reverse transfer
Get the Associate Degree Advantage

UNIVERSITY OF NORTH CAROLINA

www.northcarolina.edu/reversetransfer
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Overview

In the fall of 2012, UNC General Administration and North Carolina Community College System received a grant from the USA Funds as a part of the Credit When it’s Due grant to develop technology tools, policies, and procedures to support the reverse transfer of credit for students who transfer before completing a credential at the community college. Students are able to “transfer back” credits completed at the university that fulfill the AA/AS requirements so that the community college may award an associate’s degree. Fifteen community colleges and 8 universities piloted this project and established the policies and procedures for implementation. Currently, all 58 community colleges and all 16 public universities are participating.

Reverse transfer has many benefits:

- number of degree completers in NC will increase
- upon awarding the credential, the community college will be able to count the early transfer student as a completer
- there is some indication that it will improve overall baccalaureate degree completion
- student receives a credential that he/she would not otherwise have received
- lifetime earnings of students increases by level of degree attained

Credit When It’s Due Grant:

Lumina Foundation, Kresge Foundation, Helios Education Foundation, USA Funds, and the Bill & Melinda Gates Foundation collaborated to assist partnerships of community colleges/universities to significantly scale-up approaches to awarding associate degrees to the many students who transfer from community colleges to universities before receiving the associate degree, when students demonstrate the learning required for the degree (commonly known as reverse transfer). Grants were initially awarded to 12 states: Arkansas, Colorado, Florida, Hawaii, Maryland, Michigan, Minnesota, Missouri, New York, North Carolina, Ohio, and Oregon. A research component led by the Office of Community College Research and Leadership at the University of Illinois at Urbana-Champaign is assisting the projects.
**Feedback from Students Regarding Reverse Transfer**

*UNCC Students*

“I'm finding that the prospect of having my official associate's degree is *helping me to push me over the "2 year-hump"* to my bachelor's program.”

“Oh wow, thanks - *I am sharing the knowledge here.*”

“Thank You very much for reaching out to me via UNC Charlotte about the "reverse transfer" program it is truly a blessing!”

Student emailed that grades were posted for the semester and wanted to know when he would know whether he has the associate degree. He said he had been trying for 6 years to get his associate degree and was sure he now had the all the classes and was really excited to hopefully finally get the degree. “*I truly do not mean to pester you about this. I've just been waiting a long time. Getting this degree has taken me 6 years*”

“Making the decision to transfer prior to finishing an AA or AS is *difficult and often involves monetary constraints and/or required course access. Adult transfer students especially can get mired in the often disjointed and protracted journey toward the culmination of their efforts.* I foresee this opportunity to receive acknowledgement of the earned AA or AS degree as a way to *help bolster the transfer student's psychological resolve to complete the four year degree.* I hope the UNCC administration utilizes this program in their student retention/degree completion toolkit.”

*UNCG Student*

“I have just submitted my information to have my credits evaluated to see if I qualify for my associate’s degree. I think this is a great program, and hope many can benefit from it.

*FSU Student*

“I received an email about the reverse transfer program. I was delighted to hear that I can receive an associates as well as my bachelor’s degree.”

**See student videos on website for the impact of the associate degree from graduates.**

[www.northcarolina.edu/reversetransfer](http://www.northcarolina.edu/reversetransfer)
Pilot Institutions
UNC-GA and NCCC would like to thank all the staff at the pilot institutions who contributed to establishing reverse transfer.

This pilot Program is sponsored by USA Funds
Policies and Procedures

The following are policies and procedures for North Carolina Community Colleges and universities. All policies and procedures must be in compliance with accreditation standards set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Students eligible for degree review will be those currently enrolled and future transfer students at UNC universities who transferred from one of North Carolina’s community colleges (CCs).

POLICIES

1. CCs are in agreement that the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) residency regulation of 25% of credits earned (15-16 credit hours) by the student will be the review limit for a degree by the granting institution.

2. The degree granting institution will be determined by the following:
   a. Most recent CC attended meeting SACSCOC residency regulations
   b. If there is more than one CC meeting the above requirement, the CC from which the student has received the most credits will review the student for the degree.

