

Entering Transfer Credits

Several programs on campus require transfer credit as part of the admissions process. Transfer credits are entered in SIMS/Banner in different ways depending on whether or not there are course equivalencies at UMB.

There are three primary ways to enter transfer credit(s):

Option A: Allows users to enter courses that can be equated to existing UMB courses. For example, a course from Towson University (TU) has an equivalent course at UMB. NURS 301, Geriatric Nursing, at TU, equates to NURS 317, Fundamental Nursing Care of Older Adults, at UMB. To summarize Option A, transfer credit hours will count in the earned hours on the transcript and an equivalent course does exist at UMB.

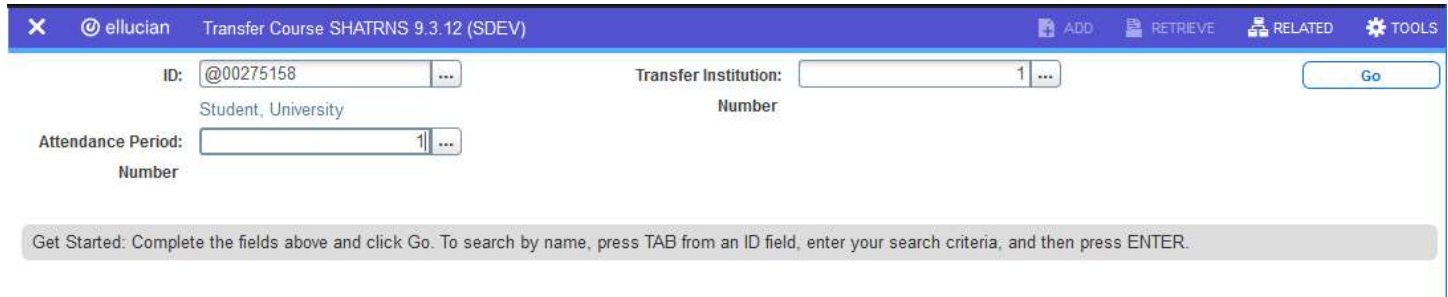
Option B: Allows users to enter generic transfer coursework even if an equivalent course does not exist at UMB. For example, ENGL 101, Introduction to Composition, 3.00 credits, at Towson University does not exist as a UMB course so it cannot be directly equated; however, many schools still want to capture the 3.00 credits of that course to count toward the total number of credits required for a bachelor's degree, for example. In order for the 3.00 credits of ENGL 101 to appear on the transcript under earned hours, users would equate ENGL 101 to the generic transfer course known as TRNS 999. Ultimately, TRNS 999, 3.00 credits will appear on the student's transcript so that it is accounted for in the cumulative earned hours and applies toward a UMB degree. To summarize Option B, transfer credit hours will count in the earned hours on the transcript and an equivalent course does not exist at UMB.

Option C: Similar to Option B, this option allows for the entering of generic transfer credit en masse. In this scenario, users may wish to enter bulk credits from one particular institution. This option would only apply in certain situations where all transfer courses have no equivalents at UMB. A good example would be taking 60.00 credits of general education from Towson University to count toward the total credits needed for a Bachelor of Science in Nursing degree at UMB. So, 60.00 TU credits + 60.00 UMB credits = 120.00 for a bachelor's degree. To summarize Option C, transfer credit hours will count in the earned hours on the transcript and equivalent courses do not exist at UMB.

If a program/school wishes to use CAPP or Degree Works (systems for degree auditing), transfer courses must be equated to actual UMB courses.

Entering Transfer Credits

Options A, B and C share the same initial steps:



ellucian Transfer Course SHATRNS 9.3.12 (SDEV) ADD RETRIEVE RELATED TOOLS

ID: @00275158 ... Student, University

Transfer Institution: 1 ... Number

Attendance Period: 1 ... Number

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. Enter the student's ID into the **ID** field.
2. Click the three-dot icon to the right of the **Transfer Institution Number** field to open the SHQTRIT page. One of two scenarios will occur:
 - The institution is already listed. If so, select it by clicking on the **Sequence Number** then click the **Select** button.
 - The institution is not listed.
 - If other institutions are listed, make note of the next available **Sequence Number**.
 - **Exit** the page to return to the SHATRNS page.
 - Enter the next available **Sequence Number** in the **Transfer Institution Number** field. If this is the first institution to be listed, enter a "1" in the field.
3. Move the cursor to the **Attendance Period Number** field.
 - If this is a new institution, enter a "1" in the field.
 - If the institution was previously added, click the three-dot icon to the right of the field to access the SHQTRAM page.
 - Make note of the next available **Attendance Period Number** and exit the page.
 - Enter the next available number into the **Attendance Period Number** field.
4. Click **Go** to initiate the page and move to the **Transfer Institution** section.

