AT A GLANCE

Evaluation of Transfer Credit

Step 1:

Navigation: Campus Community > Student Services Center (Student)

1. Navigate to the Student Services Center (Student) page for your student
2. Run an ARR.

Generating the Evaluation of Transfer Credit

Step 2:

Navigation: Home> SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt

3. Navigate to SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt in PeopleSoft
4. Click **Search** to select any existing Run Control that you have in the system
5. Under the **Report Request Criteria** drop down menu, select **Student Emplid**
6. Enter the **Student Emplid**
7. Click **Run**
8. Next to Server Name, select **PSUNX** from the drop down menu
9. Click **OK**
10. Click on **Process Monitor**
11. Under the column "Run Status", look for the word "**Success**".
12. Under the column "Distribution Status", look for the word "**Posted**". Click the yellow **Refresh** button until you see both **Success** and **Posted**.
13. Click on **Details**
14. Click on **View Log/Trace**
15. Click on **SONAV140.PDF** (Be sure to click on the PDF, not the .txt file)
16. The PDF version of the Evaluation of Transfer Credit will open in a new window

AT A GLANCE

Troubleshooting: If you ran the report but did <u>not</u> receive a SONAV140.PDF file:

➢ Did you successfully run ARR for the student first?

➢ Is the student on the 48 unit transfer GE Pattern?

➢ Does the RUN STATUS say "SUCCESS" and the DISTRIBUTION STATUS says "POSTED" (step 15)

For further questions contact the **Transfer Credit Lead**
at *http://www.sonoma.edu/it/cms/contact.html*