3. Only courses in which the student has received a grade of C- or higher from the university will be included in the data.

4. Both UNC-GA and NCCCS have signed an MOU establishing all transcript data as official for all universities and community colleges per regulations by SACSCOC. This document is stored in the IR department at UNC-GA in case of review and at NCCCS.

5. All credits received by the student from other schools will be included in the data if available for review in awarding the degree.

6. For the purpose of this student population the readmission application process and fee will be waived.

7. With the best interest of the student as the guiding principle, each CC will determine the degree program processed based on their rules and regulations.

8. Each CC will waive the graduation fee to process and award the degree. However, the CC can charge for the printing of the diploma or participating in graduation ceremonies.

9. Upper division courses completed at a four-year institution may be considered for lower division substitution on a case-by-case basis.
Procedures

1. UNC-GA is responsible for pulling the student data required for reverse transfer from the universities and programming the filters and cross-walking data to be sent to the appropriate CCs.

2. Data will be sent to CCs in each March and July for the previous semesters (see chart at end of manual).

3. A student’s data will be sent to the CC upon completing 50 total credit hours as assessed by the information from the currently attended university. The student’s data will be sent each subsequent semester the student is enrolled until he/she has earned an associate’s degree or a total of 90 credits or until 5 years has passed from the time the student transferred into the university, whichever comes first. The data will be available each March and July for the CCs.

4. Each institution will designate an office/person who will serve as the primary point of contact for information to students, faculty and staff, which will be posted on the reverse transfer website.

5. **Contacting the students:**
   a. The degree granting institution will send an email to the student’s university email address notifying the student of their degree confirmation (please follow template at the end of this manual).
   b. The degree granting institution only contacts the students if they can receive the degree, need to pay an unresolved fee in order to receive the degree or needs further transcripts from institutions not participating in reverse transfer.

6. Any and all transcript holds on student records for either institution will be upheld per the institutions policies.

7. If a student requests to have a printed diploma or participate in graduation ceremonies, the CC will inform the student of the process and cost.
Frequently Asked Questions (FAQ)- Policies & Procedures

- **What if my college’s program residency policy requires more than 16 credits?**
  The 16 credit threshold was selected because it represents 25% of the required credits per Southern Association of Colleges and Schools Commission on Colleges for associate degrees. Some colleges may have requirements for additional credits in order to meet their institutional residency requirement; however for the reverse transfer population the agreement is to utilize this regulation.

- **Do reverse transfer students pay for their degrees or participate in the graduation ceremony?**
  Each community college will determine and notify the student regarding the cost of the printed diploma and/or participation in the graduation ceremony. If a community college has a cost for the processing and awarding of the degree, this will be waived.

- **What if a reverse transfer student has a hold on their record?**
  Any holds at the community college on a student’s records will be upheld and any transcript holds at the university when the transcript data is pulled will be upheld.

- **Can the community college contact the student to inform them of what courses the student is missing to get the associate degree?**
  - No, the student will be sent to the CC each semester until a total 90 earned credit hours are complete at the university. However, a student can contact the community college to request what information is missing.
  - It is important to remind the student to remember that the courses needed for the associate degree may or may not be needed for their bachelor’s degree. After consulting the community college on needed courses, **remind the student to consult their advisor at the university before registering for courses for the associate degree.**
Transcript Data

The transcript data for this project is delivered through a secure website developed by UNC-GA to the community colleges and will be considered official transcript data.

Both UNC-GA and NCCCS have signed an MOU which covers all institutions for SACSCOC establishing the data as official. This is stored in the IR department at UNC-GA in case of review and at NCCCS.

Reverse Transfer Reporting Toolbox

The reporting toolbox provides some example informer reports to be used with the Reverse Transfer Process. These reports are discussed in the training video and this guide. This information will be housed at NCCCS.

Reports Included:

1. Converting Social Security Numbers Report

   This report uses a SSN or a list of SSNs entered into a prompt to receive a list of students with completed CU credits.

2. Checking for Graduates Report

   Due to timing of reporting between UNC-GA and NCCCS this report is used to check for students who may have received a degree and it is not reported in the CRPFA or to UNC-GA yet. It is recommended to run this report on the students before evaluation of students.

