



# Transfer Credit Journey: *Navigating to Success*

Registrar Operations  
Conference – ***The ROC***

*Office of the Registrar  
Central Washington University*

October 26, 2021

# Transfer Credit Journey *Itinerary*

- Admissions
- Transfer Center
- Transfer Credit Evaluation
- Advising
- Degree Checkout
- Graduation
- Commencement



# Transfer Credit Journey:

## *Tour Guides*

*Jen Wildrick* – Credentials Evaluator- Office of the Registrar, Transfer Credit Office

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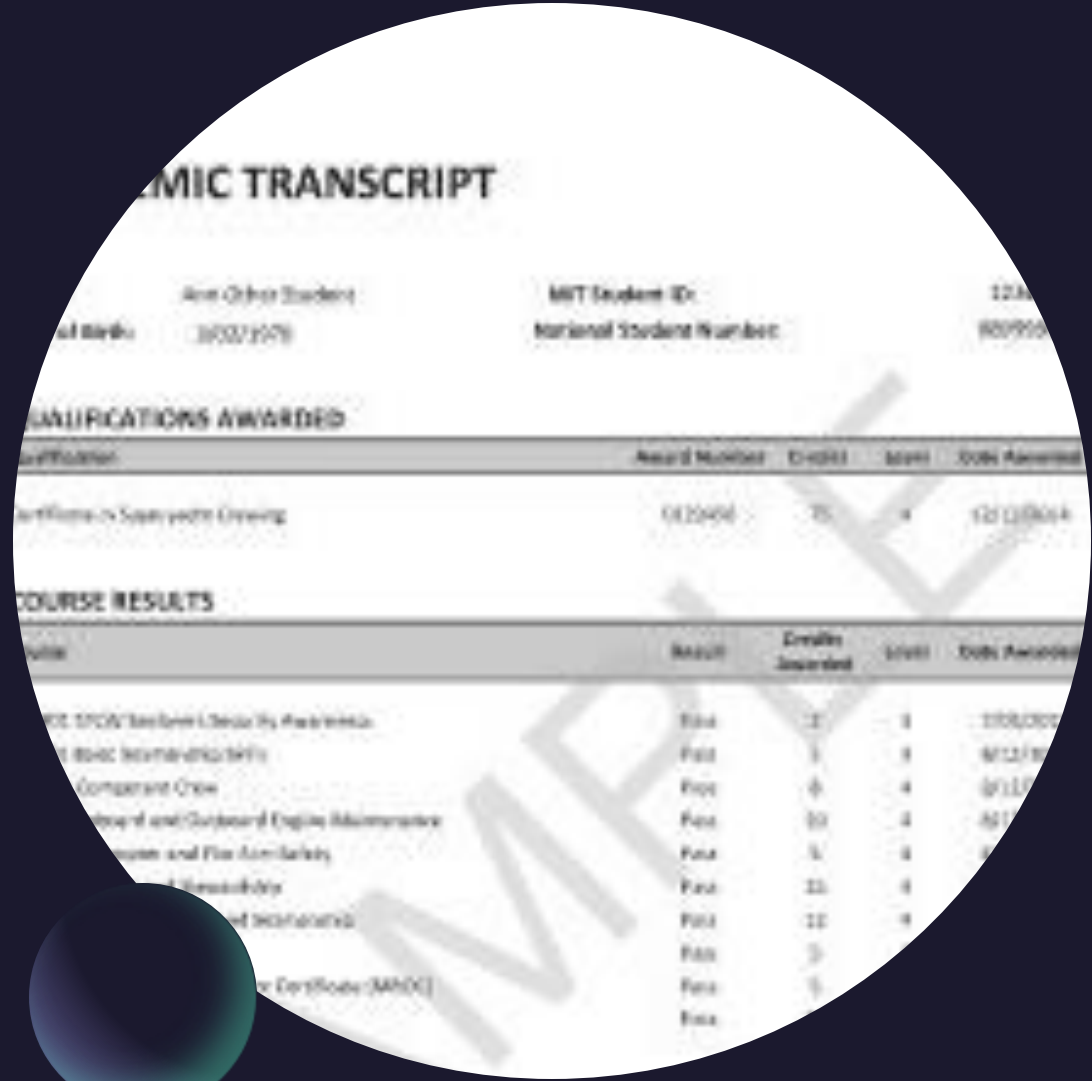


A photograph of a wooden bridge spanning a river in a forest. The bridge has a simple railing and is set against a backdrop of dense green trees. The river flows from the background towards the foreground, with some logs floating in it. The lighting is soft, suggesting a misty or overcast day. The text "Crossing the Bridge to a New School" is overlaid on the bridge in a light blue, italicized font.