ellucian Transfer Course SHATRNS 9.3.12 (SDEV) ADD RETRIEVE RELATED TOOLS 1

ID: @00275158 Student, University Transfer Institution Number: 1 Attendance Period Number: 1 Start Over

TRANSFER INSTITUTION Insert Delete Copy Filter

Institution 164076 ... TOWSON UNIVERSITY Official

Transcript Receipt Date 02/05/2019

TRANSFER ATTENDANCE PERIOD Insert Delete Copy Filter

Attendance Period * 2016-2018 Apply to Level NS ... School of Nursing

Acceptance Date 02/05/2019

Effective Term 201809 ... Fall 2018

Transfer Degree ...

Attendance Begin Date

Attendance End Date

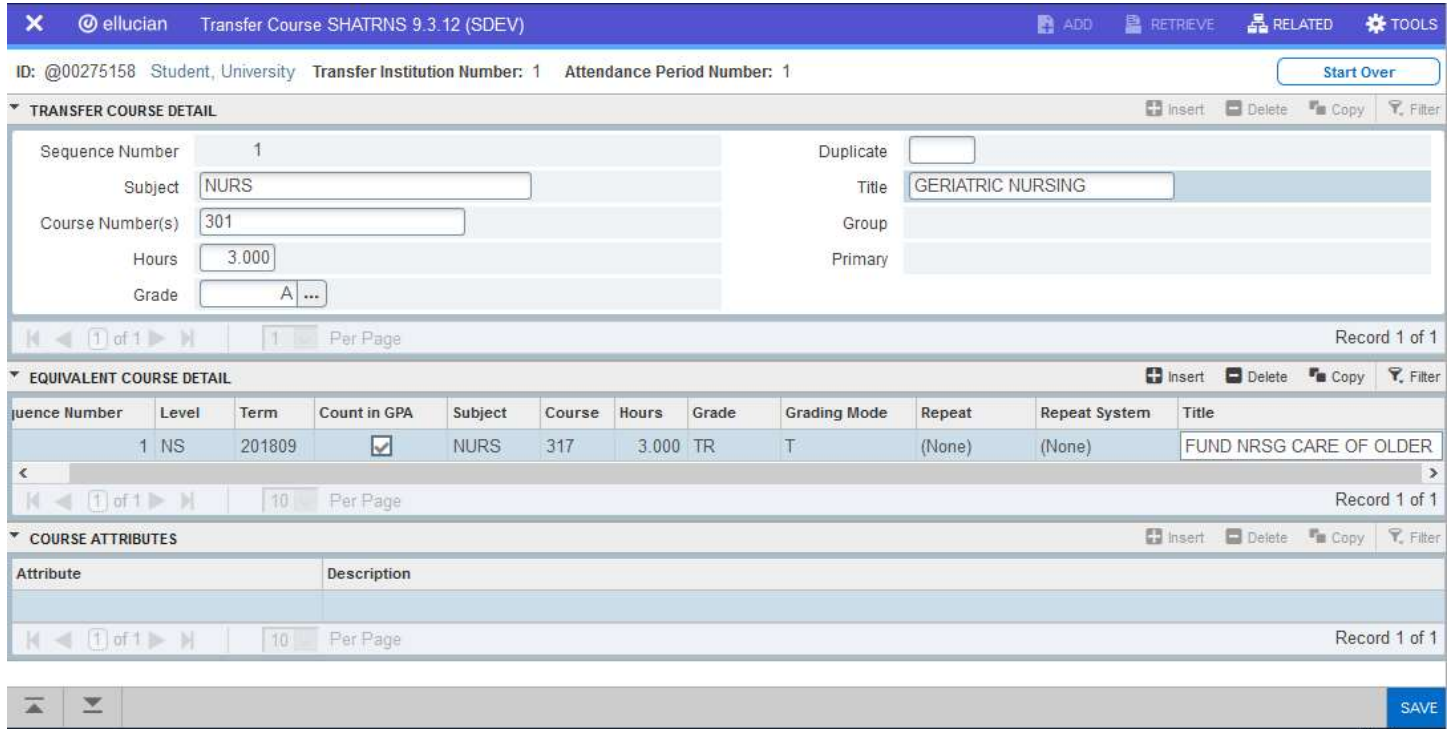
SAVE

5. If you are entering a new institution, the **Institution** field is required. If you know the institution code, enter it. If it is not known, click the three-dot icon to the right of the field and search for it. **Your search criteria must use UPPERCASE letters.**
 - **Foreign Institutions:** If the institution is a foreign institution, they are listed generically by country. When conducting a search, enter "UNIV IN [name of country]". For example: "UNIV IN UNITED KINGDOM". To list all countries, use "UNIV IN %".
 - If you cannot find the country, use code "999999".
6. The transcript you received from the student was most likely an official one. If so, check **Official**. Otherwise, you can leave this unchecked.
7. The **Transcript Receipt Date** should automatically populate with today's date; however, you may adjust this date if you wish.
8. Click the **Save** button then **Next Section** to move to the **Transfer Attendance Period** section.
9. Required fields:
 - **Attendance Period:** Use a term or range of terms/years (e.g., FALL 2016 or 2016-2018). UPPERCASE is required in this field.
 - **Acceptance Date:** Should automatically populate with today's date; however, you may adjust this date if you wish.