3. Creating the Missing Credits Report

   This report uses a savedlist from Colleague of student ids and counts the number of classes and credits needed for a student to graduate in a certain program.

   Note: To see the program evaluations in this report your institution must set the 'Store Evaluations' field to 'Y' on the AEDF colleague screen. Also, set the 'include' code to 'A' when running BEVL or BPRP. Additional note: Students will not appear on the report if the evaluated program is not listed in their student programs file.


   This report uses a savedlist from Colleague of STUDENT.PROGRAMS IDs. This report includes student program evaluation data that was run through BEVL.
Note: The data from this report is static (does not change). If the students’ program evaluation data has changed, BEVL has to be run again to update the stored data.
Account Creation

1. Create an account by navigating to:  
   https://uncdm.northcarolina.edu/reversetransfer/requestAccess.php

2. Choose “An External User”

   ![UNC DATA MART](image)

   UNC Members Include:
   - 17 UNC Campuses (faculty, staff, and students)
   - UNC General Administration
   - UNC-TV

   External Users Include:
   - Individuals outside the UNC system
   - Organizations outside the UNC system

3. Click “Create New Account.”

   Enter your community college e-mail address. This must be the e-mail of an individual and not a generic e-mail (e.g. registrar@cpcc.edu).

   ![UNC DATA MART](image)
4. **Enter the activation code** that will be sent to the e-mail address that you provided in the previous step and click “Activate Account.” *If you do not receive the email, please check your spam and or with your IT representative that @northcarolina.edu is approved for your campus.*
5. Enter the requested information and then click “Create Account.” If the “Create Account” button is not visible, use the scroll bar on the right to scroll down until it is visible. The telephone number needs to belong to an individual and not be a generic community college or office account. May need to scroll down to see create account button.

6. When you have successfully completed the form the following message will appear.

For campuses that would like their staff to view the crosswalk, each employee can create an account up to this point and have access to the crosswalk. **Only staff downloading data needs to proceed to the next steps.**
Request Access to File Transfer

1. After you have created an account (see Account Creation section for details), you will need to request access to the file transfer mechanism by navigating to:
   https://uncdm.northcarolina.edu/reverstransfer/requestAccess.php

2. Log in on the “An External Member” tab with the account information that you created in the Account Creation steps and then click “Sign In.”

3. Fill in your first name and last name and then click “Apply.” Your username and community college will already be filled in and cannot be edited.
The checkmark (as seen next to steps 1, 2 and 3) represents steps that have been completed. The arrow (as seen next to step 4) represents steps that have not yet been completed. The first time you log in you will see arrows next to steps 2, 3, and 4. The following message will appear when you have applied successfully:

**You have successfully applied for access.**

4. **You will not be able to log in and receive files until your account is approved. When your account has been approved, you will receive the following e-mail:**

   Your application to download files from the file transfer program has been accepted. You may download your files here:
   ![URL](https://uncdm.northcarolina.edu/reversetransfer/index.php)

5. **Once you have received the e-mail, you may log into the file transfer mechanism. The following section (File Transfer) will describe how to retrieve your files. (File Transfer). The data will be available twice a year March and July.**
File Transfers

1. After you have set up an account (see Account Creation), requested access (see Request Access to File Transfer), and been approved, you can access the secure file transfer mechanism by navigating to: 
https://uncdm.northcarolina.edu/reversetransfer/index.php

2. Once you have logged into the portal, this would be the point in time you may want to bookmark the page otherwise you will need to type in the URL at the top of the page every time you wish to access the portal.

3. Log in on the “An External Member” tab with the account information that you created in the Account Creation steps and then click “Sign In.”

4. Each time you login to download data the system will send an email with a pin code to be entered to ensure security. Only those downloading data will have to enter the code, crosswalk viewing does not need the code.

5. Any files that are available to download will be viewable once you log in by clicking the “Download” button. You can search for files by the name or type and then click the filter button to show the results.
The “Date Available” column gives the date the file first became available. **The file will be available until 3 months from that date and then will be deleted permanently and is not recoverable.** The “Last Downloaded Date” and “Last Downloaded User” gives information about the last time that the file was downloaded.

