

In very specific circumstances, such as After Degrees, exchange, or block credit, the Admissions office defers to the faculty to post credit from previous credentials or coursework that can be used towards a student's current degree. In these instances, 'O' type credit can be created to represent that credit in the current degree.

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

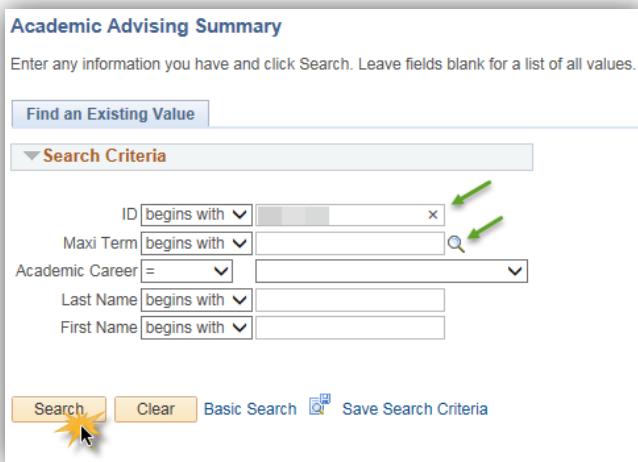
[Academic Advisement](#)

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

[Academic Advising Summary](#)

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

[Search](#)



Academic Advising Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID begins with

Maxi Term begins with

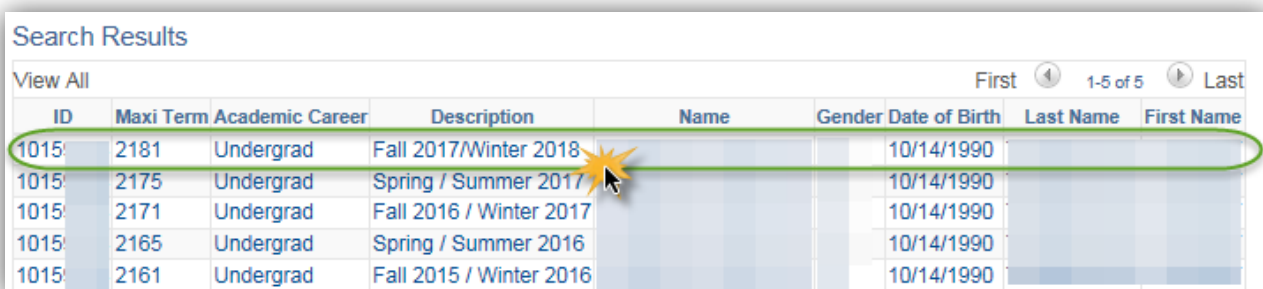
Academic Career =

Last Name begins with

First Name begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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.



Search Results

View All First 1-5 of 5 Last

ID	Maxi Term	Academic Career	Description	Name	Gender	Date of Birth	Last Name	First Name
1015	2181	Undergrad	Fall 2017/Winter 2018			10/14/1990		
1015	2175	Undergrad	Spring / Summer 2017			10/14/1990		
1015	2171	Undergrad	Fall 2016 / Winter 2017			10/14/1990		
1015	2165	Undergrad	Spring / Summer 2016			10/14/1990		
1015	2161	Undergrad	Fall 2015 / Winter 2016			10/14/1990		

Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement



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

[Student Record Summary](#) | [Term Summary](#) | [Record Summary Overrides](#) | [Full Course History](#) | [DegNav - Defined Words](#) | [DegNav - Renames](#)

Student Record Summary

Institution: UCALG University of Calgary Advising Comments
 Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2017/Winter 2018
 ID:

Academic Group: Faculty of Arts

Reset Cum Statistics: Obey Reset:

Open:

Term Information

Fall 2017							Winter 2018												
<input type="checkbox"/> In-progress App							<input type="checkbox"/> In-progress App												
Program	A	J	Degree-Plan	Primary-Plan	C	Plans / Subplans	Adm	St	Req	Program	A	J	Degree-Plan	Primary-Plan	C	Plans / Subplans	Adm	St	Req
ARBCH		N	BA-DEG	COMS-MAJ			F15	A	F15	ARBCH		N	BA-DEG	COMS-MAJ			F15	A	F15
<input checked="" type="checkbox"/> Eligible to Enroll Level: 3 Academic Load: Study Form: ENRL Appt: 2017/03/29							<input checked="" type="checkbox"/> Eligible to Enroll Level: 3 Academic Load: Study Form: ENRL Appt: 2017/03/29												

Applicable Units/FCEs Summary Totals

Jr:	42.00 / 7.00	'D' / 'D+':	0.00 / 0.00	In-prog Jr:	0.00 / 0.00
Sr:	30.00 / 5.00	Transfer:	30.00 / 5.00	In-prog Sr:	24.00 / 4.00
Ttl:	72.00 / 12.00	> 10 Yrs:	0.00 / 0.00	In-prog Ttl:	24.00 / 4.00

