Adding Transfer Courses to a Study Plan

1 Transfer work is recorded on the Plans in the Notes field for each course. Transfer courses that are to be part of the study plan will need to be entered in the following manner:

> Graduate level work is listed as -- **GRAD 005**
> Undergraduate level work is listed as -- **GRAD 000**

2 If you are using transfer work from a school that is on a quarter system rather than semester, the work must be converted to semester credits in the "Plans" section. To list the transfer work on your study plan enter the appropriate subject transfer course as indicated above and total number of transfer (semester) credits in the planner list. Quarter credits are 2/3 of a semester credit.

(!) Tip! Formula to convert quarter to semester credits:
1. Total the number of quarter credits being used
2. Multiply this total by two
3. Divide this total by three
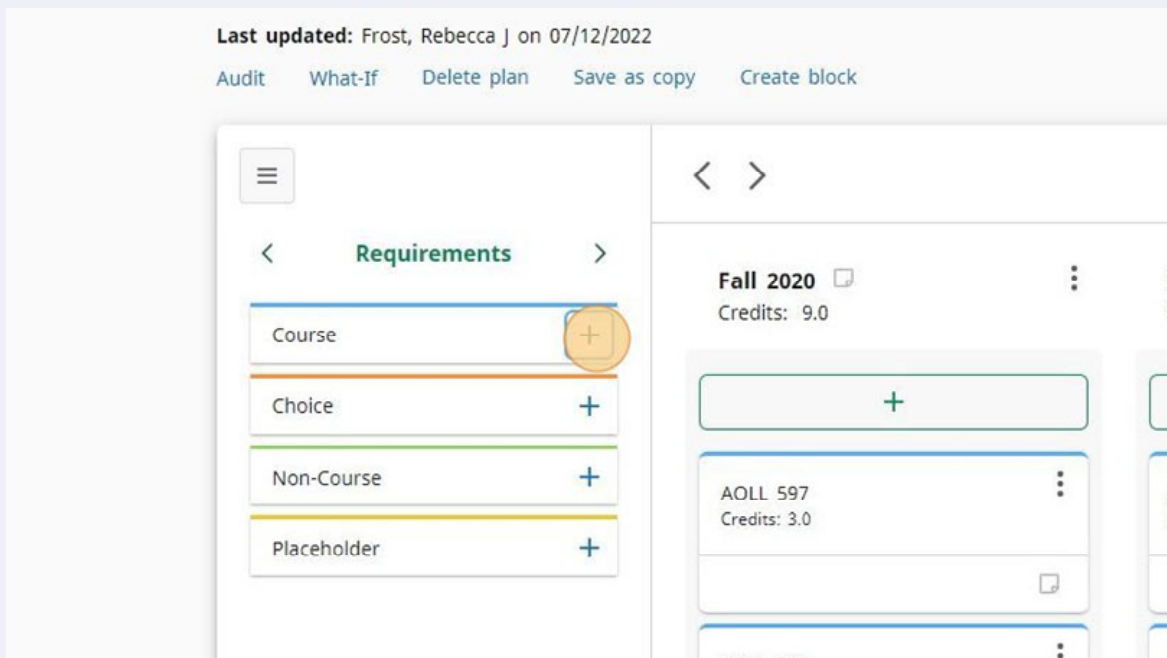4. The result will be semester credits.

Using this formula, fill in the appropriate credits in the Credits field of the GRAD course.
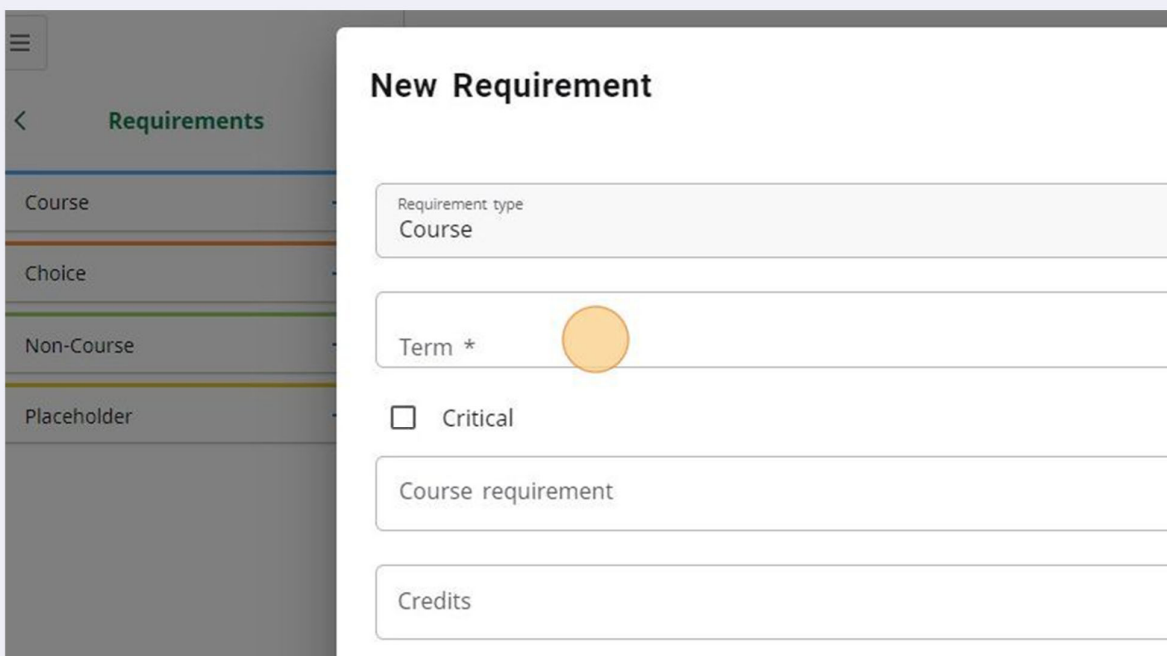
3 To add a single course to an existing term, use the right arrow next to "Courses" to navigate to the "Requirements" menu.

