5 Steps to Reviewing AP Credit

STEP 1: Run the Transfer Evaluation Report

STEP 2: Review/Validate the posted credit

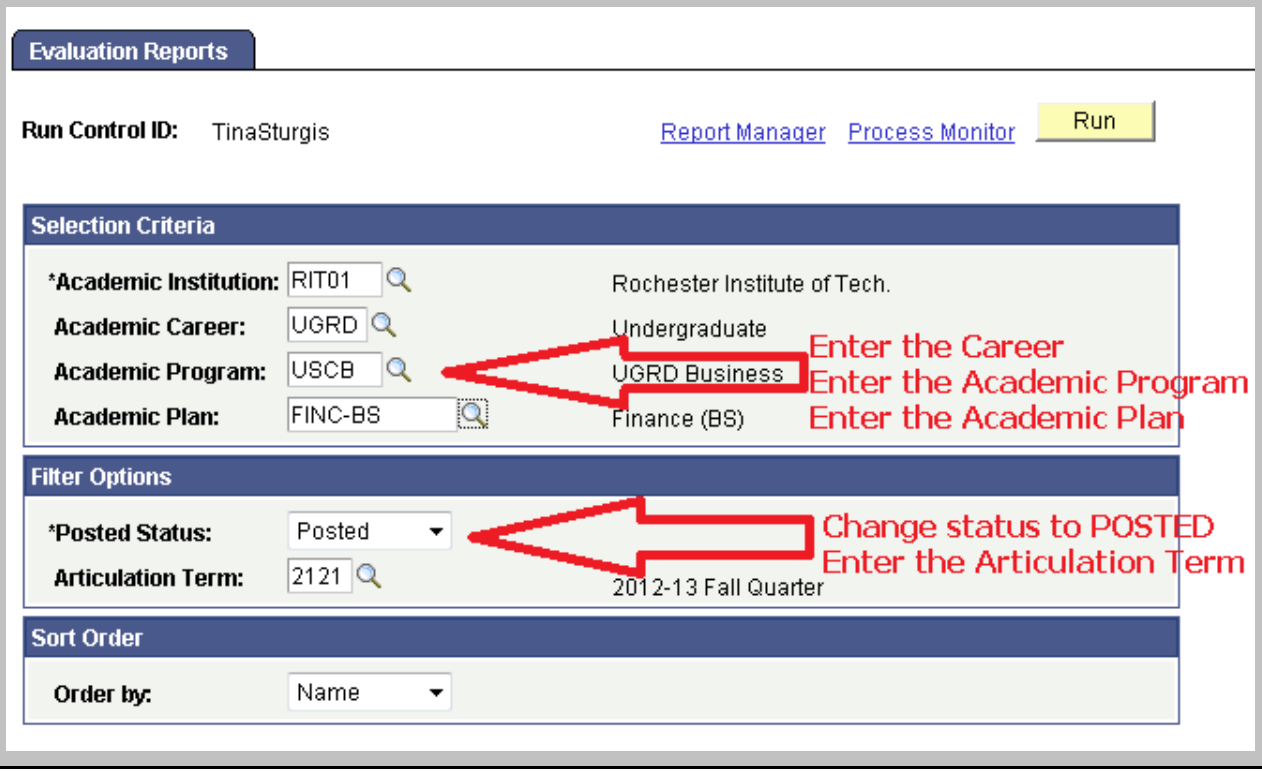
STEP 3: Verify requested revisions for students