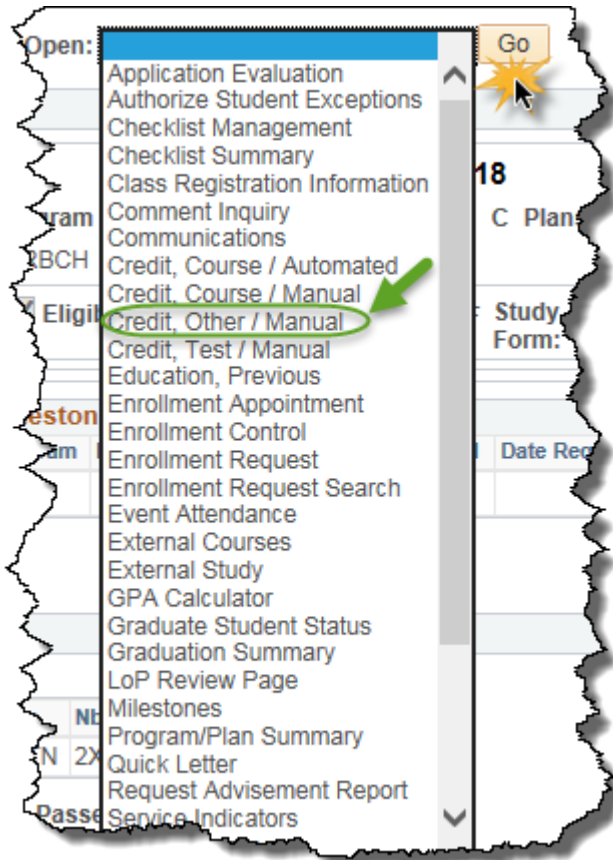
Milestones

Program	Plan	Nbr	Milestone	Level	Date Req'd	Complete	Date Compl

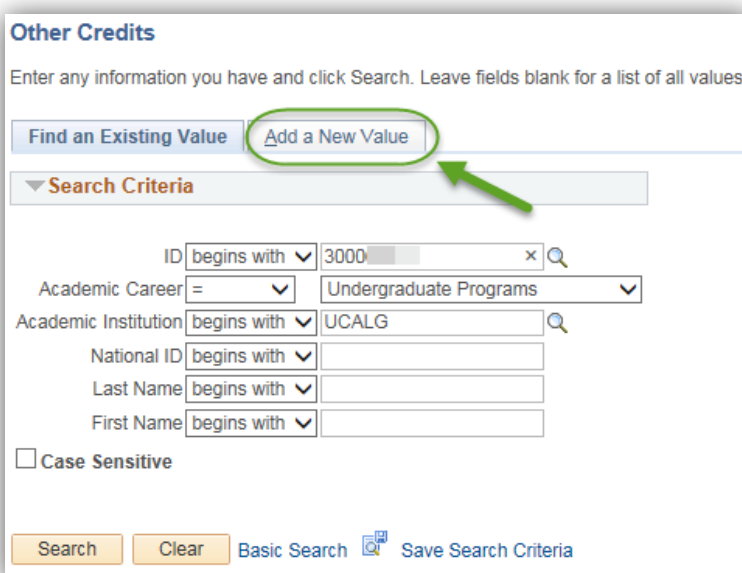
Applicable Course Summary

Area 1							Area 2							Area 3													
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC							
CMCL	301		A-	3.00	W16		GLGY	209		A-	3.00	F15		OPTN	2XX		TR	30.00	1.1	<input type="radio"/>							
COMS	201		B	3.00	F15		SCIE	331		A-	3.00	W17															
COMS	203		B	3.00	F15																						
COMS	313		B+	3.00	F16																						
Passed: 6.00 / 4.00							In-progress: 0.00 / 0.00							Passed: 30.00 / 5.00							In-progress: 0.00 / 0.00						

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.

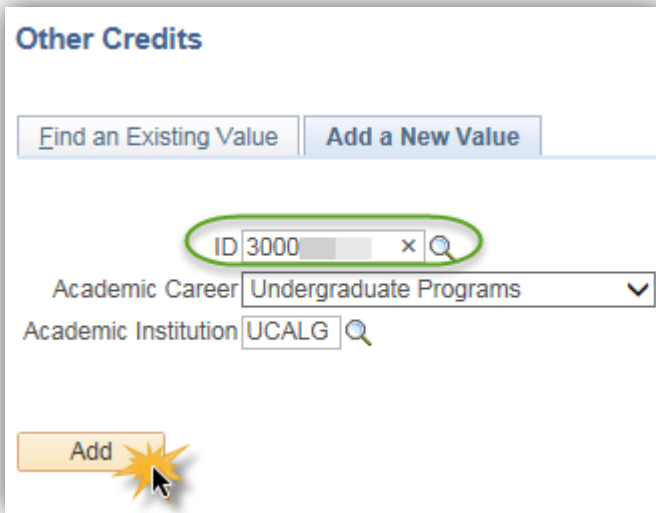


A screenshot of the 'Other Credits' page. The page has a title 'Other Credits' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a green oval and a green arrow points to it. Below the tabs is a 'Search Criteria' section with several search fields: 'ID begins with' (value: 3000), 'Academic Career' (value: Undergraduate Programs), 'Academic Institution' (value: UCALG), 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

