

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.

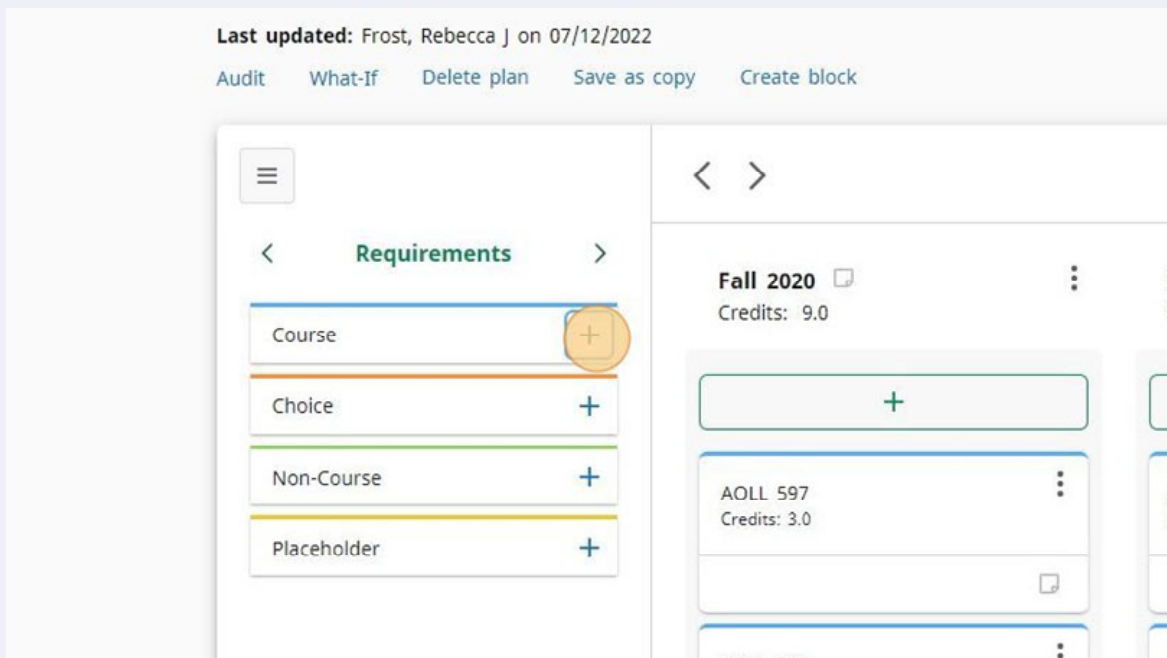
Using this formula, fill in the appropriate credits in the Credits field of the GRAD course.

3

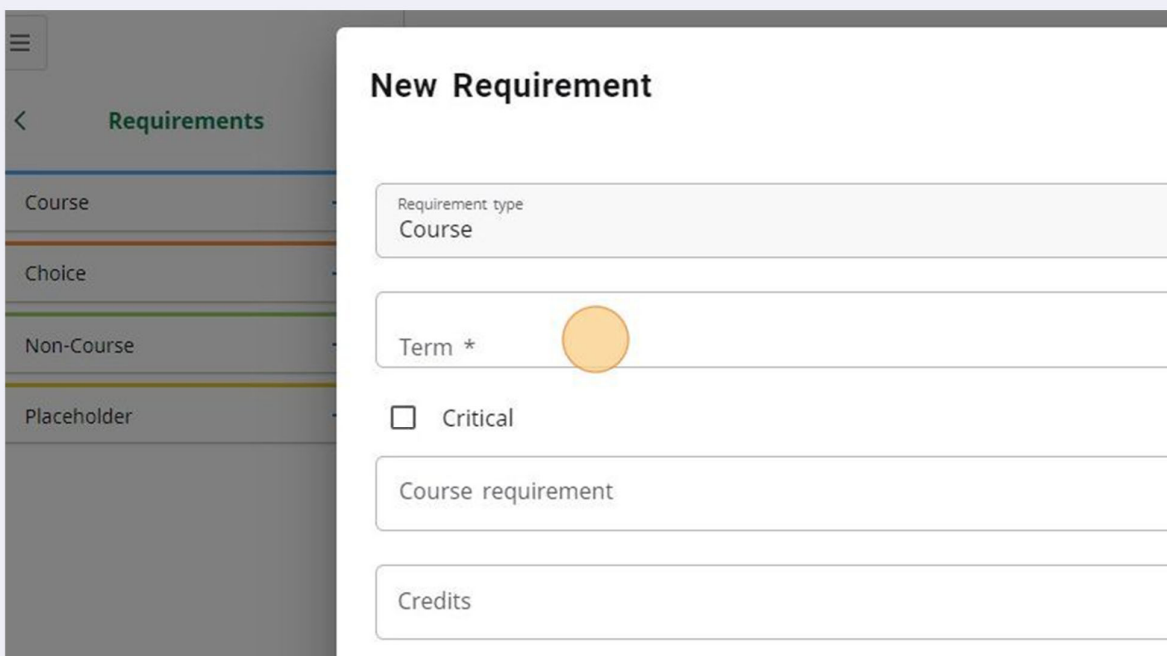
To add a single course to an existing term, use the right arrow next to "Courses" to navigate to the "Requirements" menu.