 - **Effective Term:** Enter the term of admission to your program (matches the term of the SAAADMS record).
 - **Apply to Level:** Enter the level of admission to your program (matches the level of the SAAADMS record). This step assures the transfer credit will appear on the correct transcript and be applied to the correct UMB degree. Be careful – proceeding to enter transfer coursework in the subsequent steps once you have entered an incorrect level will require help from the SIMS team to undo the damage!
10. Click the **Save** button then **Next Section** to move to the **Transfer Course Detail** section.

At this point, we layout the steps for each of our three options (Options A, B and C).

The **Transfer Course Detail** section of the screen is the “sending” institution, the **Equivalent Course Detail** section is the “receiving” institution. The “receiving” institution will always be UMB.

Option A: Allows users to enter courses that can be equated to existing UMB courses. For example, a course from Towson University (TU) has an equivalent course at UMB. NURS 301, Geriatric Nursing, at TU, equates to NURS 317, Fundamental Nursing Care of Older Adults, at UMB. To summarize Option A, transfer credit hours will count in the earned hours on the transcript and an equivalent course does exist at UMB.



ellucian Transfer Course SHATRNS 9.3.12 (SDEV) ADD RETRIEVE RELATED TOOLS

ID: @00275158 Student, University Transfer Institution Number: 1 Attendance Period Number: 1 Start Over

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number: 1 Duplicate:

Subject: NURS Title: GERIATRIC NURSING

Course Number(s): 301 Group:

Hours: 3.000 Primary:

Grade: A ...

Record 1 of 1

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	NS	201809	<input checked="" type="checkbox"/>	NURS	317	3.000	TR	T	(None)	(None)	FUND NRSG CARE OF OLDER