There will be 3 files for each community college:

1. University Summary File- The summary file contains summarized information about what is in the data file and the transcript file, including the number of students overall and broken down by university.

2. University Data File- The data file contains one row per student per university course. This file contains all of the same information that is in the transcript report but is formatted more for reporting and analysis purposes.

3. University Transcript Report- This data file contains course and academic information for each student in a transcript-like format. The number of pages for each student will vary based on the amount of courses that the student took. This file contains all of the same information that is in the university data file.

**If the data is not downloaded a reminder email will be sent one month after the data is available and a second reminder 48 hours before the data will be deleted.**

*Note: these emails will be copied to the assistant vice president at NCCCS for monitoring.*
Securing Your Data

**Sensitive data should always be stored in a secure manner.** Putting sensitive information on a shared file space - (for example: your individual hard drive or departmental drive) - co-mingled with non-sensitive data is not considered properly “secured”. The sensitive data should be isolated from other data and encrypted. Access to that encrypted data from a non-secure network should be avoided. **You should not access systems containing sensitive data remotely unless it is via an approved and secure mechanism.**

**Sensitive data should not be stored on individual workstations, unencrypted hard drives, thumb-drives or other non-secured devices.**

Please consult with your IT department for the proper server to store this data on your campus.
**Frequently Asked Questions (FAQ)- File Transfer**

**Q.1.** Is this method of file transfer secure?

This method of file transfer is secure for a few reasons. First all data are locked away behind a Shibboleth login system which prevents the general public from having access. Second, all of the files are accessed via the server on behalf of the user. That means the user never knows where their files are coming from and therefore can't simply go and download a file outside of their access window. Finally, the files are kept outside the scope of the web server. This means that in the event of a fatal error or software exploit there's an extremely small window of vulnerability. This is made even smaller by the fact that community college files are separated into directories that are restricted based on server side information, meaning if in the very unlikely case that an exploit were to occur it should be limited to a single community college campus.

Additional security precautions that are taken include limiting the amount of time that files are stored; limiting the amount of time that an account has access to promote regular account maintenance; and keeping a log of the user names, dates and times of all downloads.

**Q.2.** How long will the files be available for download?

*The files will be available for download for 3 months from the initial date available. After 3 months, the files will be deleted permanently and are not recoverable.*

**Q.3.** What happens if I don’t download the files in the 3 month window?

The files will be deleted after 3 months and are never able to be recovered or recreated.

**Q.4.** Why am I limited to only having access to the files for 3 months?

*You may access the files for only 3 months for security reasons.* The longer the files are available the more information that is vulnerable to potential security breaches. While many security cautions are taken with this information, even the most secure forms of file sharing are vulnerable to cyber-attacks and human error or negligence.

**Q.5.** If I download a file, will it still be available for me to download later?

Yes, the files will be available for you to download as many times as you need during the 3 month period.

**Q.6.** What if I create an account and don’t use community college e-mail?
You will not be able to access files or even apply for access to the file transfer mechanism without using your community college e-mail. This is for security reasons to ensure that only employees of the community colleges that need access to this sensitive information for their job related functions are able to access the files.

Q.7. How long will my account be active for?

Your account will only be active for up to 1 year.

Q.8. Why is there a time limit on how long my account is active?

There is a time limit on the length of account access in order to help guarantee that account access is regularly reviewed to ensure that only those who should have access do. This is an important security measure.

Q.9. What happens if I leave my position or I am no longer responsible for downloading the files?

Contact the NCCCS representative to let him/her know date that you will be leaving or will no longer be responsible for downloading the files, and he/she will set your account to expire on that date. It is a violation of FERPA to access the files when you no longer have a job-related need to view the students’ personally identifiable information.

Q.10. What happens if I know that one of the people responsible for downloading the files is leaving their position or will no longer responsible for downloading the files?

Contact NCCCS representative to let him/her know the date that the employee will be leaving or will no longer be responsible for downloading the files, and he/she will set the account to expire on that date. It is a violation of FERPA to access the files when someone no longer has a job-related need to view the students’ personally identifiable information.

