

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

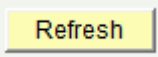
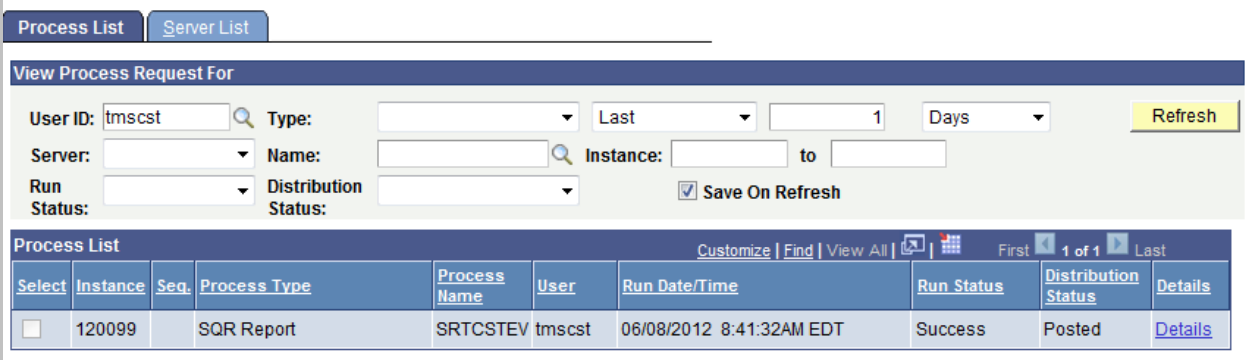
STEP 4: Query additional test scores

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	<p>On the Evaluation Reports page, enter the information below – for your program/plan(s)</p> <div style="border: 1px solid black; padding: 10px;"> <p>Evaluation Reports</p> <p>Run Control ID: TinaSturgis Report Manager Process Monitor Run</p> <hr/> <p>Selection Criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">*Academic Institution:</td> <td style="width: 20%;">RIT01 <input type="text"/></td> <td style="width: 50%;">Rochester Institute of Tech.</td> </tr> <tr> <td>Academic Career:</td> <td>UGRD <input type="text"/></td> <td>Undergraduate</td> </tr> <tr> <td>Academic Program:</td> <td>USCB <input type="text"/></td> <td>UGRD Business</td> </tr> <tr> <td>Academic Plan:</td> <td>FINC-BS <input type="text"/></td> <td>Finance (BS)</td> </tr> </table> <p>Filter Options</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">*Posted Status:</td> <td style="width: 20%;">Posted <input type="text"/></td> <td style="width: 50%;">2012-13 Fall Quarter</td> </tr> <tr> <td>Articulation Term:</td> <td>2121 <input type="text"/></td> <td></td> </tr> </table> <p>Sort Order</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Order by:</td> <td style="width: 70%;">Name <input type="text"/></td> </tr> </table> </div> <p style="color: red; margin-top: 10px;"> ▶ Enter the Career ▶ Enter the Academic Program ▶ Enter the Academic Plan ▶ Change status to POSTED ▶ Enter the Articulation Term </p>	*Academic Institution:	RIT01 <input type="text"/>	Rochester Institute of Tech.	Academic Career:	UGRD <input type="text"/>	Undergraduate	Academic Program:	USCB <input type="text"/>	UGRD Business	Academic Plan:	FINC-BS <input type="text"/>	Finance (BS)	*Posted Status:	Posted <input type="text"/>	2012-13 Fall Quarter	Articulation Term:	2121 <input type="text"/>		Order by:	Name <input type="text"/>
*Academic Institution:	RIT01 <input type="text"/>	Rochester Institute of Tech.																			
Academic Career:	UGRD <input type="text"/>	Undergraduate																			
Academic Program:	USCB <input type="text"/>	UGRD Business																			
Academic Plan:	FINC-BS <input type="text"/>	Finance (BS)																			
*Posted Status:	Posted <input type="text"/>	2012-13 Fall Quarter																			
Articulation Term:	2121 <input type="text"/>																				
Order by:	Name <input type="text"/>																				
8	Click Run																				

9	Click OK																				
10	In the upper right hand corner of the screen, click Process Monitor																				
11	<p>Processing this request may take a few minutes. Click the  button until you see that the Run Status is “Success” and the Distribution Status is “Posted”</p>  <p>The screenshot shows the 'View Process Request For' section with the following details:</p> <ul style="list-style-type: none"> User ID: tmscst Type: [Dropdown] Last: [Dropdown] Days: 1 Refresh button Server: [Dropdown] Name: [Text] Instance: [Text] to [Text] Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh checkbox (checked) <p>The 'Process List' table below shows one entry:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>120099</td> <td></td> <td>SQR Report</td> <td>SRTCSTEV</td> <td>tmscst</td> <td>06/08/2012 8:41:32AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	120099		SQR Report	SRTCSTEV	tmscst	06/08/2012 8:41:32AM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	120099		SQR Report	SRTCSTEV	tmscst	06/08/2012 8:41:32AM EDT	Success	Posted	Details												
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



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 First _____ Last _____ 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
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____	_____

