Adding a Hidden Credit for Prerequisite Purposes

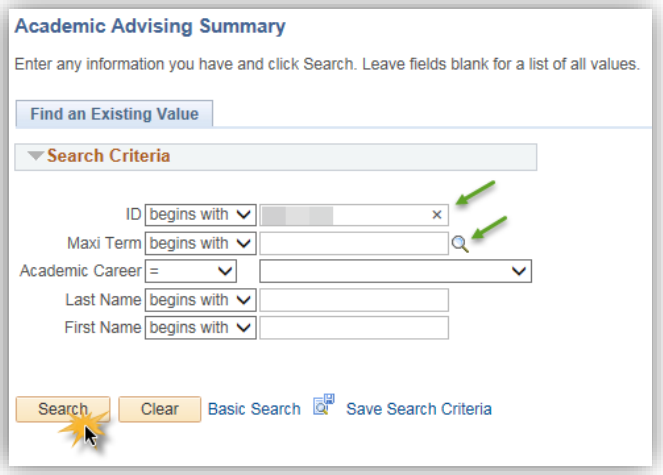
SA – Academic Advisement

If you wish to allow a student to register in courses for which they do not have the specific prerequisite(s), but have equivalent knowledge that meets the criteria, you may permanently add a hidden credit to the student's record that would act as the required prerequisite(s). This does not grant the student credit toward their program. It bypasses the fact the student does not already have the specific prerequisite(s) on their record.

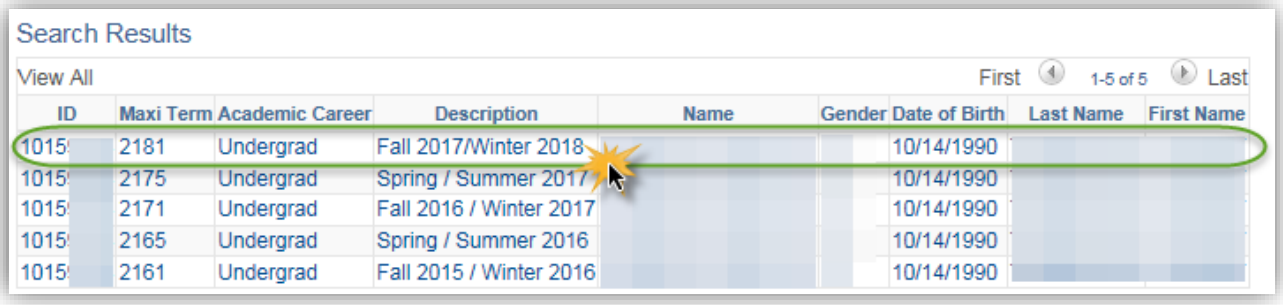
1. Click the **Academic Advisement** link.

2. Click the **Academic Advising Summary** link.

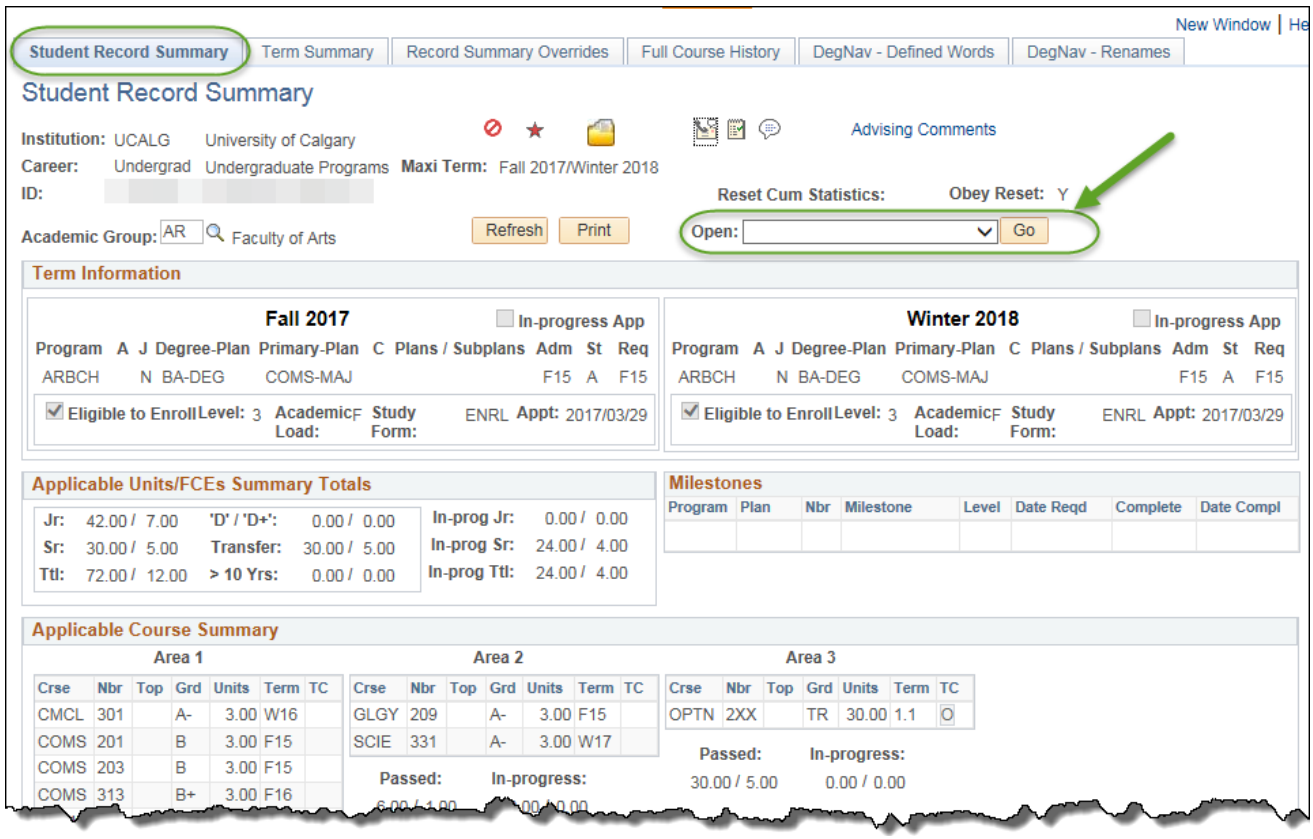
3. Enter the Student ID and Maxi Term (if known) and press Search or Enter. Click the **Search** button.



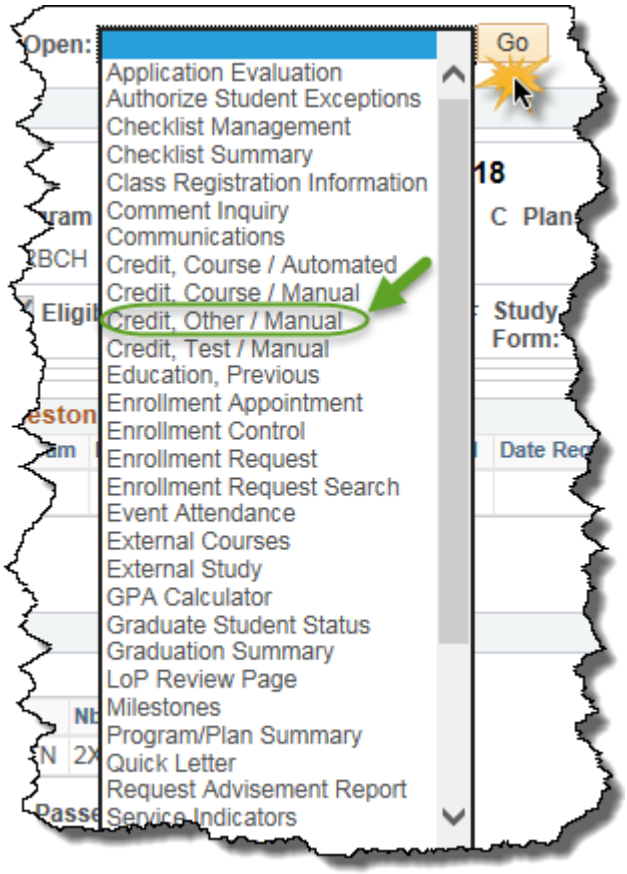
4. If a Maxi Term is not entered the Search Results display Maxi Terms the student is in or has taken. Selecting the most recent maxi term however will give you the most up to date information about a student's program and courses. For example, click the **Fall 2017/Winter 2018** link.