Record 1 of 1

COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description

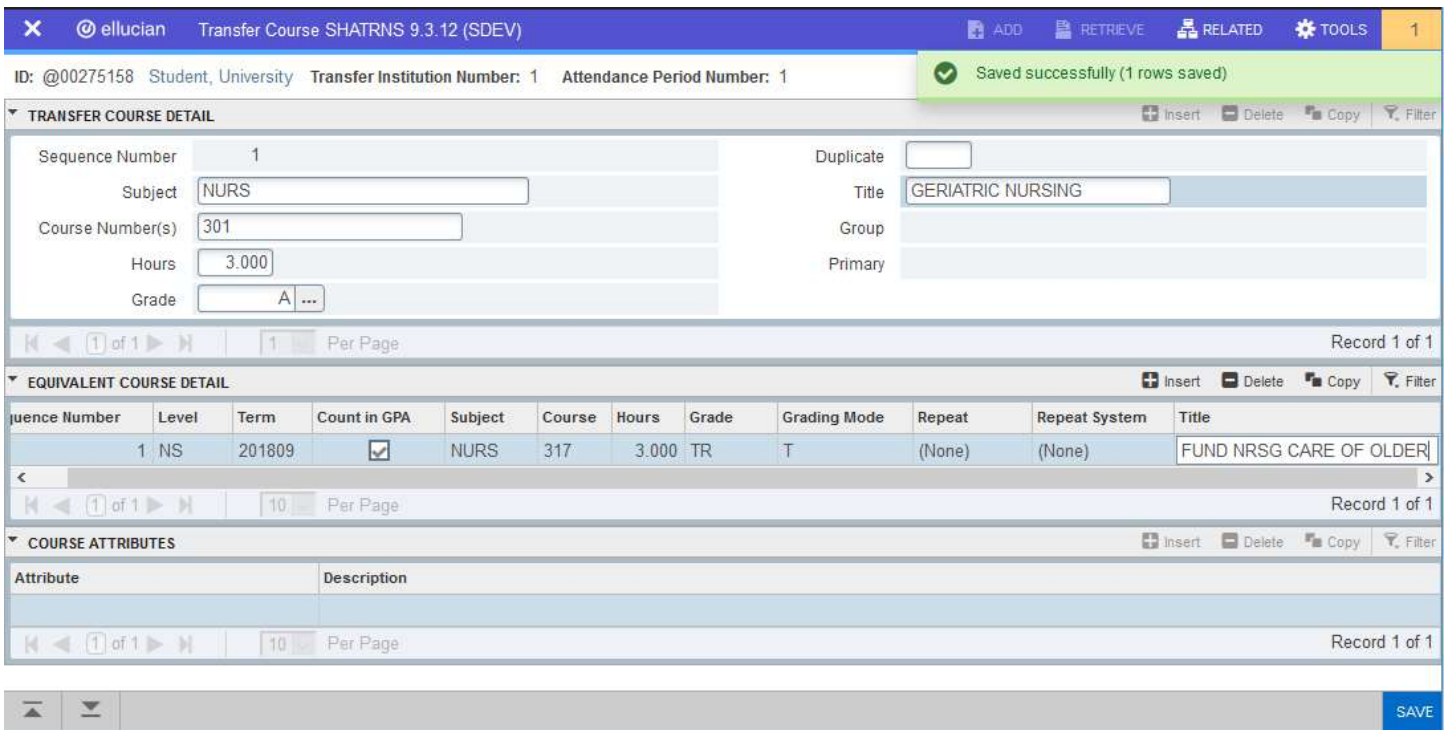
Record 1 of 1

SAVE

1. In the **Transfer Course Detail** section, you will enter the course from the sending institution as show in the screen shot above. UPPERCASE text is required.
 - a. Each course from the sending institution receives a unique **Sequence Number** that corresponds to the **Equivalent Course Detail** in the subsequent section. Use a “one-up” method for the **Sequence Number** (i.e., first course entered is **Sequence Number 1**, second course entered is **Sequence Number 2**, etc.).
2. Click the **Save** button then **Next Section** to move to the **Equivalent Course Detail** section.
3. When entering the **Equivalent Course Detail** section, the **Sequence Number, Level** and **Term** automatically populate for you from the previous sections.
4. Proceed with the next fields as follows:
 - a. **Count in GPA:** This must be checked.
 - b. **Subject:** The equated course subject prefix at UMB (in the example above, NURS)
 - c. **Course:** The equated course number at UMB (in the example above, 317)
 - d. **Hours:** Enter the number of credits from the sending institution, which were entered in the previous section (or enter however many credits you wish to apply toward the UMB degree).
 - e. **Grade:** TR (**NO OTHER GRADE WILL BE ACCEPTED**)

- f. **Grading Mode: T (NO OTHER GRADING MODE WILL BE ACCEPTED)**
- g. **Repeat: (None) DO NOT ADJUST THIS**
- h. **Repeat System: (None) DO NOT ADJUST THIS**
- i. **Title:** Will automatically populate after the subject and course number are entered; **changing the title is not recommended.** This prints on the transcript; therefore, UPPERCASE text must be used.
- j. Click the **Save** button. Once the record is saved, you should receive a successful save notification as shown in the screen shot below. To add another course for the same institution and same attendance period, click **Previous Section** to return to the **Transfer Course Detail** section. You will then click **Insert** to add a blank record for which you will enter **Sequence Number 2.**

NOTE: You may enter more than course (row) under the **Equivalent Course Detail** section. You would do this when the sending institution's course equates to more than one of UMB's courses. For example, Towson University's NURS 301 may equate to UMB's NURS 314 and NURS 317.