*Crossing the Bridge to a New School*

# Transcripts

- Official transcripts needed from all schools attended
- Courses are only accepted from regionally accredited colleges and universities
- Must be sent to CWU **directly from the school.**
- Test credits such as AP and military service credits require unique documentation and are processed by **Jen Ham.**

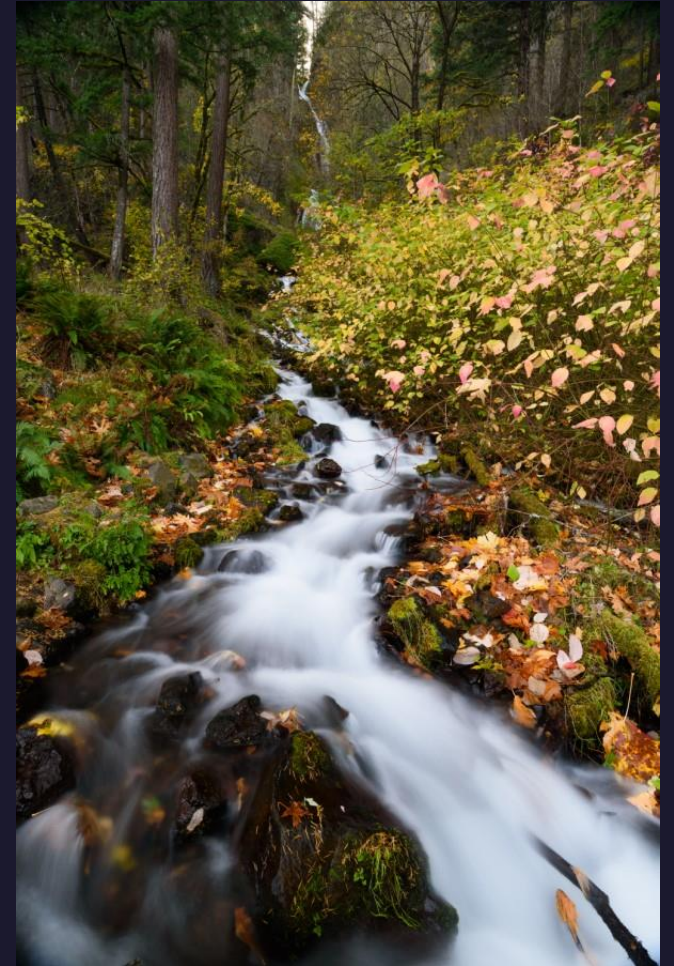


# Admissions: *Navigating to Success*

<https://www.cwu.edu/admissions/transfer-students>

Official transcripts are received by Admissions office.  
Transcripts arrive in several formats:

- **EDI** - directly transferred data (Electronic Data Interchange) enters MyCWU electronically and is the fastest method.
- **Parchment** - electronically transmitted image. Must be printed and then scanned. Manually data entered into MyCWU.
- **Paper copy** - arrives by USPS. Must be manually data entered from scanned image into MyCWU.



