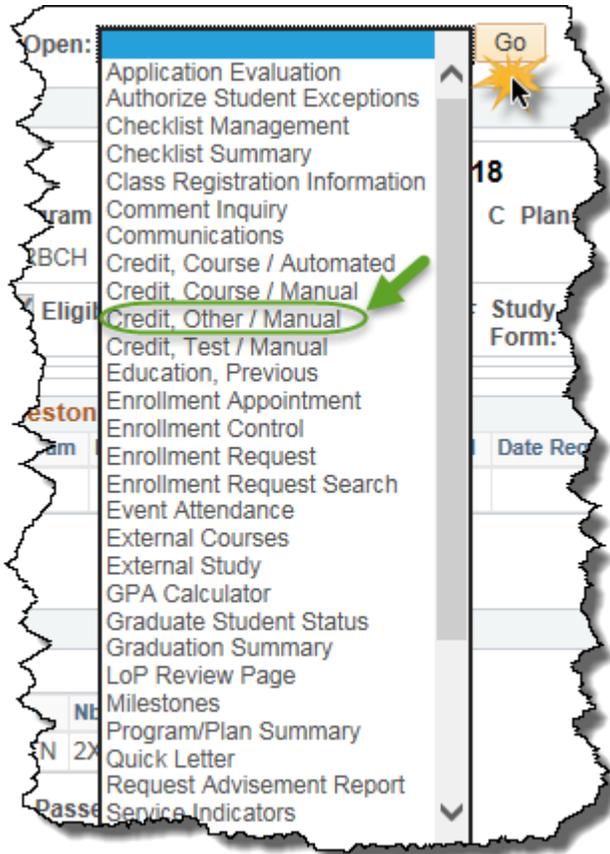
Program	Plan	Nbr	Milestone	Level	Date Req'd	Complete	Date Compl

---

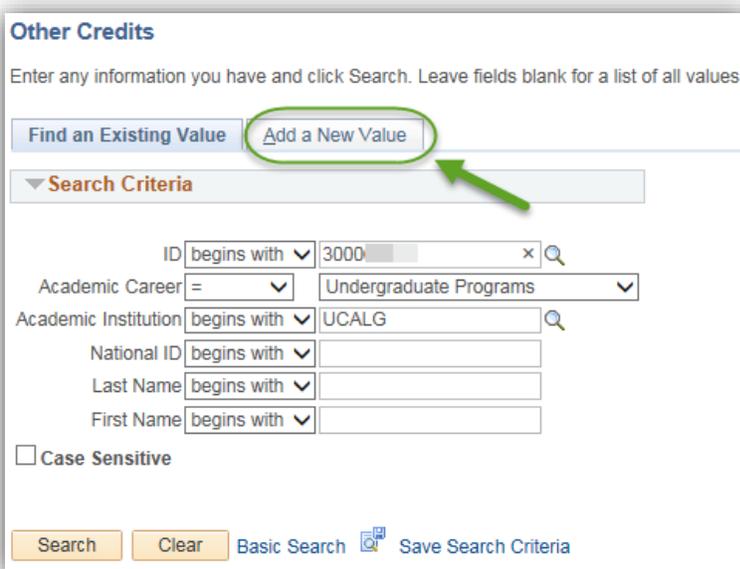
### Applicable Course Summary

Area 1							Area 2							Area 3							
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	
CMCL	301		A-	3.00	W16		GLGY	209		A-	3.00	F15		OPTN	2XX		TR	30.00	1.1	0	
COMS	201		B	3.00	F15		SCIE	331		A-	3.00	W17		Passed:				In-progress:			
COMS	203		B	3.00	F15								30.00 / 5.00								
COMS	313		B+	3.00	F16								0.00 / 0.00								

6. Click the **Credit, Other / Manual** list item and click the **Go** button.



7. If the student does not already have an Other Credit - Manual model created you will be redirected to the Other Credits page. You must Add a New Value. Click the **Add a New Value** tab.

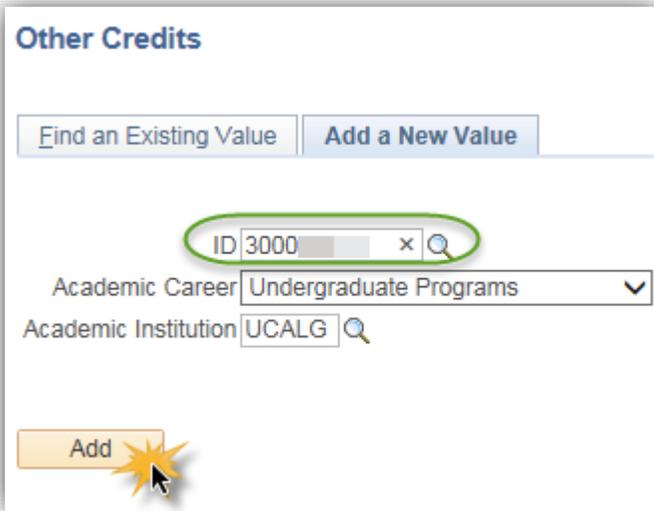


A screenshot of the 'Other Credits' page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a green circle and a green arrow. Below the tabs is a 'Search Criteria' section with several search fields: 'ID begins with' (value: 3000), 'Academic Career' (value: Undergraduate Programs), 'Academic Institution begins with' (value: UCALG), 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

- Enter the student ID and press Add. Click the **Add** button.