4 Click on the + next to "Course" to add a course to your plan.

Last updated: Frost, Rebecca J on 07/12/2022

Audit   What-If   Delete plan   Save as copy   Create block

≡

< **Requirements** >

Course	+
Choice	+
Non-Course	+
Placeholder	+

< >

Fall 2020 ⌨   ⋮

Credits: 9.0

+

AOLL 597   ⋮
Credits: 3.0

⌨

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5 Choose the term that you want the course to be listed under.

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< **Requirements**

Course

Choice

Non-Course

Placeholder

New Requirement

Requirement type
Course

Term *

☐ Critical

Course requirement

Credits

6 Click on the desired term. Only the terms that have been added to a plan will be listed in this drop-down.

Course	Requirement type
Choice	Course
Non-Course	Fall 2020
Placeholder	Spring 2021
	Fall 2021
	Spring 2022
	Credits
	Minimum grade

7 Click "Course requirement." This will allow you to search for the transfer course.

Course	Requirement type
Choice	Course
Non-Course	Term *
Placeholder	Fall 2021
	☐ Critical
	Credits
	Minimum grade
	CANCE

8   Type "GRAD 005" to search for the Graduate transfer course number.

9   Click "GRAD 005 Elective" when it appears in the gray box below your search entry. This will select the course. Hitting enter after you type in GRAD 005 will not select the course.