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



Other Credits

Find an Existing Value | Add a New Value

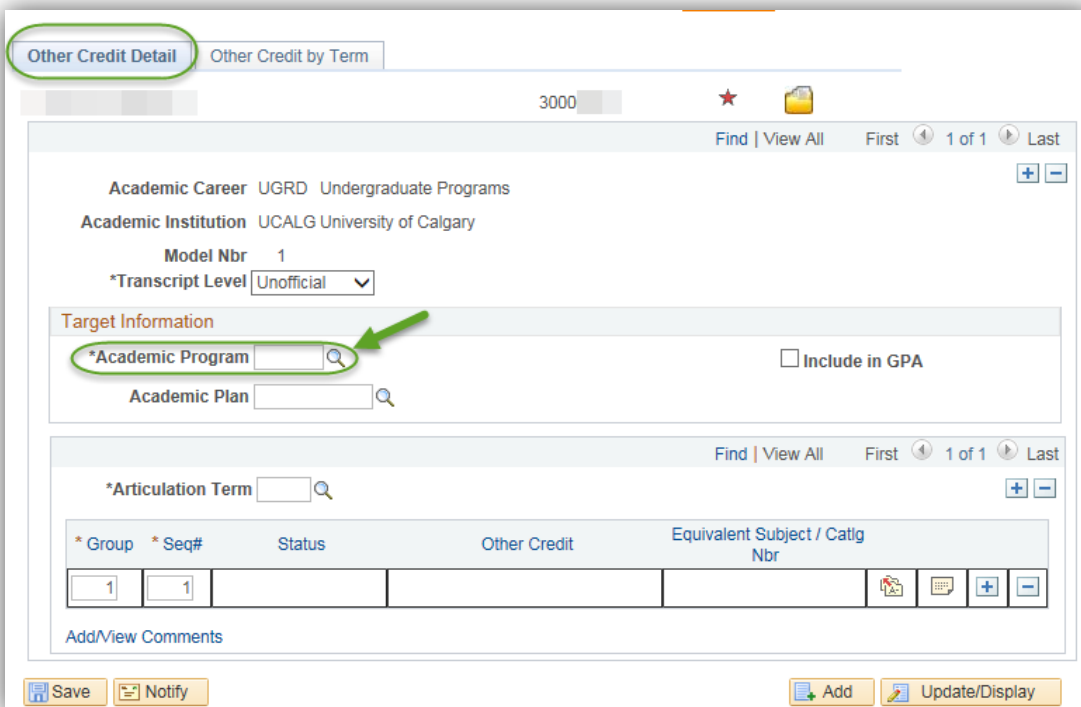
ID 3000 x

Academic Career Undergraduate Programs

Academic Institution UCALG

Add

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



Other Credit Detail | Other Credit by Term

3000

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

*Transcript Level Unofficial

Target Information

*Academic Program

Academic Plan

Include in GPA

Find | View All First 1 of 1 Last

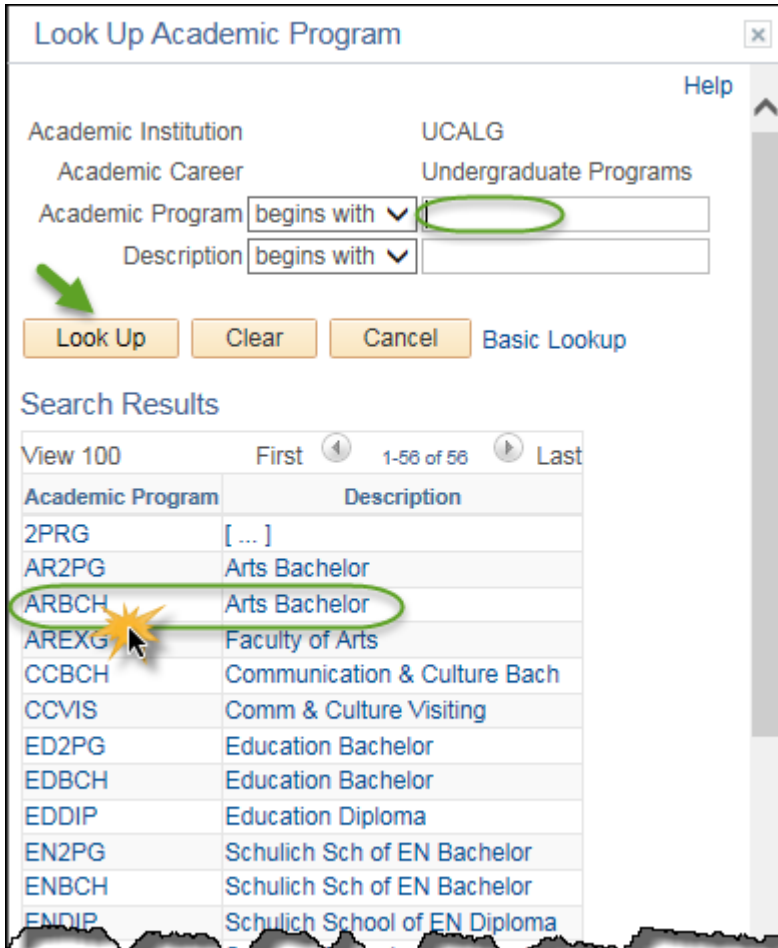
*Articulation Term

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

Save | Notify | Add | Update/Display

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.



Look Up Academic Program

Academic Institution: UCALG
 Academic Career: Undergraduate Programs
 Academic Program: begins with []
 Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-56 of 56 Last

Academic Program	Description
2PRG	[...]
AR2PG	Arts Bachelor
ARBCH	Arts Bachelor
AREXG	Faculty of Arts
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
ED2PG	Education Bachelor
EDBCH	Education Bachelor
EDDIP	Education Diploma
EN2PG	Schulich Sch of EN Bachelor
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma

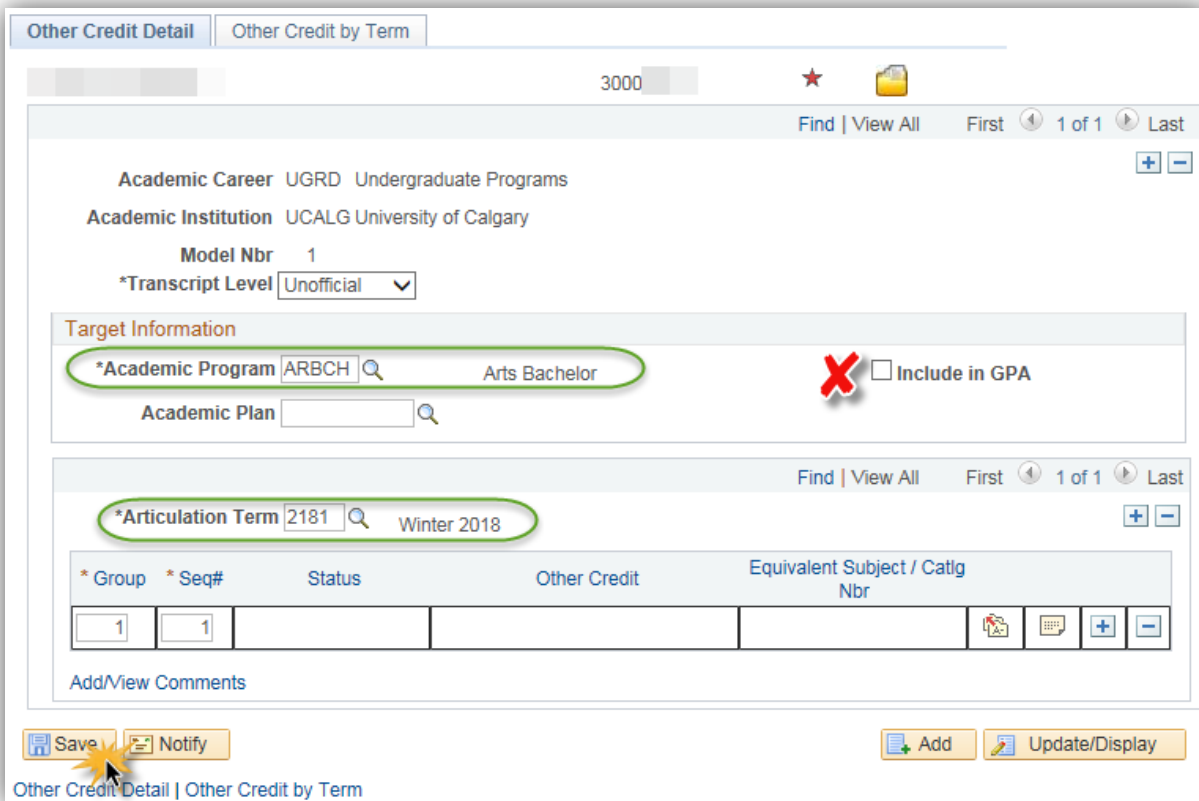
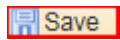
11. Click the **Look up Articulation Term** button and select the applicable term (e.g. 2181). Click the **2181** link.