**Other Credits**

Find an Existing Value | Add a New Value

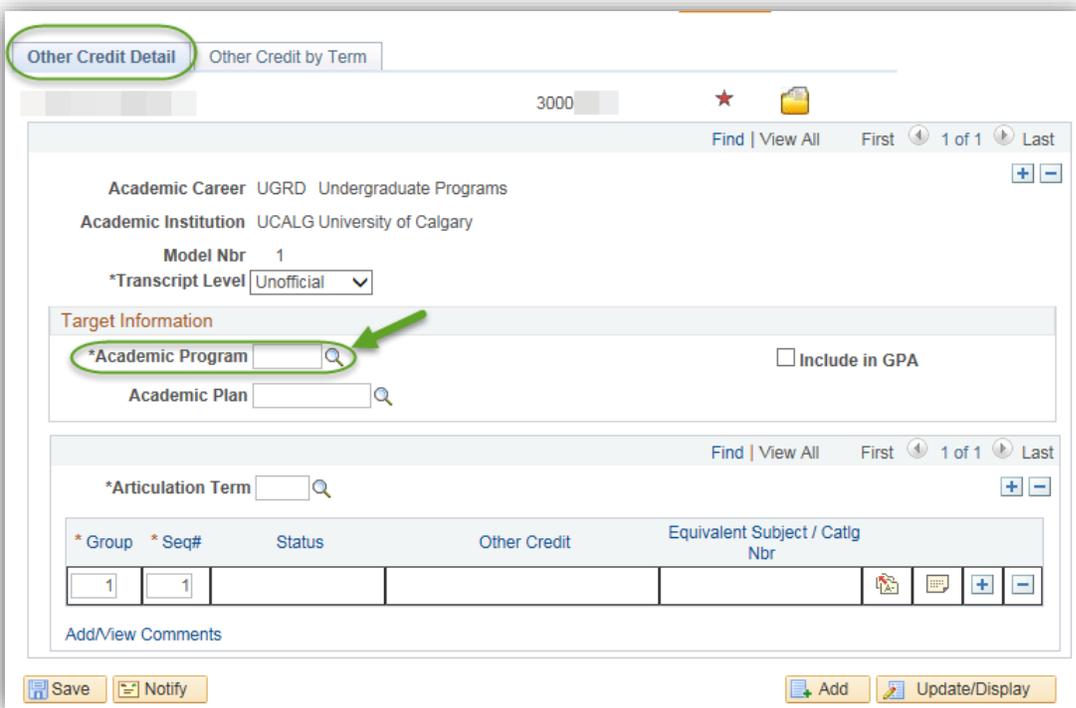
ID 3000 x

Academic Career Undergraduate Programs

Academic Institution UCALG

Add

- Click the **Look up Academic Program** button.



Other Credit Detail | Other Credit by Term

3000

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

\*Transcript Level Unofficial

Target Information

\*Academic Program

Academic Plan

Include in GPA

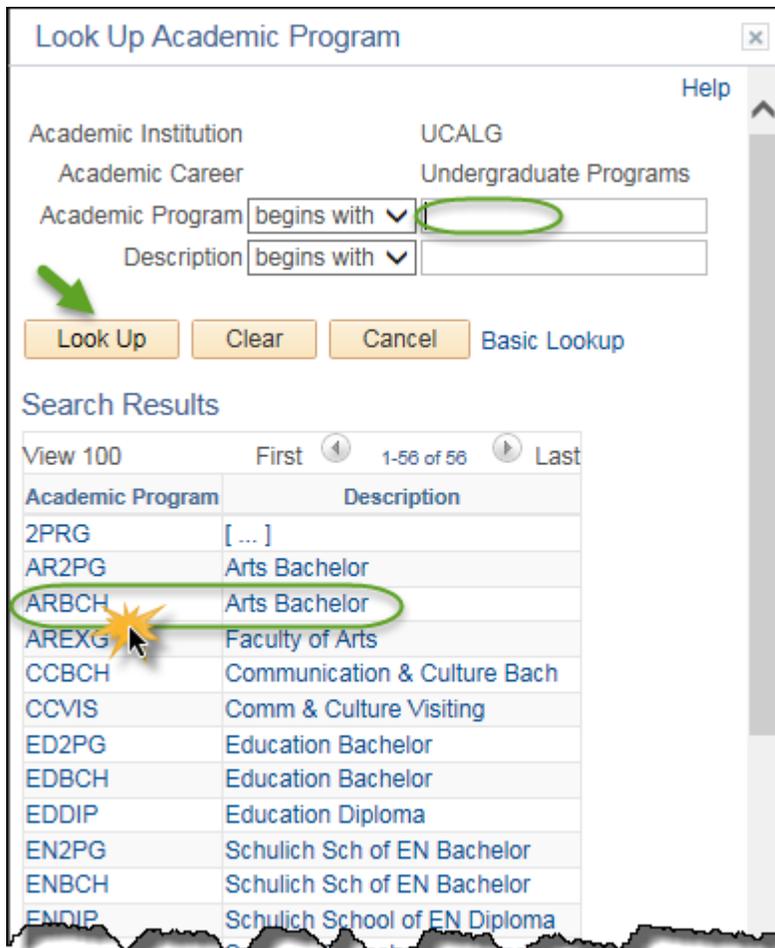
\*Articulation Term

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

Save | Notify | Add | Update/Display

10. You may enter part of the name of the Academic Program and press lookup or select from the list (e.g. ARBCH Arts Bachelor). Click the **ARBCH** link.



Look Up Academic Program

Academic Institution UCALG

Academic Career Undergraduate Programs

Academic Program begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-56 of 56 Last

Academic Program	Description
2PRG	[...]
AR2PG	Arts Bachelor
<b>ARBCH</b>	<b>Arts Bachelor</b>
AREXG	Faculty of Arts
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
ED2PG	Education Bachelor
EDBCH	Education Bachelor
EDDIP	Education Diploma
EN2PG	Schulich Sch of EN Bachelor
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma

11. Click the **Look up Articulation Term** button and select the applicable term (e.g. 2181). Click the **2181** link.

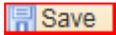
**2181**

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement



12. Do not select "include in GPA" as this hidden credit is not an actual credit toward a student's program. This will serve as a prerequisite behind the scenes. When completed with Other Credit Detail click Save. Click the **Save** button.



Other Credit Detail | Other Credit by Term

3000

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

\*Transcript Level Unofficial

Target Information

\*Academic Program ARBCH Arts Bachelor

Academic Plan

Include in GPA

\*Articulation Term 2181 Winter 2018

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

Save Notify Add Update/Display

13. Click the **Edit Equivalent Course** button.

Find | View All First 1 of 1 Last

\*Articulation Term 2181 Winter 2018 Submitted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

14. Enter any desired text into the Long Description and Short Desc fields so it is clear to others that this is a hidden credit used prerequisites only. Click the **Other Credit Type** list.

### Equivalent Course Information

**Other Credit**

Other Credit  Short Desc

Long Description

Other Credit Type  Evaluation Date

**Equivalent Course**

Course ID

Offer Nbr

Units Transferred

Grading Scheme

Grading Basis

Official Grade

Repeat Code

Designation

Include in FA WI Stats

Valid Attempt  
 Earn Credit  
 Include in GPA  
 Grd Pt/Unt  
 Units Att No

15. Click the **For Pre-Req Check Only** list item.

After Degree

Block Credit

**For Pre-Req Check Only**

HS Prereq

Life Experience Credit

Work Experience Credit

16. Click the **Look up Course ID** button. Enter the Course ID number or part of the Subject Area name and press Lookup or Enter. Click the **Look Up** button.