Choice

Non-Course

Placeholder

Term *
Fall 2021

☐ Critical

GRAD 005

GRAD 005 Elective

Credits

Minimum grade

CA

10   Click the "Credits" field.

Non-Course

Placeholder

Fall 2021

☐ Critical

GRAD 005

You searched for: GRAD 005

Credits
99.00

Minimum grade

11 Credits default to the maximum credit amount and must be edited to reflect the correct number of credits for which the course was taken. Type in the correct credit amount for the transfer course.
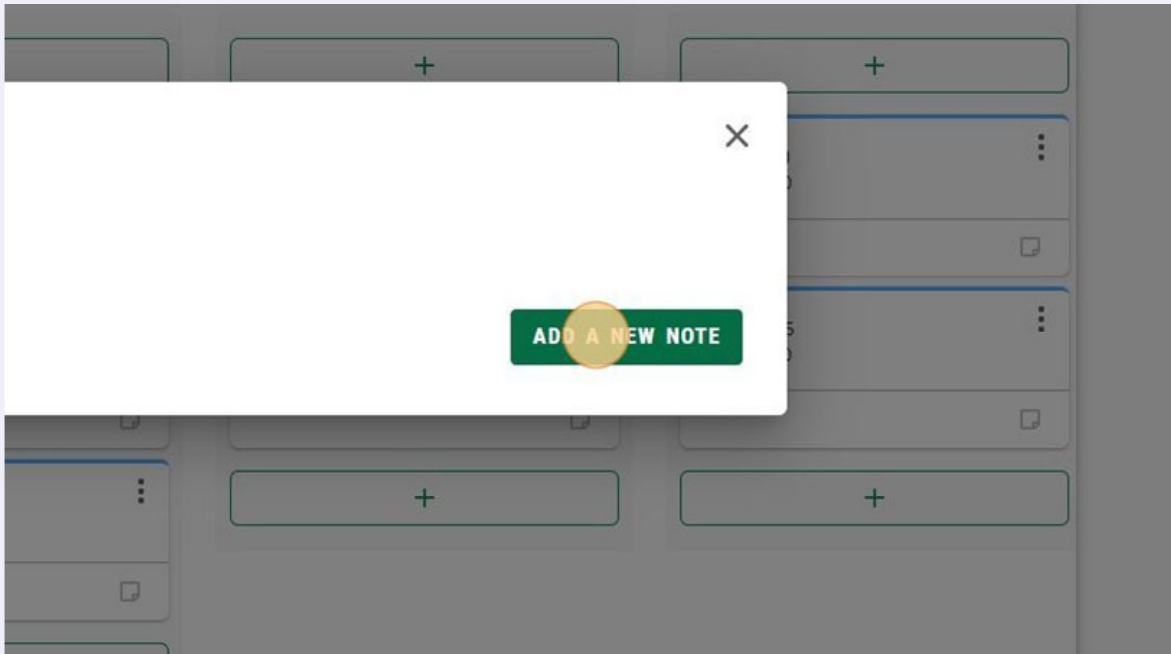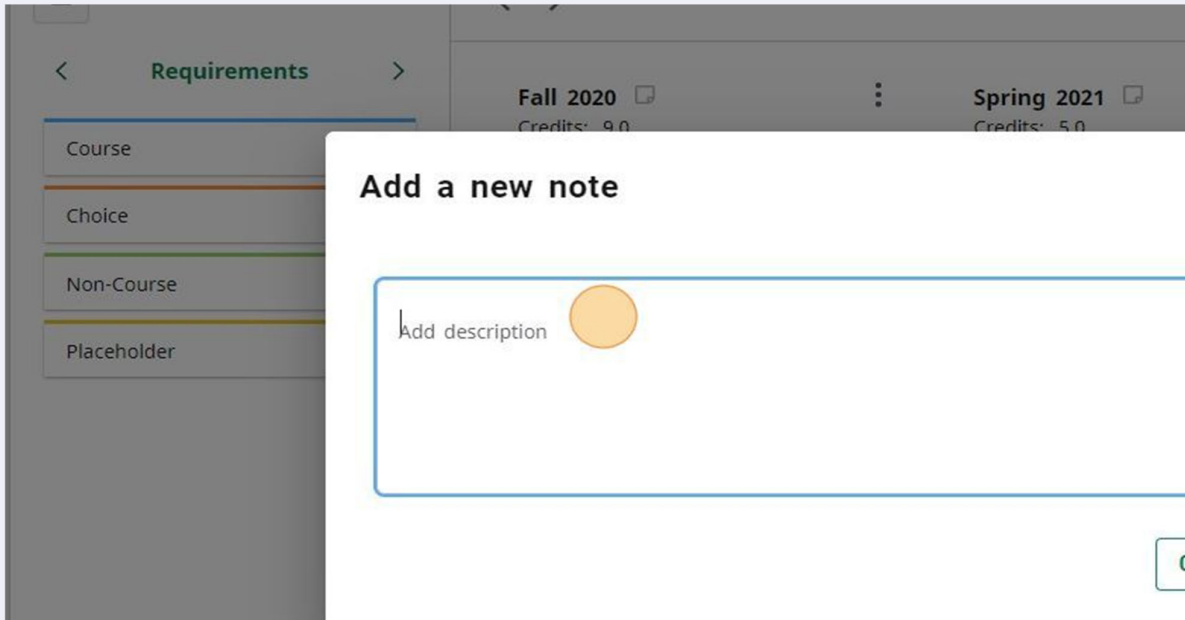
12 Click "SAVE"