2181

Adding Credit/Other - Manual (O-Type Credit)

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12. Do not select "include in GPA." Click the **Save** button.



Other Credit Detail | Other Credit by Term

3000

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

*Transcript Level Unofficial

Target Information

*Academic Program ARBCH Arts Bachelor Include in GPA

Academic Plan

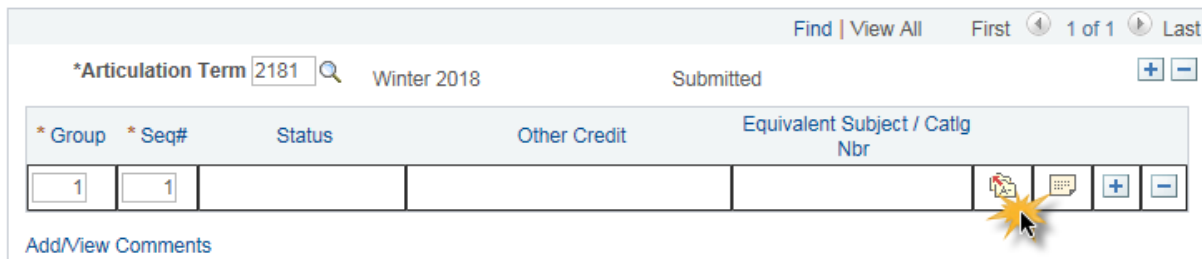
*Articulation Term 2181 Winter 2018

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

Save Notify Add Update/Display

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



Find | View All First 1 of 1 Last

*Articulation Term 2181 Winter 2018 Submitted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1			

Add/View Comments

14. Enter any desired text into the Other Credit and Short Desc fields so it is clear to others what the credit is for.

In the long description field, use the following text format:

- **School; Location; Year(s); Source Credential/Course; Comment**

Examples:

SAIT; AB; 2014-2020; Business Administration Diploma

University of Toronto; CAN; 2006-2008; Bachelor of Science in Geology

Oxford University; INTL; 2009; PSYC 500; Approved by Dept

University of Calgary; AB; 2017-2020; Bachelor of Commerce

For Alberta Institutions, use “AB” for the location. For Canadian Institutions outside of Alberta, use “CAN” for location. For all institutions outside of Canada use “INTL” for location.

You must create a credit for each institution attended (I.e. do not create a block of credit and list all institutions in the same long description field)

This format is required to uphold institutional reporting needs.

Equivalent Course Information

Other Credit

Other Credit	XAFT CREDIT	Short Desc	XAFT CRED
Long Description	Dalhousie University;CAN;2002-2006;Bachelor of Music		
Other Credit Type	After Degree		Evaluation Date
			2022/03/22

