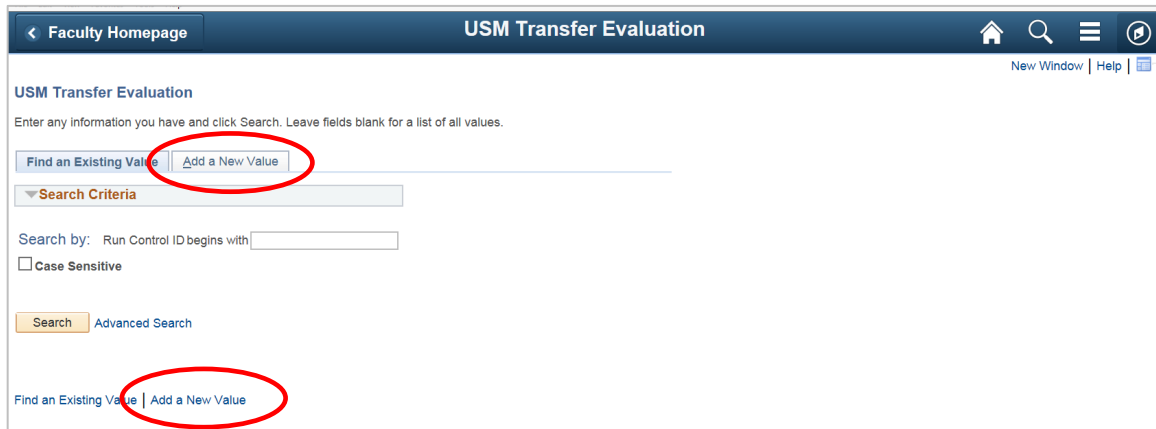


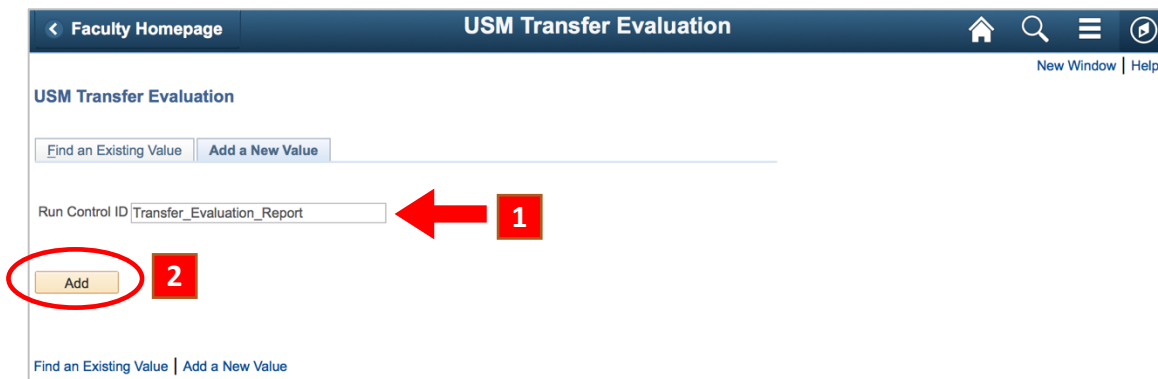
Transfer Credit Evaluation Report - Instructions

INITIAL SET UP (one-time set up if you've never run this report before)

1. Go to the [USM Transfer Evaluation](#) page using the following pathway: In SOAR, follow [Navigator](#) > [Student Admissions](#) > [USM Admissions](#) > [UGRD Admissions](#) > [Reports](#) > [USM Transfer Evaluation](#)
2. The first time you ever run this report, you will have to set up a new value. This only needs to be done once. On the first USM Transfer Evaluation page, click on [Add a New Value](#) (either on the tab at the top or link at the bottom of the page).