The screenshot shows the 'Transfer Course SHATRNS 9.3.12 (SDEV)' form. A green notification bar at the top right states 'Saved successfully (1 rows saved)'. The 'TRANSFER COURSE DETAIL' section contains the following fields:

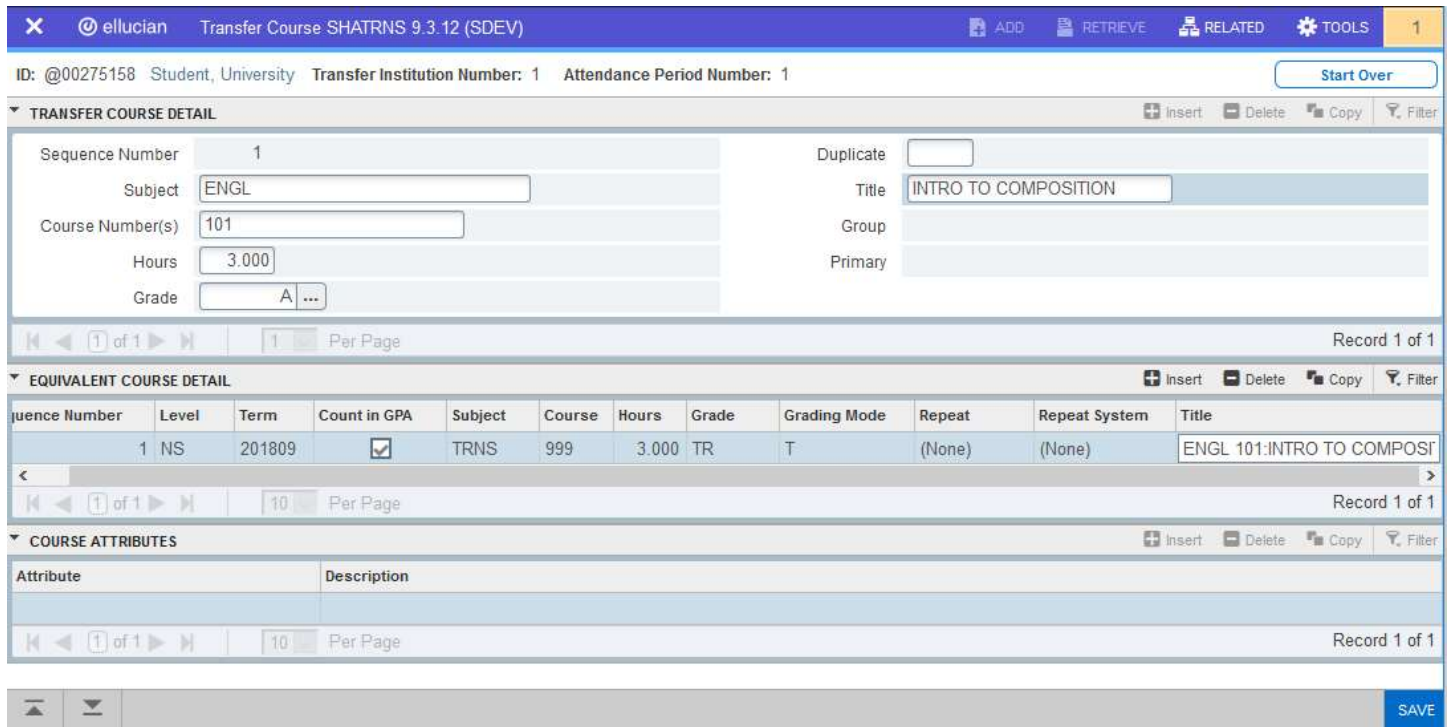
- Sequence Number: 1
- Subject: NURS
- Course Number(s): 301
- Hours: 3.000
- Grade: A
- Title: GERIATRIC NURSING

The 'EQUIVALENT COURSE DETAIL' section shows a table with one row:

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	NS	201809	<input checked="" type="checkbox"/>	NURS	317	3.000	TR	T	(None)	(None)	FUND NRSG CARE OF OLDER

The 'COURSE ATTRIBUTES' section is currently empty. A 'SAVE' button is located at the bottom right of the form.