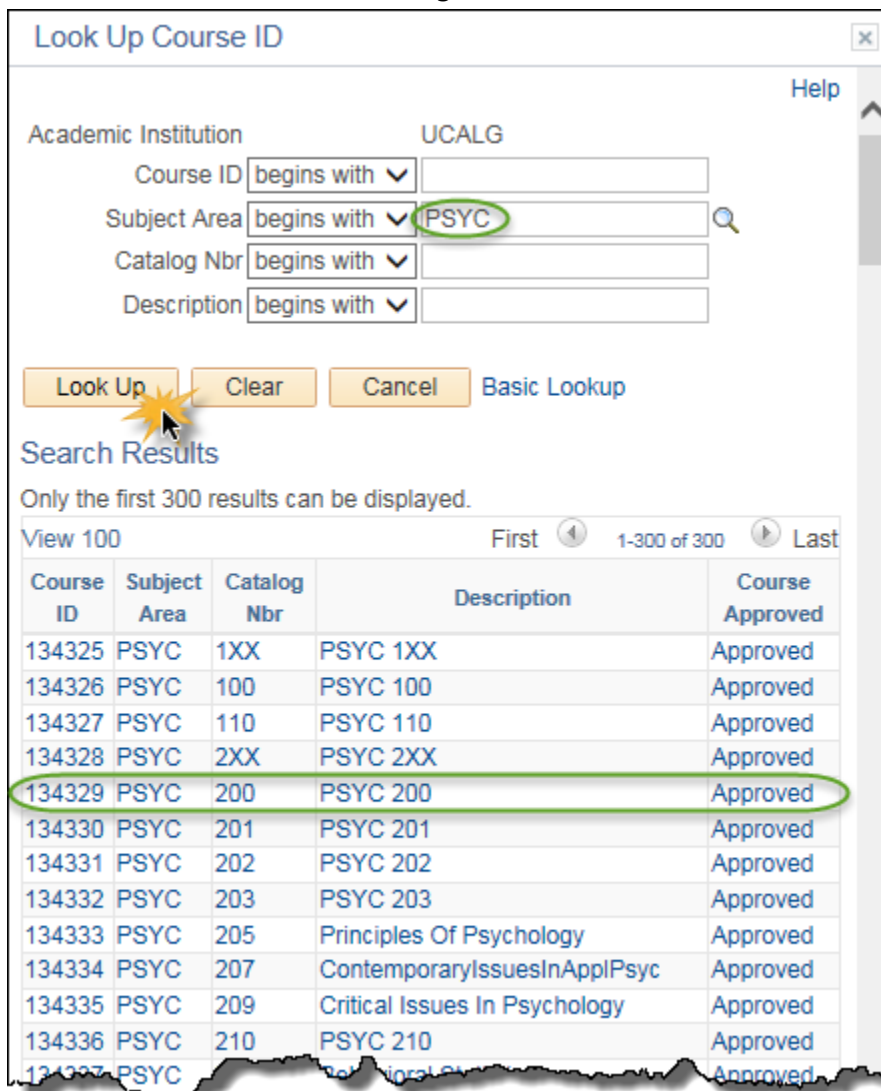
Equivalent Course

Course ID				
Offer Nbr				
Units Transferred	0.000			<input type="checkbox"/> Valid Attempt
Grading Scheme				<input type="checkbox"/> Earn Credit
Grading Basis				<input type="checkbox"/> Include in GPA
Official Grade				Grd Pt/Unt
Repeat Code				Units Att No
Designation				
	<input type="checkbox"/> Include in FA WI Stats			

Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

- Click the **Other Credit Type** list. Click the **After Degree or Block Credit** list item (whichever is appropriate for your needs)
- 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.
Look Up
- Click on the desired Course ID (e.g. 134329 PSYC 200). Click the **134329** link.



Look Up Course ID

Academic Institution: UCALG

Course ID: begins with []

Subject Area: begins with **PSYC** []

Catalog Nbr: begins with []

Description: begins with []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 | First | 1-300 of 300 | Last

Course ID	Subject Area	Catalog Nbr	Description	Course Approved
134325	PSYC	1XX	PSYC 1XX	Approved
134326	PSYC	100	PSYC 100	Approved
134327	PSYC	110	PSYC 110	Approved
134328	PSYC	2XX	PSYC 2XX	Approved
134329	PSYC	200	PSYC 200	Approved
134330	PSYC	201	PSYC 201	Approved
134331	PSYC	202	PSYC 202	Approved
134332	PSYC	203	PSYC 203	Approved
134333	PSYC	205	Principles Of Psychology	Approved
134334	PSYC	207	ContemporaryIssuesInApplPsyc	Approved
134335	PSYC	209	Critical Issues In Psychology	Approved
134336	PSYC	210	PSYC 210	Approved
134337	PSYC			Approved

18. Enter appropriate number of units Transferred; 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. Click the **OK** button.

Equivalent Course Information

Other Credit

Other Credit: XAFT CREDIT Short Desc: XAFT CRED

Long Description: Dalhousie University; CAN; 2002-2008; Bachelor of Music

Other Credit Type: After Degree Evaluation Date: 2022/03/23

Equivalent Course

Course ID: 090010 After Degree Credit

Offer Nbr: 1 XAFT XXX.01

Units Transferred: 60.000

Grading Scheme: UGD Undergraduate

Grading Basis: TRN Transfer

Official Grade: TR TR

Repeat Code: Grd Pt/Unt: 1.700

Designation: Units Att: Yes

Include in FA WI Stats

Valid Attempt
 Earn Credit
 Include in GPA

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

Other Credit Detail Other Credit by Term

3000 ★ 📁

Find | View All First 1 of 1 Last

Academic Career: UGRD Undergraduate Programs + -

Academic Institution: UCALG University of Calgary

Model Nbr: 1

*Transcript Level: Unofficial + -

Target Information

*Academic Program: ARBCH Arts Bachelor Include in GPA

Academic Plan: + -

*Articulation Term: 2181 Winter 2018 Submitted + -

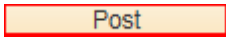
* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catg Nbr	+ -
1	1	Accepted	PSYC 200 prereq	PSYC 200	📄 🗨️ + -

Add/View Comments

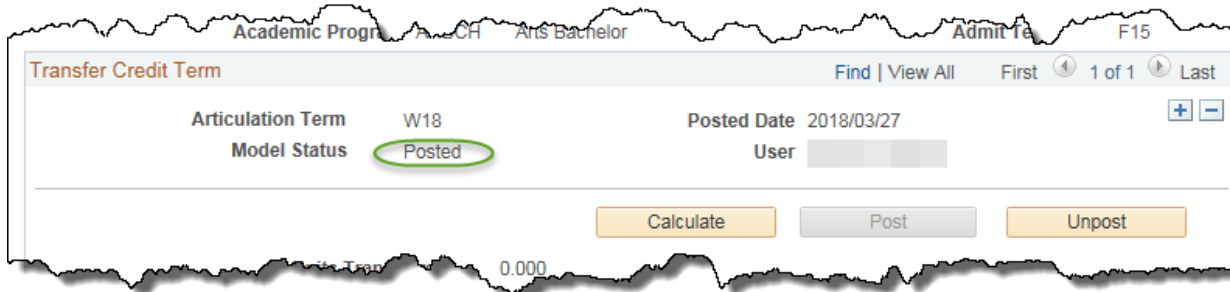
Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