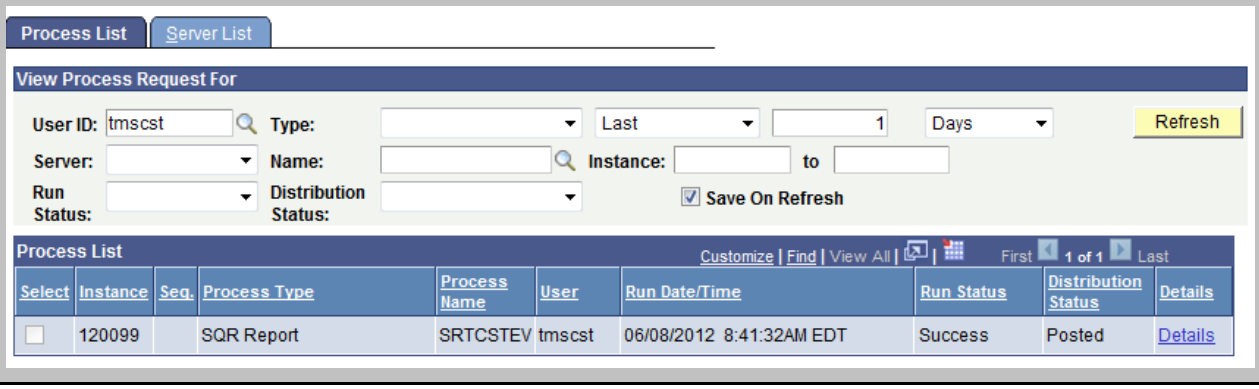
STEP 4: Query additional test scores

STEP 5: Review/Evaluate credit for individual students

How to run a Transfer Evaluation Report

The transfer evaluation report will provide you with a single page report for each student in your program/plan who has had test or transfer credit posted to their record for the term selected. This page will only be used once - for your initial review. After you have completed your initial review, use the RIT_SR_POSTED_AP_CREDIT query to assist you in identifying students who have new test scores.

1	From the Main Menu, click **Records and Enrollment**
2	Click **Transfer Credit Evaluation**
3	Click **Transfer Evaluation Report**
4	Click on the **Add a New Value Tab**
5	In the **Run Control ID** box, type your name (with NO spaces)
6	Click **Add**
7	On the Evaluation Reports page, enter the information below – for your program/plan(s) 
8	Click **Run**

9	Click **OK**
10	In the upper right hand corner of the screen, click **Process Monitor**
11	Processing this request may take a few minutes. Click the Refresh button until you see that the Run Status is "Success" and the Distribution Status is "Posted" 
12	Click the **Details** link
13	Click **View Log/Trace**
14	Click the **.pdf file** you would like to view

Advanced Placement Test Table

Component	Subject/AP Exam Name
ARH	Art: History
AS3	Art: Studio 3-D Design
ASD	Art: Studio Drawing
ASG	Art: Studio 2-D Design
BY	Biology
CH	Chemistry
CL	Chinese Language
CSA	Computer Science A
CSAB	Computer Science AB
EH	European History
ELC	English Literature & Composition
EMA	Economics: Macroeconomics
EMI	Economics: Microeconomics
ENGC	English Language & Composition
EVSCI	Environmental Science
FLA	French Literature
FRA	French Language
GEOH	Geography: Human
GM	German
GPC	Government & Politics: Comparative
GPU	Government & Politics: US
IEL	International English Language
IT	Italian
JL	Japanese Language
LTL	Latin: Literature
LTV	Latin: Vergil
MAB	Mathematics: Calculus AB
MBC	Mathematics: Calculus BC
MSL	Music: Listening & Literature
MST	Music: Theory
PHB	Physics B
PHCE	Physics C: Electricity & Magnetism
PHCM	Physics C: Mechanics
PY	Psychology
SPL	Spanish Language
SPLL	Spanish Literature
STATS	Statistics
UH	US History
WH	World History
SUB1	Subscore 1
SUB 2	Subscore 2
SUB 3	Subscore 3
TOTAL	Total

R·I·T

Rochester Institute of Technology
Office of the Registrar
Eastman Hall (EAS), Room 1202

Revised Test Credit

This form is to be used by academic departments to articulate any changes to posted test credits. Please keep a copy for your records and send the original to the Registrar's Office for processing. This form will become part of the student's permanent record.

General Information

Please Type

University ID Number: _ _ _ _ _ _ _ _ _ _ _ **Name** _____ _____ _____
Last First MI

Contact Information

Day (8:30 am -5 pm) _____/_____-_____ Cell _____/_____-_____

Academic Program _____ **Academic Plan** _____

Current Articulation								New Articulation	
remove duplicate test credit	change articulation	articulation term	test code	test score	title/description	RIT subject code	RIT catalog	RIT subject code	RIT catalog number
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								
❑	❑								