The screenshot shows a user interface for managing a study plan. At the top, it says "Last updated: Frost, Rebecca J on 07/12/2022". Below this are several action buttons: "Audit", "What-If", "Delete plan", "Save as copy", and "Create block". The main content area is divided into two panels. The left panel is titled "Courses" and has a search bar labeled "Search by course or title". Below the search bar is a table with columns "Course", "#", and "Title". The table lists "ACCT - Accounting (ACCT)" and "ACTE Adult/Counselor/Tech". A yellow circular button with a right-pointing arrow and the word "Next" is overlaid on the "Courses" header. The right panel shows a term selection dropdown set to "Fall 2020" with "Credits: 9.0". Below this is a large green plus sign button. Underneath, a list of courses is shown, including "AOLL 597" with "Credits: 3.0".

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



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



6

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

Course

Choice

Non-Course

Placeholder

Requirement type
Course

Fall 2020

Spring 2021

Fall 2021

Spring 2022

Credits

Minimum grade

7

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

Course

Choice

Non-Course

Placeholder

Requirement type
Course

Term *
Fall 2021

Critical

|

Credits

Minimum grade

CANCEL

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.

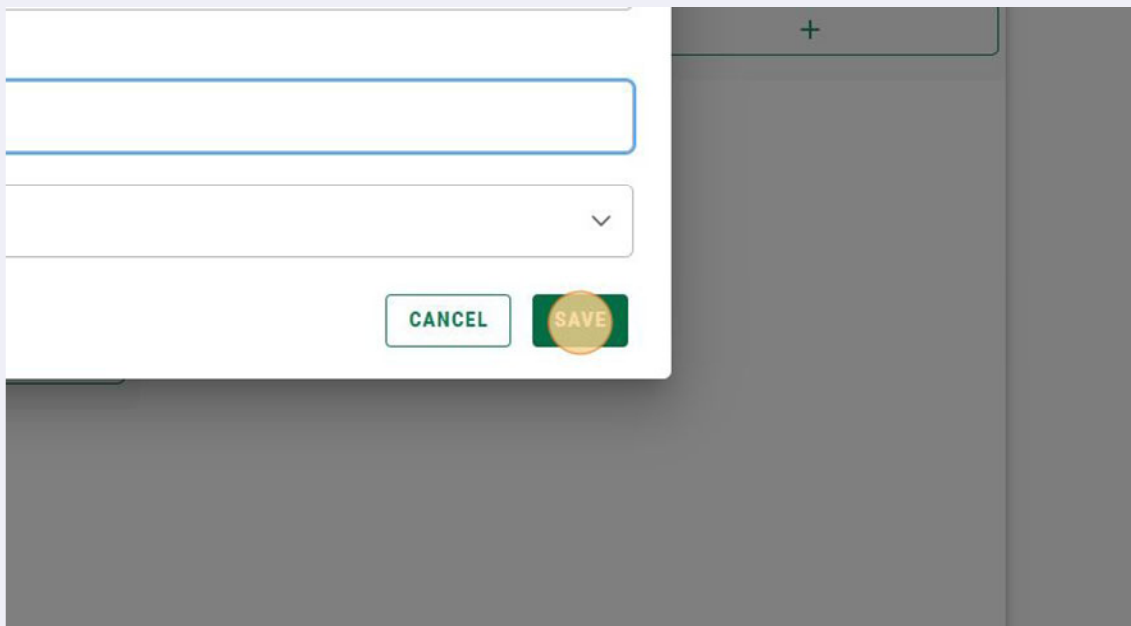
A screenshot of a search interface. On the left, a sidebar shows a list of categories: "Choice", "Non-Course", and "Placeholder". The "Non-Course" category is highlighted. The main search area contains several fields: "Term *" with the value "Fall 2021", a checkbox for "Critical", a search input field containing "GRAD 005", a dropdown menu showing "GRAD 005 Elective" (highlighted with a yellow circle), a "Credits" field, and a "Minimum grade" field. A green "CAL" button is visible in the bottom right corner.