Q.11. What happens if I have technical difficulties?

If you have technical difficulties with accessing your account or downloading the data, contact UNC-GA at help@northcarolina.edu and someone will respond. All other inquiries should be directed to NCCCS.

Q.12. Is there any software that I need to install to open the files?

Probably not. You need to have a web browser (e.g. Firefox, Chrome, Internet Explorer) to access the files, Excel (or a program that opens Excel files) to view the XLS files, and Adobe Acrobat Reader to view the PDFs. Your work computer likely already has all of these pieces of software installed. You can use any browser, but Firefox and Google Chrome are recommended.
Q.13. What format are the files in?

The summary file and the data file that contains all of the student information in one row per student per university course will be in XLS format, which is an Excel file format. The file that has the student information that appears in the format similar to a transcript will be in PDF format.

Equivalencies

Due to the fact that an individual community college could have students who transfer to any of the 16 universities a shared equivalency chart was developed to aid you in the evaluation process.

The equivalencies for the Crosswalk were developed by the pilot campuses based on the equivalencies each had in their Colleague system. Each campus’s database was merged into one file. All the pilot campuses met to discuss any concerns regarding the equivalencies and if there were more than 3 equivalencies for one university, then a consensus on which three should be in the crosswalk. During scale-up all other equivalencies provided by new community colleges were compared to the original crosswalk and there were no discrepancies. The crosswalk only provides suggestions. Each individual community college should use their own policies and regulations to guide the articulating of credit.

Crosswalk

You can use any browser, but Firefox and Google Chrome are recommended.

Access the crosswalk by navigating to: https://uncdm.northcarolina.edu/reversetransfer/crosswalk.php

Given a particular university course, the crosswalk provides suggestions for community college courses that the university courses could potentially give credit for. The crosswalk has 2 different ways to view the data: 1. from community college course to university course and from 2. university course to community college course.
CC to UNC

The CC to UNC tab allows you to view 1 row per community college course and expand each row to see all of the courses at the various universities that the course is cross walked to.

Use the arrow on the right side to expand the row or to contract the row.

To search for a particular community college course, use the boxes at the top of the screen and then press the Filter button.

Use the buttons on the bottom of the pages to browse through all of the different courses.
**UNC to CC**

The UNC to CC tab allows you to view 1 row per university course and shows all of the community college courses the university course is crosswalked to. There is a maximum of 3 community college courses that can be crosswalked to 1 university course allowed in the database.

To search for a particular university course, use the boxes at the top of the screen and then press the Filter button.

Use the buttons on the bottom of the pages to browse through all of the different courses.
Reverse Transfer Processes

Process for Potential Graduates
Run SSN Informer report:
Get SSN’s from excel file from UNC run informer report to convert to IDs

Run Checking for Graduates Report

ST ACAD Students from a saved list that graduated from a certain institution - Reverse Transfer

Production

Use the original saved list of student ids from the reverse transfer process. The report will search students from the list that have graduated from the institution number selected by the user. Optional prompts for graduation term and program/academic level.

Overview

Title: ST ACAD Students from a saved list that graduated from a certain institution - Reverse Transfer

Description: Use the original saved list of student ids from the reverse transfer process. The report will search students from the list that have graduated from the institution number selected by the user. Optional prompts for graduation term and program/academic level.

Data Source: Production

Mapping: ACAD.CREDENTIALS

Select Filter: Select TO ELOG, GET LIST <Enter Saved List of Student Ids> from PERSON enabling to ACAD.CREDENTIALS or ACAD.CREDENTIALS adds institution id; prompts “Enter Institution Id” (fix: MTM176) and ACAD.CREDENTIALS, the program name matters “Enter Program Graduated Yes, ATTEND, optional” and ACAD.CREDENTIALS, the term ID matters “Enter Term Graduated Yes, ATTEND, optional” and ACAD.CREDENTIALS, academic level exactly match with “Select Degree/academic level optional”.