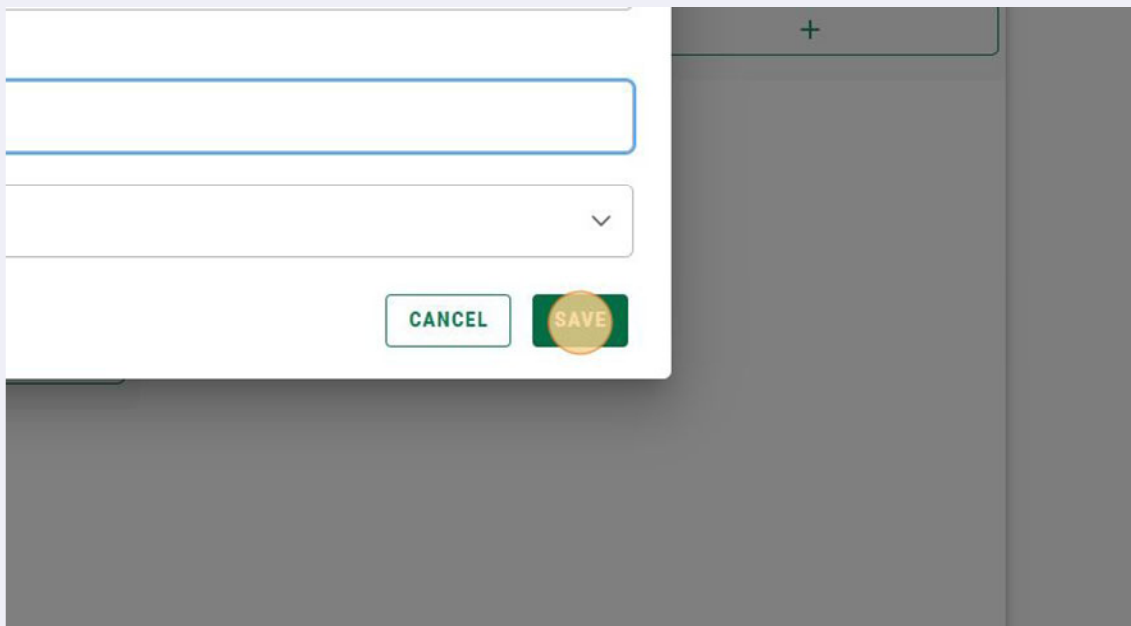
13 Click this icon to add a note to your transfer course work.
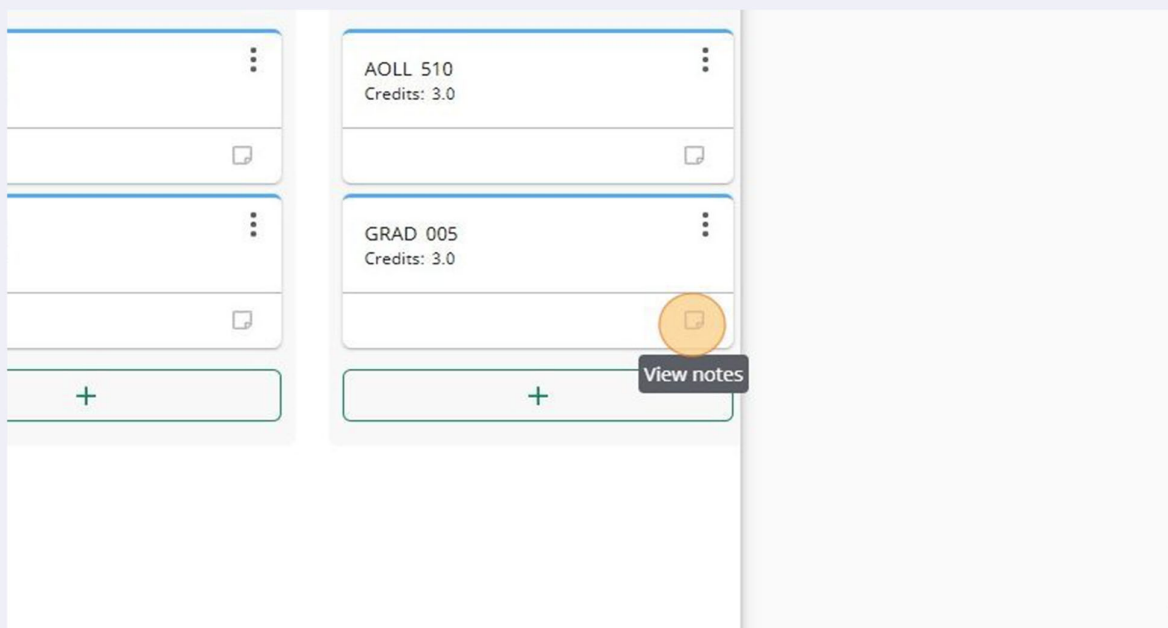
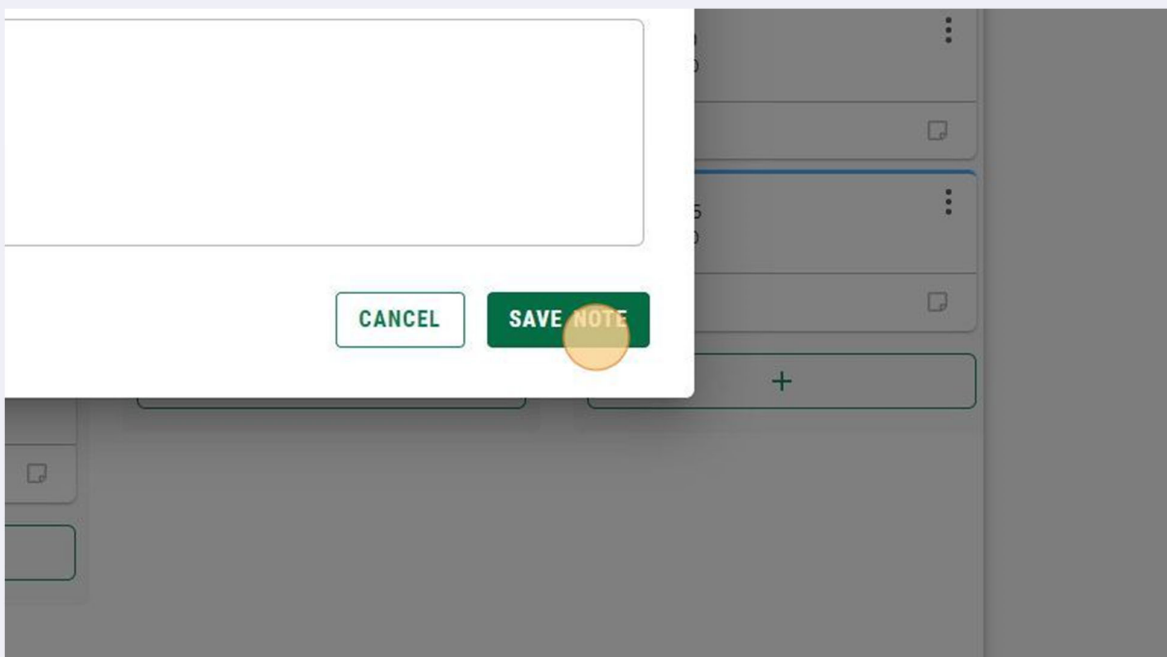**14**   Click "ADD A NEW NOTE" in the pop up menu.
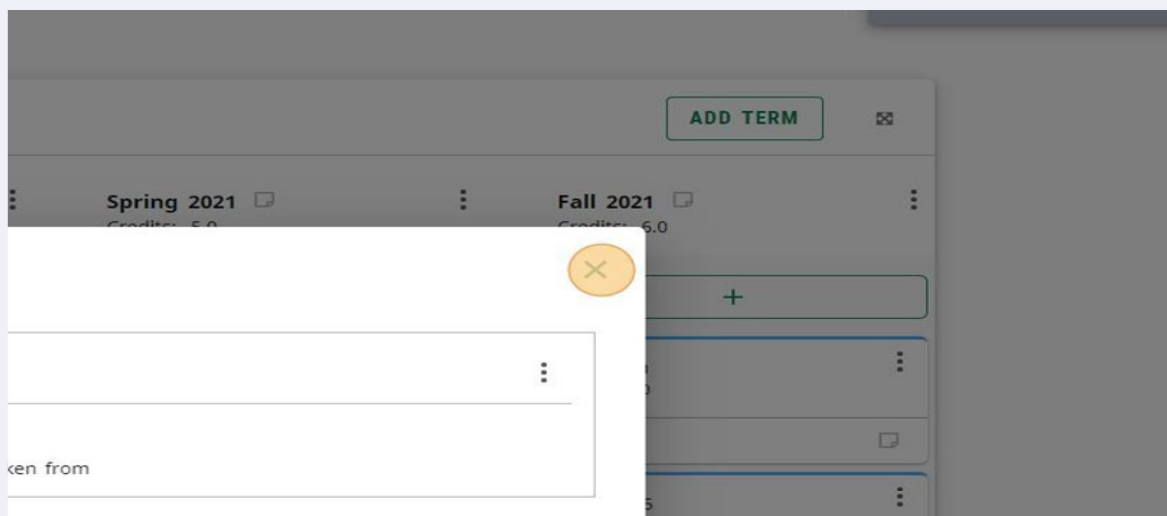