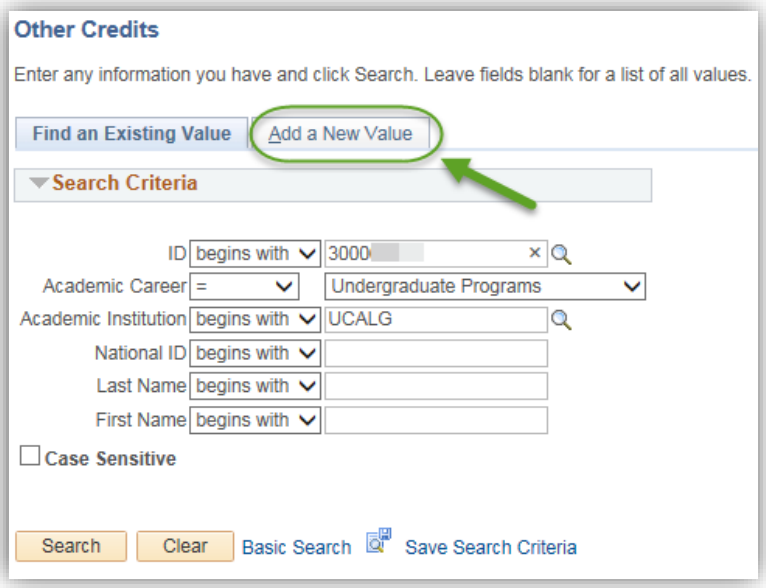
5. On Student Record Summary click on the Open drop down to navigate to the appropriate page. Click the **Open** list.



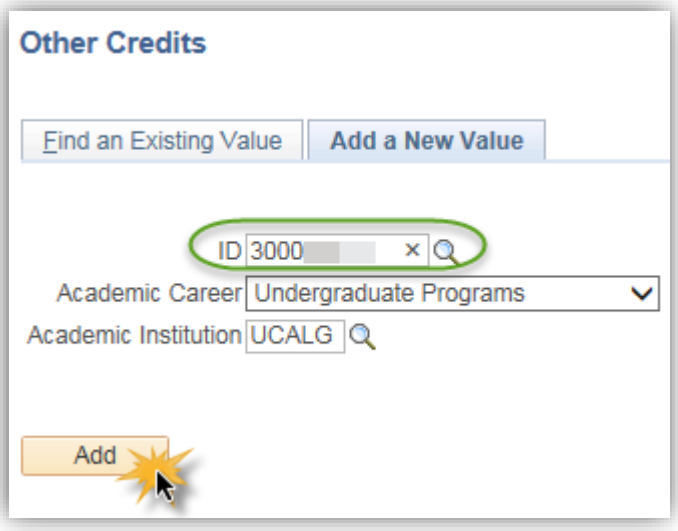
6. Click the **Credit, Other / Manual** list item and click the **Go** button.



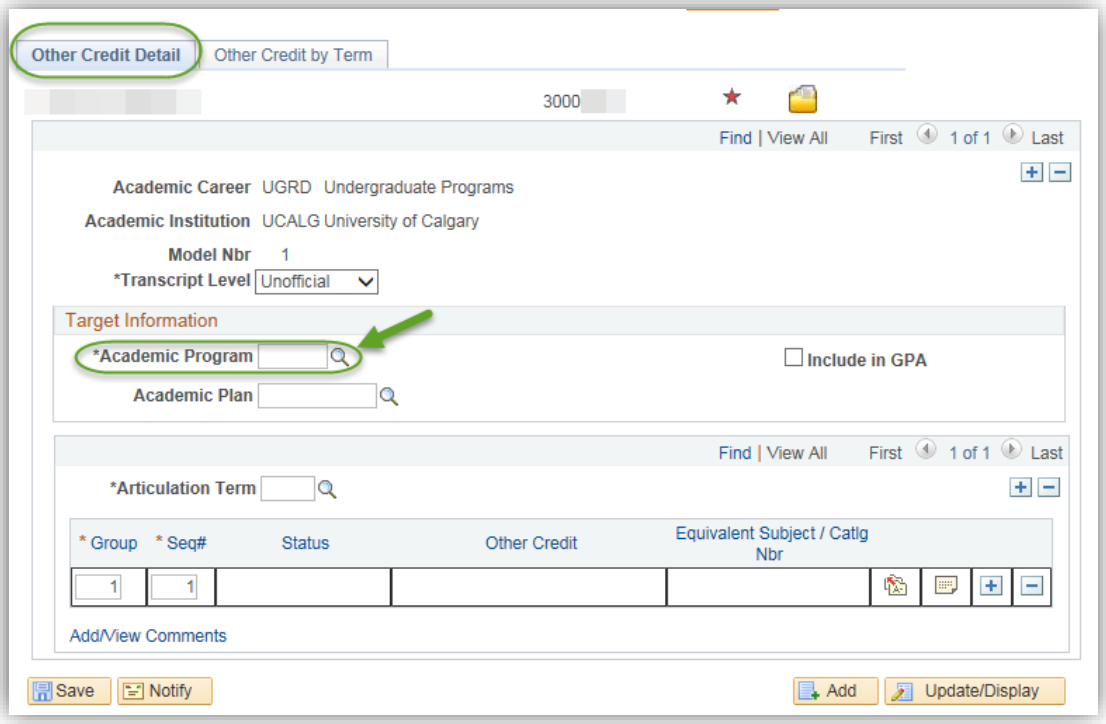
7. If the student does not already have an Other Credit - Manual model created you will be redirected to the Other Credits page. You must Add a New Value. Click the **Add a New Value** tab.



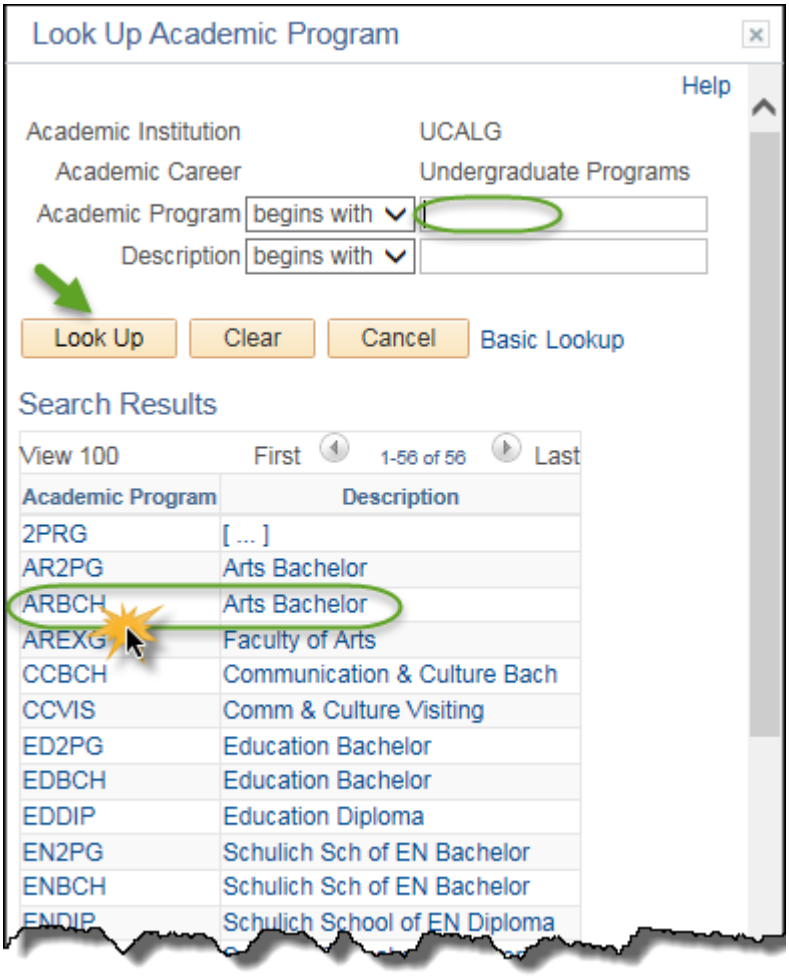
8. Enter the student ID and press Add. Click the **Add** button.