# Accreditation: **Regional** vs. National *What is the difference?*



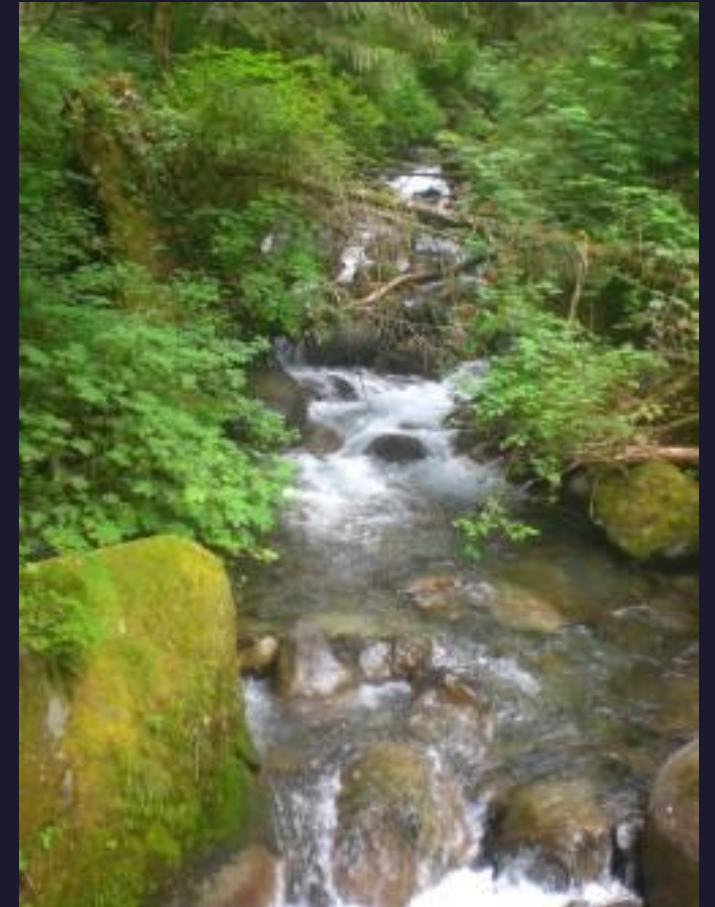
## **Regional accrediting organizations:**

- *Mostly accredit post-secondary, primary, and secondary institutions that are academically oriented, non-profit, or state-owned schools.*
- *All institutional components meet stringent faculty & academic standards with periodic review.*
- *Working towards specific organizational goals.*
- *Most don't accept credits from nationally accredited schools.*

# Accreditation: Regional vs. National *What is the difference?*

## **National accrediting organizations (NA):**

- *Typically accredit vocational, technical, religious, or career-based schools. Many are for-profit schools.*
- *Several have closed suddenly, stranding students (like Art Institute of Phoenix and Corinthian Colleges).*
- *Credits don't transfer to most RA schools.*
- *Most accept credits from NA and RA schools.*
- *Students often misunderstand transferability and can suffer loss related to non-transferring credits.*





## About Accreditation: *Making Sure Credits Will Transfer - Lookup*



*US Department of Education website: Accreditation: Postsecondary Education Institutions - lookup school accreditation.*

<https://www.ed.gov/accreditation>

- Accreditation ensures the quality of program content and teaching at an institution.
- Faculty are held to high professional standards in terms of qualifications and teaching ability.
- Accreditation affects institutional financial aid eligibility-- must maintain status.

# Regional Accrediting Organizations

**Northwest Commission on Colleges and Universities**,  
serving AK, ID, MT, NV, OR,  
UT, **WA**.

**Western Association of Schools and Colleges**,  
serving CA, HI, Guam, and  
American Samoa.

**North Central Association of Colleges and Schools**  
serving AZ, AR, CO, IL, IN, IA,  
KS, MI, MN, MO, NE, NM, ND,  
OH, OK, SD, WV, WI, WY.

**Middle States Commission on Higher Education**  
serving DE, Washington D.C.,  
MD, NJ, NY, PA, Puerto Rico,  
U.S. Virgin Islands.

**New England Association of Schools and Colleges**  
serving CT, ME, MA, NH, RI,  
VT.

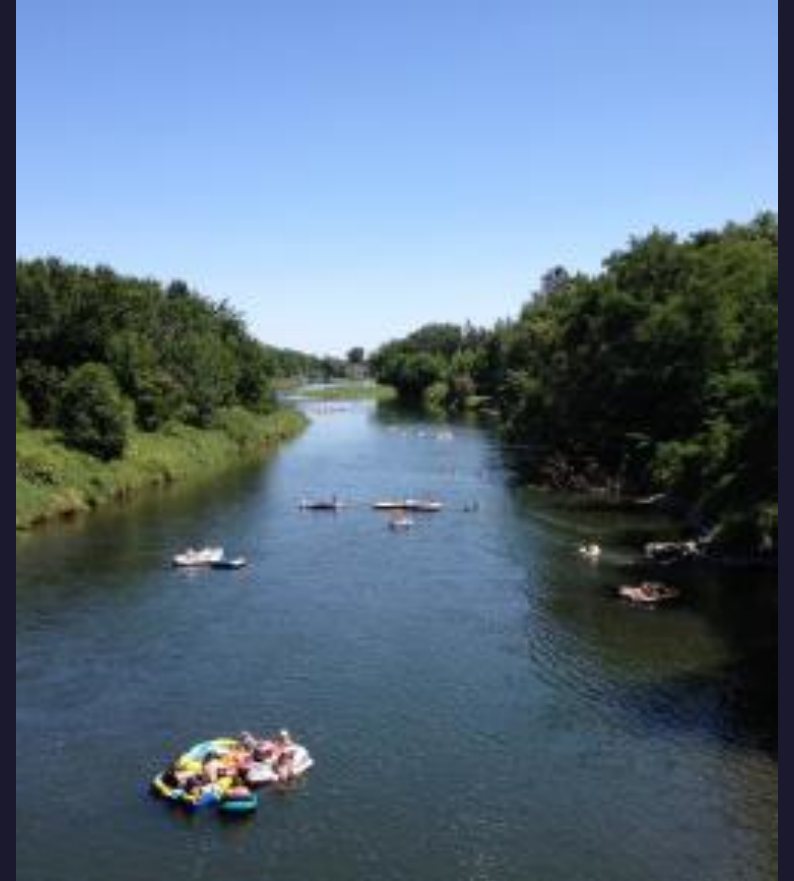
**Southern Association of Colleges and Schools**,  
serving AL, FL, GA, KY, LA, MS,  
NC, SC, TN, TX, VA.