Option B: Allows users to enter generic transfer coursework even if an equivalent course does not exist at UMB. For example, ENGL 101, Introduction to Composition, 3.00 credits, at Towson University does not exist as a UMB course so it cannot be directly equated; however, many schools still want to capture the 3.00 credits of that course to count toward the total number of credits required for a bachelor's degree, for example. In order for the 3.00 credits of ENGL 101 to appear on the transcript under earned hours, users would equate ENGL 101 to the generic transfer course known as TRNS 999. Ultimately, TRNS 999, 3.00 credits will appear on the student's transcript so that it is accounted for in the cumulative earned hours and applies toward a UMB degree. To summarize Option B, transfer credit hours will count in the earned hours on the transcript and an equivalent course does not exist at UMB.



The screenshot shows the SIMS system interface for a Transfer Course. The top navigation bar includes 'ellucian', 'Transfer Course SHATRNS 9.3.12 (SDEV)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area is divided into three sections:

- TRANSFER COURSE DETAIL:** A form with fields for Sequence Number (1), Subject (ENGL), Course Number(s) (101), Hours (3.000), Grade (A), Duplicate, Title (INTRO TO COMPOSITION), Group, and Primary.
- EQUIVALENT COURSE DETAIL:** A table with columns: Sequence Number, Level, Term, Count in GPA, Subject, Course, Hours, Grade, Grading Mode, Repeat, Repeat System, and Title. The table contains one row: 1, NS, 201809, , TRNS, 999, 3.000, TR, T, (None), (None), ENGL 101:INTRO TO COMPOS.
- COURSE ATTRIBUTES:** A table with columns: Attribute and Description.

Each section has a 'Record 1 of 1' indicator and navigation controls. A 'SAVE' button is located at the bottom right of the interface.

1. In the **Transfer Course Detail** section, you will enter the course from the sending institution as show in the screen shot above. UPPERCASE text is required.
 - a. Each course from the sending institution receives a unique **Sequence Number** that corresponds to the **Equivalent Course Detail** in the subsequent section. Use a "one-up" method for the **Sequence Number** (i.e., first course entered is **Sequence Number 1**, second course entered is **Sequence Number 2**, etc.).
2. Click the **Save** button then **Next Section** to move to the **Equivalent Course Detail** section.
3. When entering the **Equivalent Course Detail** section, the **Sequence Number, Level** and **Term** automatically populate for you from the previous sections.
4. Proceed with the next fields as follows:
 - a. **Count in GPA:** This must be checked.
 - b. **Subject:** TRNS
 - c. **Course:** 999
 - d. **Hours:** Enter the number of credits from the sending institution, which were entered in the previous section (or enter however many credits you wish to apply toward the UMB degree).
 - e. **Grade:** TR (**NO OTHER GRADE WILL BE ACCEPTED**)
 - f. **Grading Mode:** T (**NO OTHER GRADING MODE WILL BE ACCEPTED**)

- g. **Repeat:** (None) **DO NOT ADJUST THIS**
 - h. **Repeat System:** (None) **DO NOT ADJUST THIS**
 - i. **Title:** Will automatically populate as “TRANSFER CREDIT” after the subject (TRNS) and course number (999) are entered. This prints on the transcript; therefore, UPPERCASE text must be used. If you wish to give a more descriptive title, “ENGL 101” or “ENGL 101:INTRO TO COMPOSITION” would be acceptable. Characters are limited in this field. Please check for accuracy, spelling and readability.
5. Click the **Save** button. Once the record is saved, you should receive a successful save notification as shown in the screen shot below. To add another course for the same institution and same attendance period, click **Previous Section** to return to the **Transfer Course Detail** section. You will then click **Insert** to add a blank record for which you will enter **Sequence Number 2**.

ellucian Transfer Course SHATRNS 9.3.12 (SDEV) ADD RETRIEVE RELATED TOOLS 1

ID: @00275158 Student, University Transfer Institution Number: 1 Attendance Period Number: 1 ✔ Saved successfully (1 rows saved)

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number	1	Duplicate	<input type="checkbox"/>	Title	INTRO TO COMPOSITION
Subject	ENGL	Group		Primary	
Course Number(s)	101				
Hours	3.000				
Grade	A ...				