9. Click the **Look up Academic Program** button.

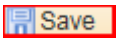


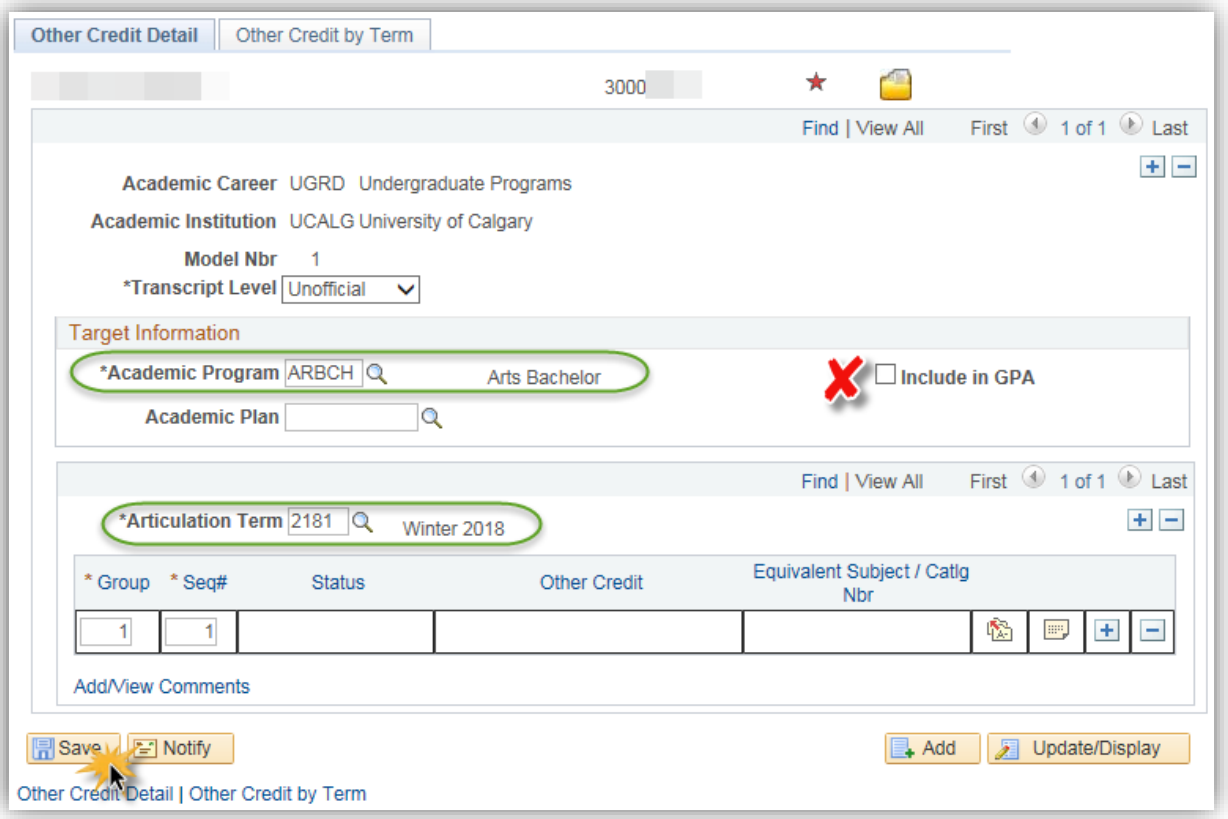
10. You may enter part of the name of the Academic Program and press lookup or select from the list (e.g. ARBCH Arts Bachelor). Click the **ARBCH** link.



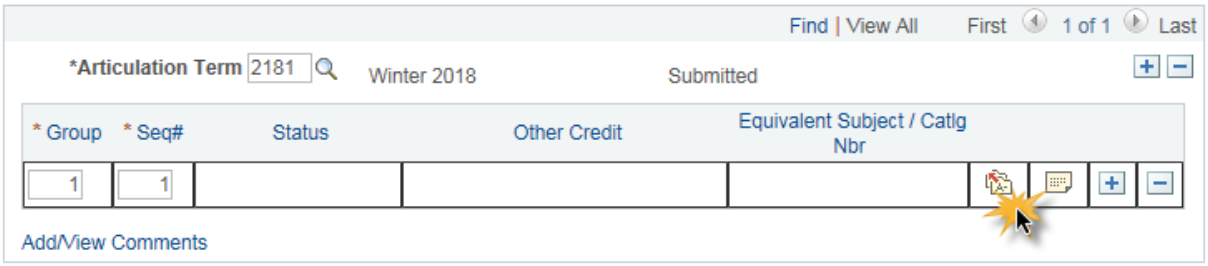
11. Click the **Look up Articulation Term** button and select the applicable term (e.g. 2181). Click the **2181** link.

12. Do not select "include in GPA" as this hidden credit is not an actual credit toward a student's program. This will serve as a prerequisite behind the scenes. When completed with Other Credit Detail click Save. Click the **Save** button.

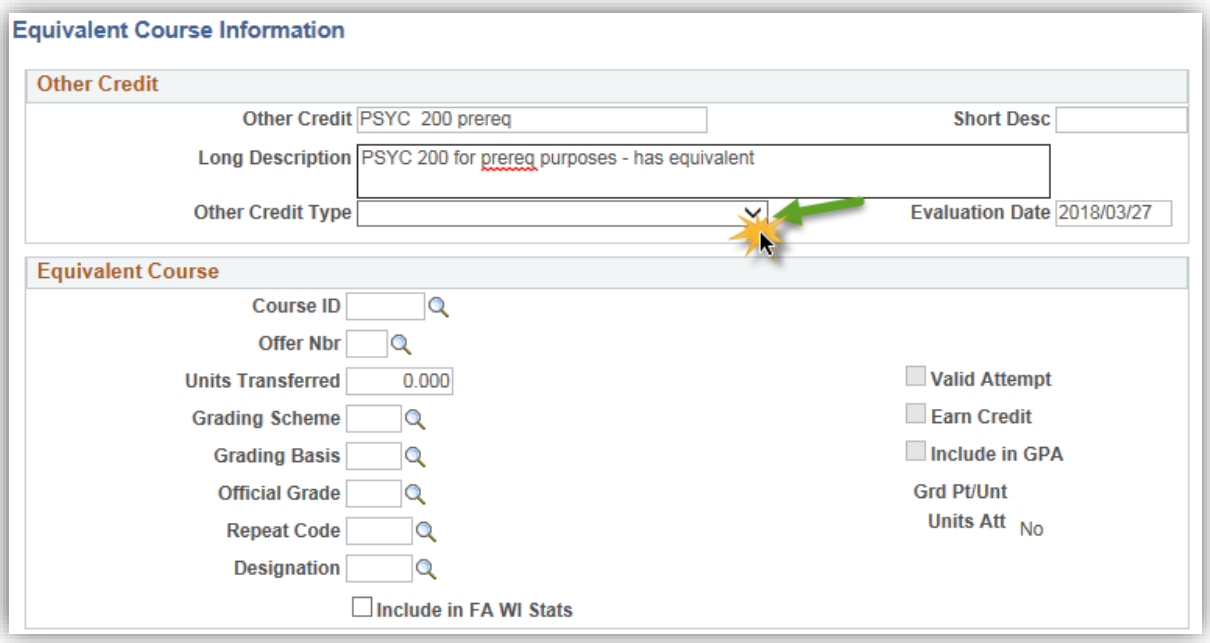




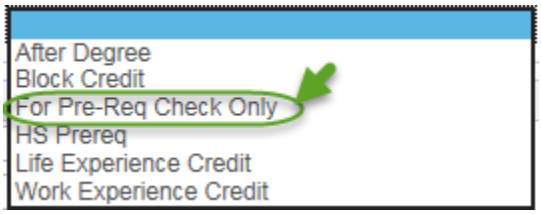
13. Click the **Edit Equivalent Course** button.



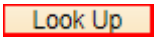
14. Enter any desired text into the Long Description and Short Desc fields so it is clear to others that this is a hidden credit used prerequisites only. Click the **Other Credit Type** list.



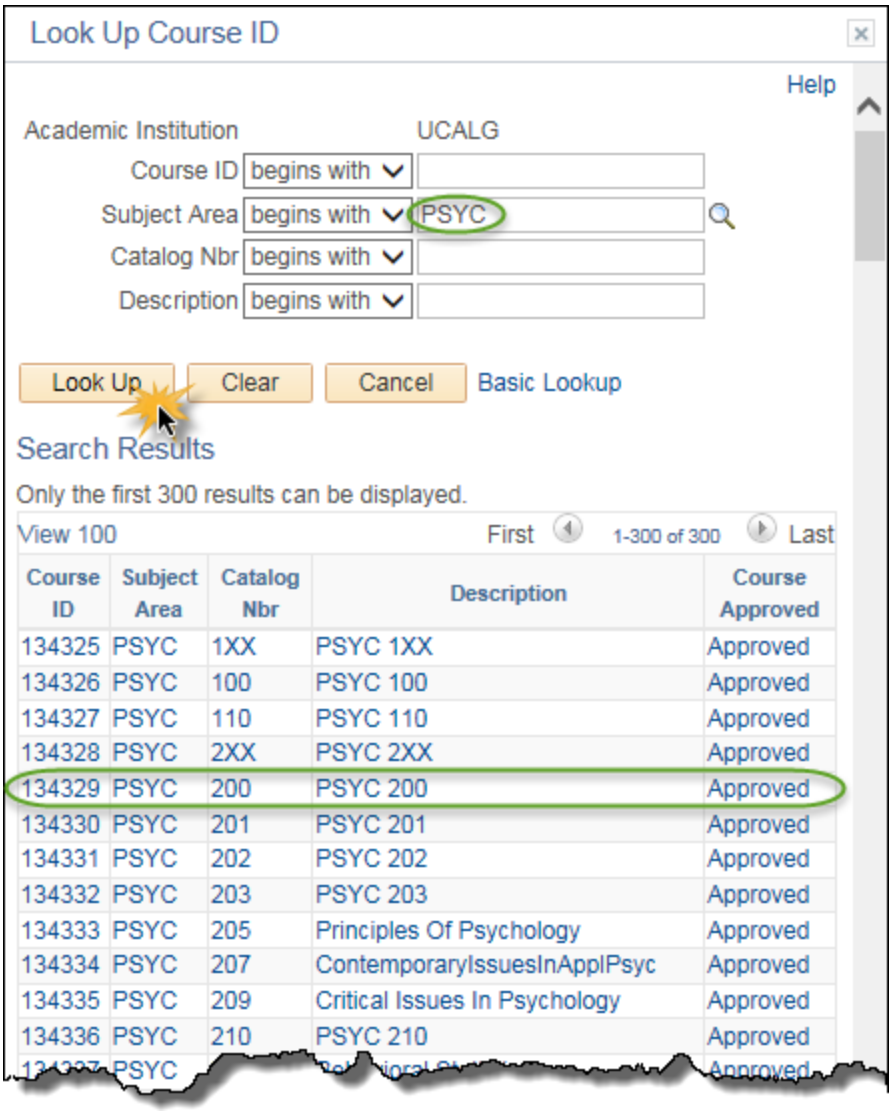
15. Click the **For Pre-Req Check Only** list item.