10 Click the "Credits" field.

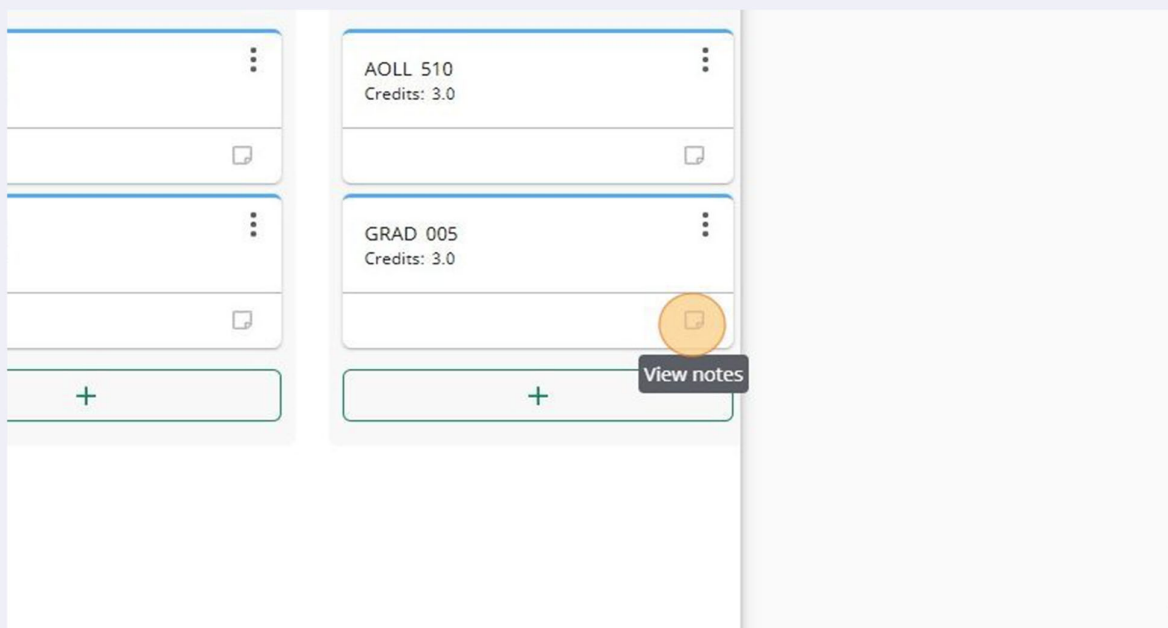
A screenshot of the same search interface. The search input field now contains "GRAD 005". Below the search input, the text "You searched for: GRAD 005" is displayed. The "Credits" field is highlighted with a yellow circle and contains the value "99.00". The "Term *" field still shows "Fall 2021", the "Critical" checkbox is unchecked, and the "Minimum grade" field is empty. The "CAL" button is still present in the bottom right corner.

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.

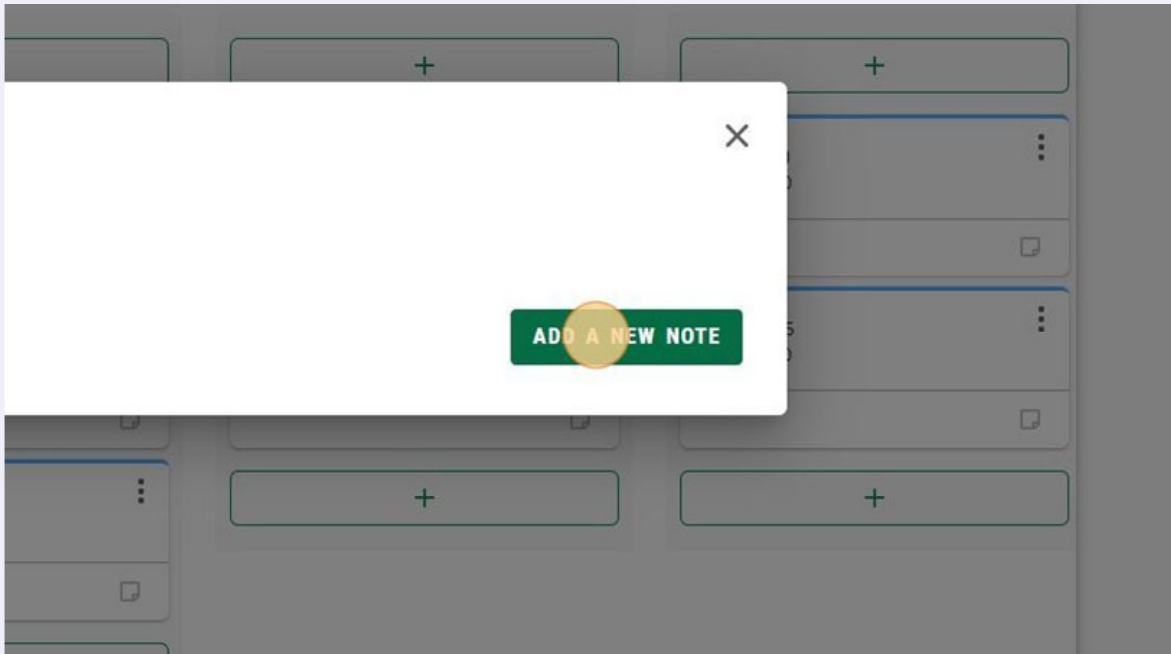
12 Click "SAVE"