Columns: Student ID, First Name, Last Name, Program, Common Name, Date Graduated

Sets: Last Name (ASC), First Name (ASC)

Group: None

No Filter: None

Sharing: Protected

Limit Result Count: [Input]

Icon: ST ACAD Reverse Transfer
Creating a Saved List in Colleague

Saved lists may be created on the Savedlist Edit Contents (SLED) screen in Colleague:

**Step 1:**
Enter “SLED” into the search box:

**Step 2:**
Enter the Saved List name in the following format “RVS.TRNSFR.<date>” then select OK:

When asked to Reenter or Add, select “Add”: 
Step 3:

A blank saved list will appear. Select the “drill in” from the top blank line to open the text editor.

Step 4:

When the text editor opens, paste in the column of student IDs with no blank lines in between and then select “Save”.
Your list now displays. Notice the record count. Make sure the number of records is correct, then save and update.

<table>
<thead>
<tr>
<th>Savedlist Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2202000</td>
</tr>
<tr>
<td>2 1201700</td>
</tr>
<tr>
<td>3 1074365</td>
</tr>
<tr>
<td>4 1657631</td>
</tr>
<tr>
<td>5 1659763</td>
</tr>
<tr>
<td>6 1426555</td>
</tr>
<tr>
<td>7 1574787</td>
</tr>
<tr>
<td>8 1350302</td>
</tr>
<tr>
<td>9 1496019</td>
</tr>
<tr>
<td>10 1543013</td>
</tr>
<tr>
<td>11 1075085</td>
</tr>
<tr>
<td>12 1339183</td>
</tr>
<tr>
<td>13 1485020</td>
</tr>
<tr>
<td>14 1208900</td>
</tr>
<tr>
<td>15 1299570</td>
</tr>
<tr>
<td>16 1274096</td>
</tr>
</tbody>
</table>
Setting Up Evaluation Defaults (AEDF)

Step 1:

Enter “AEDF” into the search box:

![AEDF: Acad Evaluation Defaults](image)

Step 2:

Change the indicator for the Store Evaluations field from “No” to “Yes.” NOTE: This change should be made in consultation with your Colleague System Administrator.
Proposed Program (BPRP) Steps

**Step 1:**
Enter “BPRP” into the search box:

![BPRP: Batch Proposed Program](image)

**Step 2:**
Enter “A10100” (the program code for the Associate in Arts program) into the Acad Program LookUp box:

![Acad Program LookUp](image)

A list of catalog years for that program code will appear.

**Step 3:**
Select the catalog year against which you wish to evaluate your reverse transfer students:
Step 4:
Enter the name of your Saved List into the Saved List Name field:
Step 5:
Save and Update.

Step 6:
Change the Output Device from “P” to “H” for “Hold/Browse File Output”:
Step 7:

Save and Update.

The batch degree audit process will run for each student in the Saved List. Depending on the size of your list, this may take a few minutes. When the process has completed, you will have a program evaluation for each student. **You may close out these evaluations; they do not need to be saved or printed.**
Creating and Running Missing Credits Reports

This report details the course and credit requirements the student is lacking from the given program. The first three columns list the student’s name and ID. The fourth column displays the program code. Take note of the program listed, as the report sometimes returns requirements for several programs for the same student. The final three columns should be read together. The first column will indicate the action — either take X more CREDITS or take X more COURSES. The next column gives you that number. The final column indicates which requirement the student needs. For example, in the screenshot above, Sneezy Gesundheit needs 3 more credits from Group 2 of Sub requirement 3: Humanities/Fine Arts within Requirement 1: General Education Requirements.

Step 1: Build the Missing Credit Report in Informer:
The above report details the course and credit requirements the student is lacking from the given program. The first three columns list the student’s name and ID. The fourth column displays the program code. **Take note of the program listed**, as the report sometimes returns requirements for several programs for the same student. The final three columns should be read together. The first column will indicate the action – either take X more CREDITS or take X more COURSES. The next column gives you that number. The final column indicates which requirement the student needs. For example, in the screenshot above, Sneezy Gesundheit needs 3 more credits from Group 2 of Sub requirement 3: Humanities/Fine Arts within Requirement 1: General Education Requirements.