*Easing into a New Adventure*



# CWU Transfer Center: *Helping Students Make a Seamless Transition*

- Provide pre-admission advising, transition support, and assistance establishing connections to the campus community and its many resources.
- Visits to community colleges across Washington state
- Information and campus referrals
- Involvement in Orientation and Wildcat Welcome Week
- Community building among current CWU transfer students
- Much, much more!





*Transferring Earned Course Credits  
Ensuring Continuity for Success*

# Transfer Credit Processing: *Ensuring Continuity for Success*

- *After Admissions stamps & enters received date on External Education page in MyCWU, transcripts available to Registrar.*
- *Next day Transfer Credit office (TC) queries MyCWU and places transcripts into a queue for manual data entry.*
- *Transcripts are data entered in date order of arrival. EDI transcripts are in an external file upload and do not require manual data entry of course or degree data.*



## Transfer Credit Processing: *Transcript Processing Time*



The clock starts ticking when a new transcript (tx) is entered into our transfer credit articulation queue.

- Turnaround time for transfer credit processing is 1-3 business days for WA colleges submitted through EDI, and 5-10 business days for all other tx types.
- Before transfer credits can be articulated, all earned degrees and courses listed on a tx must be manually entered into the MyCWU system except EDI.

## Transfer Course Articulation: *Finding Equivalent Credits*

### *What is course articulation?*

- The process of comparing and evaluating the content of courses that are transferred between postsecondary institutions. Course articulation is the process by which one institution matches its courses or requirements to coursework completed at another institution (ref. Wiki).

### *Who performs course articulation?*

- This work is done by credential evaluators in the Office of the Registrar who operate under the guidance of CWU departments and curriculum.



## Transfer Credit Processing: *Transcript Information Entered into MyCWU*



Only regionally accredited school degrees and courses are entered into MyCWU system with these details:

- Course subjects, course numbers, descriptions, credits, grades (including IP, W, NC, Repeat, etc.)
- Earned degree details: degree type, description, and confer date.
- *Important to note: Most college-level courses used to earn an associate degree will transfer, even though a specific degree may not transfer **as a degree that satisfies certain requirements** such as gen ed.*

## Transfer Degree Articulation: *Fully Transferable Associate Degrees*

- **DTA-AA** - (Associate Direct Transfer Agreement) degree with minimum 2.0 cumulative college-level GPA normally transfers in as junior standing and satisfies General Education (Gen Ed) requirements at CWU.
- **DTA/MRP** - Associate DTA degree with specific prerequisite courses for certain competitive majors are also accepted; they are considered Major Related Programs and are listed as DTA/MRP.

*Note: posting DTA-AA on the External Education page triggers MyCWU to list Gen Ed as complete on a student's Academic Requirements (AR) report.*

# Transfer Degree Articulation:

## *Partially Transferable Associate Degree*



**AS-T** - (Associate of Science-Transfer) degree with 2.0 minimum cumulative college-level GPA.

- Transfers in junior standing but does not satisfy Gen Ed requirements.
- Needed Gen Ed courses must be taken at CWU: usually Academic Writing II, Individual and Society, Community Culture and Citizenship, Global Dynamics, Creative Expression, or Humanities areas.