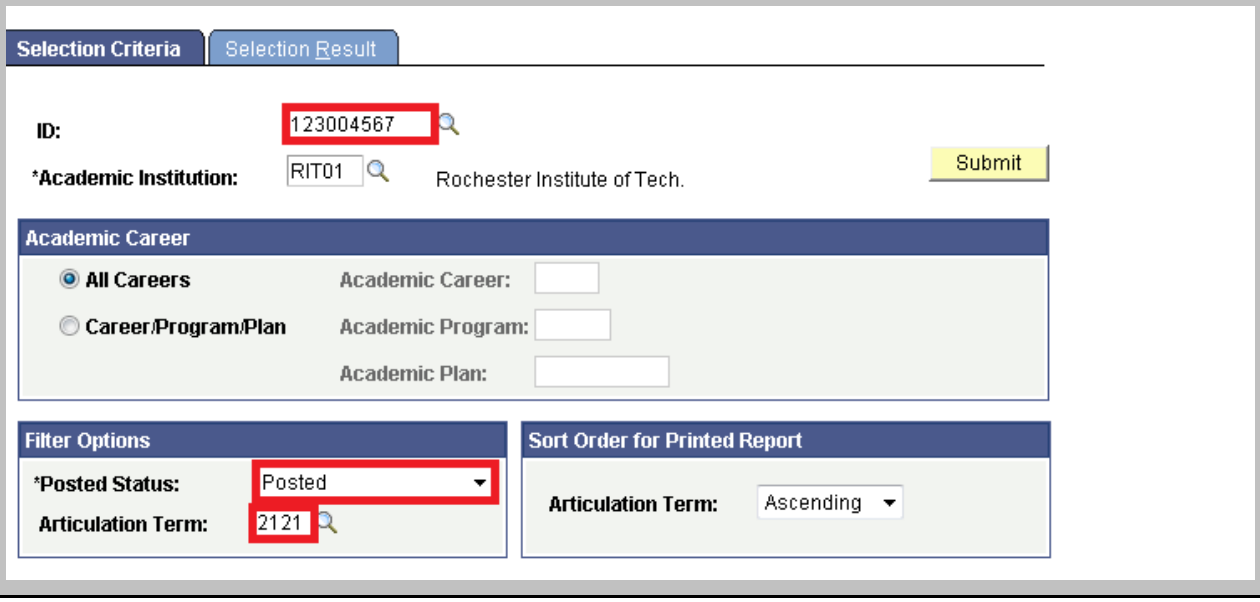
Department Print _____ Email _____@rit.edu

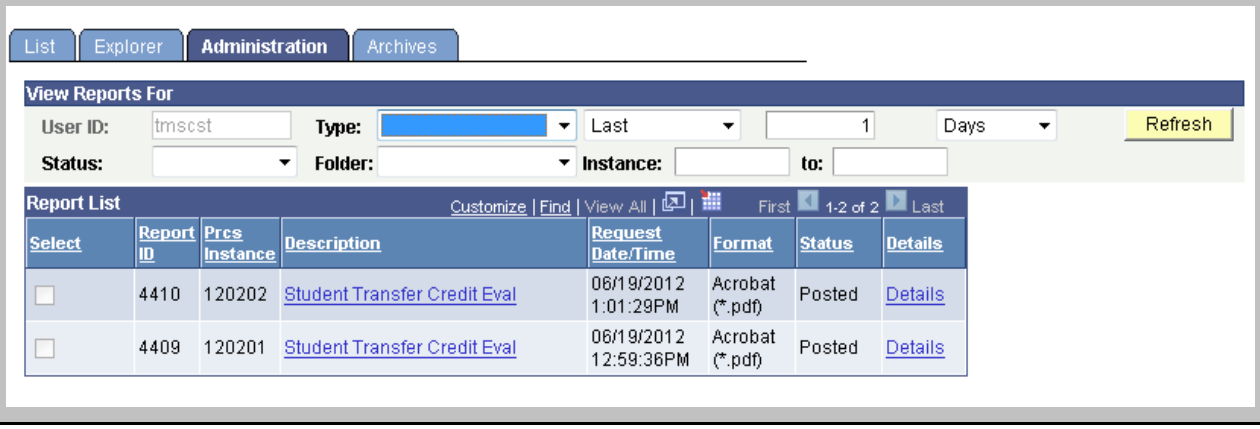
Sign _____ Date _____

Registrar's Office Use Only: Date Received _____ Date Processed _____ Processed by _____