**Step 2**: Enter the reverse transfer Saved List Name into the data entry field and click “Launch Report”: 
Step 3: Export the file to .pdf:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program</th>
<th>Action</th>
<th># of Courses or Credits Needed</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>307362</td>
<td>Sneezy</td>
<td>Gesundheit</td>
<td>A10100</td>
<td>CR (Take x more credits)</td>
<td>3</td>
<td>Group 2 of (S2: Humanities/Arts) of (R1: GENED.A10100.2010 / General Education Requirements)</td>
</tr>
<tr>
<td>307362</td>
<td>Sneezy</td>
<td>Gesundheit</td>
<td>A10100</td>
<td>CR (Take x more credits)</td>
<td>4</td>
<td>Group 1 of (S1: Natural Sciences) of (R1: GENED.A10100.2010 / General Education Requirements)</td>
</tr>
<tr>
<td>307362</td>
<td>Sneezy</td>
<td>Gesundheit</td>
<td>A10100</td>
<td>CR (Take x more credits)</td>
<td>8</td>
<td>Group 1 of (S2: Program/Field of Study) of (R2: MAJOR A10100.2010 / Major Requirements)</td>
</tr>
</tbody>
</table>
Reviewing Transcripts and Processing Transfer Credits

Step 1:
For each student, compare the transcript from UNC-GA to the Missing Credits Report to determine which students have potentially met all course requirements:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title/Comments</th>
<th>Grd</th>
<th>HRS</th>
<th>Course Dates</th>
<th>CC Course</th>
<th>CC Course</th>
<th>CC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010FA</td>
<td>PSY-120</td>
<td>General Psychology</td>
<td>C</td>
<td>4.0</td>
<td>08/17/2010-12/15/2010</td>
<td>PSY-120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010FA</td>
<td>ART-201</td>
<td>Art Introduction</td>
<td>B</td>
<td>3.0</td>
<td>08/17/2010-12/15/2010</td>
<td>ART-111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010FA</td>
<td>AST-1000</td>
<td>Astronomy - Solar</td>
<td>B</td>
<td>3.0</td>
<td>08/17/2010-12/15/2010</td>
<td>AST-110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Credits:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title/Comments</th>
<th>Grd</th>
<th>HRS</th>
<th>Course Dates</th>
<th>Institution/comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008SP PED-1101</td>
<td>Rock Climbing</td>
<td>B</td>
<td>1.0</td>
<td>01/07/2008-03/15/2008</td>
<td>Transfer York Technical college</td>
<td></td>
</tr>
</tbody>
</table>

Step 2:
Enter in Colleague the transfer credit for the potential graduates using the equivalencies and/or processes used at your institution.
Frequently Asked Questions (FAQ) - Process the File for Potential Graduates

- **Do community colleges have to transfer in the course equivalencies that appear on the UNC-GA transcript?**
  No, the equivalencies on the UNC-GA transcript are suggestions only. Colleges may use the equivalencies on the transcript or transfer in coursework as they deem appropriate.

- **How were the course equivalencies determined?**
  Each pilot community college submitted data regarding what transfer equivalencies had been awarded at their school. This data was compiled into a combined course equivalency table that included equivalencies for each UNC university from all pilot community colleges. The equivalencies were reviewed by representatives from each pilot community college at a work session in February 2014. The group made some modifications and then adopted the equivalencies that appear on the UNC-GA transcripts.

- **Why do I need to consult my Colleague System Administrator before changing the setting on the “AEDF” screen?**
  Once the “AEDF” screen has been set to store evaluations, it stores every program evaluation that is run in Colleague or WebAdvisor. The Colleague System Administrator needs to be aware of this to ensure that there is ample storage space for these evaluation work files.
Institutional Process to Graduate Students

Step 1:

Create a new Saved List that includes only the student IDs of your potential graduates using the process described earlier in this manual.

Step 2:

Run the new Saved List of student IDs through BPRP using the process described earlier in this manual.

Step 3:

Build the Potential Graduates Report in Informer:

Step 4:

Enter your new Saved List name in the appropriate box and click Launch Report:
Step 5:

Review the report results to determine which students have evaluation statuses of “C” (Completed). These will be your graduates.

