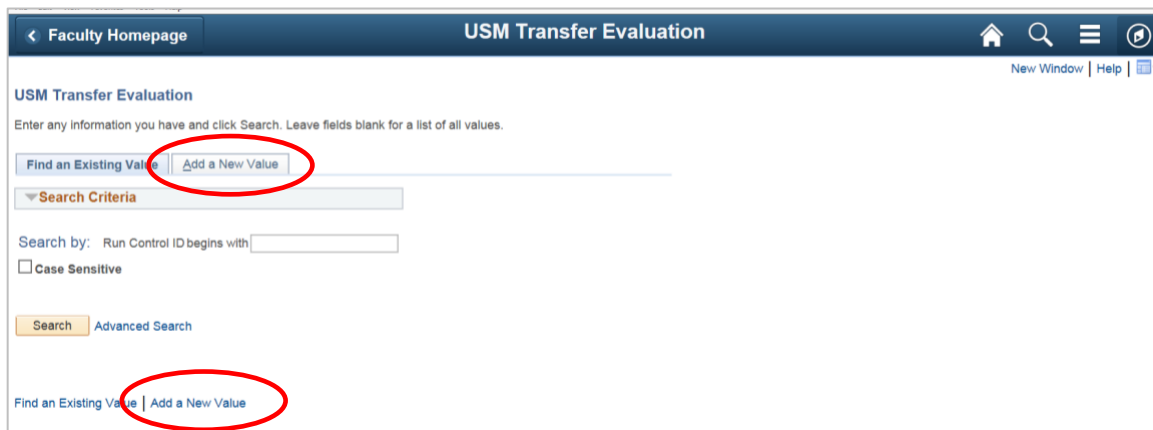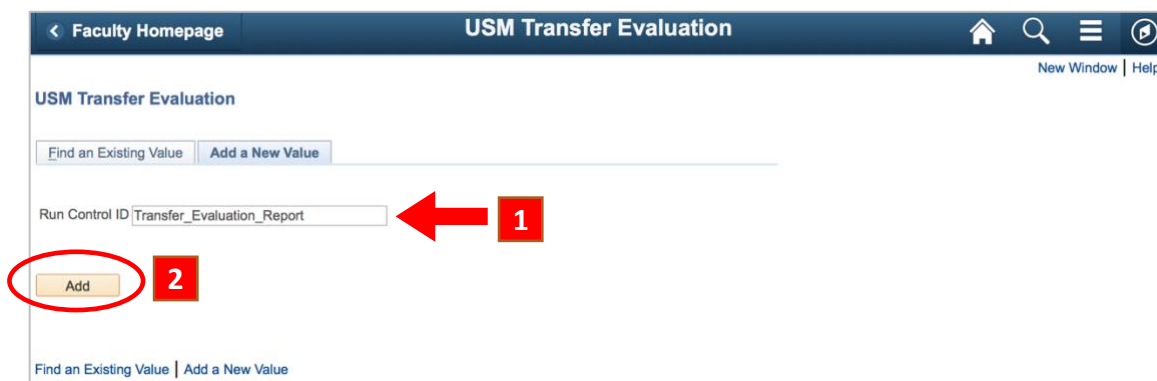# Transfer Credit Evaluation Report

INITIAL SET UP (one-time set up if you've never run this report before)

1. Go to the USM Transfer Evaluation page using the following pathway: In SOAR, follow Navigator > Student Admissions > USM Admissions > UGRD Admissions > Reports > USM Transfer Evaluation

2. The first time you ever run this report, you will have to set up a new value. This only needs to be done once. On the first USM Transfer Evaluation page, click on Add a New Value (either on the tab at the top or link at the bottom of the page).

3. In the Run Control ID Box, type a name without spaces that you want to give this report, for example, "Transfer_Credit_Evaluation." This will be the permanent name for the report that will come up the next time you wish to run this report.
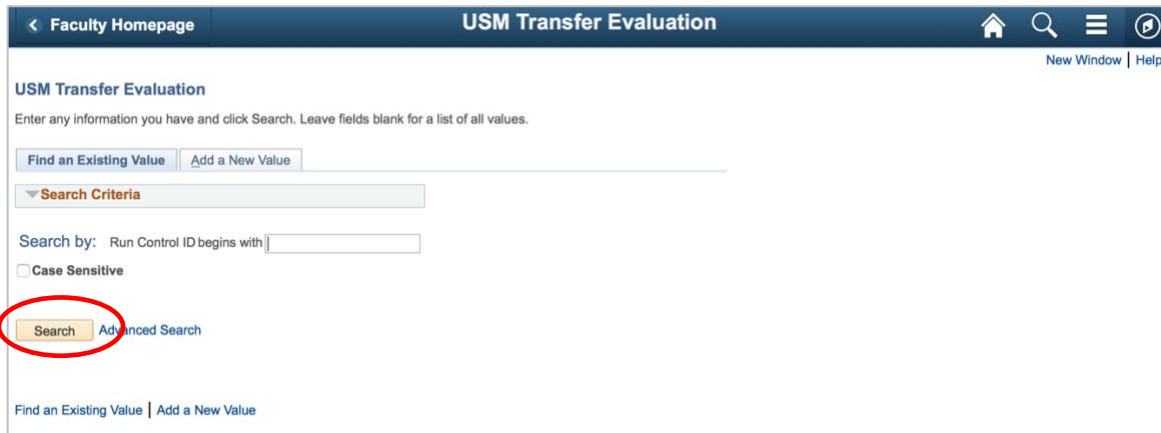
4. After typing a name, click Add