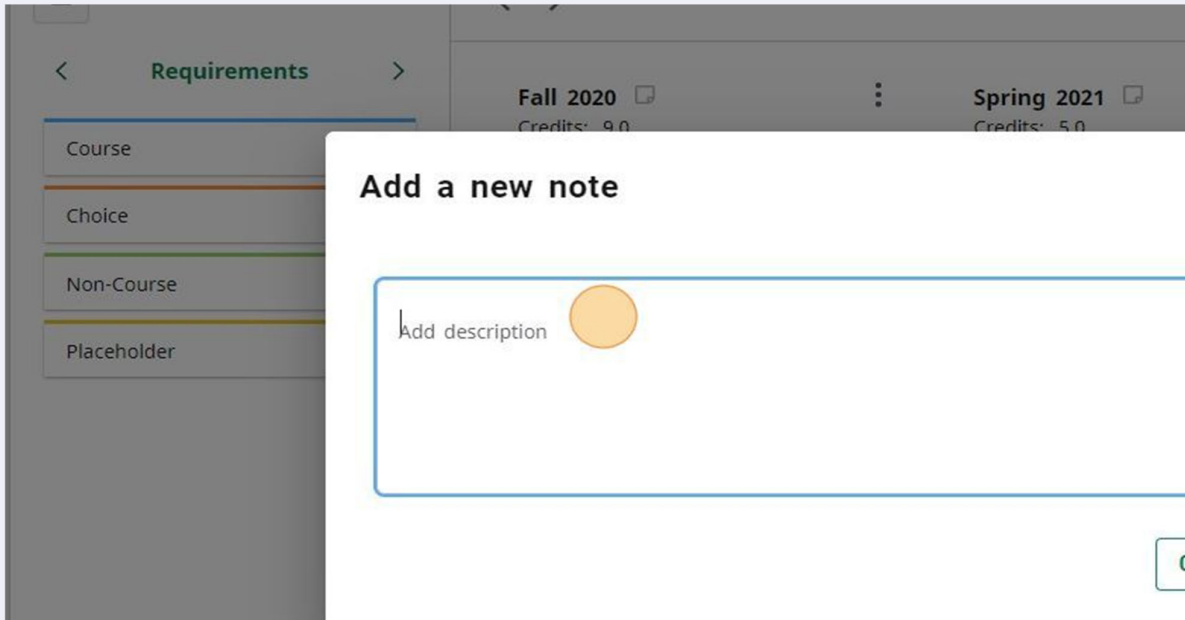
13 Click this icon to add a note to your transfer course work.