Look Up

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

17. Click on the desired Course ID (e.g. 134329 PSYC 200). Click the [134329](#) link.

### Look Up Course ID

Academic Institution UCALG

Course ID begins with

Subject Area begins with  

Catalog Nbr begins with

Description begins with

Basic Lookup

#### Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
134325	PSYC	1XX	PSYC 1XX	Approved
134326	PSYC	100	PSYC 100	Approved
134327	PSYC	110	PSYC 110	Approved
134328	PSYC	2XX	PSYC 2XX	Approved
134329	PSYC	200	PSYC 200	Approved
134330	PSYC	201	PSYC 201	Approved
134331	PSYC	202	PSYC 202	Approved
134332	PSYC	203	PSYC 203	Approved
134333	PSYC	205	Principles Of Psychology	Approved
134334	PSYC	207	ContemporaryIssuesInApplPsyc	Approved
134335	PSYC	209	Critical Issues In Psychology	Approved
134336	PSYC	210	PSYC 210	Approved
134337	PSYC			Approved

18. Ensure Units Transferred is 0.000; Grading Scheme is UGD (Undergraduate); Grading Basis is TRN and the Official Grade is TR. Use the lookup tool to select if not auto populated. **NOTE:** It is very important that the Units Transferred be set to zero (0) so this credit does not count toward the students program. Click the **OK** button.

### Equivalent Course Information

**Other Credit**

Other Credit: PSYC 200 prereq      Short Desc: PSYC 200

Long Description: PSYC 200 for prereq purposes - has equivalent

Other Credit Type: For Pre-Req Check Only      Evaluation Date: 2018/03/27

**Equivalent Course**

Course ID: 134329      Offer Nbr: 1      PSYC 200

Units Transferred: 0.000       Valid Attempt

Grading Scheme: UGD      Undergraduate       Earn Credit

Grading Basis: TRN      Transfer       Include in GPA

Official Grade: TR      TR      Grd Pt/Unt: 1.700

Repeat Code:      Units Att: Yes

Designation:       Include in FA WI Stats

OK 

Cancel

Clear Credit

Clear

19. Note the Status is now Accepted. The next step is to post the hidden credit. Click the **Other Credit by Term** tab.

Other Credit Detail      **Other Credit by Term**

3000      ★      📁

Find | View All      First 1 of 1 Last

Academic Career: UGRD Undergraduate Programs

Academic Institution: UCALG University of Calgary

Model Nbr: 1

\*Transcript Level: Unofficial

**Target Information**

\*Academic Program: ARBCH Arts Bachelor       Include in GPA

Academic Plan:

Find | View All      First 1 of 1 Last

\*Articulation Term: 2181 Winter 2018      Submitted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catig Nbr	
1	1	Accepted	PSYC 200 prereq	PSYC 200	   

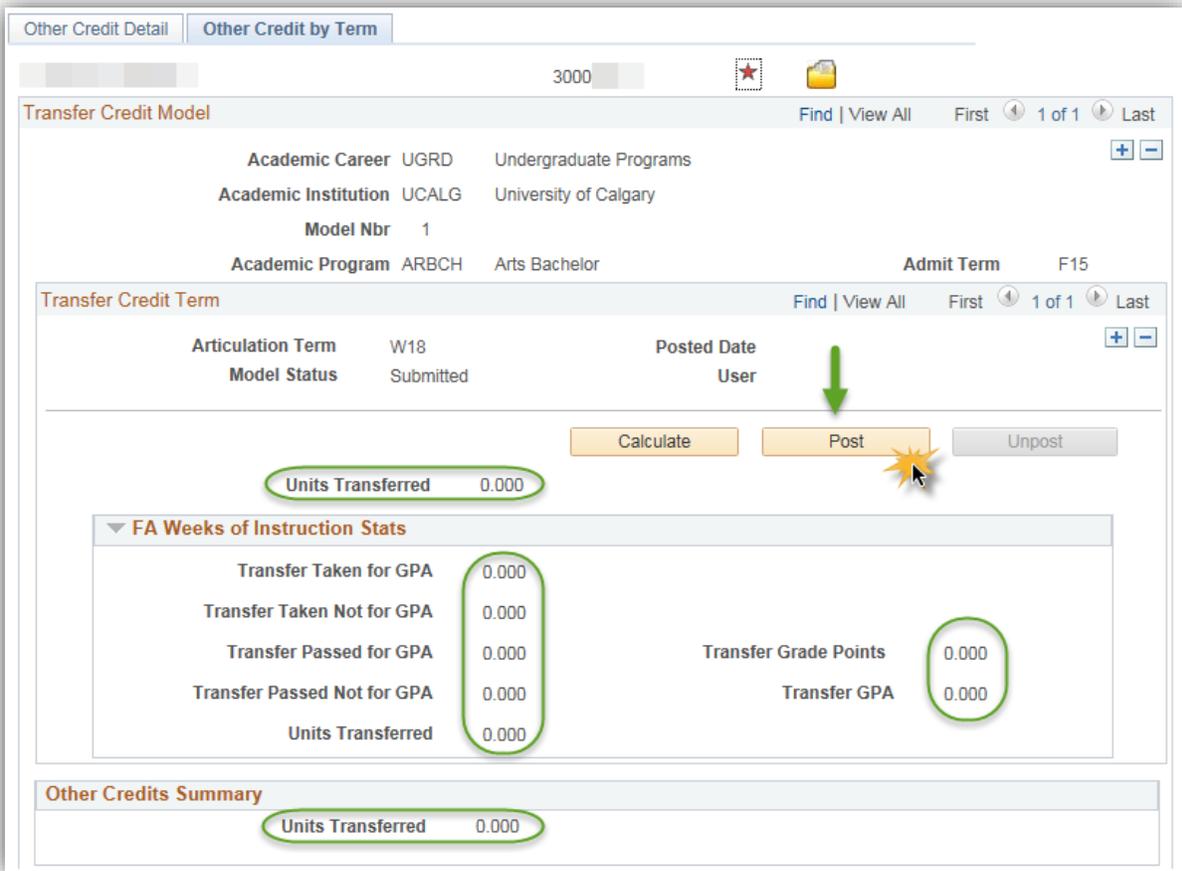
Add/View Comments

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

20. Double check the Transfer credits are all 0.000. Click the **Post** button.

**Post**



Transfer Credit Model	
Academic Career	UGRD Undergraduate Programs
Academic Institution	UCALG University of Calgary
Model Nbr	1
Academic Program	ARBCH Arts Bachelor
Admit Term	F15

Transfer Credit Term	
Articulation Term	W18
Model Status	Submitted
Posted Date	User