15   Click the "Add description" field.

16 Notes should include the following information from your transfer course: Subject, Course number, Title, Credits, Year completed, Name of Institution course was taken from.
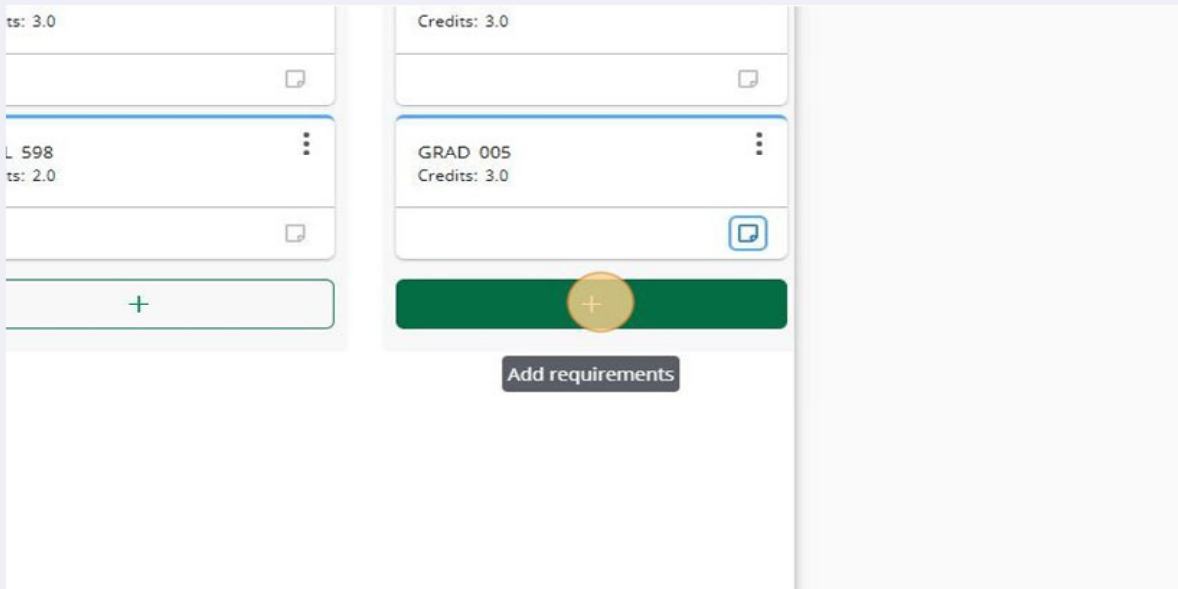
17 Click "SAVE NOTE"