14 Click "ADD A NEW NOTE" in the pop up menu.

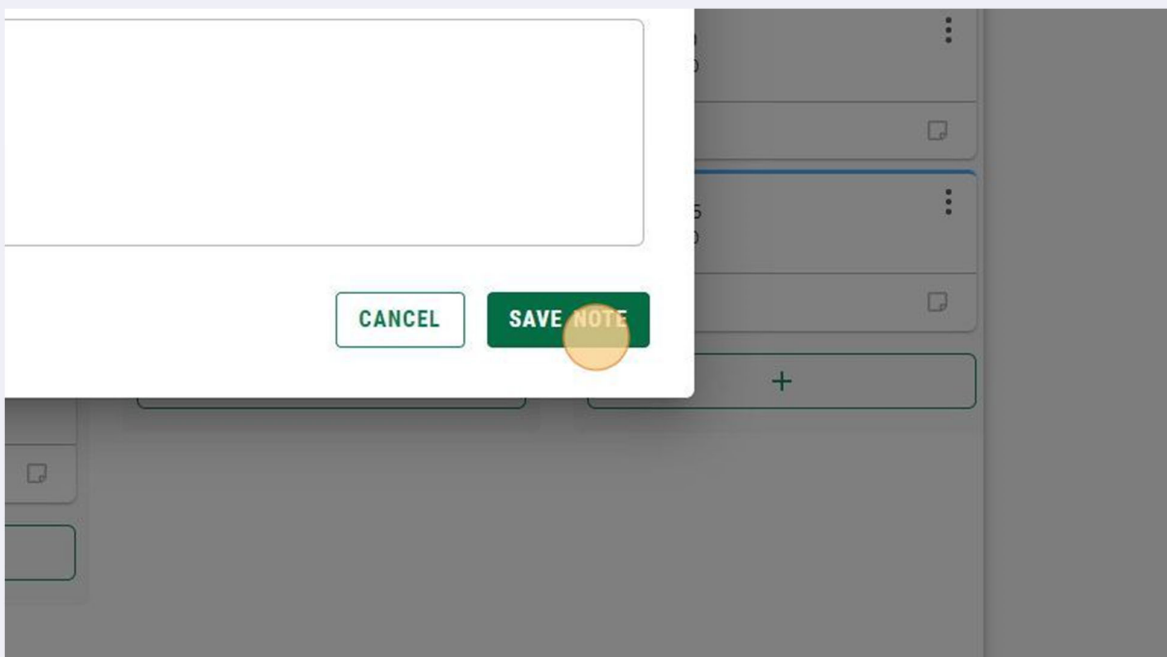


15 Click the "Add description" field.

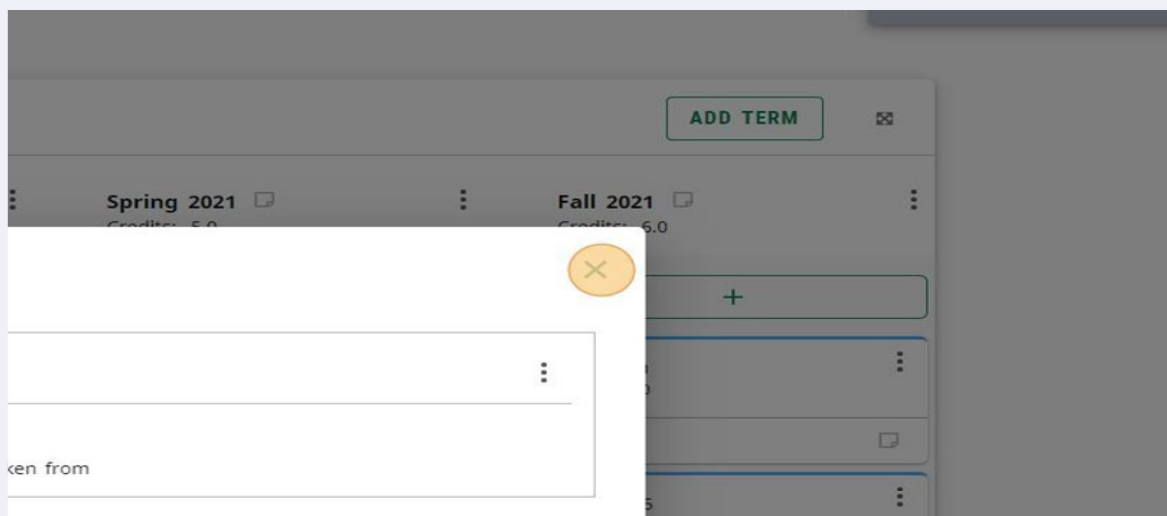


- 16** Notes should include the following information from your transfer course: Subject, Course number, Title, Credits, Year completed, Name of Institution course was taken from.

- 17** Click "SAVE NOTE"

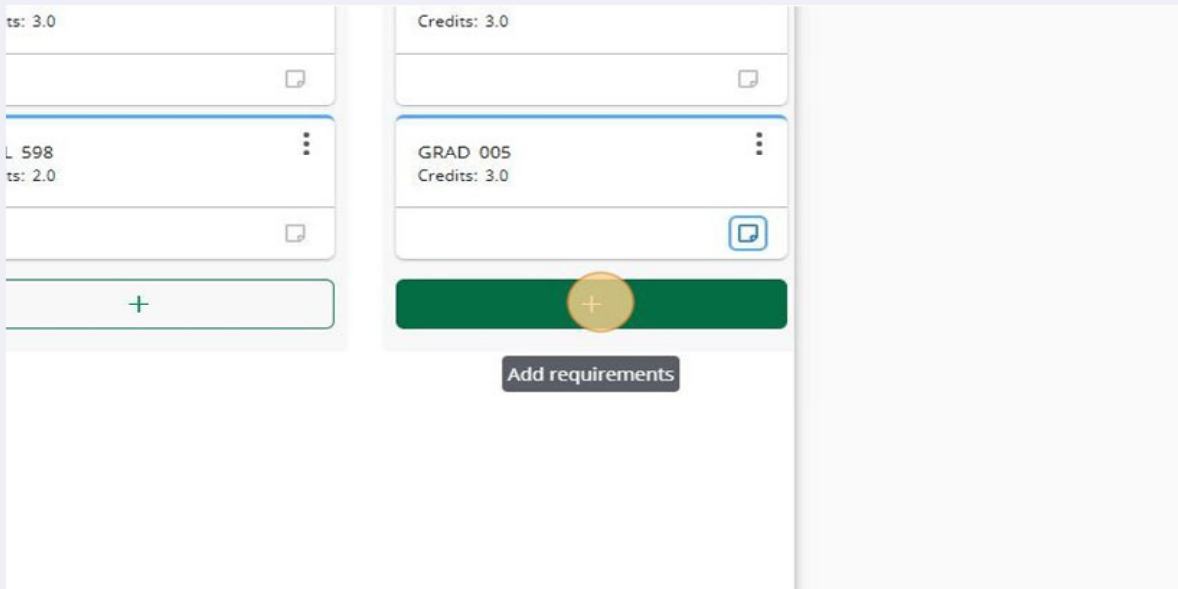


- 18** Once your note has been added close the note pop-up.