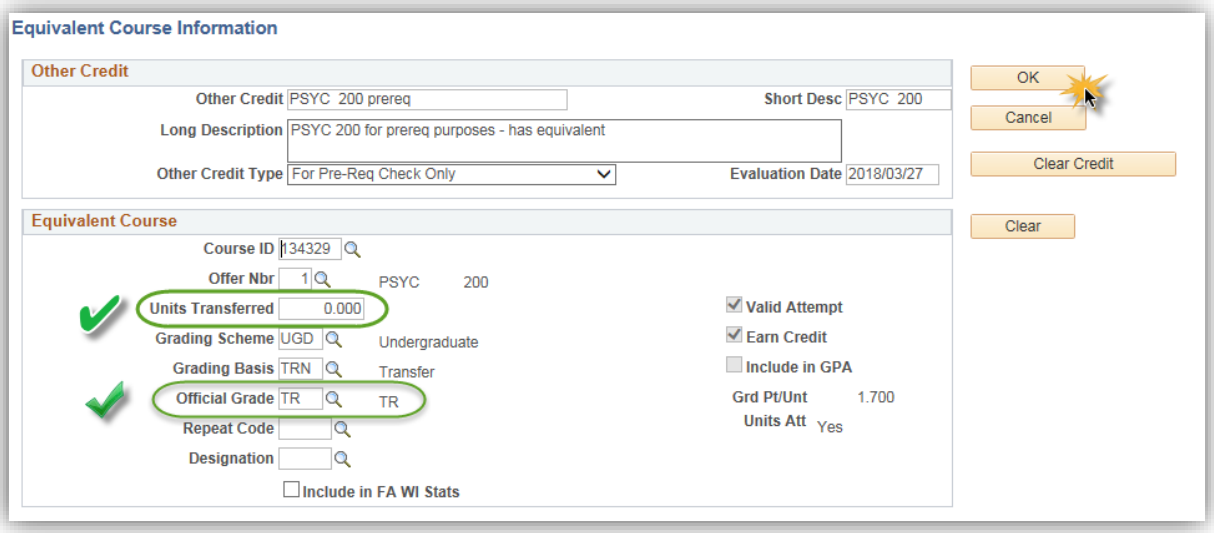
16. Click the **Look up Course ID** button. Enter the Course ID number or part of the Subject Area name and press Lookup or Enter. Click the **Look Up** button.



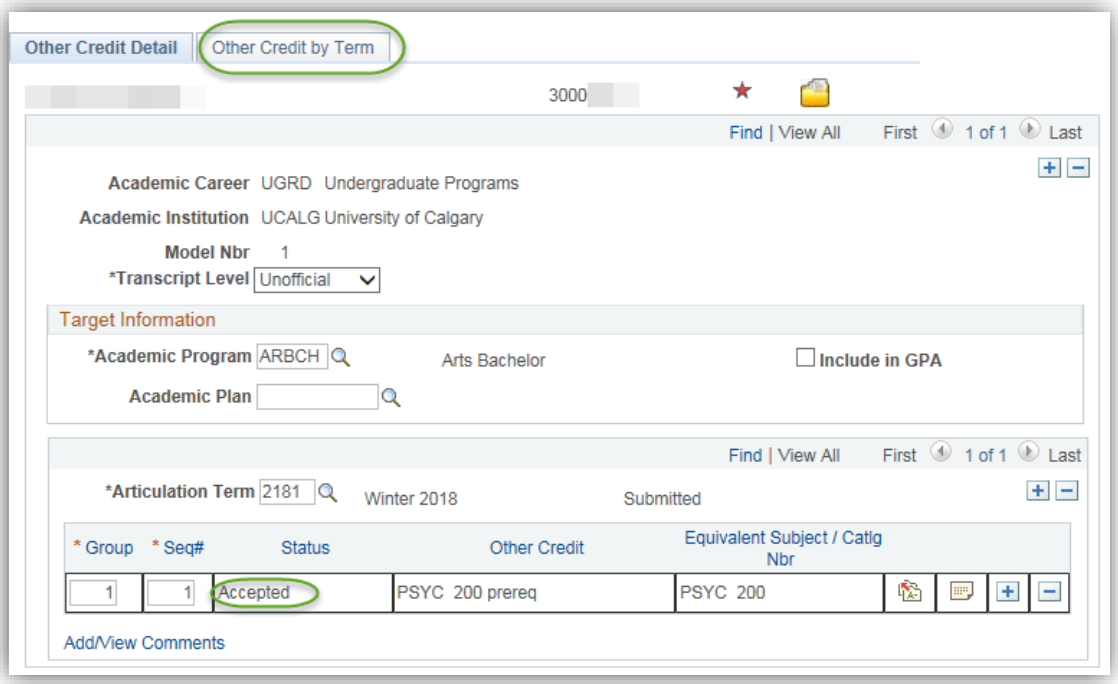
17. Click on the desired Course ID (e.g. 134329 PSYC 200). Click the **134329** link.



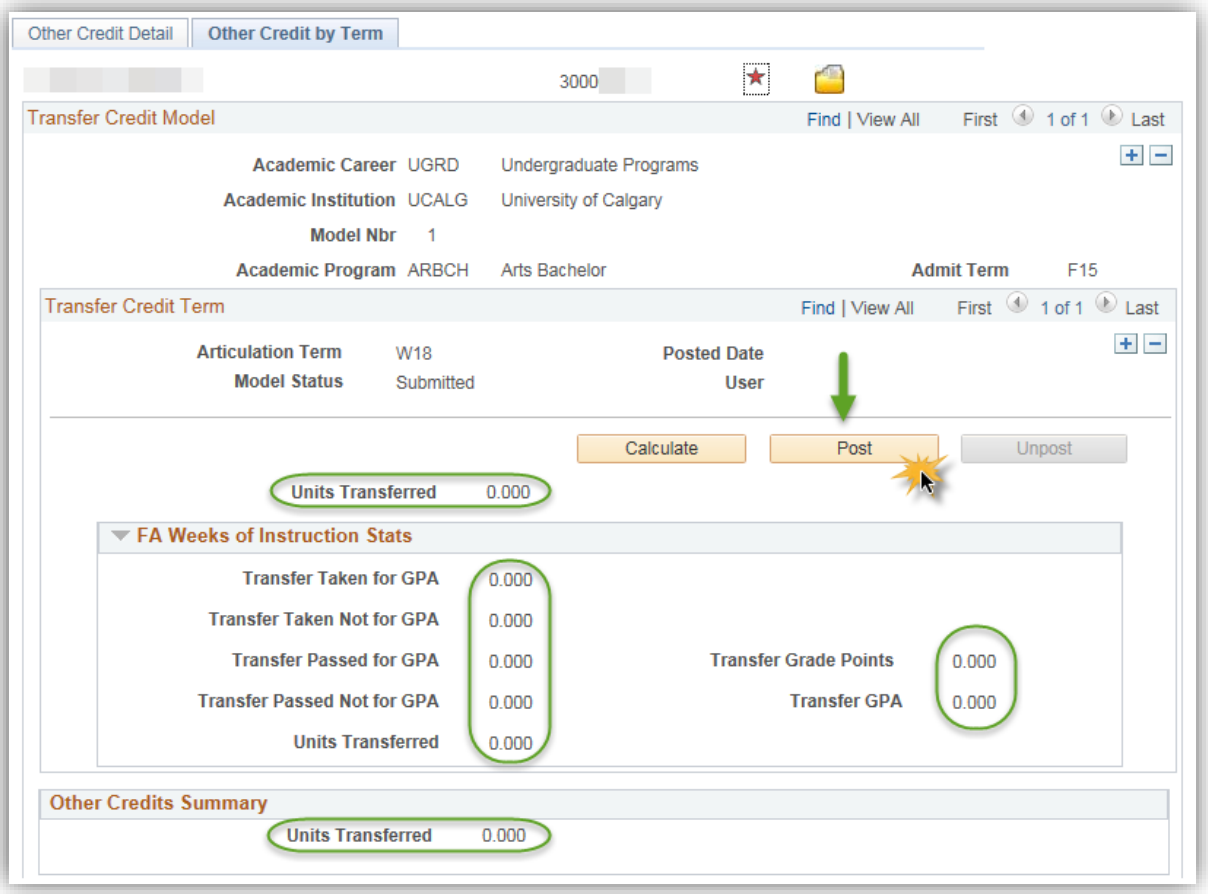
18. Ensure Units Transferred is 0.000; Grading Scheme is UGD (Undergraduate); Grading Basis is TRN and the Official Grade is TR. Use the lookup tool to select if not auto populated. **NOTE:** It is very important that the Units Transferred be set to zero (0) so this credit does not count toward the students program. Click the **OK** button.