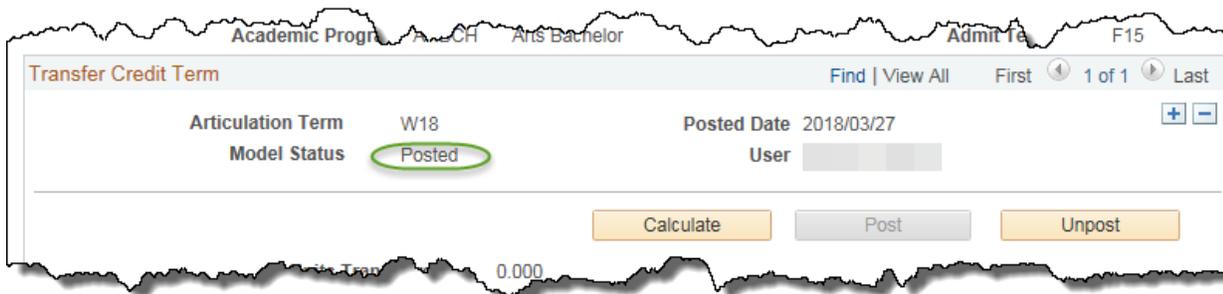
Calculate **Post** Unpost

FA Weeks of Instruction Stats	
Transfer Taken for GPA	0.000
Transfer Taken Not for GPA	0.000
Transfer Passed for GPA	0.000
Transfer Passed Not for GPA	0.000
Units Transferred	0.000
Transfer Grade Points	0.000
Transfer GPA	0.000

Other Credits Summary	
Units Transferred	0.000

21. The Transfer Credit Term indicates the Model Status is Posted. Click the **Other Credit Detail** tab.

**Other Credit Detail**



Transfer Credit Term	
Articulation Term	W18
Model Status	Posted
Posted Date	2018/03/27
User	

Calculate Post Unpost

Other Credits Summary	
Units Transferred	0.000

22. Note the Status is now **Posted**. This confirms the course (PSYC 200) is now posted.

Other Credit Detail
Other Credit by Term

3000 ★ 📁

Find | View All First 1 of 1 Last

**Academic Career** UGRD Undergraduate Programs + -

**Academic Institution** UCALG University of Calgary

**Model Nbr** 1

**\*Transcript Level** Unofficial ▼

**Target Information**

**\*Academic Program** ARBCH Arts Bachelor  Include in GPA

**Academic Plan**

Find | View All First 1 of 1 Last

**\*Articulation Term** 2181 🔍 Winter 2018 Posted + -

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr		
1	1	Posted <span style="color: green; font-size: 1.2em;">↘</span>	PSYC 200 prereq	PSYC 200		

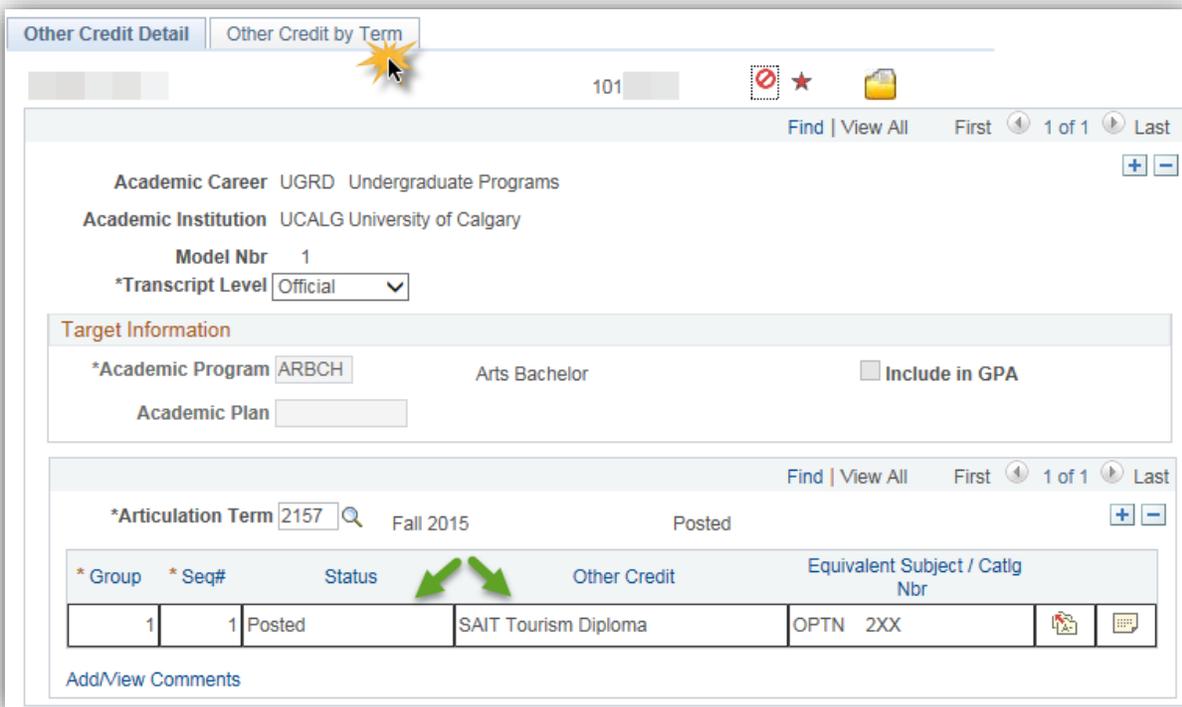
[Add/View Comments](#)

Save
 Notify
 Add
 Update/Display

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

23. If an existing credit model exists for a student (e.g. SAIT Tourism Diploma) this information displays. There are 3 ways to add a new hidden credit. 1) If a model already exists, but there is no model for the Academic Program the student is currently in, add a row at the top of the page (e.g. if student was in SCBCH). 2) If the Academic Program is correct, but the Articulation Term for the course (the term you want the hidden credit to be effective) differs from the current model, add a new row beside the Articulation term row. 3) If both the Academic Program and Articulation Term are correct for the hidden credit you wish to post, add a hidden credit to the existing model. However, you must first Unpost the current credit temporarily (e.g. SAIT Tourism Diploma).



Other Credit Detail | **Other Credit by Term**

101

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

\*Transcript Level Official

Target Information

\*Academic Program ARBCH Arts Bachelor  Include in GPA

Academic Plan

Find | View All First 1 of 1 Last

\*Articulation Term 2157 Fall 2015 Posted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	SAIT Tourism Diploma	OPTN 2XX