5. After the set-up has been done once, you will be able to go directly to the command to run this report in the future. See instructions below for running the report.

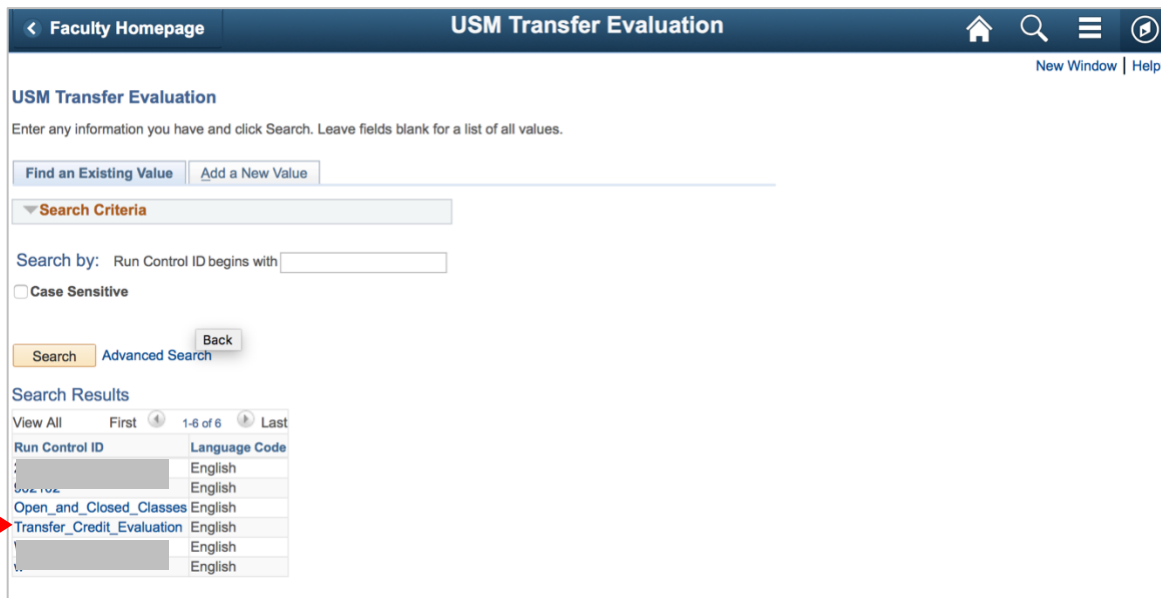# RUN A TRANSFER EVALUATION REPORT ON A STUDENT

1. Go to the USM Transfer Evaluation page using the following pathway: In SOAR, follow Navigator > Student Admissions > USM Admissions > UGRD Admissions > Reports > USM Transfer Evaluation

2. Click the Search button.

The Search Results will include the Transfer Credit Evaluation report name you entered previously. Click the report name.

1. Choose <u>Undergrad</u> in the dropdown menu box on left.

2. Enter the *student's ID#* in the search box on the right.

3. Click the <u>Run</u> button at the top right.
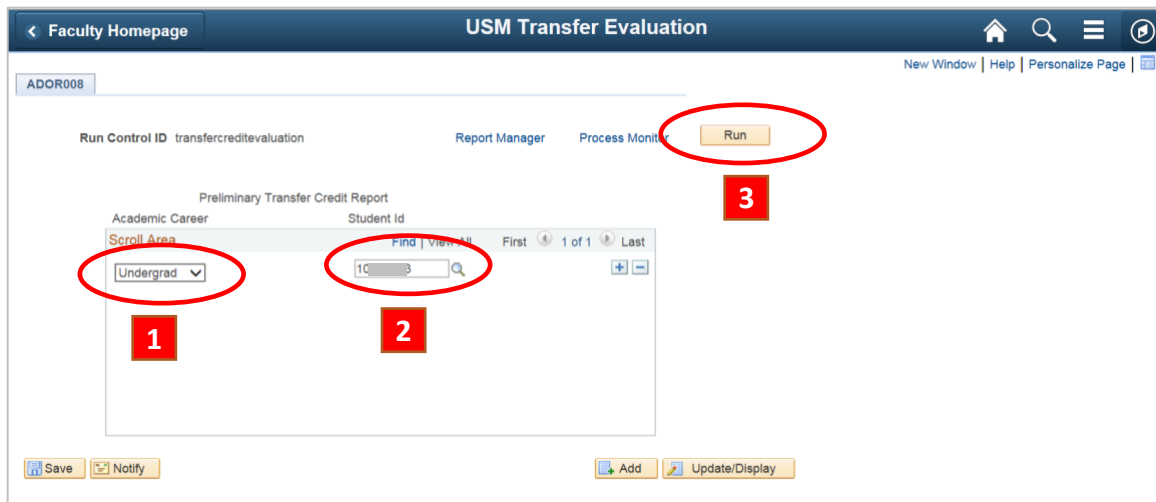
1. On the next screen, choose <u>PSUNX</u> in the <u>Server Name</u> dropdown menu box.