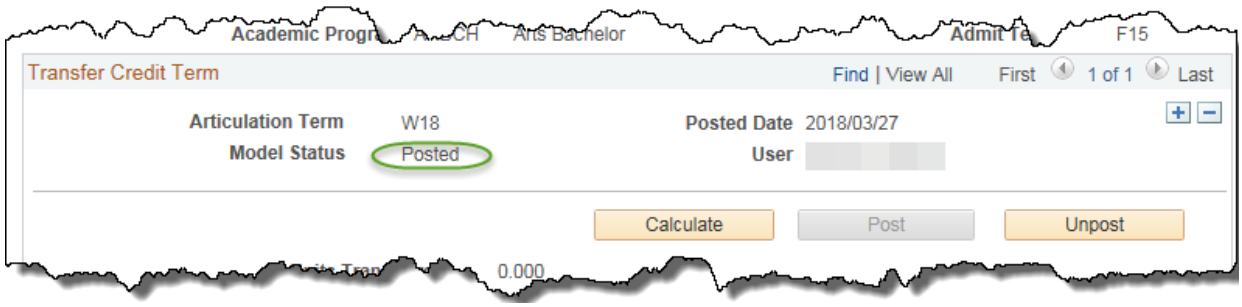
19. Note the Status is now Accepted. The next step is to post the hidden credit. Click the **Other Credit by Term** tab.



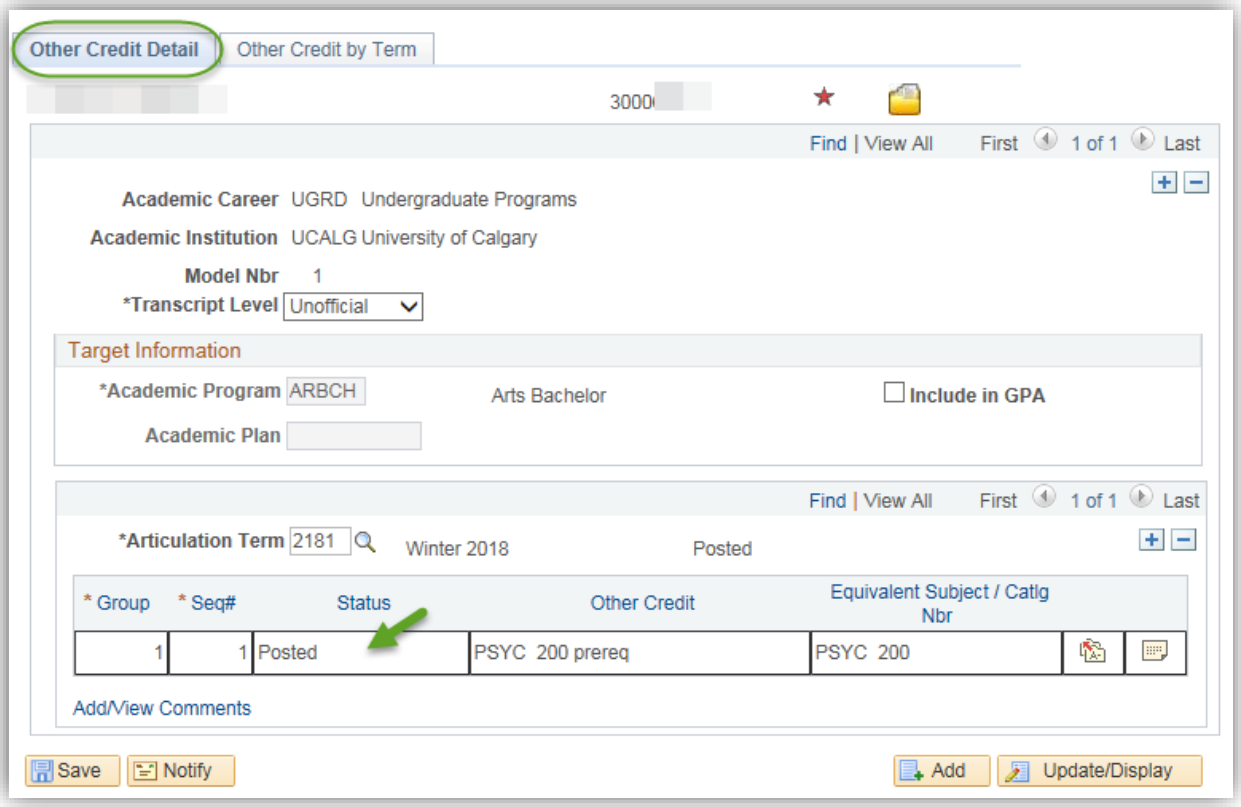
20. Double check the Transfer credits are all 0.000. Click the **Post** button.



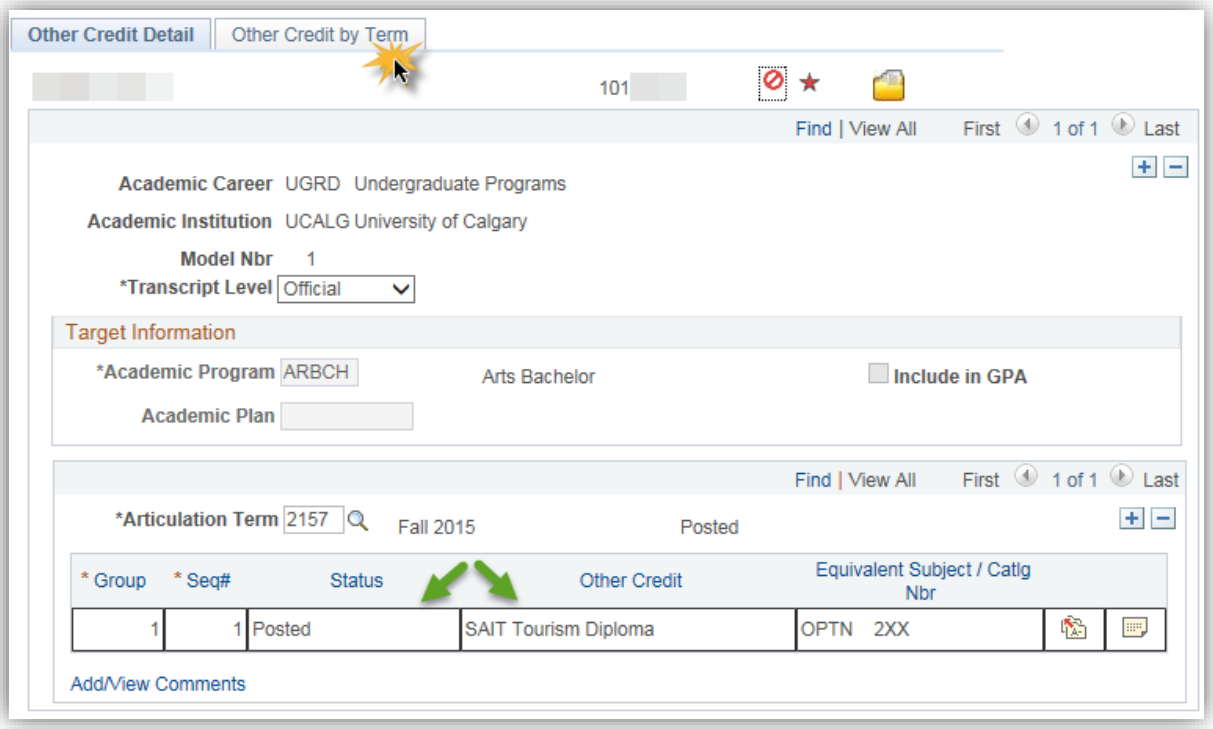
21. The Transfer Credit Term indicates the Model Status is Posted. Click the **Other Credit Detail** tab.



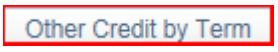
22. Note the Status is now **Posted**. This confirms the course (PSYC 200) is now posted.