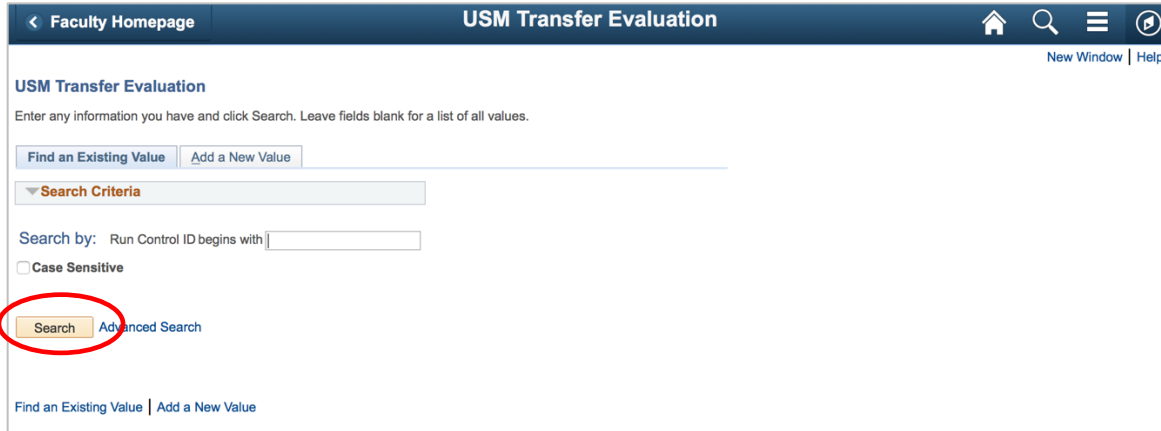
1. In the [Run Control ID Box](#), type a name without spaces that you want to give this report, for example, "Transfer_Credit_Evaluation." This will be the permanent name for the report that will come up the next time you wish to run this report.
2. After typing a name, [click Add](#)



3. After the set-up has been done once, you will be able to go directly to the command to run this report in the future. See instructions below for running the report.

RUN A TRANSFER EVALUATION REPORT ON A STUDENT

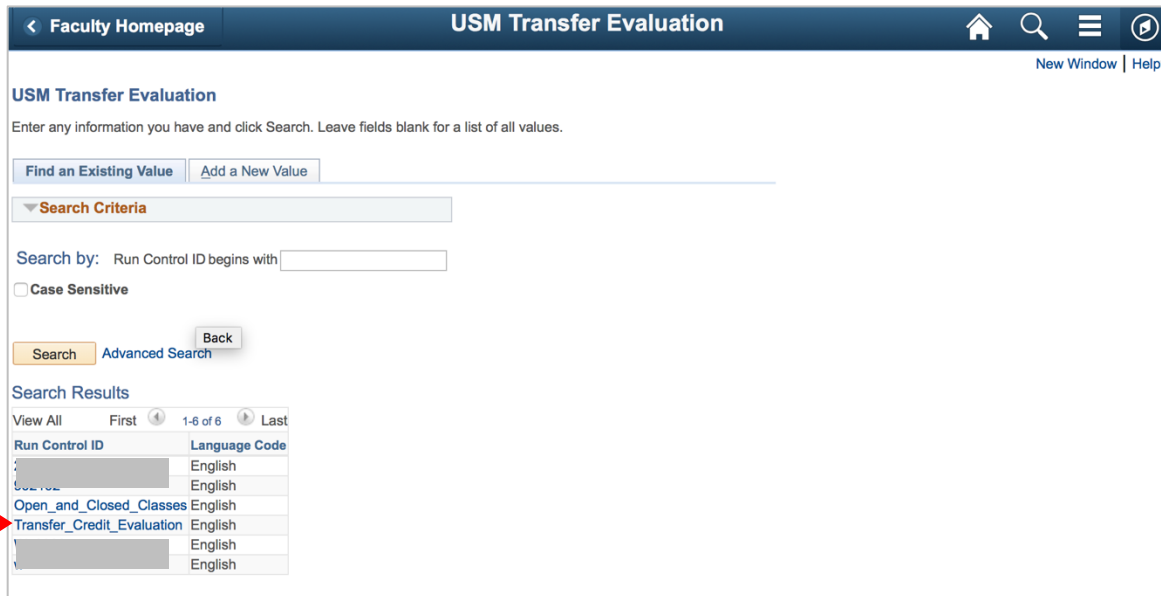
1. Go to the [USM Transfer Evaluation](#) page using the following pathway: In SOAR, follow [Navigator](#) > [Student Admissions](#) > [USM Admissions](#) > [UGRD Admissions](#) > [Reports](#) > [USM Transfer Evaluation](#)
2. Click the [Search](#) button.



