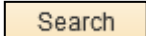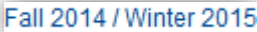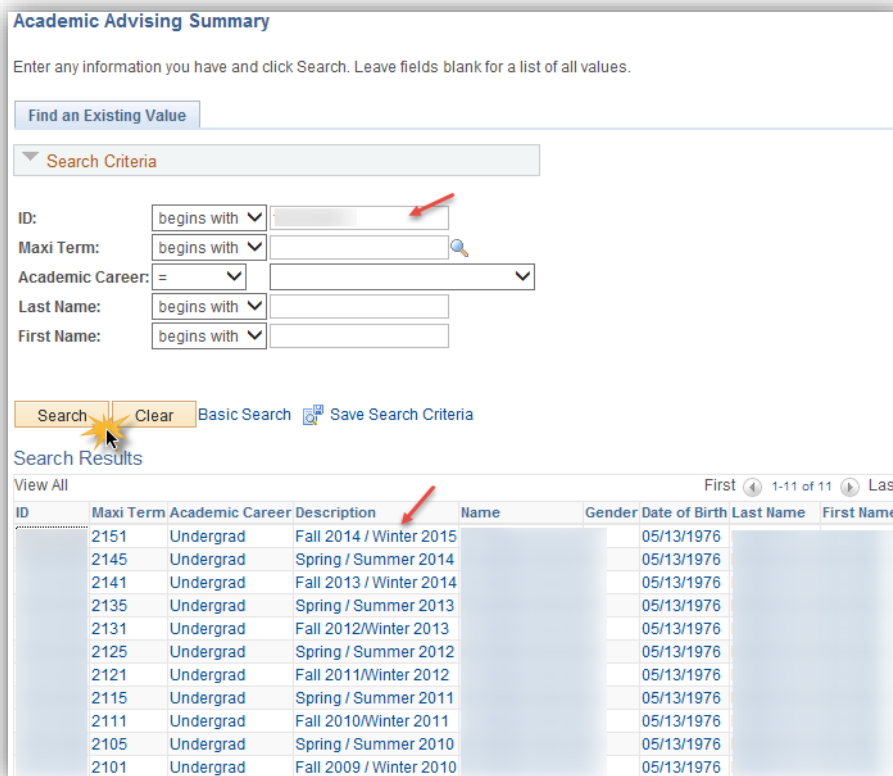This will include how to make a transfer credit extra to a degree if the credit should not count toward the student's degree. The first part includes how to make automatically transferred credits extra to the degree and the second part will include how to make manually transferred credits extra to the degree.

Making Automatically Transferred Credits Extra to Degree:

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

   ▶ Academic Advisement

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

   Academic Advising Summary

3. Enter the student emplid, first name and last name and press Search or Enter.
   Click the **Search** button.

   Search

4. If the student has more than one maxi term they may be displayed in a grid (e.g. select Fall 2014/Winter 2015). Click the **Fall 2014 / Winter 2015** link.

   Fall 2014 / Winter 2015

5. The student record summary displays for the selected maxi term (Fall 2014/Winter 2015). For FOIP reasons some information has been removed.

6. Area 3 displays A = Automatically transferred credits for OPTN and SOWK and M = Manually transferred credits for MGMT in the TC (Transfer Credit) column.

7. Click on the drop down beside the open navigation at the top of the page to display options (same "open" navigation is at the bottom of the page). Select the Credit, Course / Automated option to view all the credits that were automatically included on the student's record summary. Click the **Credit, Course / Automated** list item.

Credit, Course / Automated

8. Click the **Go** button.

Go
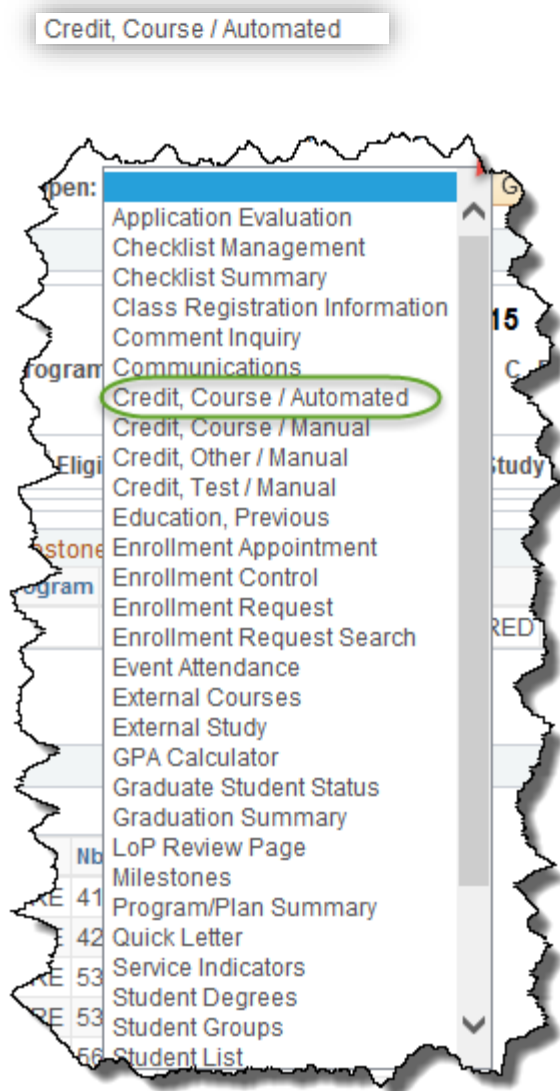
9. The Credits, Course - Automated tab opens to Transfer Course Details for credits that were transferred automatically from Douglas College (example only). Manipulate the transfer credit model to display the automatically transferred course credits for SOWK (Fall 09/2097). Click the **Show next row** button.