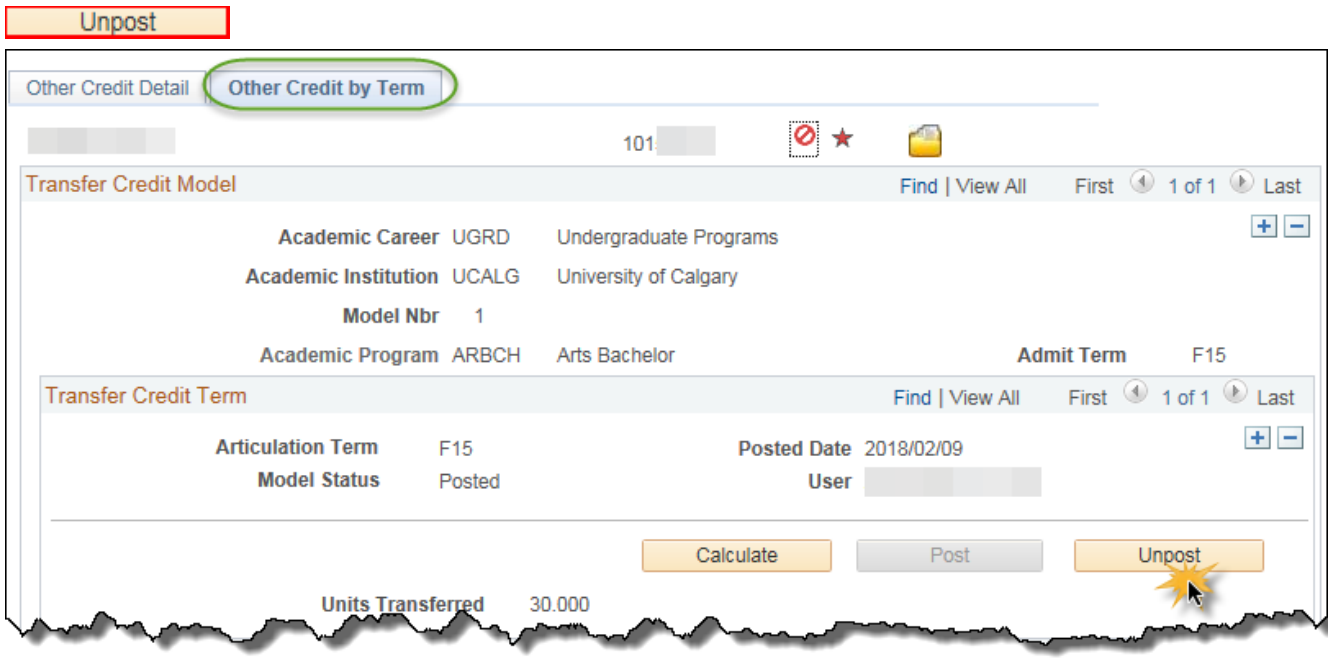
23. If an existing credit model exists for a student (e.g SAIT Tourism Diploma) this information displays. There are 3 ways to add a new hidden credit. 1) If a model already exists, but there is no model for the Academic Program the student is currently in, add a row at the top of the page (e.g. if student was in SCBCH). 2) If the Academic Program is correct, but the Articulation Term for the course (the term you want the hidden credit to be effective) differs from the current model, add a new row beside the Articulation term row. 3) If both the Academic Program and Articulation Term are correct for the hidden credit you wish to post, add a hidden credit to the existing model. However, you must first Unpost the current credit temporarily (e.g. SAIT Tourism Diploma).



24. Click the **Other Credit by Term** tab.

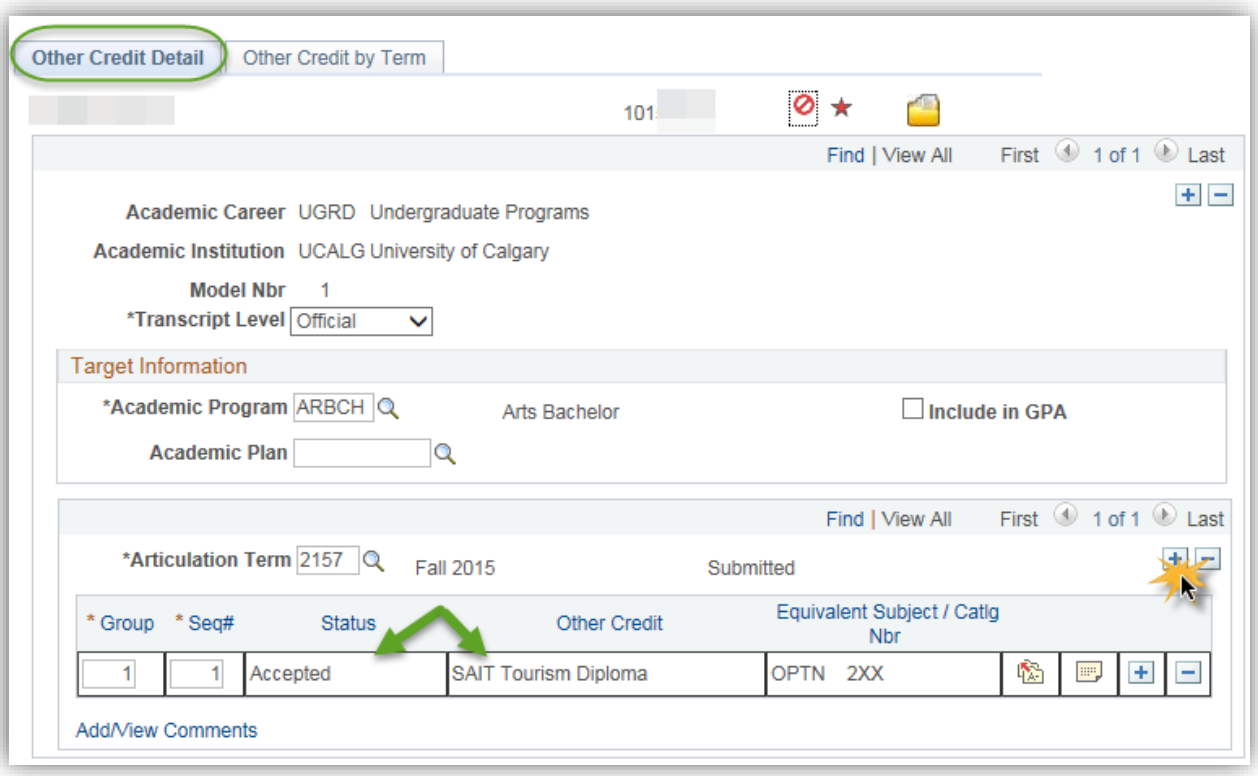


25. **IMPORTANT:** This will temporarily remove any previously entered Other Credit-Manual from the student's record therefore it is extremely important that you remember to re-post the credit when completed adding the hidden credit. Click the **Unpost** button.



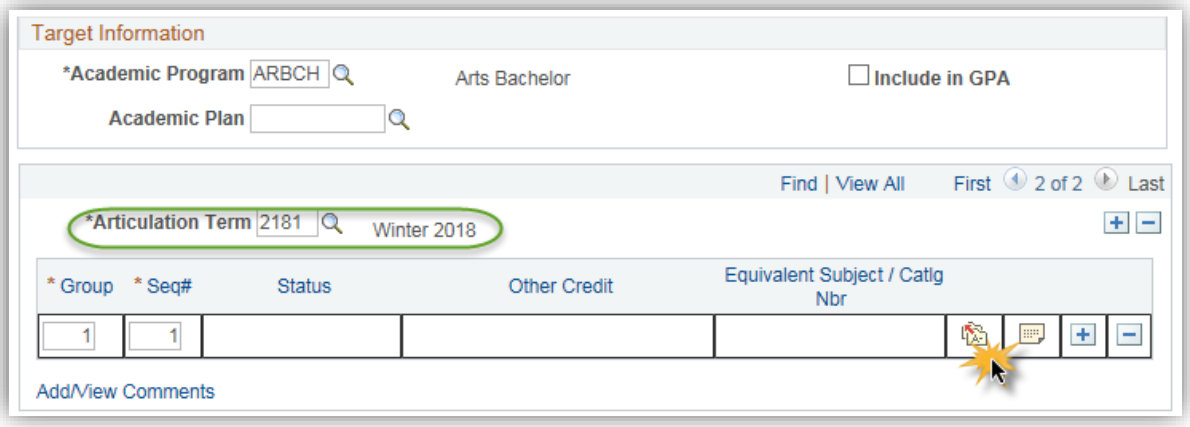
26. Click the **Other Credit Detail** tab.

27. Note the Status is Accepted for SAIT Tourism Diploma. To add the hidden credit add a new row by the Articulation Term. Click the **Add a new row** button.

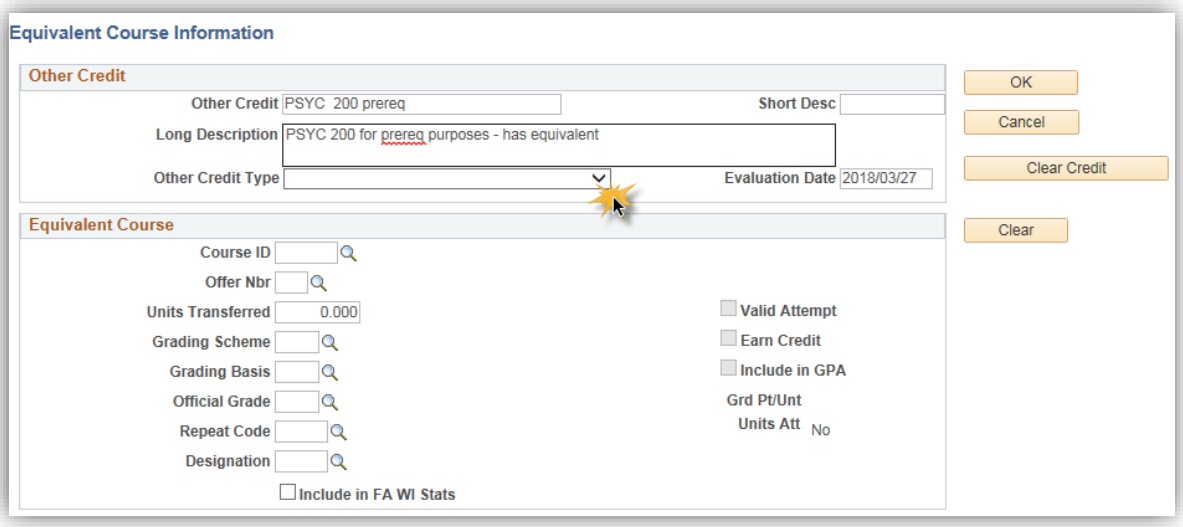


28. A new row allows you to enter a different Articulation Term. Click the **Look up Articulation Term** button. For this example enter 2181 (Winter 2018).