Step 6:

Graduate the eligible students using the local processes used at your institution.

Recommended process:

- Build the graduate file individually using SGRD or in batch using CGRF. When processing in batch, your saved list must use the same format as BEVL or BPRP (student ID*program ID--1234567*A10100).

- Be certain to use the same completion date and graduation date used for all other students who graduated that term. If the completion date is not within the term parameters set on RYAT, the graduates will not be reported as completers/graduates on that term’s CRPFA report.

- Update your Academic Credentials File, UACF, using saved list or for individual students.
Frequently Asked Questions (FAQ)- Graduating Your Students

- In what term should I graduate my reverse transfer students?

In general, it is recommended that you graduate your students in the term in which the UNC-GA data is received and per Southern Association of Colleges and Schools Commission on Colleges regulations the semester of evaluation and determination that degree requirements are met. For the first submission, this would be summer 2014, which allows the graduates to be reported with the summer CRPFA submission. For the future, data will be submitted to the community colleges each fall and spring semester by UNC-GA.
Check List: Steps at a Glance

☐ 1: Retrieve Data File from UNC-GA
☐ 2: Convert data to Student IDs
☐ 3: Run Checking for Graduates Report
☐ 4. Create SAVED LIST using SLED and list of student IDs
☐ 5: Turn on Store Evaluations on AEDF
☐ 6: Run BPRP for Associate in Arts (A10100) or Associate in Science (A10400)
☐ 7: Run Missing Credits Report using Saved List
☐ 8: Export to PDF and Compare to Transcript
☐ 9: Add Transfer Credits to Colleague for students who appear to meet requirements
☐ 10: Revise Saved List to include only students for whom credits were transferred
☐ 11: Using new shorter list of students, run BPRP for A10100
☐ 12: Run Potential Graduates Reports (Query from Cape Fear CC)
☐ 13: Run processes to graduate student
☐ 14: Notify UNC-GA of expected number of graduates
☐ 15: Notify students via UNC-GA suggested email
Notifications to Students

*Reverse Transfer Template for Informing Students of Degree Eligibility

**Please make sure to spell out the type of degree, a few students have gotten confused between the different types of associate degrees.

All fields in brackets need to be filled in by the individual community college.

Dear @FIRST.NAME,

We would like to take this opportunity to offer our congratulations on the successful completion of [Certificate/DEGREE NAME] awarded to you through the Reverse Transfer Program by {Community College.}

Completion of this degree demonstrates to employers the mastery of a specific skill set and dedication to your education. This is an academic achievement of which you should be proud. Your academic record has been updated to reflect this achievement and the degree is now part of your official [community college name] transcript.

Your degree will be posted as a part of your academic record for the [semester] as [date].

[Add college-specific information about ordering credentials and ceremony participation]

Please Note:
Policies regarding the [Credential Earned] at the university are determined by the university; please see the reverse transfer website at www.northcarolina.edu/reversetransfer/university-policies for more details.

Sincerely,
Appendix 1: How the Opt-in at the universities

1. Students are choosing to participate (FERPA release) via the University Student Information System.
2. Student is asked upon transfer to the university to agree to participate.
3. Student is allowed to defer their decision two times then required to make a decision.
4. Students may change their mind at any time, by retrieving the release through the student information system.
5. Below is an example of the release:

![Example of release](image_url)
Appendix 2: Colleague and Informer Security

Colleague Security:
- SLED
- AEDF
- BPRP

Informer Security:
- Informer Report Access to Launch reports.
- Files-need to add file and names
  - STUDENTS FILE
  - STU.ACAD.CRED
  - DA.REM.BLOCK.WORK

NCCCS and UNC-GA would like to thank the following for their hard work on the Reverse Transfer Program in developing this manual and the tools for the evaluation processes, as well as many other contributions.

From Central Piedmont Community College
Amy E. Bruining, Assistant to the Vice President for Learning & Workforce Development
Laura Temples, Executive Director Administrative Information Services
Jason Temples, Research Analyst, Institutional Research
Kara Bosch, Director College Administrative Support Training

From University of North Carolina General Administration
Elizabeth M. Reilley, Data Warehouse Coordinator
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