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.

Add requirements to Fall 2021

Subjects

Courses Still needed

Subjects  Search by title 

ACCT - Accounting (ACCT)

<input type="checkbox"/>	Course ACCT 000	Title Elective
<input type="checkbox"/>	Course ACCT 005	Title Elective

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

AC

- H&S - Health and Safety
- HEC - Home Economics
- HED - Higher Education
- HIST - History

Search by title

Title	Elective
Title	Elective

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

Courses Still needed

Subjects
GRAD - Grad Level Transfer Wrk

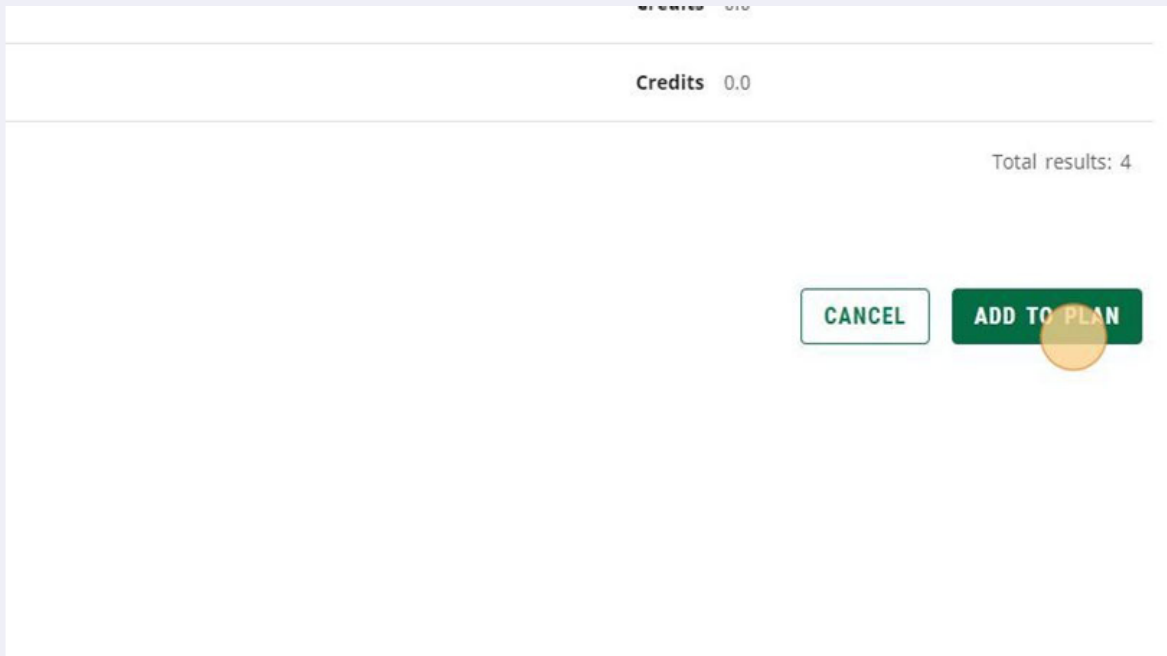
Search by title

GRAD - Grad Level Transfer Wrk (GRAD)