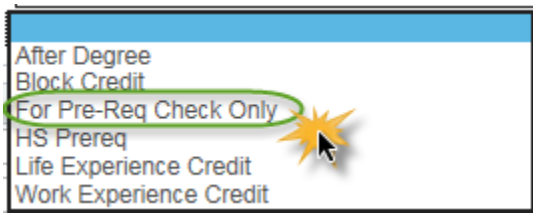
29. Click the **Edit Equivalent Course** button.



30. Enter any desired text into the Long Description and Short Desc fields so it is clear to others that this is a hidden credit used prerequisites only. Click the **Other Credit Type** list.

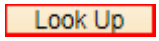


31. Several options display, click the **For Pre-Req Check Only** list item.

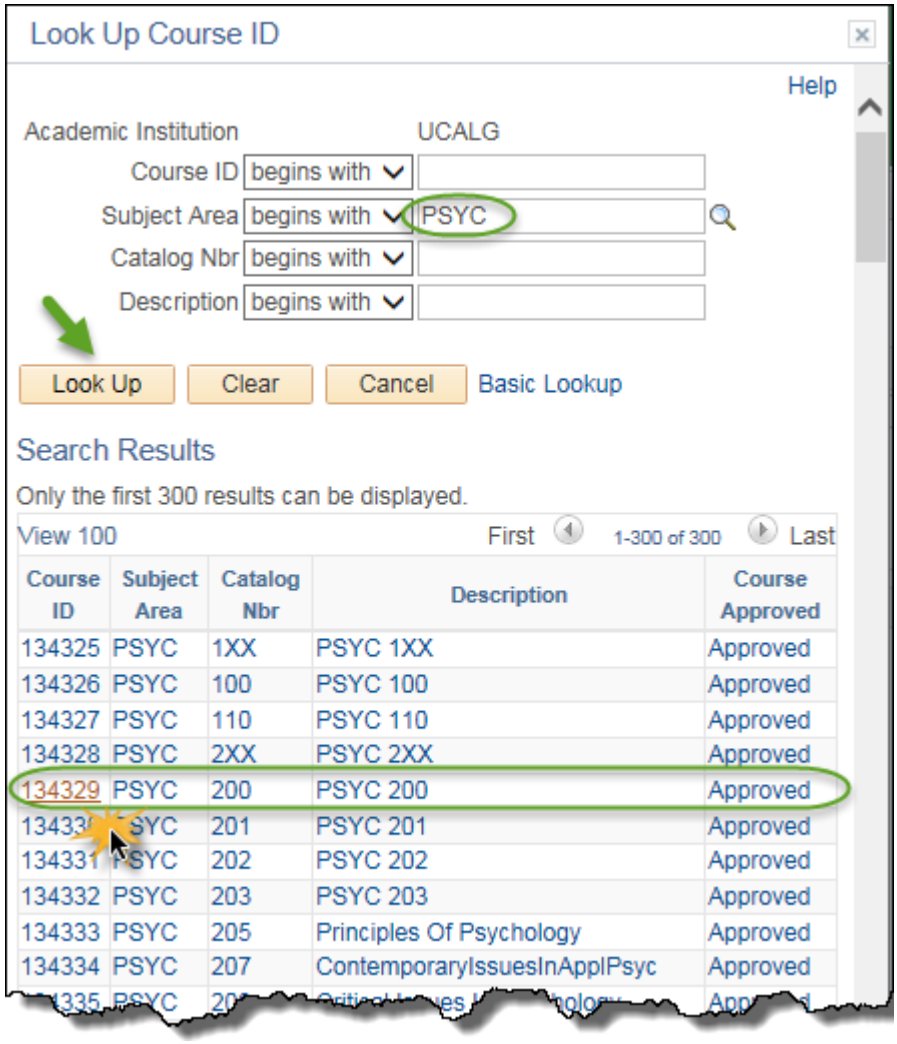


32. Click the **Look up Course ID** button.

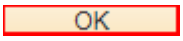
33. Enter the Course ID number or part of the Subject Area name and press Lookup or Enter. Click the **Look Up** button.

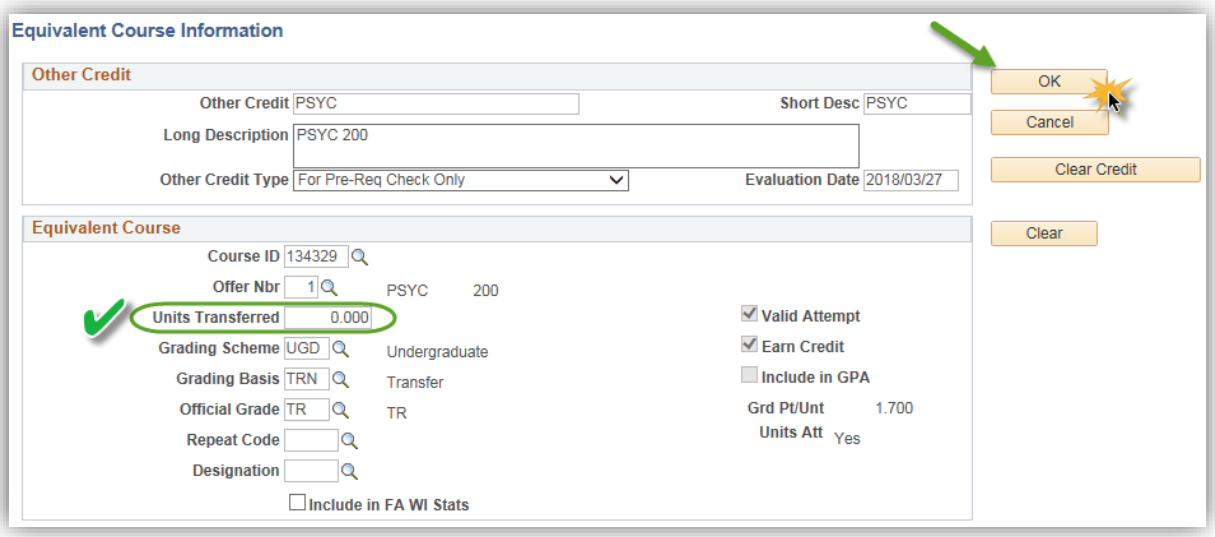


34. Click on the desired Course ID (e.g. 134329 PSYC 200). Click the **desired course** link.

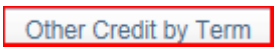


35. Ensure Units Transferred is 0.000; Grading Scheme is UGD (Undergraduate); Grading Basis is TRN and the Official Grade is TR. Use the lookup tool to select if not auto populated. **NOTE:** It is very important that the Units Transferred be set to zero (0) so this credit does not count toward the students program. Click the **OK** button.