10. For this example SOWK is displayed on the Term 2097/F09. Click the **Show all columns** button to view additional columns of information.

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

12. The Equivalent Course Information displays for the details of SOWK. Click the **Look up Designation** button.

13.   Click the **XTRA** link.

XTRA

14.   Click the **OK** button.

OK

15.   After changing the designation save the changes. Click the **Save** button.

Save
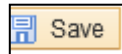
Making Manual Transfer Credits Extra to Degree:

1. From the Student Record Summary, click the **Open** list.

2. Click the **Credit, Course / Manual** list item.

Credit, Course / Manual

Application Evaluation
Checklist Management
Checklist Summary
Class Registration Information
Comment Inquiry
Communications
Credit, Course / Automated
Credit, Course / Manual
Credit, Other / Manual
Credit, Test / Manual
Education, Previous
Enrollment Appointment
Enrollment Control
Enrollment Request
Enrollment Request Search
Event Attendance
External Courses
External Study
GPA Calculator
Graduate Student Status
Graduation Summary
LoP Review Page
Milestones
Program/Plan Summary
Quick Letter
Service Indicators
Student Degrees
Student Groups
Student List

3. Click the **Go** button.

Go

4. Scroll through to view the MGMT course for Fall 2009 Term 2097. Click the **Show next row** button.

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5. Courses that were entered manually for Ain Shams University display (example only). The course equivalent displays for MGMT (127597).

6.   The equivalent course displays. Click the **Look up Designation** button.

Equivalent Course

Course ID:	127597	MGMT
Offer Nbr:	1	2XX
Units Transferred:	3.000	
Grading Scheme	UGD	UGRD
Grading Basis:	TRN	Transfer
Official Grade:	TR	Trn
Repeat Code:		
Designation:		
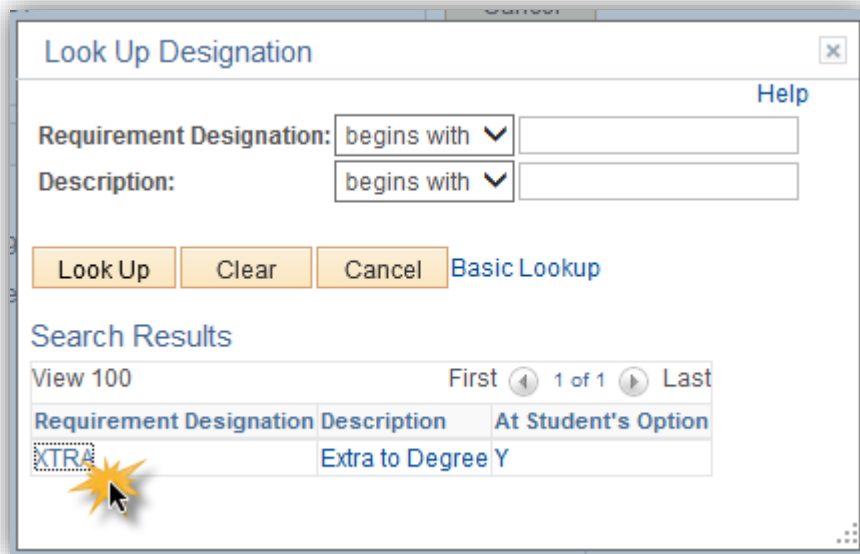
☐ Include in FA WI Stats

7.   Click the **XTRA** link.
      XTRA

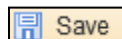Look Up Designation   Help

Requirement Designation: begins with ⌄
Description: begins with ⌄

Look Up   Clear   Cancel   Basic Lookup

Search Results
View 100   First ◄ 1 of 1 ► Last

Requirement Designation	Description	At Student's Option
XTRA	Extra to Degree	Y

8.   After changing the designation to Extra to Degree, save the change. Click the **Save** button.
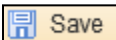   🖫 Save

9. If you have made a transfer credit extra to a student's degree and wish to reverse that change, select the text (XTRA) and press the delete button. Press the delete key **[Delete]**.

10. After deleting, save the change. Click the **Save** button.

End of Procedure.

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