The screenshot shows the 'USM Transfer Evaluation' page. At the top, there is a navigation bar with 'Faculty Homepage' and 'USM Transfer Evaluation'. Below the navigation bar, there is a search form with the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value'
- Section: 'Search Criteria' (expanded)
- Search by: 'Run Control ID begins with' followed by an input field.
- Checkbox: 'Case Sensitive' (unchecked)
- Buttons: 'Search' (circled in red) and 'Advanced Search'
- Footer: 'Find an Existing Value' and 'Add a New Value'

The Search Results will include the Transfer Credit Evaluation report name you entered previously. Click the report name.

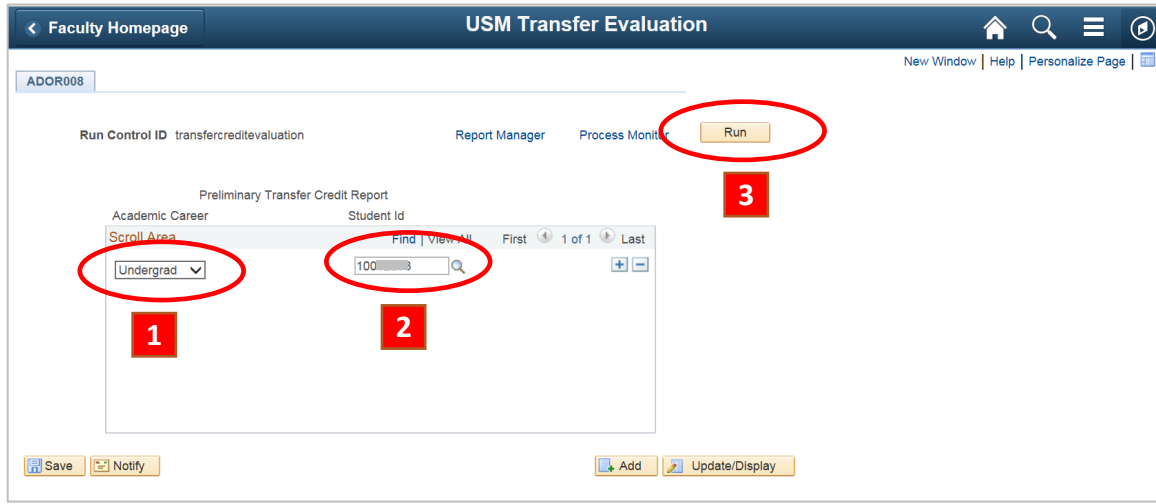


The screenshot shows the 'USM Transfer Evaluation' page with search results. The search criteria are the same as in the previous screenshot. Below the search form, there is a 'Search Results' section with the following elements:

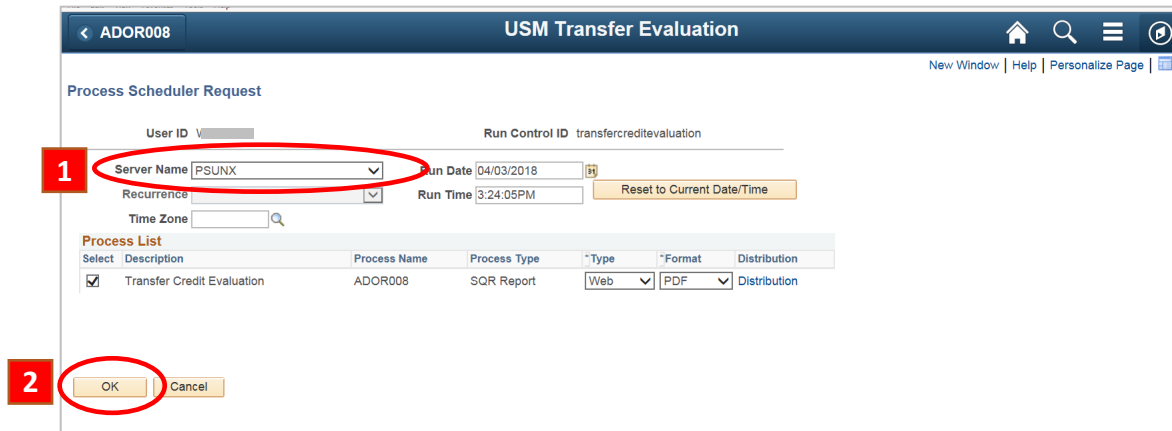
- Buttons: 'Search' and 'Advanced Search' (with a 'Back' button above 'Advanced Search')
- Search Results: A table with columns 'Run Control ID' and 'Language Code'. The table contains 6 rows of results. A red arrow points to the 'Transfer_Credit_Evaluation' report name in the second row.