18 Once your note has been added close the note pop-up.

19 When a note has been added to a course, the note icon will be blue rather than gray.

20 To add a transfer course using the + option on the existing term.

21 Click the down arrow in subjects to search for the GRAD course subject.

22   Scroll down and click "GRAD - Grad Level Transfer Wrk"

Add requirements to Fall 2021

Sub

| GEOP - Geophysics |
| GERM - German |
| GNRC - Generic |
| GRAD - Grad Level Transfer Wrk |
| GREK - Greek |
| H&S - Health and Safety |
| HEC - Home Economics |
| HED - Higher Education |
| HIST - History |

Search by title 🔍

AC

☐   **Title** Elective

☐   **Title** Elective

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23   Click on the checkbox of the appropriate GRAD course number.

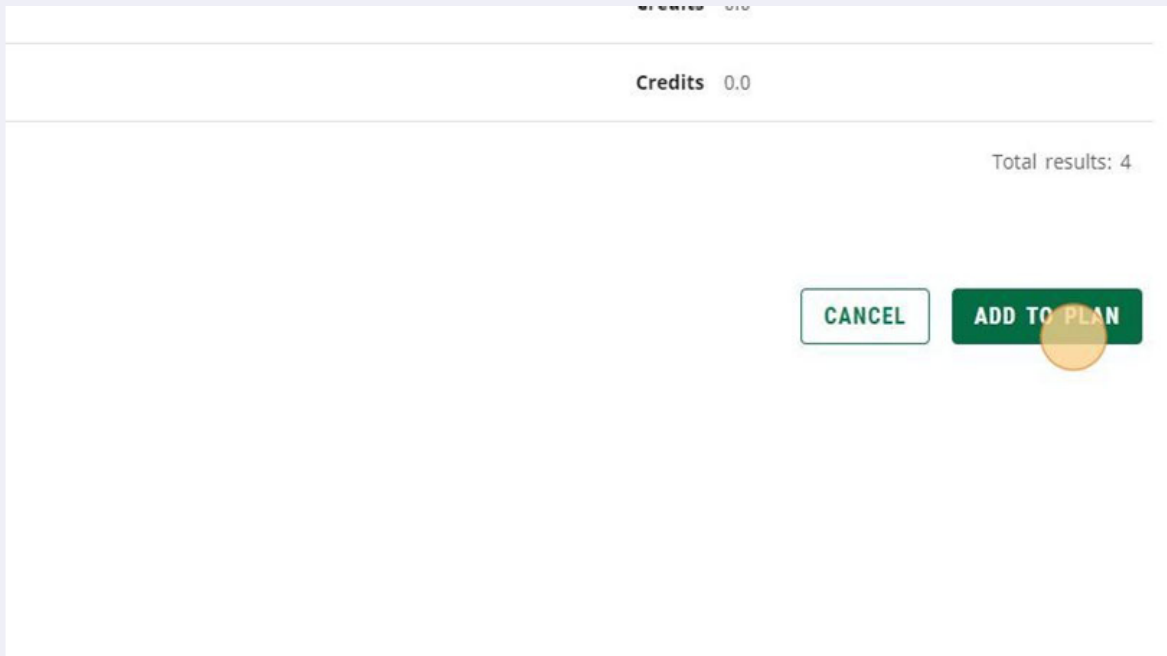Courses   Still needed

Subjects
GRAD - Grad Level Transfer Wrk ⌄   Search by title 🔍
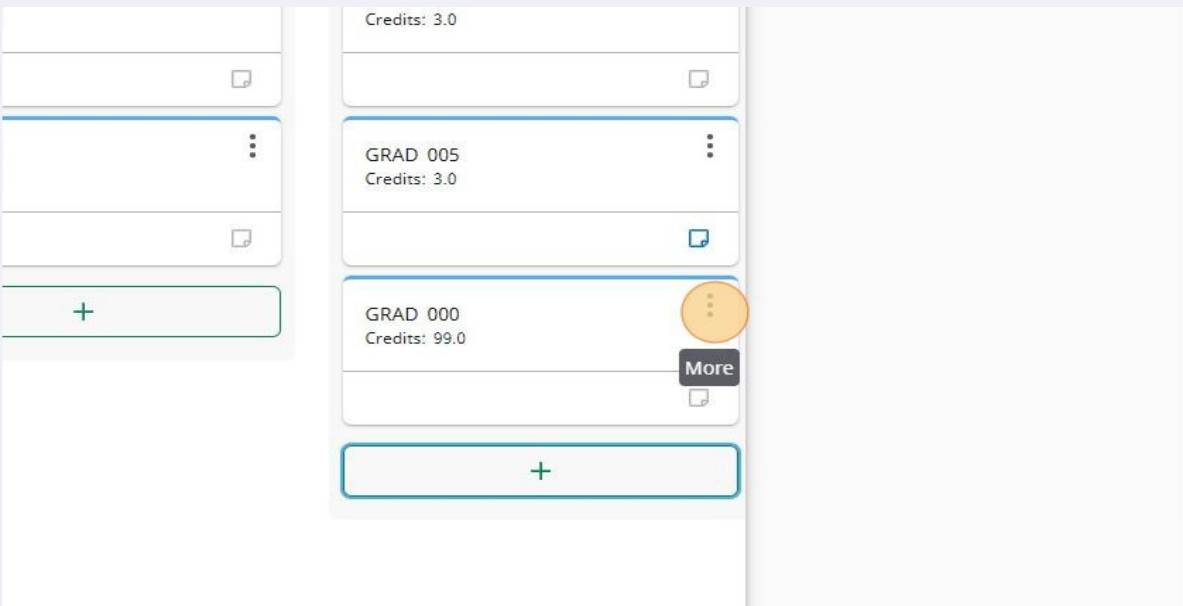
GRAD - Grad Level Transfer Wrk (GRAD)