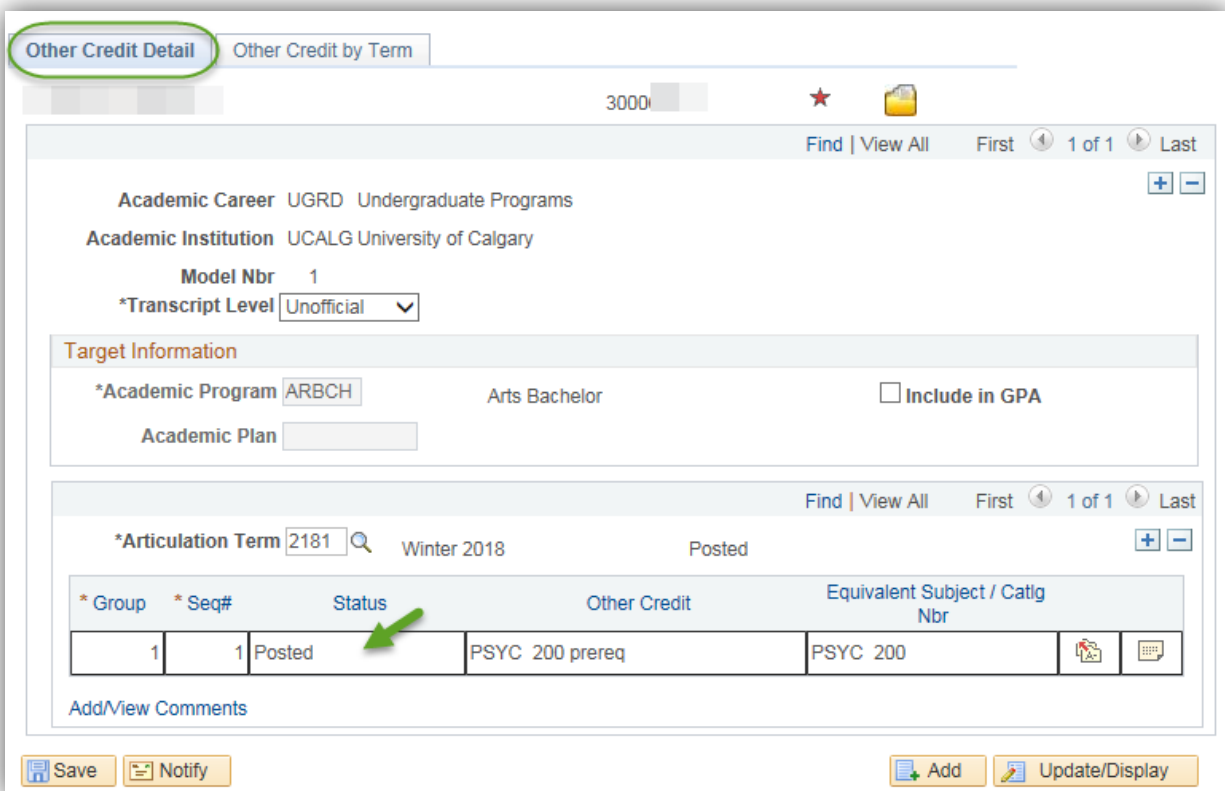
20. Click the **Post** button.



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.

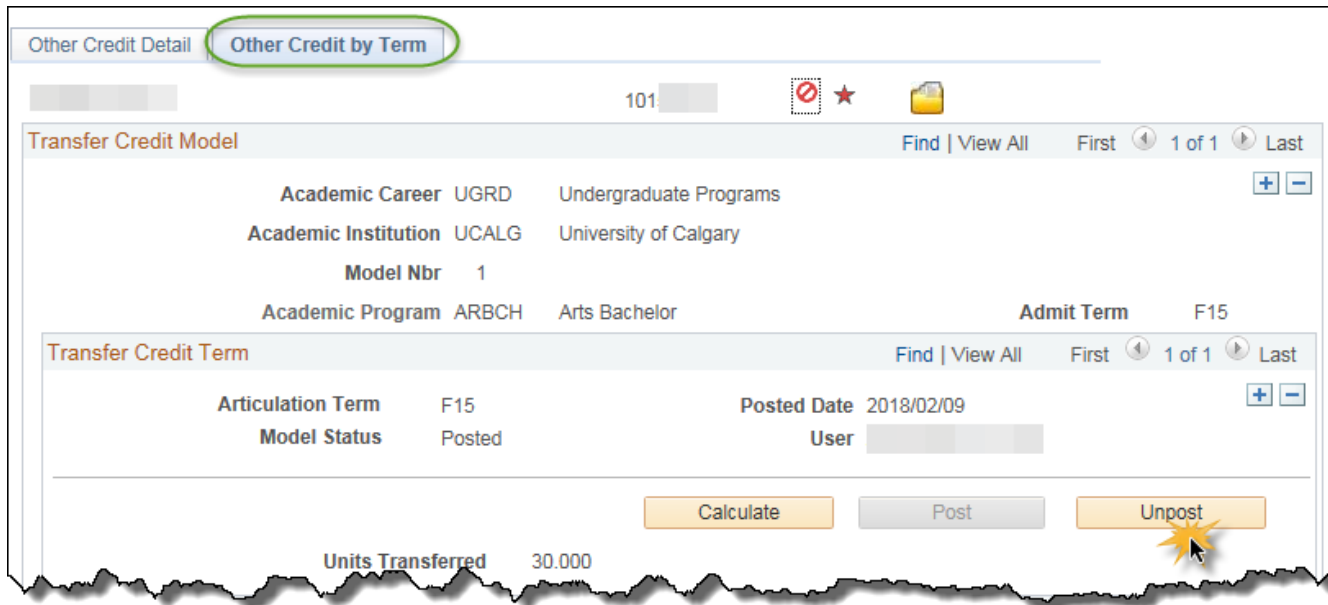


Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

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.