How to Access a Transfer Credit Summary

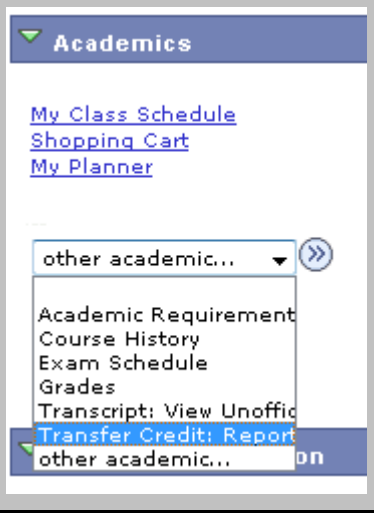
The transfer credit summary report will provide you with transfer and test information for a specific student in a specific term.

1	From the Main Menu, click **Records and Enrollment**
2	Click **Transfer Credit Evaluation**
3	Click **Transfer Credit Summary**
4	Input the **student UID number** in the ID field
5	Enter a **Run Control ID**. Note that you can click the **Search** button and select the same Run Control ID that you created for the Transfer Evaluation Report.
6	Change the **posted status to Posted**
7	Enter the **articulation term** 
8	Click **Submit**
9	Click **Generate Report**
10	In the upper right hand corner of the screen, click **Report Manager**

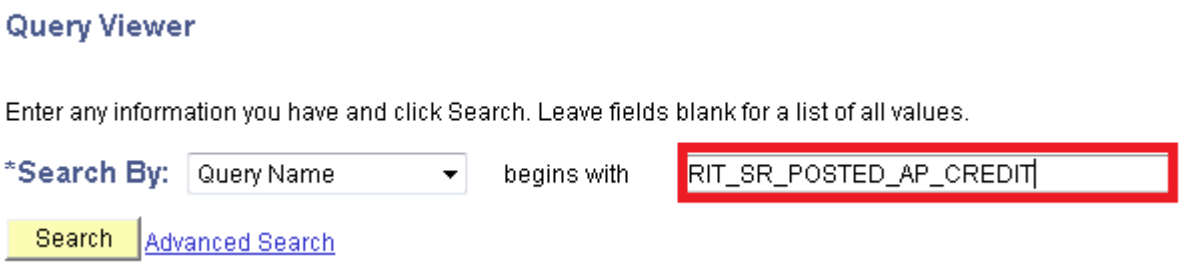
11	Processing this request may take a few seconds. Click the Refresh button until you see that the Status is "Posted" and the Details link is available 
12	Click the **Details** link
13	Click the **.pdf file** you would like to view

How to view a Transfer Credit Report using Advisor Center

The transfer credit report allows you to view transfer and test information for a specific student in a specific term. Access to the Transfer Credit Report is granted through the advisor center.

1	From the Main Menu, click **Self-Service**
2	Click **Advisor Center**
3	Click **My Advisees**
4	From your list of advisees, **select the student** you are interested in viewing information for **–OR-** scroll to the bottom of the page and select the **View Data for Other Students** button and perform a search to find the student
5	Once you have selected a student, use the **other academic…** drop down menu to select **Transfer Credit: Report** 
6	Click
7	The transfer credit report will show on the screen with any transfer credits being listed under Course Credits and AP and other test scores being listed under Test Credits.

How to run the Posted AP Credit Query

1	From the Main Menu, click **Reporting Tools**
2	Click **Query**
3	Click **Query Viewer**
4	Enter **RIT_SR_POSTED_AP_CREDIT** in the "begins with…" field next to Query Name 
5	Click **Search**
6	Click on the **HTML link**. **Be sure that you have enabled pop-ups as the query will open in a new window. If you have not or are not sure, be on the look out for a message at the top of your screen asking you to turn on pop-ups. If they aren't on, the query will not work.
7	Enter the **AP Credit Awarded Term**
8	Enter a date in the **Posted Since This Date** field **Any test scores that were posted after the date you enter will be reported by this query. Scores posted on or before the date entered will not be reported.
9	Enter the plan code (major code) that you would like to search for in the **Student's Academic Plan/Major** field (ex. COMPSCI-BS or ILLM-BFA or PACK-BS, etc.)
10	Click **View Results**
11	From the results page, the data can be downloaded into an Excel spreadsheet.