Run Control ID	Language Code
[REDACTED]	English
[REDACTED]	English
Open_and_Closed_Classes	English
Transfer_Credit_Evaluation	English
[REDACTED]	English
[REDACTED]	English

1. Choose Undergrad in the dropdown menu box on left.
2. Enter the *student's ID#* in the search box on the right.
3. Click the Run button at the top right.



1. On the next screen, choose PSUNX in the Server Name dropdown menu box.
2. Click OK.



On the next page, click Report Manager.



1. Click the Refresh button. You may have wait a moment and click Refresh again until the report is ready and is posted on the Report List.
2. When the new report is posted to the top of the Report List, click on Details.

The screenshot shows the 'Administration' section of the 'USM Transfer Evaluation' system. At the top, there are navigation icons and a search bar. Below that, the 'View Reports For' section includes fields for User ID, Type, Last, Days, Status, Folder, and Instance. A red circle highlights the 'Refresh' button, with a red '1' next to it. Below this is the 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row is highlighted in red, and its 'Details' link is circled in red with a red '2' next to it. At the bottom, there are 'Select All', 'Deselect All', and 'Delete' buttons, along with a 'Save' button.

Click on the file name in the list that ends with PDF. This is the file for the transfer evaluation report.

The screenshot shows the 'Report Detail' page for report ID 2531992. It includes fields for Report ID, Process Instance, Name, Process Type, Run Status, and Transfer Credit Evaluation. The 'Distribution Details' section shows the Distribution Node as PSREPORTS and the Expiration Date as 04/18/2018. The 'File List' section contains a table with columns for Name, File Size (bytes), and Datetime Created. A red arrow points to the file 'ador008_5405015.PDF'. Below the file list is the 'Distribute To' section with fields for Distribution ID Type, User, and buttons for 'OK' and 'Cancel'.

If the report will be printed and used as supporting documentation/attachments, *highlight* the relevant transferred course(s). (Note in the highlighted transferred class below, the original course number was “IDST 1300” and it was transferred in with the *USM transfer course number* “GS 701CCC.”)

Report ID: ADOR008 The University of Southern Mississippi
TRANSFER CREDIT EVALUATION Page No. 1
Run Date 04/12/2018
Run Time 08:06:27

Name: [REDACTED] Program: [REDACTED]
ID: [REDACTED] Plan(s): [REDACTED]
SSN: [REDACTED]
Admit Term: [REDACTED]

Transfer Institution: [REDACTED]

Transfer Record							USM Equivalancies				
Subject	Nbr	Title	Level	Units	Grade	Term	RTK CODE	Subject	Nbr	Units	Status
IDST	1200	Ancient World Religion	4.00	4.00	B	FALL2006	GS	701AAA	4.00	4.00	XFER
PSYC	3020	Psychology of Women	4.00	4.00	B	FALL2009	PSY	703AAA	4.00	4.00	XFER
MATH	1210	Survey of Calculus	4.00	4.00	A	FALL2006	MAT	102	4.00	4.00	XFER
PSYC	1000	Intro to Psychology	4.00	4.00	C	FALL2006	PSY	110	4.00	4.00	XFER
GEOL	1100	Env Issues of 21st Cent	4.00	4.00	B	SPR2007	GLY	701AAA	4.00	4.00	XFER
IDST	1300	Pre-Modern World Hist, Li	4.00	4.00	A	SPR2007	GS	701CCC	4.00	4.00	XFER
MATH	2230	Analytic Geo & Calculus I	4.00	4.00	B	SPR2007	MAT	168	4.00	4.00	XFER
IDST	2400	Modern World Fine Arts	4.00	4.00	A	FALL2007	GS	701DDD	4.00	4.00	XFER
MATH	3540	Differential Equations	4.00	4.00	B	FALL2007	MAT	285	4.00	4.00	XFER
IDST	2500	Contemporary World Histor	4.00	4.00	B	SPR2008	GS	701EEE	4.00	4.00	XFER