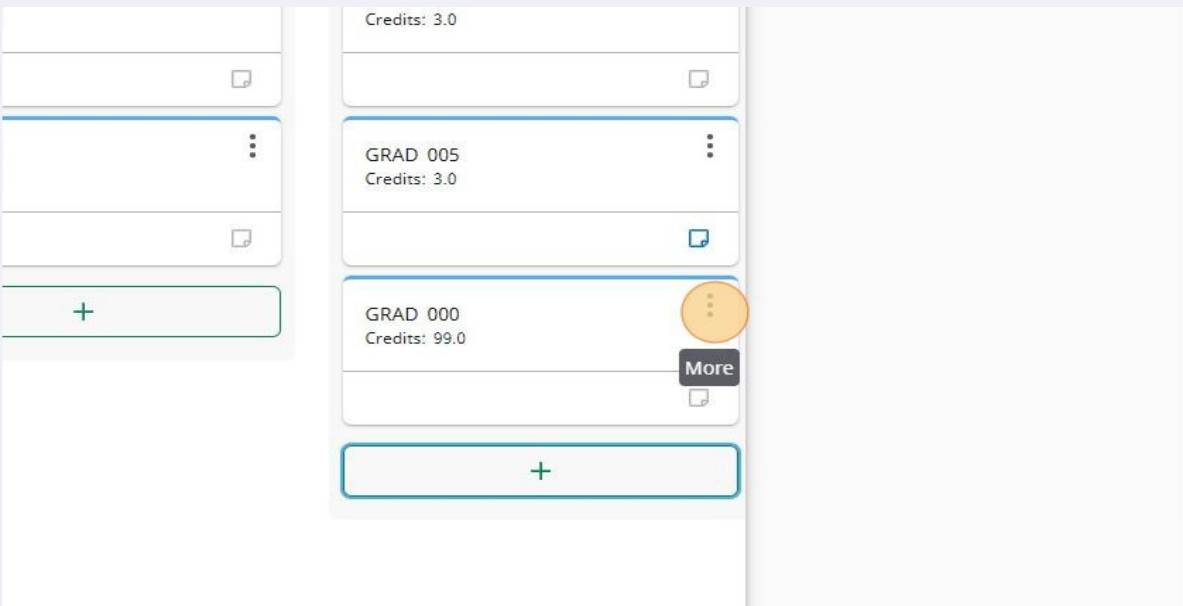
<input checked="" type="checkbox"/>	Course GRAD 000	Title Transfer Work
<input type="checkbox"/>	Course GRAD 005	Title Elective
<input type="checkbox"/>	Course GRAD 710	Title Continuous Enrollr
<input type="checkbox"/>	Course GRAD 720	Title Finishing Status

Page 1 of 1

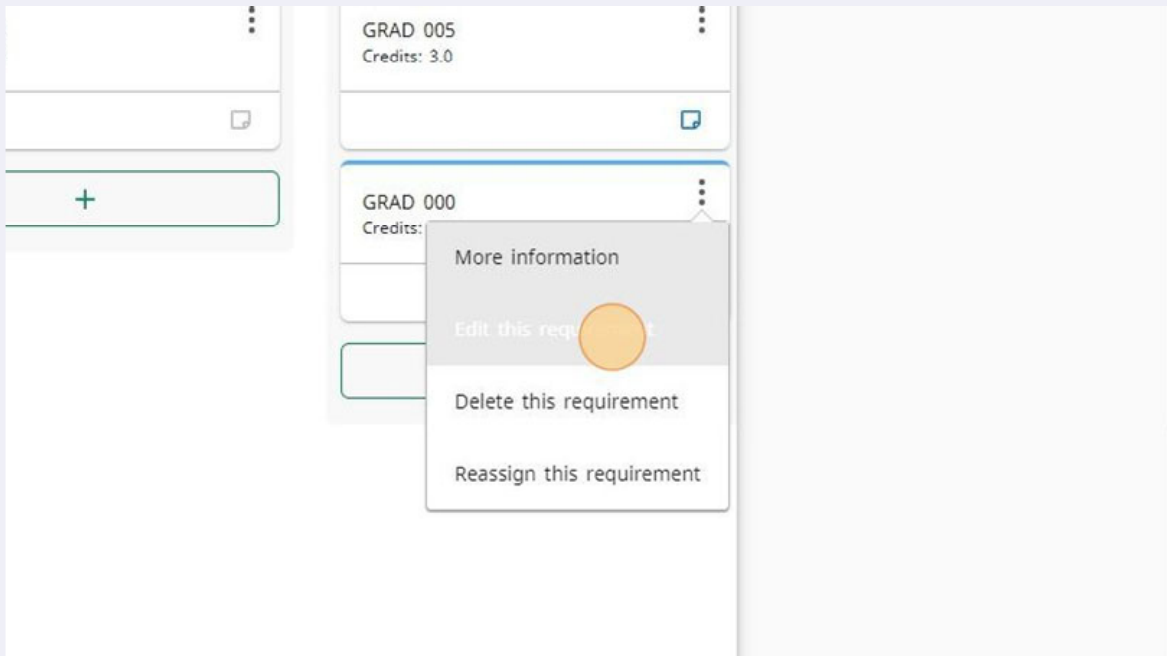
24 Click "ADD TO PLAN"



