College Transcript Tracking

College transcript is received by office

School Code field on SIS screen used to perform search

Student Name and ID in System

Add bio/demo data to SIS prospect screen

School Code field on SIS screen used to perform search

Data entered to SIS College History screen

SIS College History Screen flagged as "partial"

SIS College History Screen flagged as "complete"

College data complete

Preapplication requirement established on SIS Prospect Maintenance screen

Application in SIS

Requirement established on Admission Requirement Screen

Transfer Credit is recorded on SIS transfer Credit Maintenance Screen for the individual student

Equivalency maintenance screen is established in SIS with schools commonly transferred from

SIS builds Transfer Credit Articulation Screen. Credit can be accepted from equivalency maintenance screen or overridden.

Original Document sent to Imaging Center for disposal

SIS displays transfer credit by career level

SIS displays summary of all transfer work and institutions

SIS prints out Student Transfer Credit Evaluation report to be mailed to applicant.