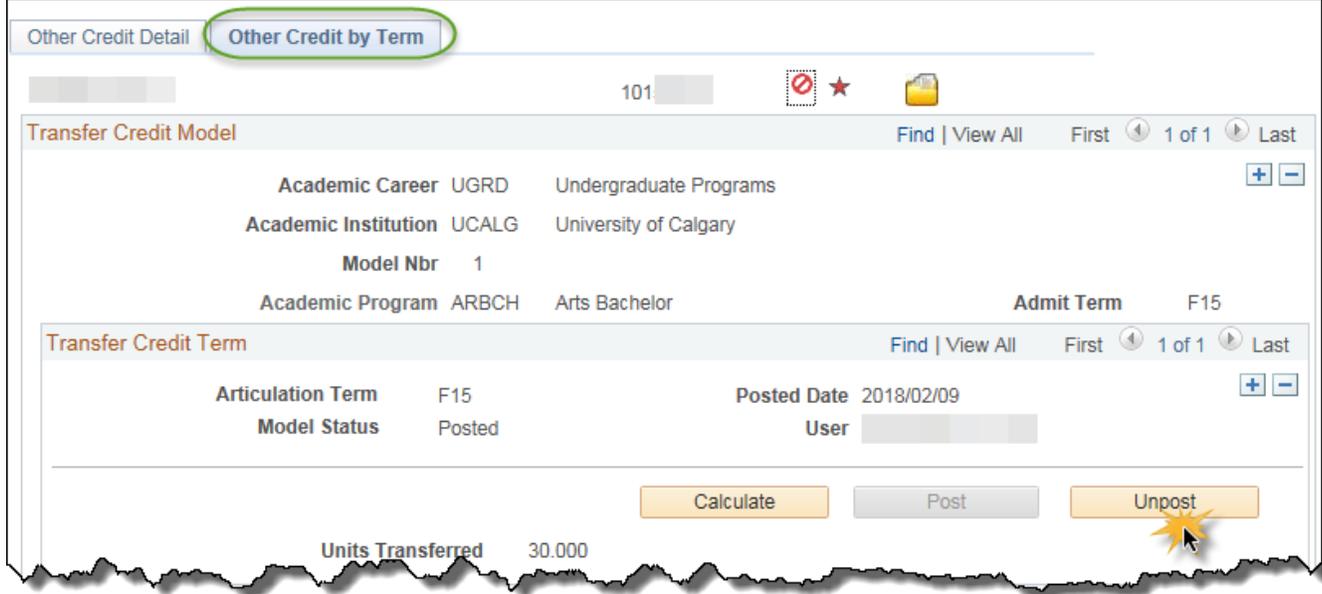
Add/View Comments

24. Click the **Other Credit by Term** tab.

Other Credit by Term

25. **IMPORTANT:** This will temporarily remove any previously entered Other Credit-Manual from the student's record therefore it is extremely important that you remember to re-post the credit when completed adding the hidden credit. Click the **Unpost** button.

**Unpost**



The screenshot shows a web interface for 'Other Credit by Term'. At the top, there are two tabs: 'Other Credit Detail' and 'Other Credit by Term', with the latter selected. Below the tabs, there is a search bar with '101' entered and a star icon. The main content area is divided into two sections: 'Transfer Credit Model' and 'Transfer Credit Term'. The 'Transfer Credit Model' section includes fields for 'Academic Career' (UGRD), 'Academic Institution' (UCALG), 'Model Nbr' (1), and 'Academic Program' (ARBCH). The 'Transfer Credit Term' section includes 'Articulation Term' (F15), 'Posted Date' (2018/02/09), and 'Model Status' (Posted). At the bottom of the interface, there are three buttons: 'Calculate', 'Post', and 'Unpost'. The 'Unpost' button is highlighted with a yellow starburst. Below the buttons, it shows 'Units Transferred 30.000'.

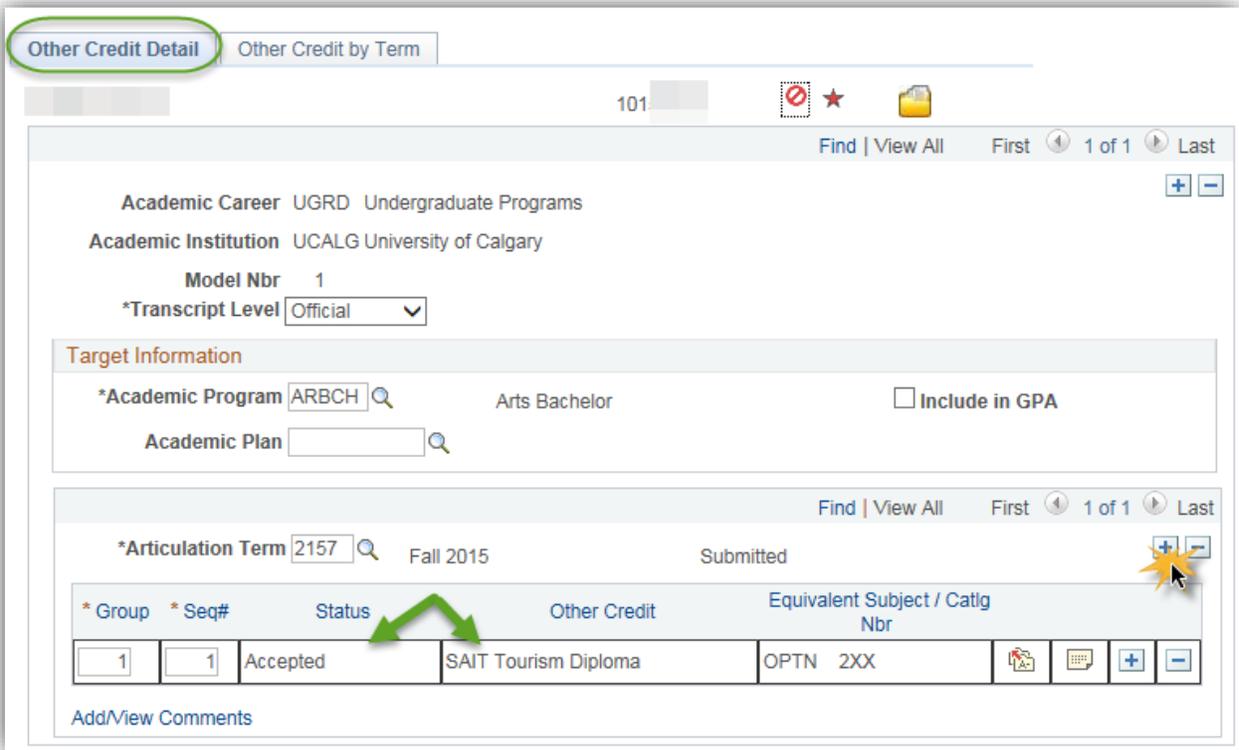
26. Click the **Other Credit Detail** tab.

**Other Credit Detail**

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

27. Note the Status is Accepted for SAIT Tourism Diploma. To add the hidden credit add a new row by the Articulation Term. Click the **Add a new row** button.



Other Credit Detail | Other Credit by Term

101

Find | View All | First | 1 of 1 | Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

\*Transcript Level Official

Target Information

\*Academic Program ARBCH Arts Bachelor  Include in GPA

Academic Plan

\*Articulation Term 2157 Fall 2015 Submitted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Accepted	SAIT Tourism Diploma	OPTN 2XX

Add/View Comments

28. A new row allows you to enter a different Articulation Term. Click the **Look up Articulation Term** button. For this example enter 2181 (Winter 2018).