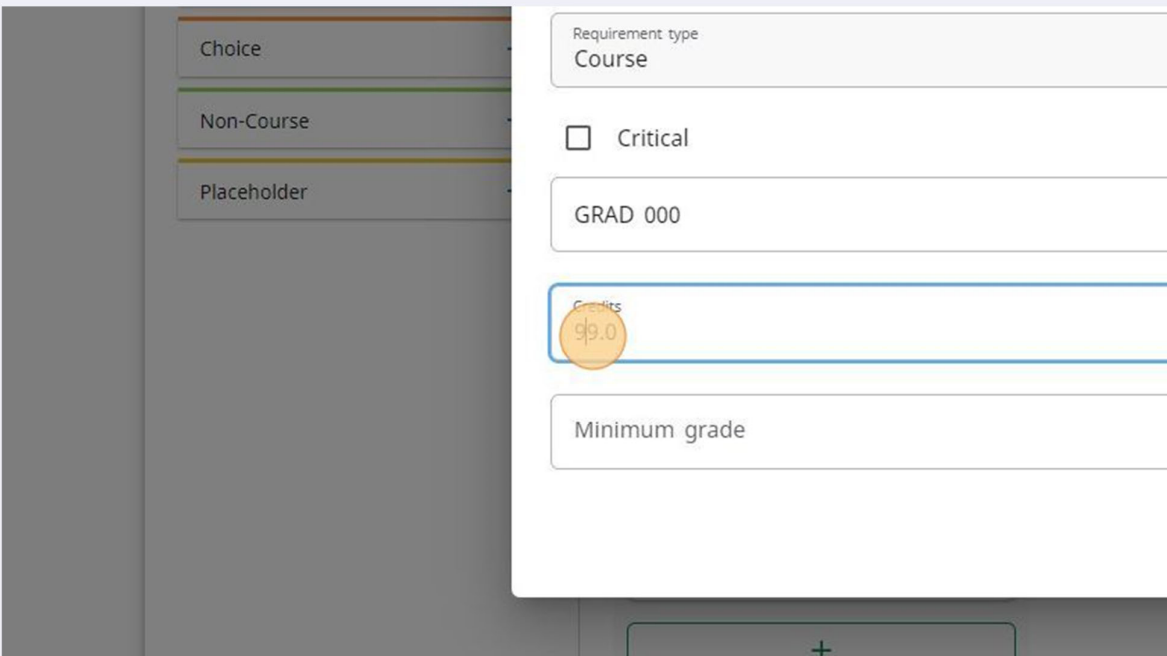
25 Credits will default to the maximum credit amount and need to be edited. Click on the 3-dot menu to open editing options.



26 Click "Edit this requirement"

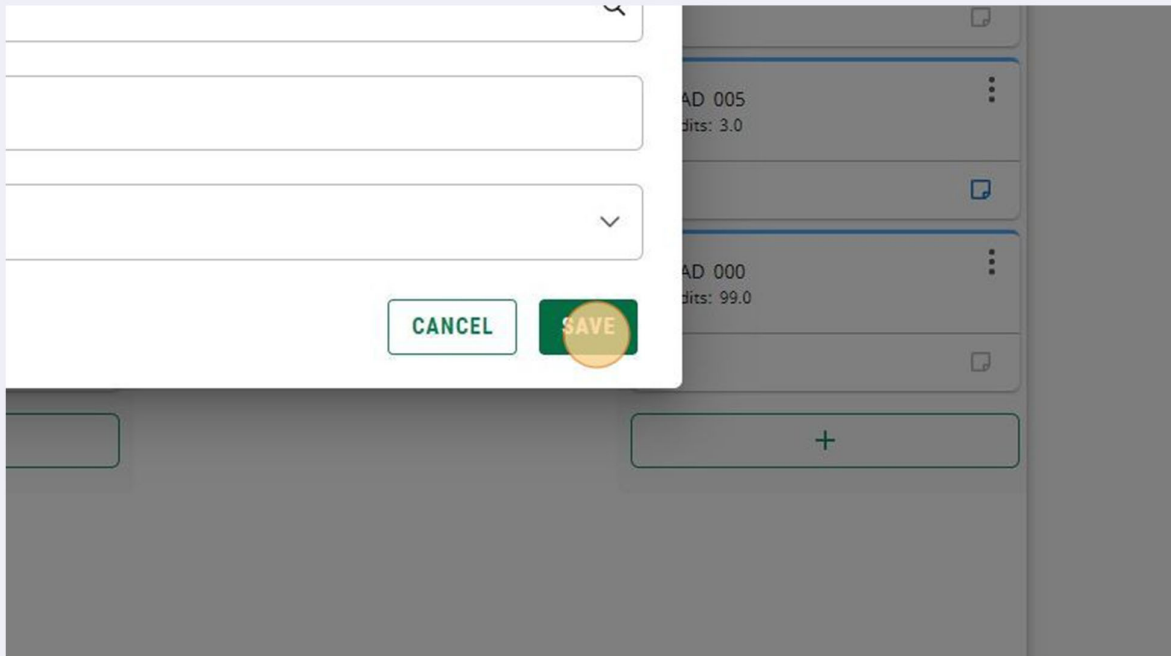


27 Click the "Credits" field.



28 Type in the appropriate credit amount.

29 Click "SAVE"

A screenshot of a mobile application interface. In the foreground, a white modal form is displayed with four empty input fields. At the bottom of the form are two buttons: a white 'CANCEL' button and a green 'SAVE' button with a gold coin icon. The background is a dimmed view of a course list with entries like 'AD 005' (3.0 credits) and 'AD 000' (99.0 credits). A plus sign button is visible at the bottom of the background interface.

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.