## Transfer Degree Articulation: *Non-Transferable Associate Degrees*

**AAS-T** - (Associate of Applied Science-Transfer) degree builds on technical courses required for job preparation by including a minimum of 20 credits of Gen Ed courses from the same list as DTA/MRP (*individual courses accepted in BA/BS programs but not the degree*).

- 5 credits in Communication — ENGL 101-English Composition.
- 5 credits in Math — Math course with Intermediate Algebra prerequisite.
- 10 credits in Science, Social Science or Humanities.

*Any degree not specifically listed in CWU policy is non-transferable.*

## *Office of the Registrar - Policies on Transferring Associate Degrees*

- CWU policy on [Acceptable Washington State Associate Degrees](#)
- CWU policy on [Acceptable Out-of-State Associate Degrees](#)
- WA State Board of Community & Technical Colleges (SBCTC) transfer degree information, see [Transfer to a University](#)



## Transfer Course Articulation: *Systems: MyCWU and TES*

*How do we keep track of how courses will transfer? We use two systems:*

- **MyCWU** houses transcript data and enables us to build course transfer rules that automatically assign course equivalencies and greatly improves speed, accuracy, and consistency of articulation.
- **TES**, by CollegeSource, houses the course equivalencies and allows us to catalog and provide outward facing transfer information to campus and the general public.

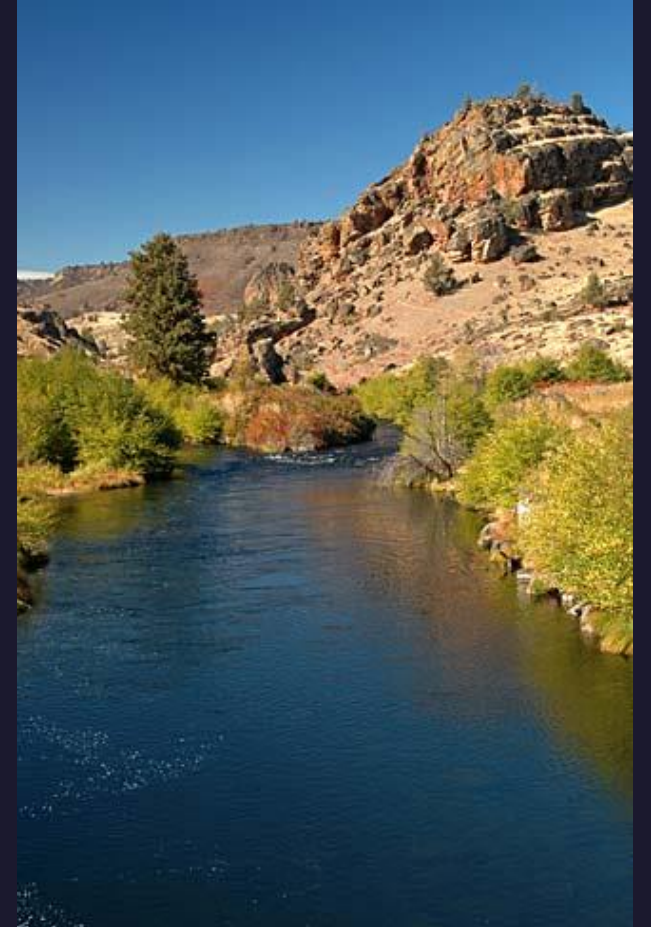


# TES versions: *Transfer Equivalency System (TES)*

**TES** is a CollegeSource international database of schools with catalog, course, and equivalency tools.

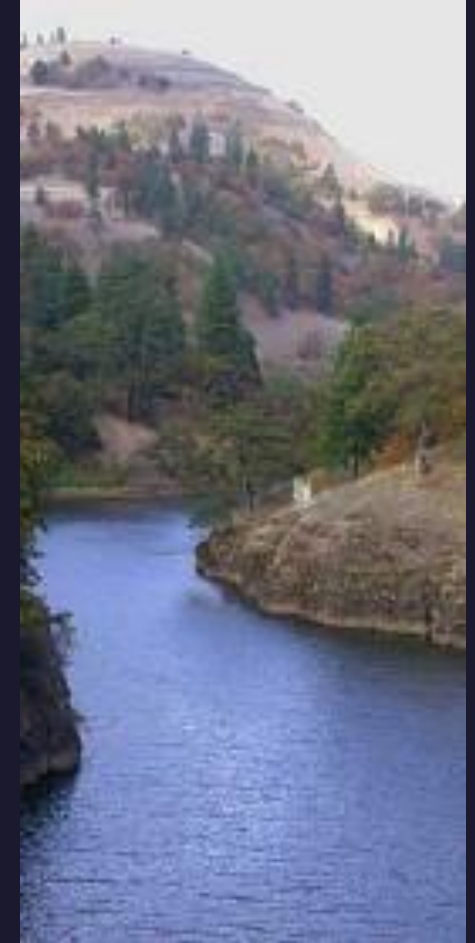
"[Blue TES](#)" - School faculty & staff use assigned accounts to route, approve, & display equivalencies.