29. Click the **Edit Equivalent Course** button.



**Target Information**

\*Academic Program  Arts Bachelor  Include in GPA

Academic Plan

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Find | View All First 2 of 2 Last

\*Articulation Term  Winter 2018

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catig Nbr	
1	1				

Add/View Comments

30. Enter any desired text into the Long Description and Short Desc fields so it is clear to others that this is a hidden credit used prerequisites only. Click the **Other Credit Type** list.

**Equivalent Course Information**

**Other Credit**

Other Credit  Short Desc

Long Description

Other Credit Type  Evaluation Date

**Equivalent Course**

Course ID

Offer Nbr

Units Transferred   Valid Attempt

Grading Scheme   Earn Credit

Grading Basis   Include in GPA

Official Grade  Grd Pt/Unt

Repeat Code  Units Att No

Designation

Include in FA WI Stats

OK

Cancel

Clear Credit

Clear

31. Several options display, click the **For Pre-Req Check Only** list item.

- After Degree
- Block Credit
- For Pre-Req Check Only
- HS Prereq
- Life Experience Credit
- Work Experience Credit

32. Click the **Look up Course ID** button.



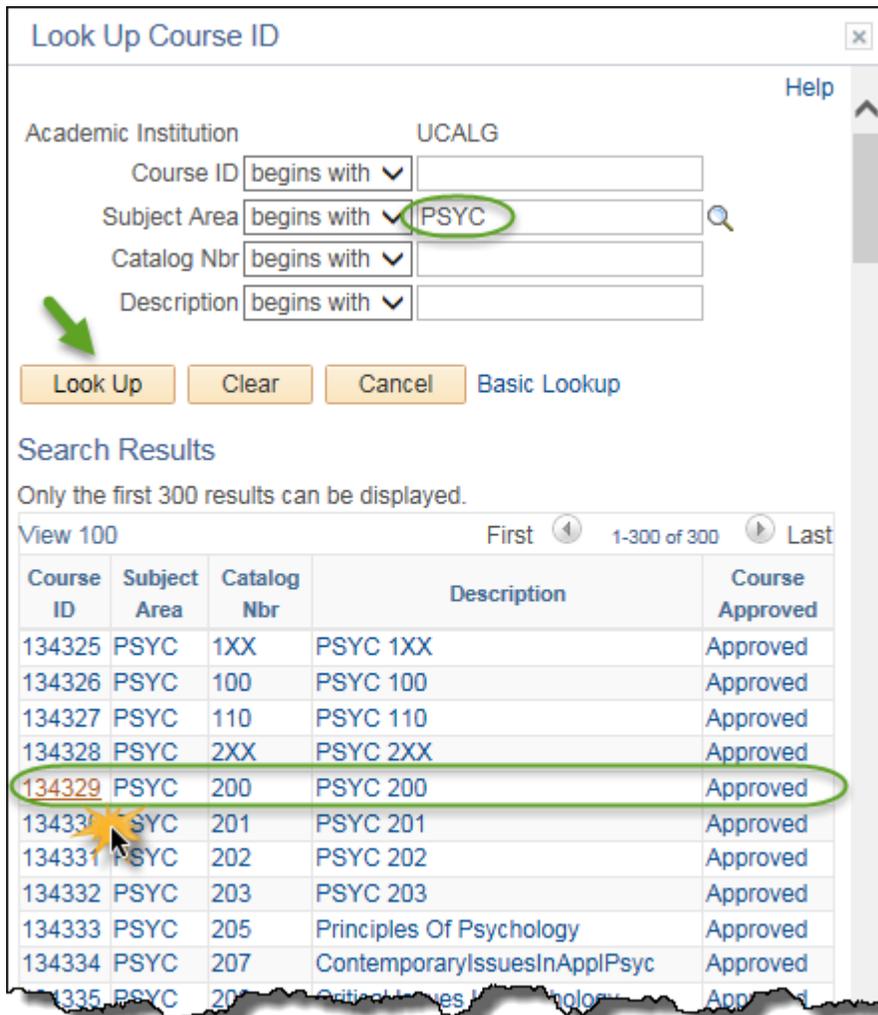
# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

33. Enter the Course ID number or part of the Subject Area name and press Lookup or Enter. Click the **Look Up** button.

**Look Up**

34. Click on the desired Course ID (e.g. 134329 PSYC 200). Click the **desired course** link.



**Look Up Course ID**

Academic Institution: UCALG

Course ID begins with:

Subject Area begins with: **PSYC**

Catalog Nbr begins with:

Description begins with:

**Look Up** Clear Cancel Basic Lookup

**Search Results**

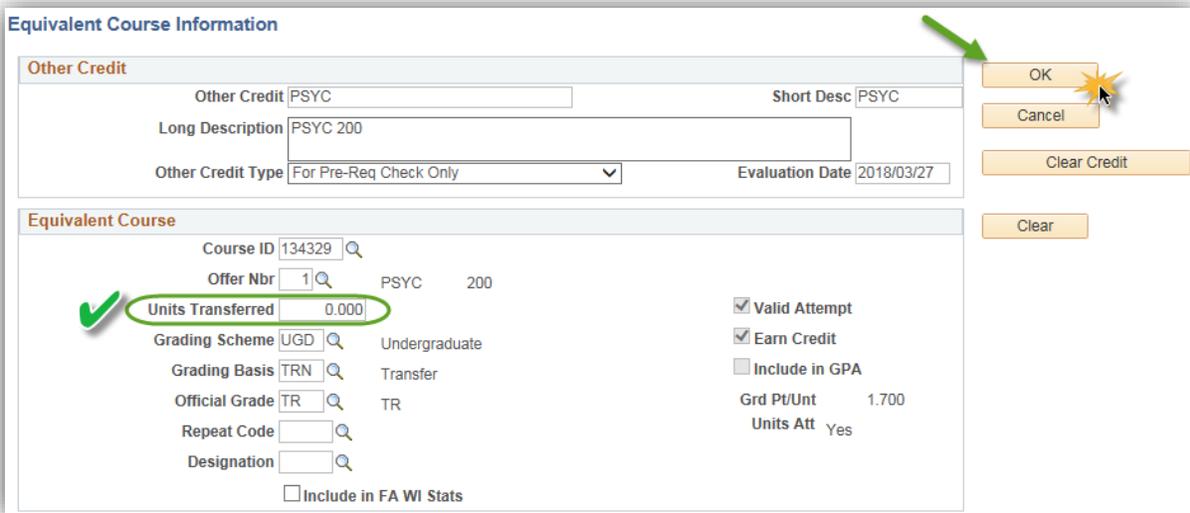
Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
134325	PSYC	1XX	PSYC 1XX	Approved
134326	PSYC	100	PSYC 100	Approved
134327	PSYC	110	PSYC 110	Approved
134328	PSYC	2XX	PSYC 2XX	Approved
<b>134329</b>	PSYC	200	PSYC 200	Approved
134330	PSYC	201	PSYC 201	Approved
134331	PSYC	202	PSYC 202	Approved
134332	PSYC	203	PSYC 203	Approved
134333	PSYC	205	Principles Of Psychology	Approved
134334	PSYC	207	ContemporaryIssuesInApplPsyc	Approved
1335	PSYC	207	Critical Issues In Psychology	Approved

35. Ensure Units Transferred is 0.000; Grading Scheme is UGD (Undergraduate); Grading Basis is TRN and the Official Grade is TR. Use the lookup tool to select if not auto populated. **NOTE:** It is very important that the Units Transferred be set to zero (0) so this credit does not count toward the students program. Click the **OK** button.