1 of 1 Per Page Record 1 of 1

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	NS	201809	<input type="checkbox"/>	TRNS	999	3.000	TR	T	(None)	(None)	ENGL 101:INTRO TO COMPOSI

1 of 1 Per Page Record 1 of 1

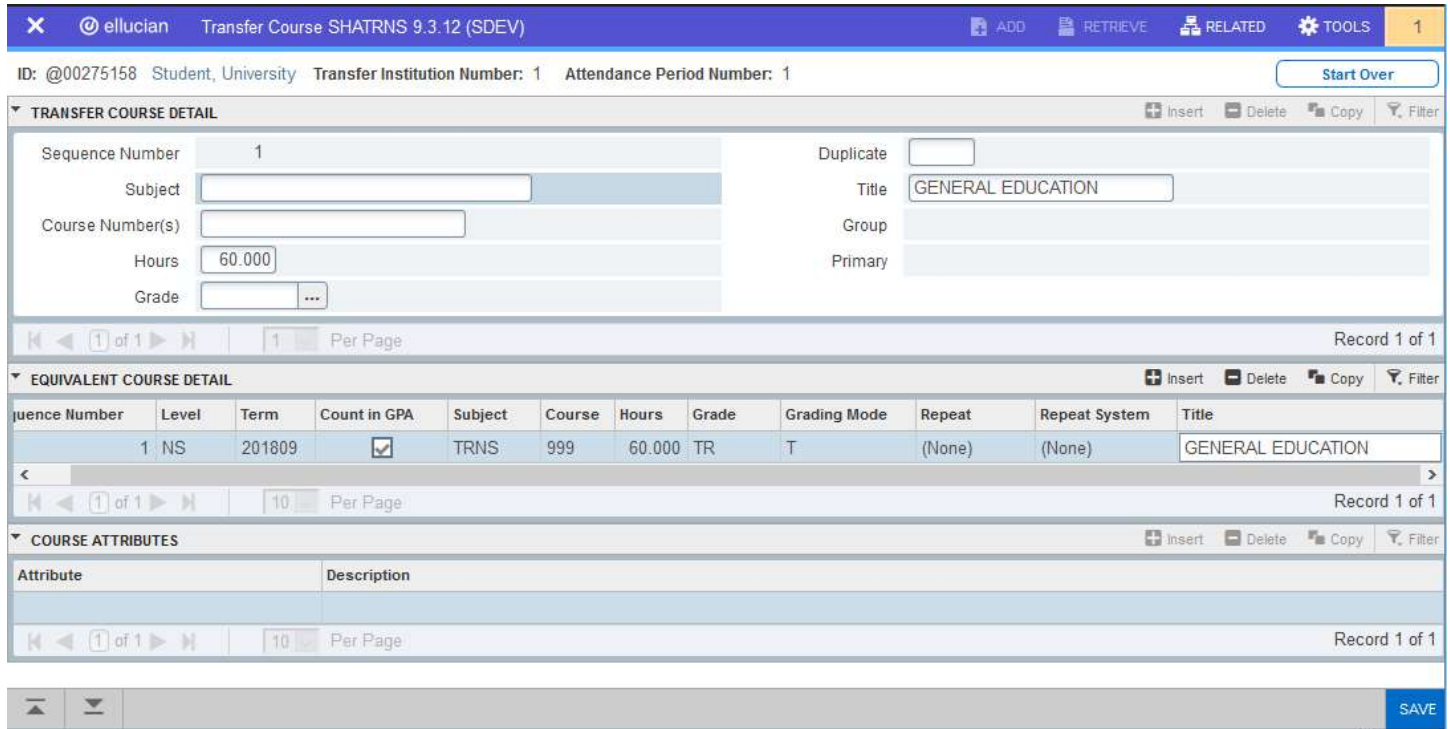
COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description

1 of 1 Per Page Record 1 of 1

SAVE

Option C: Similar to Option B, this option allows for the entering of generic transfer credit en masse. In this scenario, users may wish to enter bulk credits from one particular institution. This option would only apply in certain situations where all transfer courses have no equivalents at UMB. A good example would be taking 60.00 credits of general education from Towson University to count toward the total credits needed for a Bachelor of Science in Nursing degree at UMB. So, 60.00 TU credits + 60.00 UMB credits = 120.00 for a bachelor's degree. To summarize Option C, transfer credit hours will count in the earned hours on the transcript and equivalent courses do not exist at UMB.