"**Red TES**" - Students and schools find course equivalents, no account needed. A [link to this version](#) is on the Registrar website.



## Transfer Articulation: *Finding Equivalent CWU Courses*

- After data entry, a credential evaluator applies rules to courses to automatically assign preset equivalencies in the MyCWU rule database.
- Courses with rules auto-populate a CWU equivalent course or general elective credit into the student file.
- Remaining courses require manual articulation by a credential evaluator, using expertise, the TES tool, CWU departmental advice, and curriculum details.
- If no direct equivalent match, courses are assigned lower or upper division general elective credit.





## Transfer Articulation: *Finding Equivalent CWU Courses*

- Credential evaluators match equivalent courses & may assign lower division equivalencies under guidance of CWU depts and curriculum.
- All upper division equivalencies are determined by CWU departments.
- Rules are built in MyCWU to reflect dept equivalency decisions, automatically articulating incoming courses.
- Feedback vital to a successful transfer credit articulation process. Depts strongly encouraged to identify equivalencies to Reg to add to rules database.
- TES makes it easy for departments to initiate, route, implement, and track course equivalencies.

*Please join us for the TES Lab later today!*

## Course Articulation Complete: *Viewing and Applying Transfer Credits*



- After articulation, credential evaluator **completes or posts** courses to MyCWU, where they appear in the Transfer Credit Report (TCR).
- Only **posted** credits appear in the Academic Requirements Report (ARR).
- Credits may appear in the TCR but not the ARR because students must matriculate (confirm admission) and be term active in order to post.
- Credits post to an academic career (UGRD or PBAC). If a student has more than one academic career, credits are posted in each one.
- Credits post to an admit term; if the term changes, then transfer credits must also move, putting them in "completed" status. This is a common reason an advisor sees credits in the system, but not in the ARR.



Transfer Articulation:  
*Policies for Success*

Office of the Registrar Transfer Policies

- <https://www.cwu.edu/registrar/transfer-students>

# Equivalency Adjustments: *Requesting Equivalency Review*

If a course doesn't articulate into the Transfer Credit Report as a student or their advisor expected it to, they can request a re-review of an articulated course can be requested in two ways:

- Informally: an advisor may send an email request to [transfer.credit@cwu.edu](mailto:transfer.credit@cwu.edu)
- Formally: the student may submit a petition to the Office of the Registrar.



## Equivalency Adjustments: *Direct Equivalent vs. Substitution*

- A **direct equivalent** is a transfer course at a particular school that is determined equivalent to a CWU course by an authorizing department. Any student transferring with this course should receive the equivalent course and be able to use it towards their degree. It can be used as a prerequisite when registering for another course.
- A **substitution** applies in a unique situation for a single student or group of students. A course submitted by an authorizing CWU department as a substitution is not considered a direct equivalent to a CWU course, but rather a substitution course designated to meet a degree requirement for a particular situation. It does not satisfy a course prerequisite in future registration.

# *Navigating a Pathway to Success*



## *Semester vs. Quarter Credit Conversions*

- *Semester credit converts to quarter credit at  $1 = 1.5$ .*
- **Example:** *ECON 201 course at a semester school is 3 cr and equivalent to a 5 cr ECON 201 course at CWU. The credits convert as  $3 \text{ semester cr} \times 1.5 = 4.5 \text{ quarter cr}$*
- *The Academic Requirement (AR) Report mostly uses credit to satisfy a requirement, not the course, so ECON 201 with 4.5 credits still needs 0.5 credits to meet the requirement.*
- *This problem is solved by Degree Checkout with “filler credits.”*
- *Evaluators can make an exception to bring in 0.5 filler credits to satisfy the 5 credit ECON 201 requirement on the AR Report.*