2. Click <u>OK</u>.
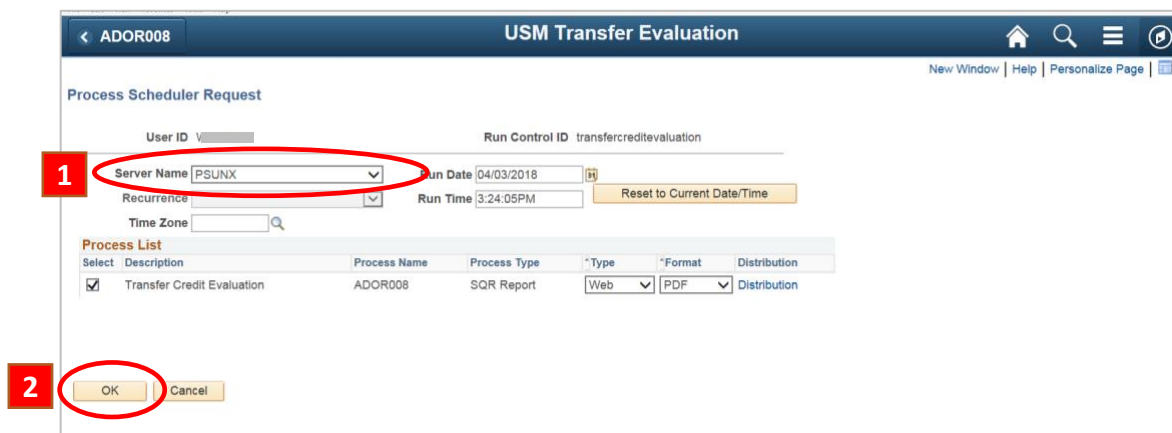
On the next page, click <u>Report Manager.</u>

1. Click the <u>Refresh</u> button. You may have wait a moment and click Refresh again until the report is ready and is posted on the Report List.

2. When the new report is posted to the top of the Report List, click on <u>Details</u>.

Click on the file name in the list that ends with PDF. This is the file for the transfer evaluation report.

If the report will be printed and used as supporting documentation/attachments, *highlight* the relevant transferred course(s). (Note in the highlighted transferred class below, the original course number was "IDST 1300" and it was transferred in with the *USM transfer course number "GS 701CCC."*)

The University of Southern Mississippi
TRANSFER CREDIT EVALUATION

Report ID: ADOR008

Page No. 1
Run Date 04/12/2018
Run Time 08:06:27

Name:
ID:
SSN:
Admit Term:

Program:
Plan(s):

Transfer Institution:

Transfer Record							USM Equivalancies			
Subject	Nbr	Title	Level	Units	Grade	Term	RTK CODE	Subject	Nbr	Units	Status
IDST	1200	Ancient World Religion		4.00	B	FALL2006		GS	701AAA	4.00	XFER
PSYC	3020	Psychology of Women		4.00	B	FALL2009		PSY	703AAA	4.00	XFER
MATH	1210	Survey of Calculus		4.00	A	FALL2006		MAT	102	4.00	XFER
PSYC	1000	Intro to Psychology		4.00	C	FALL2006		PSY	110	4.00	XFER
GEOL	1100	Env Issues of 21st Cent		4.00	B	SPR2007		GLY	701AAA	4.00	XFER
IDST	1300	Pre-Modern World Hist, Li		4.00	A	SPR2007		GS	701CCC	4.00	XFER
MATH	2230	Analytic Geo & Calculus I		4.00	B	SPR2007		MAT	168	4.00	XFER
IDST	2400	Modern World Fine Arts		4.00	A	FALL2007		GS	701DDD	4.00	XFER
MATH	3540	Differential Equations		4.00	B	FALL2007		MAT	285	4.00	XFER
IDST	2500	Contemporary World Histor		4.00	B	SPR2008		GS	701EEE	4.00	XFER