Unpost



Other Credit Detail **Other Credit by Term**

101

Transfer Credit Model Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

Academic Program ARBCH Arts Bachelor Admit Term F15

Transfer Credit Term Find | View All First 1 of 1 Last

Articulation Term F15 Posted Date 2018/02/09

Model Status Posted User

Calculate Post **Unpost**

Units Transferred 30.000

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

Other Credit Detail

Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

30. Follow steps 14-18 above.

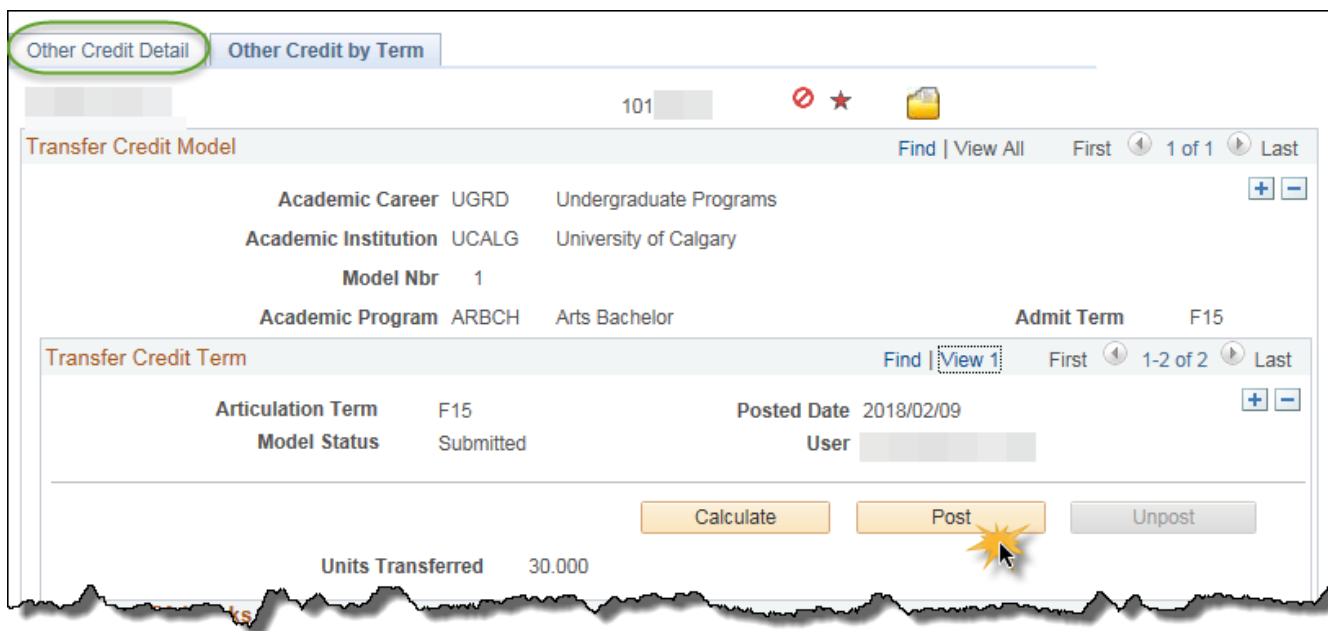
31. Click the **Other Credit by Term** tab and click the View All link.

Other Credit by Term

View All

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

Post



The screenshot shows a web interface for managing credit. At the top, there are two tabs: "Other Credit Detail" (highlighted with a green circle) and "Other Credit by Term". Below the tabs, there is a search bar with the number "101" and icons for a red circle with a slash, a star, and a folder. The main content area is divided into two sections: "Transfer Credit Model" and "Transfer Credit Term".

Transfer Credit Model

Academic Career	UGRD	Undergraduate Programs	+ -
Academic Institution	UCALG	University of Calgary	
Model Nbr	1		
Academic Program	ARBCH	Arts Bachelor	
Admit Term	F15		

Transfer Credit Term

Articulation Term	F15	Posted Date	2018/02/09	+ -
Model Status	Submitted	User		

At the bottom of the form, there are three buttons: "Calculate", "Post" (highlighted with a yellow starburst), and "Unpost". Below the buttons, it says "Units Transferred 30.000".

33. Scroll down the page to post the newly added credit. Click the **Post** button.

Post

Units Transferred	0.000																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid green; border-radius: 10px; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Articulation Term</td> <td style="width: 70%;">W18</td> </tr> <tr> <td>Model Status</td> <td>Submitted</td> </tr> </table> </td> <td style="width: 30%; text-align: right;">Posted Date</td> <td style="width: 40%; text-align: right;">User</td> </tr> </table>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Articulation Term</td> <td style="width: 70%;">W18</td> </tr> <tr> <td>Model Status</td> <td>Submitted</td> </tr> </table>	Articulation Term	W18	Model Status	Submitted	Posted Date	User											
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Articulation Term	W18																		
Model Status	Submitted																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 5px 10px;">Calculate</td> <td style="border: 1px solid gray; padding: 5px 10px;">Post</td> <td style="border: 1px solid gray; padding: 5px 10px;">Unpost</td> </tr> </table>		Calculate	Post	Unpost															
Calculate	Post	Unpost																	
Units Transferred	0.000																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border: 1px solid gray; padding: 5px;"> FA Weeks of Instruction Stats </td> </tr> <tr> <td style="padding: 5px 10px;">Transfer Taken for GPA</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> </tr> <tr> <td style="padding: 5px 10px;">Transfer Taken Not for GPA</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> </tr> <tr> <td style="padding: 5px 10px;">Transfer Passed for GPA</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> <td style="padding: 5px 10px;">Transfer Grade Points</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> </tr> <tr> <td style="padding: 5px 10px;">Transfer Passed Not for GPA</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> <td style="padding: 5px 10px;">Transfer GPA</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> </tr> <tr> <td style="padding: 5px 10px;">Units Transferred</td> <td style="text-align: right; padding: 5px 10px;">0.000</td> <td colspan="2"></td> </tr> </table>		FA Weeks of Instruction Stats		Transfer Taken for GPA	0.000	Transfer Taken Not for GPA	0.000	Transfer Passed for GPA	0.000	Transfer Grade Points	0.000	Transfer Passed Not for GPA	0.000	Transfer GPA	0.000	Units Transferred	0.000		
FA Weeks of Instruction Stats																			
Transfer Taken for GPA	0.000																		
Transfer Taken Not for GPA	0.000																		
Transfer Passed for GPA	0.000	Transfer Grade Points	0.000																
Transfer Passed Not for GPA	0.000	Transfer GPA	0.000																
Units Transferred	0.000																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border: 1px solid gray; padding: 5px;"> Other Credits Summary </td> </tr> <tr> <td style="padding: 5px 10px;">Units Transferred</td> <td style="text-align: right; padding: 5px 10px;">30.000</td> </tr> </table>		Other Credits Summary		Units Transferred	30.000														
Other Credits Summary																			
Units Transferred	30.000																		