☐   **Course** GRAD 000   **Title** Transfer Work

☐   **Course** GRAD 005   **Title** Elective

☐   **Course** GRAD 710   **Title** Continuous Enrollm

☐   **Course** GRAD 720   **Title** Finishing Status

◁   <   Page 1 of 1   >   ▷

24 Click "ADD TO PLAN"
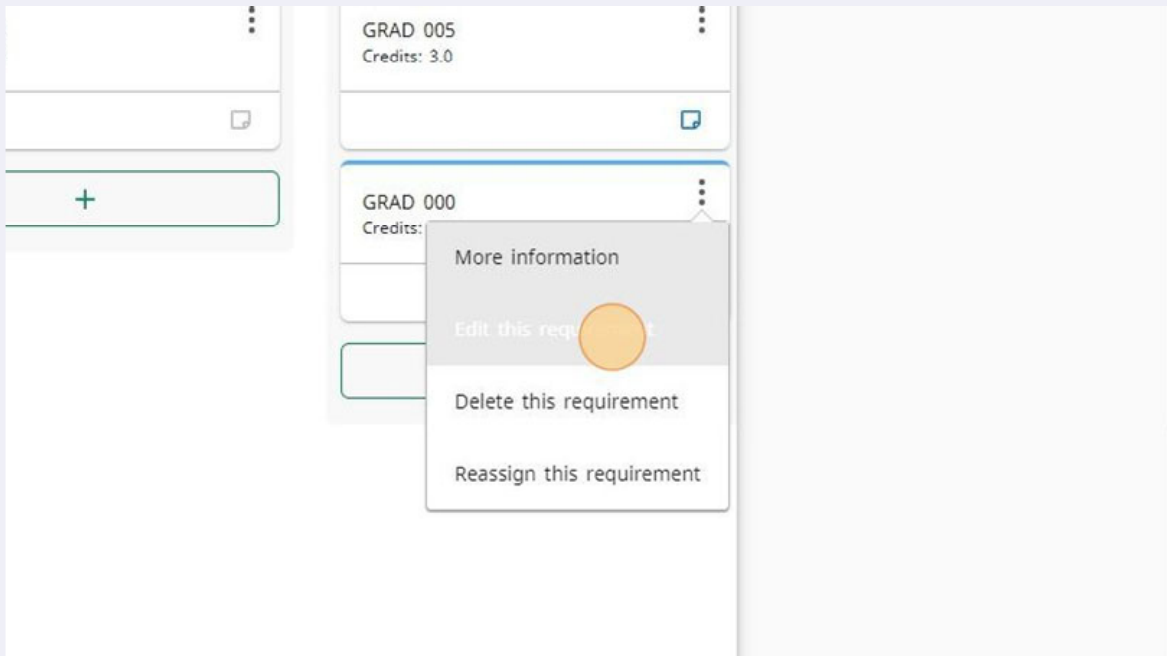
Credits 0.0

Total results: 4

CANCEL   ADD TO PLAN

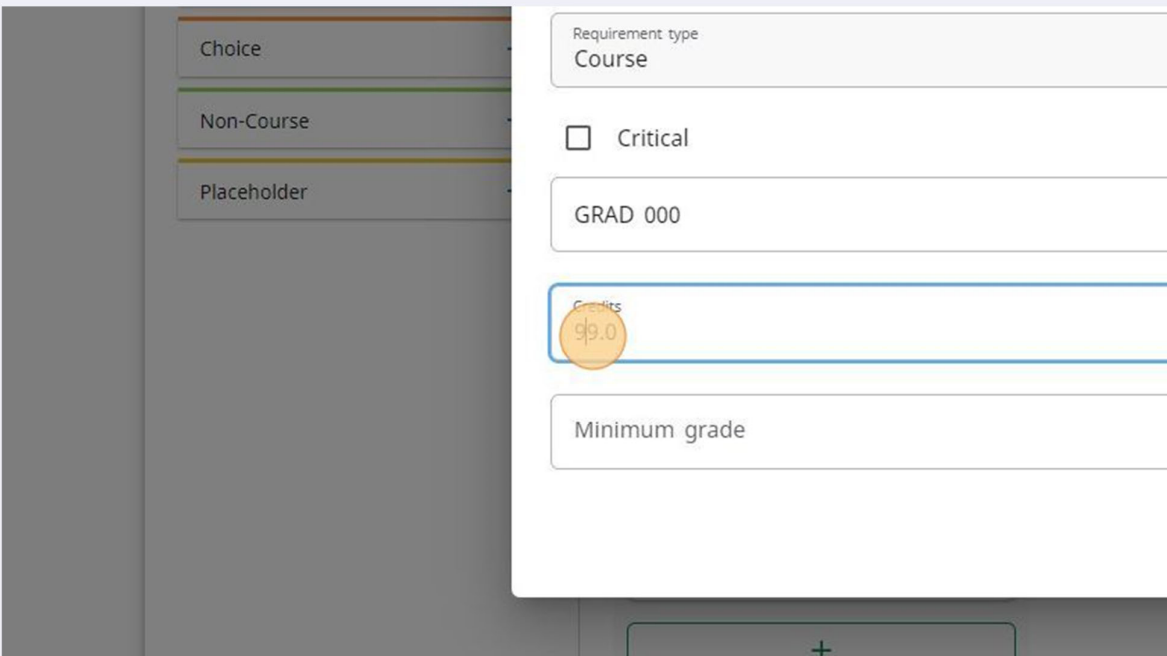**25** Credits will default to the maximum credit amount and need to be edited. Click on the 3-dot menu to open editing options.

Credits: 3.0

GRAD 005
Credits: 3.0
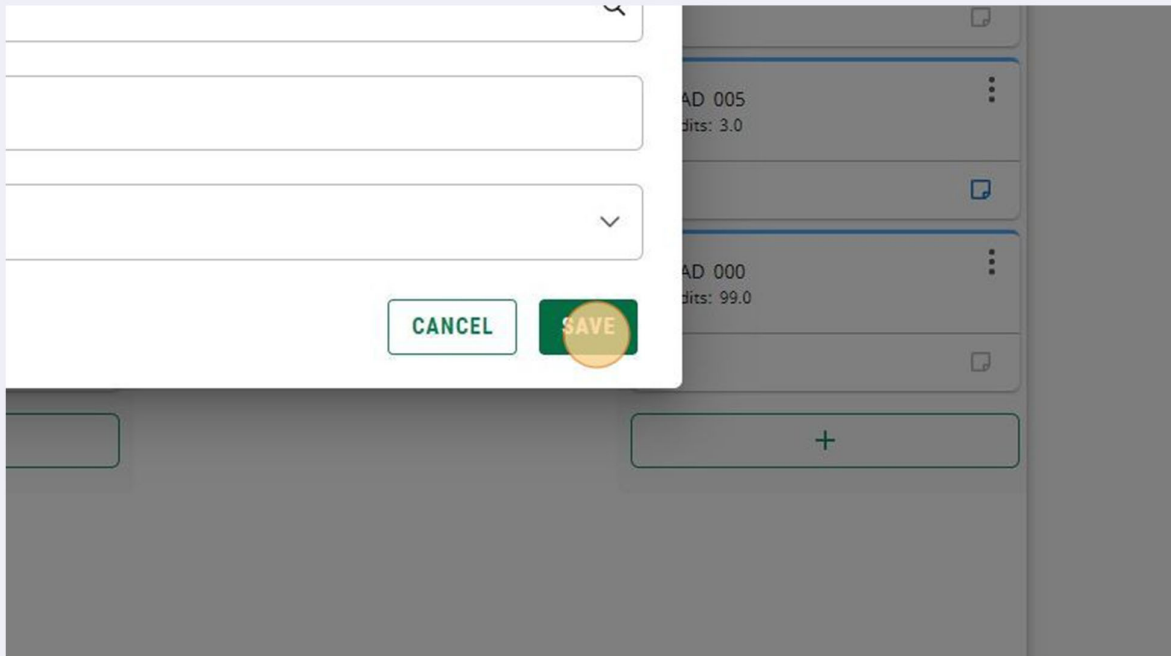
GRAD 000
Credits: 99.0

More

+

26 Click "Edit this requirement"

GRAD 005
Credits: 3.0

GRAD 000
Credits:

More information

Edit this requirement

Delete this requirement

Reassign this requirement

27 Click the "Credits" field.

Choice

Non-Course

Placeholder

Requirement type
Course

☐ Critical

GRAD 000

Credits
99.0

Minimum grade

28 Type in the appropriate credit amount.

29 Click "SAVE"

30 Follow steps 13-18 to add the appropriate note to your transfer course.

⚠ Your complete study plan will be reviewed by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar. The University of Idaho requires submission of an official transcript from the institution awarding the transfer credit. If you have listed transfer work to be completed in the future, you must have an official transcript sent after the completion of the course. Transfer courses must be verified prior to notation on the academic record. Please visit the Office of the Registrar's Degree Audit webpage if you have any questions about creating or submitting a study plan or making changes to an approved plan.