Department Print _____ Email _____@rit.edu

Sign _____ Date _____

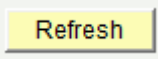
Registrar's Office Use Only: Date Received _____ Date Processed _____ Processed by _____

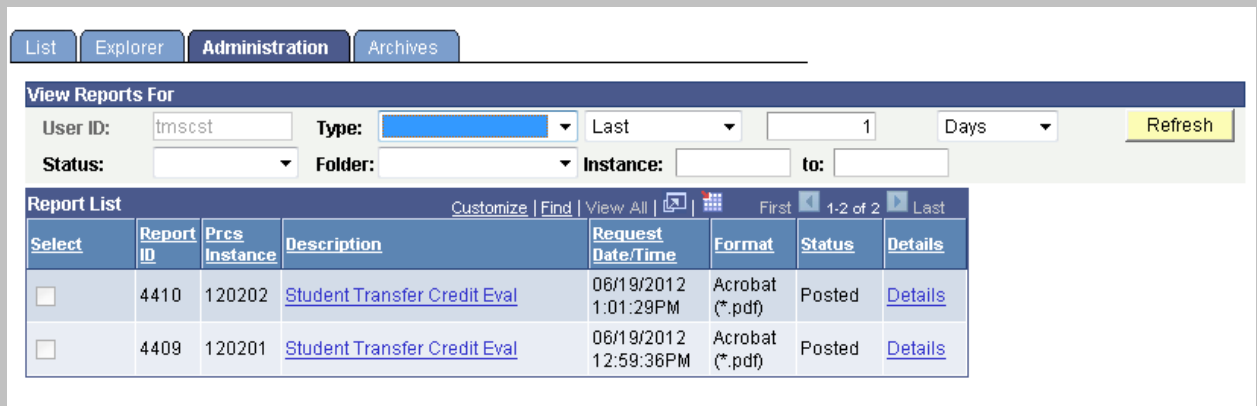
How to Access a Transfer Credit Summary

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	<div style="border: 1px solid gray; padding: 10px;"> <p>Enter the articulation term</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Selection Criteria Selection Result</p> <hr/> <p>ID: <input style="border: 2px solid red;" type="text" value="123004567"/> </p> <p>*Academic Institution: <input style="border: 1px solid gray;" type="text" value="RIT01"/> Rochester Institute of Tech. <input type="button" value="Submit"/></p> <p>Academic Career</p> <p><input checked="" type="radio"/> All Careers Academic Career: <input type="text"/></p> <p><input type="radio"/> Career/Program/Plan Academic Program: <input type="text"/></p> <p style="padding-left: 100px;">Academic Plan: <input type="text"/></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Filter Options</p> <p>*Posted Status: <input style="border: 2px solid red;" type="text" value="Posted"/> </p> <p>Articulation Term: <input style="border: 2px solid red;" type="text" value="2121"/> </p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Sort Order for Printed Report</p> <p>Articulation Term: <input type="text" value="Ascending"/> </p> </div> </div> </div> </div>
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  button until you see that the Status is "Posted" and the Details link is available



The screenshot shows a web application interface with a navigation menu at the top containing 'List', 'Explorer', 'Administration', and 'Archives'. Below the menu is a 'View Reports For' section with search filters: 'User ID' (tmscst), 'Type' (dropdown), 'Last' (dropdown), a numeric input '1', 'Days' (dropdown), and a 'Refresh' button. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains two rows of reports, both with a status of 'Posted' and a 'Details' link.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4410	120202	Student Transfer Credit Eval	06/19/2012 1:01:29PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	4409	120201	Student Transfer Credit Eval	06/19/2012 12:59:36PM	Acrobat (*.pdf)	Posted	Details

12

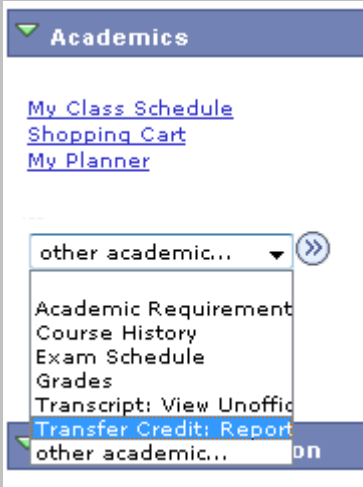

Click the **Details** link

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	<p>Once you have selected a student, use the other academic... drop down menu to select Transfer Credit: Report</p>  <p>The screenshot shows a blue header for 'Academics' with a dropdown arrow. Below it are links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A search box contains 'other academic...' with a double arrow button. A dropdown menu is open, listing options: 'Academic Requirement', 'Course History', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report' (highlighted in blue), and 'other academic...'.</p>
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	<p>Enter RIT_SR_POSTED_AP_CREDIT in the “begins with...” field next to Query Name</p> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: <input type="text" value="Query Name"/> begins with <input style="border: 2px solid red;" type="text" value="RIT_SR_POSTED_AP_CREDIT"/></p> <p><input type="button" value="Search"/> Advanced Search</p>
5	Click Search
6	<p>Click on the HTML link.</p> <p>**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.</p>
7	Enter the AP Credit Awarded Term
8	<p>Enter a date in the Posted Since This Date field</p> <p>**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.</p>
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.