*Preparing to Launch: Determining Readiness for Success*

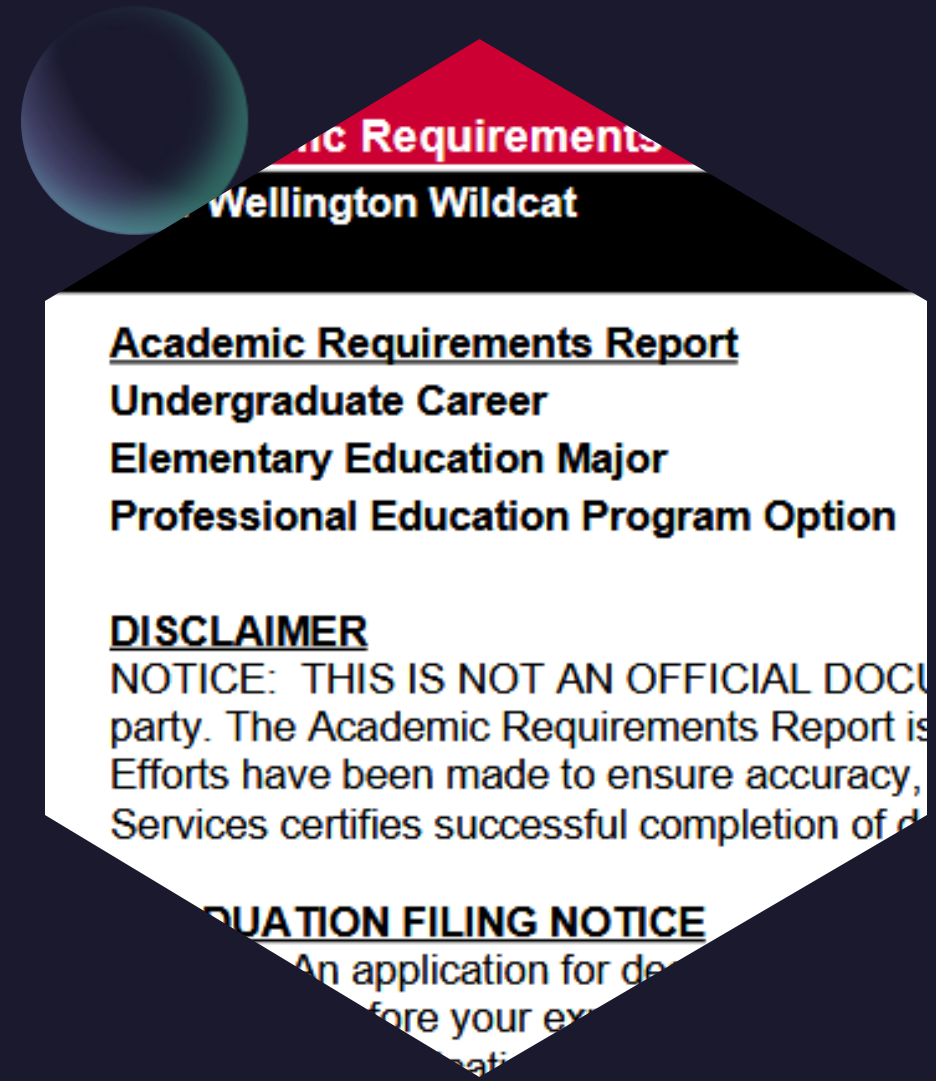




# Degree Checkout:

## *Ensuring Requirements Are Met*

- Degree Checkout - an area within the Office of the Registrar which assesses a student's fulfillment of university, general education, major, minor and/or teacher certification requirements.
- Each college of the University has a dedicated credentials evaluator who understands their programs.



# *Graduation and Commencement*



## *Graduation vs. Commencement*



- **Graduation** refers to completion of a degree.
- **Commencement** refers to the actual ceremony held by the university to celebrate a class' graduation.
- Participation in commencement ceremonies **does not** guarantee the awarding of a degree.
- It is the **student's responsibility** to ensure that all requirements have been met by the established deadlines.

*Commencement: Celebrating Success and a New Beginning*





*Sailing into the Future*

**Thank you!**

*Office of the Registrar  
Transfer Articulation  
ROC 2021*

*Columbia River near the Pacific Ocean*

# Questions?



Contact us:

[Transfer.Credit@cwu.edu](mailto:Transfer.Credit@cwu.edu)

Transfer Credit Credentials Evaluators:

*Jen Wildrick*

*Gayle Young-Dohrman*

*See you at the special TES  
session this afternoon!*