OK



**Equivalent Course Information**

**Other Credit**

Other Credit PSYC Short Desc PSYC

Long Description PSYC 200

Other Credit Type For Pre-Req Check Only Evaluation Date 2018/03/27

**Equivalent Course**

Course ID 134329

Offer Nbr 1 PSYC 200

Units Transferred 0.000

Grading Scheme UGD Undergraduate

Grading Basis TRN Transfer

Official Grade TR TR

Repeat Code

Designation

Include in FA WI Stats

Valid Attempt

Earn Credit

Include in GPA

Grd Pt/Unt 1.700

Units Att Yes

OK

Cancel

Clear Credit

Clear

36. Click the **Other Credit by Term** tab and click the View All link.

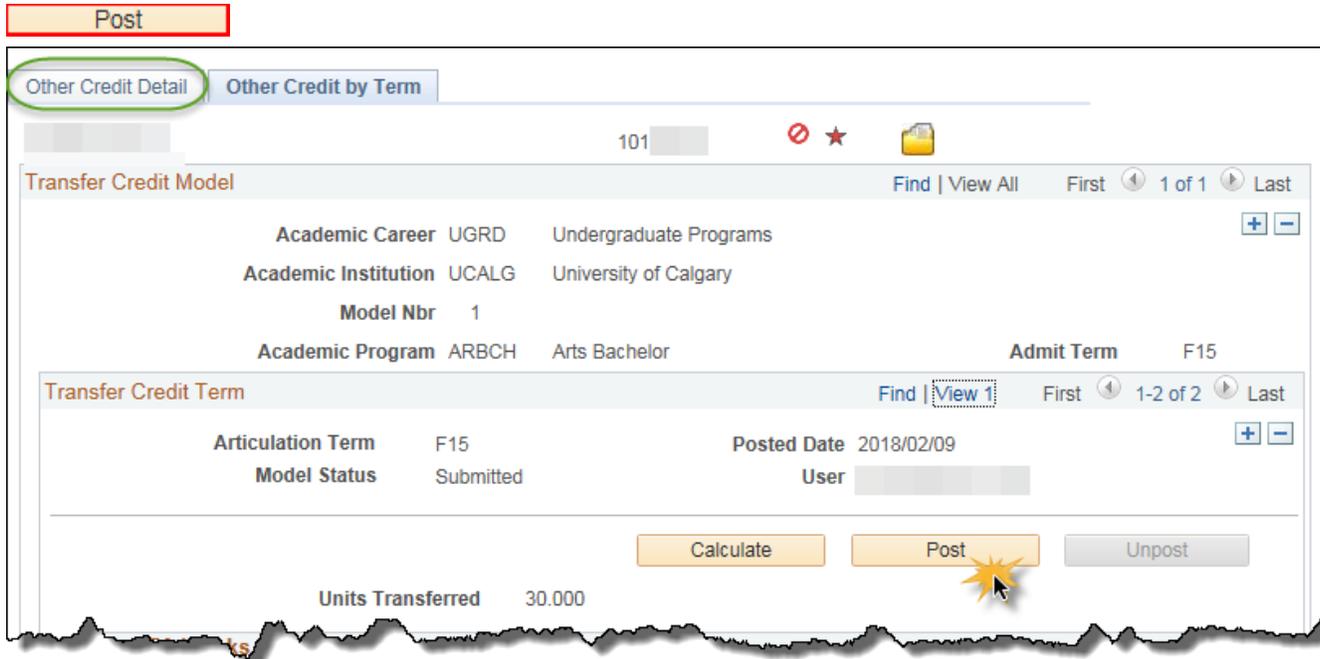
Other Credit by Term

View All

# Adding a Hidden Credit for Prerequisite Purposes

SA – Academic Advisement

37. It is important to repost the previously unposted credit (e.g. SAIT Tourism F15). Click the **Post** button.



**Post**

Other Credit Detail | Other Credit by Term

101

Transfer Credit Model Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

Academic Program ARBCH Arts Bachelor Admit Term F15

Transfer Credit Term Find View 1 First 1-2 of 2 Last

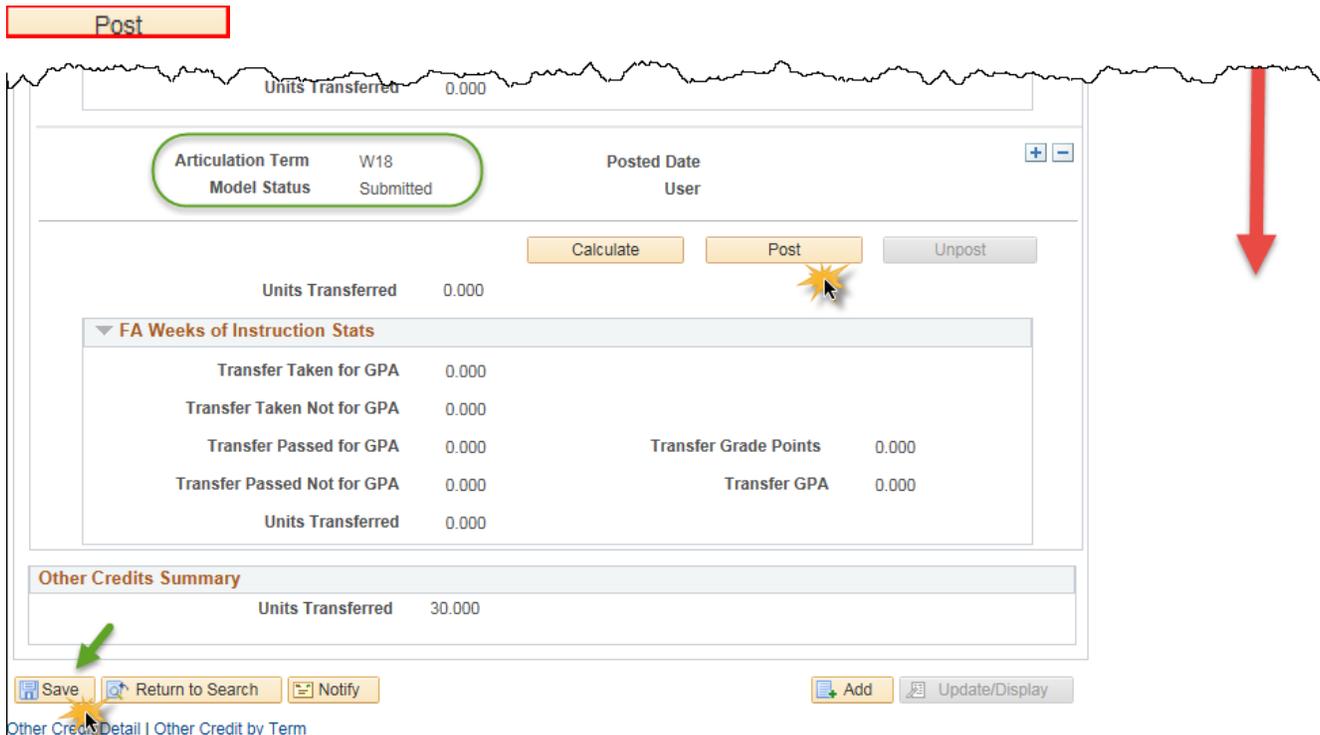
Articulation Term F15 Posted Date 2018/02/09