The screenshot shows the SIMS system interface for entering transfer course information. The top navigation bar includes 'ellucian', 'Transfer Course SHATRNS 9.3.12 (SDEV)', and utility buttons like 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a page indicator '1'. Below the navigation, there is a header with 'ID: @00275158 Student, University' and 'Transfer Institution Number: 1 Attendance Period Number: 1', along with a 'Start Over' button.

The main content area is divided into three sections:

- TRANSFER COURSE DETAIL:** A form with fields for 'Sequence Number' (1), 'Subject' (empty), 'Course Number(s)' (empty), 'Hours' (60.000), 'Grade' (empty), 'Duplicate' (checkbox), 'Title' (GENERAL EDUCATION), 'Group' (empty), and 'Primary' (checkbox).
- EQUIVALENT COURSE DETAIL:** A table with columns: 'Sequence Number', 'Level', 'Term', 'Count in GPA', 'Subject', 'Course', 'Hours', 'Grade', 'Grading Mode', 'Repeat', 'Repeat System', and 'Title'. The first row contains: 1, NS, 201809, , TRNS, 999, 60.000, TR, T, (None), (None), GENERAL EDUCATION.
- COURSE ATTRIBUTES:** A table with columns: 'Attribute' and 'Description', currently empty.

Each section includes navigation controls (back, forward, page 1 of 1) and a 'Per Page' dropdown. A 'SAVE' button is located at the bottom right of the interface.

1. In the **Transfer Course Detail** section, you will enter the course from the sending institution as show in the screen shot above. UPPERCASE text is required.
 - a. Each course from the sending institution receives a unique **Sequence Number** that corresponds to the **Equivalent Course Detail** in the subsequent section. Use a “one-up” method for the **Sequence Number** (i.e., first course entered is **Sequence Number 1**, second course entered is **Sequence Number 2**, etc.).
2. Click the **Save** button then **Next Section** to move to the **Equivalent Course Detail** section.
3. When entering the **Equivalent Course Detail** section, the **Sequence Number, Level** and **Term** automatically populate for you from the previous sections.
4. Proceed with the next fields as follows:
 - a. **Count in GPA:** This must be checked.
 - b. **Subject:** TRNS
 - c. **Course:** 999
 - d. **Hours:** Enter the number of credits from the sending institution, which were entered in the previous section (or enter however many credits you wish to apply toward the UMB degree).
 - e. **Grade:** TR (**NO OTHER GRADE WILL BE ACCEPTED**)
 - f. **Grading Mode:** T (**NO OTHER GRADING MODE WILL BE ACCEPTED**)
 - g. **Repeat:** (None) **DO NOT ADJUST THIS**
 - h. **Repeat System:** (None) **DO NOT ADJUST THIS**

- i. **Title:** Will automatically populate as “TRANSFER CREDIT” after the subject (TRNS) and course number (999) are entered. **Changing the title is not recommended.** This prints on the transcript; therefore, UPPERCASE text must be used. If you wish to give a more descriptive title, “GENERAL EDUCATION” would be acceptable. Characters are limited in this field. Please check for accuracy, spelling and readability.
5. Click the **Save** button. To add another course for the same institution and same attendance period, click **Previous Section** to return to the **Transfer Course Detail** section. You will then click **Insert** to add a blank record for which you will enter **Sequence Number 2**.

ellucian
ADD RETRIEVE RELATED TOOLS 1

ID: @00275158 Student, University Transfer Institution Number: 1 Attendance Period Number: 1
 Saved successfully (1 rows saved)

TRANSFER COURSE DETAIL
Insert Delete Copy Filter

Sequence Number: 1	Duplicate: <input type="text"/>
Subject: <input type="text"/>	Title: GENERAL EDUCATION
Course Number(s): <input type="text"/>	Group: <input type="text"/>
Hours: 60.000	Primary: <input type="text"/>
Grade: <input type="text"/> ...	

Record 1 of 1

EQUIVALENT COURSE DETAIL
Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	NS	201809	<input checked="" type="checkbox"/>	TRNS	999	60.000	TR	T	(None)	(None)	GENERAL EDUCATION

Record 1 of 1

COURSE ATTRIBUTES
Insert Delete Copy Filter

Attribute	Description

Record 1 of 1

SAVE