Save	Return to Search	Notify	Add	Update/Display
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[Other Credit Detail](#) | [Other Credit by Term](#)

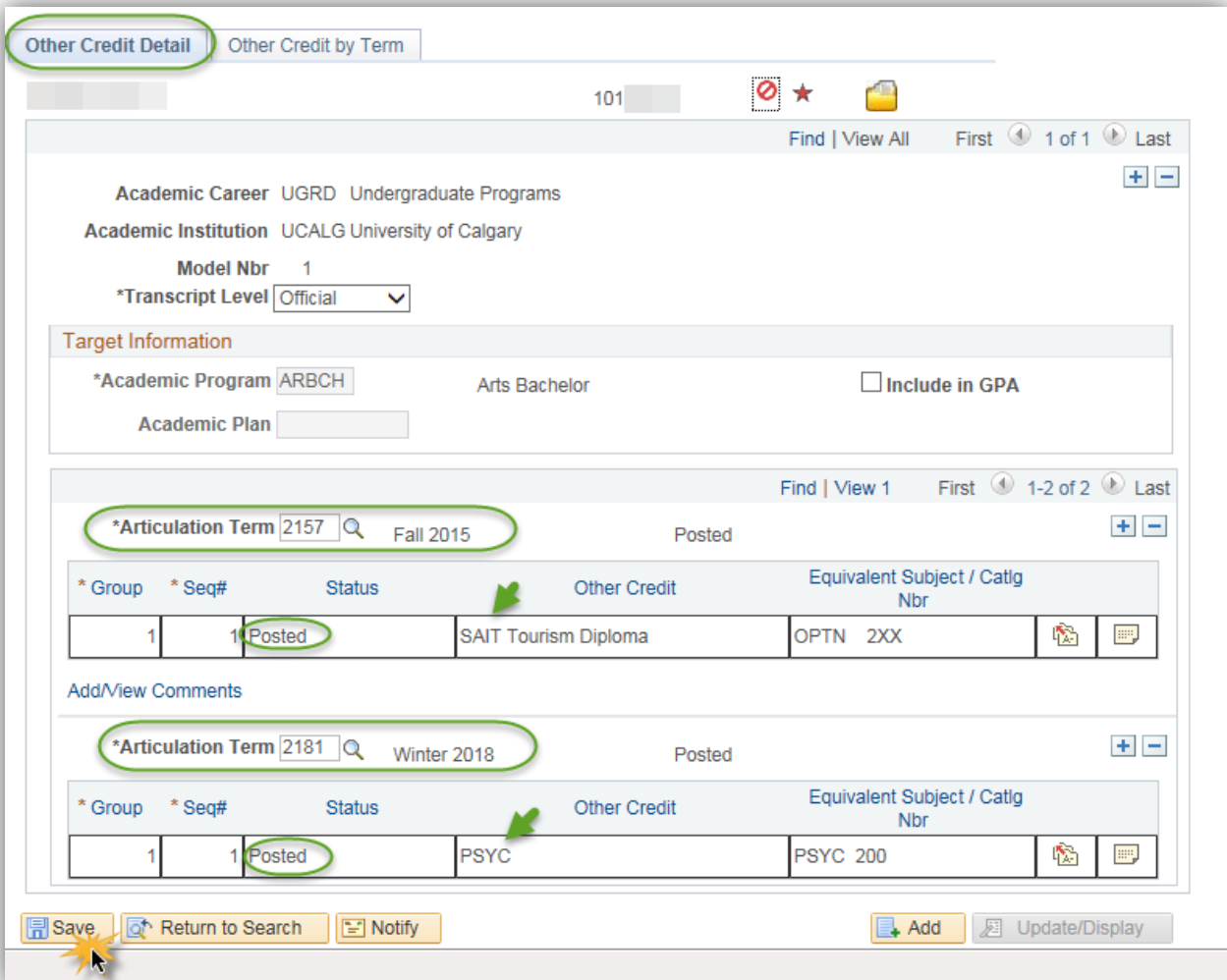
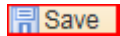
34. Click the **Other Credit Detail** tab.

Other Credit Detail

Adding Credit/Other - Manual (O-Type Credit)

SA – Academic Advisement

35. Note that both the SAIT Tourism Diploma and new credit are now posted. Click the **Save** button.



Other Credit Detail | Other Credit by Term

101 [] [] []

Find | View All First 1 of 1 Last

Academic Career UGRD Undergraduate Programs

Academic Institution UCALG University of Calgary

Model Nbr 1

*Transcript Level Official

Target Information

*Academic Program ARBCH Arts Bachelor Include in GPA

Academic Plan []

Find | View 1 First 1-2 of 2 Last

*Articulation Term 2157 Fall 2015 Posted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	SAIT Tourism Diploma	OPTN 2XX

Add/View Comments

*Articulation Term 2181 Winter 2018 Posted

* Group	* Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	PSYC	PSYC 200

Save Return to Search Notify Add Update/Display

End of Procedure.