Model Status Submitted User

Calculate Post Unpost

Units Transferred 30.000

38. Scroll down the page to post the newly added hidden credit for Psys 200 W18. Click the **Post** button.



**Post**

Units Transferred 0.000

Articulation Term W18 Posted Date

Model Status Submitted User

Calculate Post Unpost

Units Transferred 0.000

FA Weeks of Instruction Stats

Transfer Taken for GPA 0.000

Transfer Taken Not for GPA 0.000

Transfer Passed for GPA 0.000 Transfer Grade Points 0.000

Transfer Passed Not for GPA 0.000 Transfer GPA 0.000

Units Transferred 0.000

Other Credits Summary

Units Transferred 30.000

Save Return to Search Notify Add Update/Display

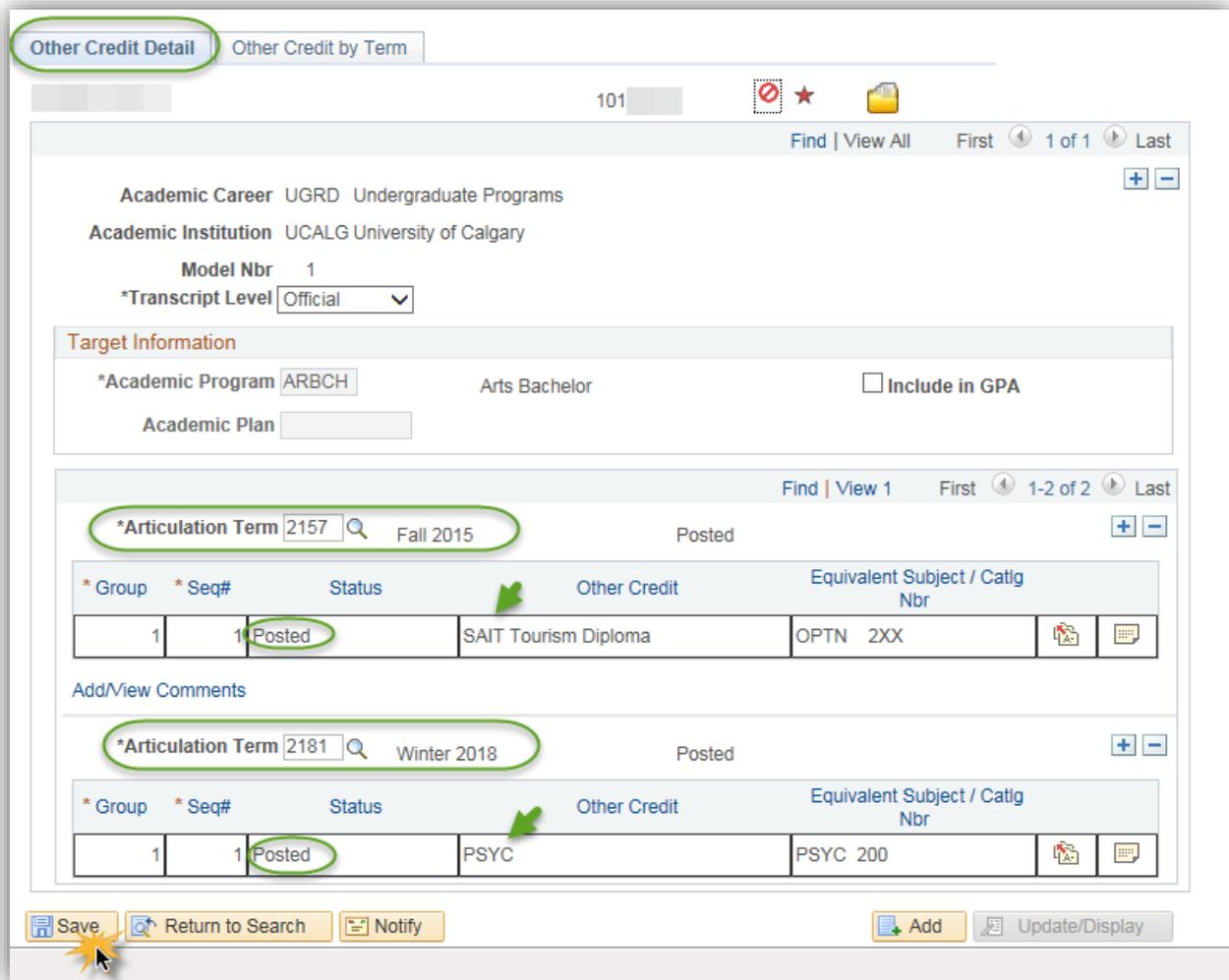
Other Credit Detail | Other Credit by Term

39. Click the **Other Credit Detail** tab.

Other Credit Detail

40. Note that both the SAIT Tourism Diploma and the hidden credit for PSYC 200 are now posted. Click the **Save** button.

 Save



101   

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs + -

Academic Institution UCALG University of Calgary

Model Nbr 1

\*Transcript Level Official

**Target Information**

\*Academic Program ARBCH Arts Bachelor  Include in GPA

Academic Plan

Find | View 1 First 1-2 of 2 Last

\*Articulation Term 2157 Fall 2015 Posted + -

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	SAIT Tourism Diploma	OPTN 2XX

Add/View Comments

\*Articulation Term 2181 Winter 2018 Posted + -

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	PSYC	PSYC 200

Save Return to Search Notify

Add Update/Display

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure.**