

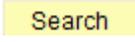
Evaluation of Transfer Credit

Advisor Center Navigation

Step 1) Running an Academic Requirements report (An AAR must be run before you can run an Initial Eval of Transfer Credit)

1. Navigate to Self Service > Advisor Center > Advisee Student Center
2. Enter student name or ID, search, and select your student
3. Under the 'other academics' drop down menu, select Academic Requirements and click the 

Step 2) Generating an Evaluation of Transfer Credit

4. Navigate to SON Customizations > SON Campus Solutions > Advising > Reports > Eval of Transfer Credit Rpt
5. Click  to select any existing Run Control
 - **NOTE:** If this is your first time running any reports in PeopleSoft and you click search but "No Values found", click **Add a New Value** to create a Run Control
 - a. Type the name of your Run Control ID. (DO NOT USE SPACES IN YOUR NAME)
 - b. Click Add
 - c. Skip to Step 4.
6. Under Search Results, Select any **Run Control ID** by clicking on it
7. Under the **Report Request Criteria** drop down menu, select **Student Emplid**
8. Enter the **Student Emplid**
9. Click 
10. Next to Server Name, select **PSUNX** from the drop down menu
11. Click 
12. Click on [Process Monitor](#)
13. Under the column "Run Status", look for the word "**Success**".
14. Under the column "Distribution Status", look for the word "**Posted**". Click the **Refresh** button until you see both **Success** and **Posted**.
15. Click on 
16. Click on 

Evaluation of Transfer Credit

17. Click on **SONAV140.PDF** (Be sure to click on the PDF, not the .txt file)
18. The PDF version of the Evaluation of Transfer Credit will open in a new window

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

- Did you successfully run an 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)

Report Date		02/23/12		Initial Evaluation of Transfer Credit				
Student Information	Name	Sally Sonoma		Student ID	99999999		Admit Term Fall 2011	Degree Audit Date: 09/22/11
Academic Summary	Career	Undergraduate		Program	Undergraduate		Rqrmnt Term Fall 2011	
	Plan	Business Administration (BS) Sub-Plan		Accounting				
	Plan	Business Administration (BS) Sub-Plan		Finance				
	Plan	Summer Early Entrant-UGRDSub-Plan						
General Education Requirements: The classes reflected below were used to meet GE requirements. For more detailed information, please see your Degree Progress Report in PeopleSoft.								
Area	A (9 Units)	B (12 Units)	C (12 Units)	D (12 Units)	E (3 Units)			
1	Written and Oral Analysis GETRAN A1CRS (TR) 3.00	Physical Sciences ASTR 100 (TR) 3.00	Arts NAMS 205 (TR) 3.00	Social Science Discipline 1 AMCS 210 (TR) 3.00	Integrated Person GETRAN ECRC (TR) 3.00			
2	Fundamentals of Comm ENGL 101 (TR) 4.00	Biological Sciences ANTH 201 (TR) 3.00	Humanities PHIL 302 (EN) 3.00	Addl Social Science Crse BUS 150 (TR) 3.00				
3	Critical Thinking PHIL 101 (TR) 3.00	Addl Area B (if needed) MATH 131 (TR) 3.00	Addl Area C Crse AMCS 255 (TR) 3.00	Addl Social Science Crse ECON 204 (TR) 3.00				
4		Math Concepts MATH 165 (TR) 4.00	Addl Area C Crse	Addl Social Science Crse ECON 205 (TR) 3.00				
	Area A: Complete	Area B: Complete	Area C: Incomplete	Area D: Complete	Area E: Complete			
Unit Requirements	To do	Additional GE Requirements		To do	Test Requirements		To do	
Upper Division GE	9.00	Note: Upper Division GE must be taken in at least two different areas after attaining Junior status (60 units).		Ethnic Studies	No	Written English Proficiency - WEPT or pass Eng. 375	Yes	
			Science Lab	No				
			U.S. History	No				
			U.S. Constitution	No				
			State & Local Govt	No				
Test Credit								
Test ID	Component	Score	Test Date	Sonoma Course	Sonoma Course Title	Units	Req Des	
None								
Transfer Credit Summary								
School	Units	GPA						
Santa Rosa Junior Col	77.50	3.923						
Total	70.00	3.923						
Adjustments	7.50							
Transfer Credit Detail								
Transfer Institution	Term	Transfer Crs	Transfer Course Title	Grade	Sonoma Course	Sonoma Course Title	Units	Req Des
Santa Rosa Junior Co	Spr 2009	PSYCH 3	Human Sexuality	A	GETRAN ECRC	GE Area E Course Transfer	3.00	GEE
Santa Rosa Junior Co	Fall 2010	POLS 1	Introduction to United States	A	POLS 200	American Political System	3.00	GED4
Santa Rosa Junior Co	Spr 2010	PHIL 3	Critical Thinking	A	PHIL 101	Critical Thinking	3.00	GEA3
Santa Rosa Junior Co	Fall 2010	MATH 15	Elementary Statistics with Com	A	MATH 165	Elementary Applied Statisti	4.00	GEA4
Santa Rosa Junior Co	Fall 2009	LIR 10	Introduction to Information Li	A	ELECT TR COURSE	Transfer Elect Credit - Cou	1.00	
Santa Rosa Junior Co	Fall 2008	HUMAN 6	American Cultures	B	AMCS 255	Ethnicity in the Humanities	3.00	GEC4
Santa Rosa Junior Co	Spr 2010	HIST 21	Race, Ethnicity and Gender in	400	AMCS 210	Ethnic Groups in America	3.00	GED3
Santa Rosa Junior Co		CrsId above		400	GETRAN US1	GE U.S./Const/Am Ideals Crs	0.00	

For further questions, contact the **TRANSFER CREDIT LEAD** at <http://www.sonoma.edu/it/cms/contact.html>