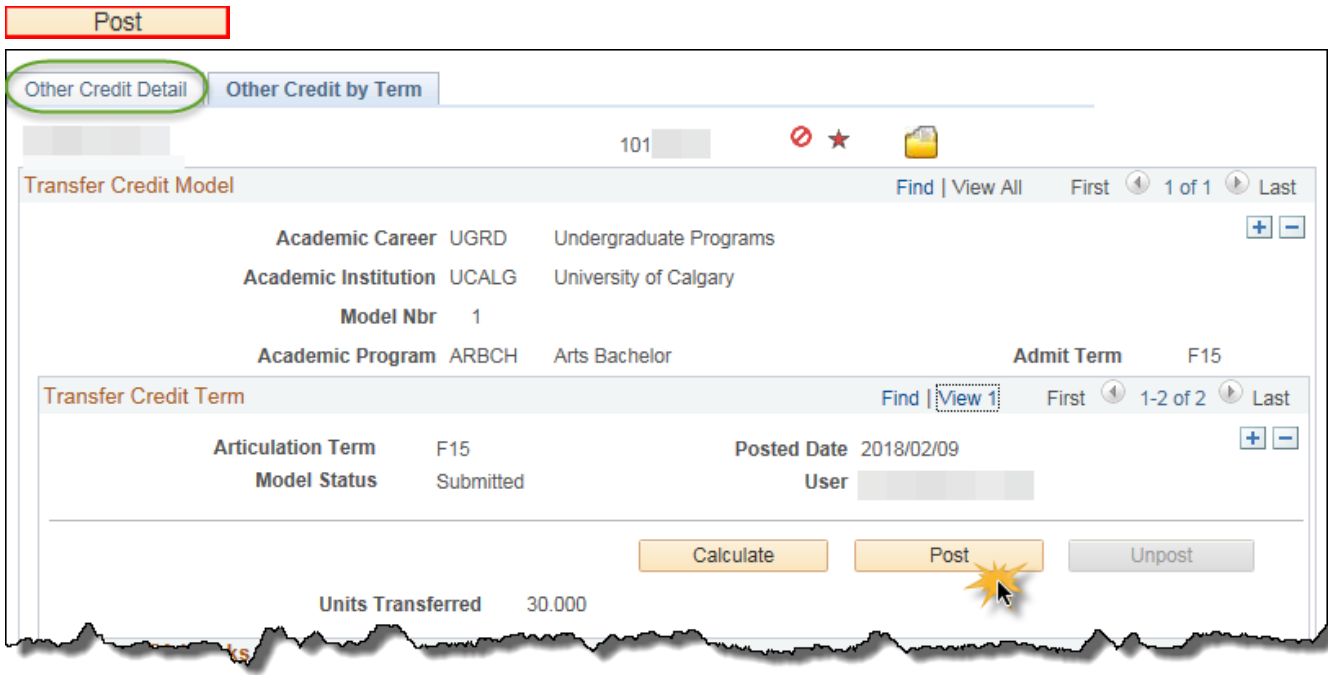




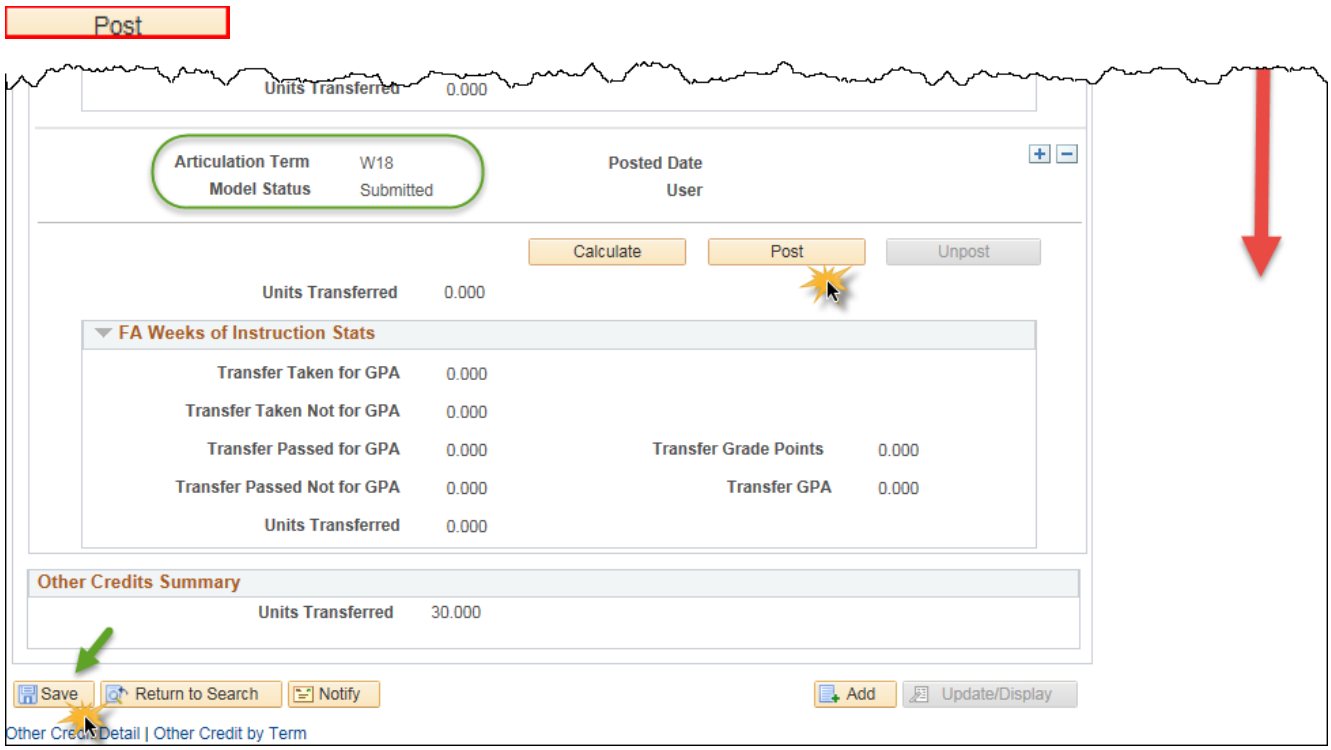
36. Click the **Other Credit by Term** tab and click the View All link.



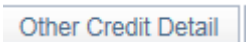
37. It is important to repost the previously unposted credit (e.g. SAIT Tourism F15). Click the **Post** button.



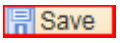
38. Scroll down the page to post the newly added hidden credit for Psyc 200 W18. Click the **Post** button.

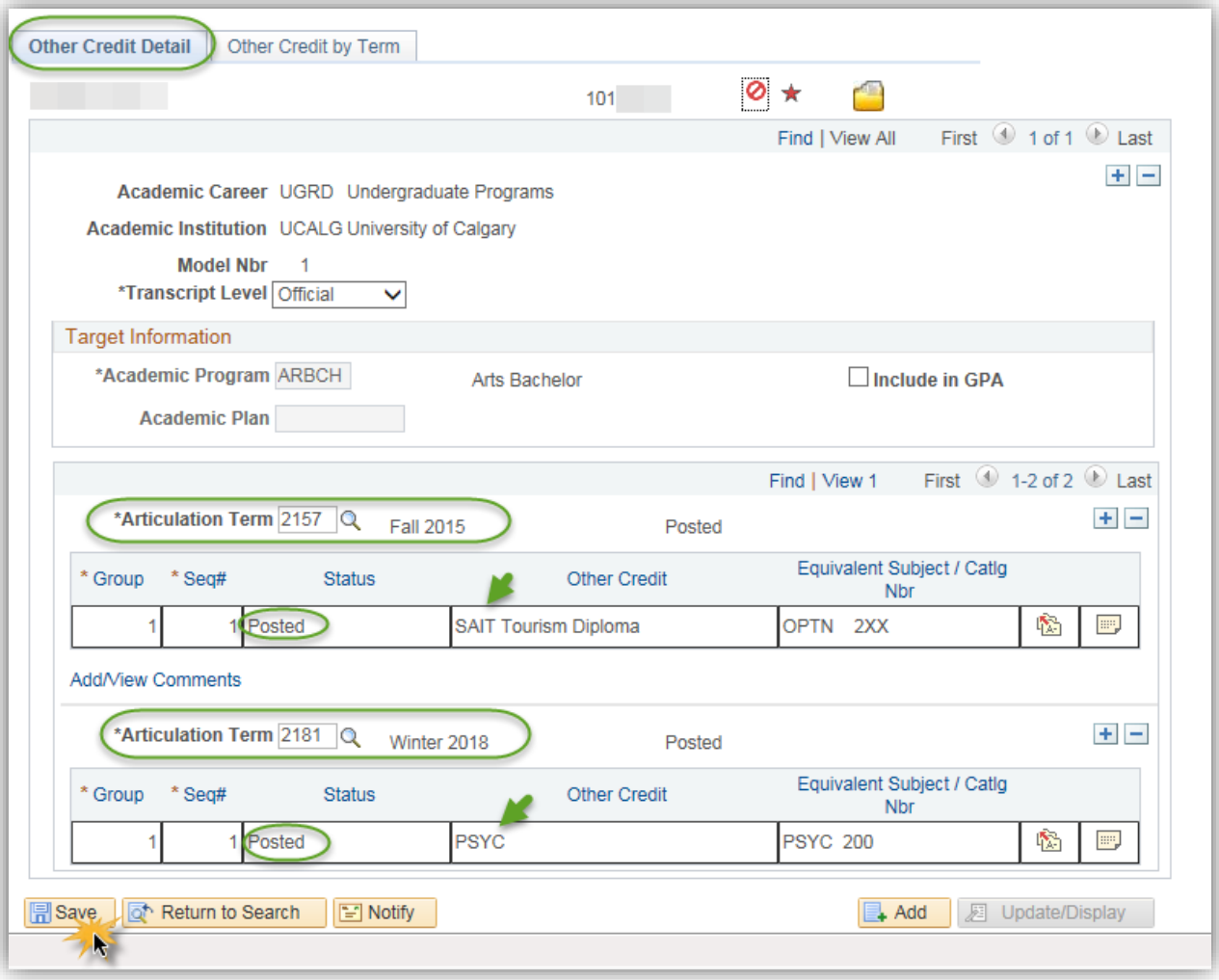


39. Click the **Other Credit Detail** tab.



40. Note that both the SAIT Tourism Diploma and the hidden credit for PSYC 200 are now posted. Click the **Save** button.





For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.