

REMOVING EXCESS LOWER DIVISION & MAINTAINING STUDENT RECORD

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REVISION HISTORY

Version	Date	Name	Description
1.0	9/13/18	Karla Contreras	Banner 9 process

INTRODUCTION AND PURPOSE

Follow the process below to remove excess lower division units from transfer student records to adhere to the 105 quarter unit-cap.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Students will be granted up to 70 sem/105 qtr units of credit for lower division coursework completed at **any institution or any combination of institutions**. For units beyond the maximum, subject credit for appropriate coursework taken in excess of this unit limitation will be granted and may be used to satisfy requirements. **(EFFECTIVE FALL 2014)**

Students will be granted up to 70 sem/105 qtr units of credit for lower division coursework completed at a **California Community College**. For units beyond the maximum, subject credit for appropriate coursework taken in excess of this unit limitation will be granted and may be used to satisfy requirements. **(POLICY PRIOR TO FALL 2014)**

- Units earned through AP, IB and/or A-Level examinations are not included in the limitation and do not put applicants at risk of being denied admission.
- Units earned at any UC campus (extension, summer, cross/concurrent and regular academic year enrollment) are not included in the limitation but are added to the maximum transfer credit allowed and may put applicants at risk of being denied admission due to excessive units.
- There is a limit to the number of units for which UC grants credit in the following areas:
 - English as a Second Language courses (a maximum of 8 semester (12 quarter) units.
 - Physical Education activity courses (a maximum of 4 semester (6 quarter) units.
- Duplicative credit is prohibitive. UC will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of the repeat of deficient (D/F) course grades.
- The college office is authorized to remove units if the student's transferable units exceed the 105 quarter unit-cap.
- Courses that are transferable from CSU's, International, and Four year Institutions will be labeled as **UCRV RVW** and must be updated at the College Office. To set the articulation for these please see the [Adding Transfer Course\(s\) in SHATATR](#).
- More information regarding transfer credits can be found at the following website:
<http://admission.universityofcalifornia.edu/counselors/transfer/advising/transferring-credits/>

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Registrar's Office
3. Undergraduate Admissions

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SHATRNS	Transfer Course Information	The purpose of this form is to capture and maintain information relating to transfer work. The attendance periods entered, pertain to a specific student level (undergraduate, graduate, etc.)
SHATAEQ	Transfer Articulation Evaluation	This form is used to enter transfer work, perform articulation (using Articulation Library), and can be used to reduce/set equivalency.
SHATERM	Term Sequence Course History	<p>The purpose of this form is to provide a tool to be used by advisors to determine the student's progress on a term-by- term basis. This form is query-only, and displays the student's current status and GPA information. Scrolling institutional, transfer, and overall GPA totals are displayed on this form each time the term changes. Institutional and transfer work are displayed separately. The form permits the entry of a specific beginning term which is other than the first term the student attended.</p> <p>Transfer work which has been flagged to be included in the transfer GPA is displayed by term, transfer institution, and transfer attendance period. The primary sort order for coursework is by term. Within term, the sort order is by institutional coursework first then by transfer coursework second. For transfer coursework, the sort order is by transfer institution number and then by attendance period.</p>

PROCEDURES

VIEWING INSTITUTIONS AND TRANSFERABLE COURSES

A copy of the evaluated transcript will be sent to the College Office after Undergraduate Admissions has data entered the transferable coursework. All Upper Division work will be marked **UD**, and thus all courses/credit that do not have **UD** may be reduced as necessary.

Prior to physically removing units from a student's record, be sure to review the student's entire academic history through the student profile at <https://advisorssbsb.ucr.edu>. Once in the student profile, click on the Academic Transcript in the left navigation. After you have noted the units which be reduced or course equivalency which requires updated, follow the steps below to update Banner. Banner 9 allows you to set filters when review transferable course work.

REMOVING EXCESS LOWER DIVISION UNITS

Undergraduate Admissions will calculate the number of Excess Lower Division Units. Complete the steps below to locate and reduce the equivalent units. You may use **SHATRNS** or **SHATAEQ** to reduce Excess Lower Division Units. We recommended the use of SHATAEQ if you are updating multiple records and SHATRNS when updating less than four. Before updating a student's record, connect with your training manager for formal training on how this process is handled at your office.

SZAUSDA

1. Go to **SZAUSDA**
2. Enter **TERM**
3. Enter **SID**
4. Select **Fields 161 – 200**
5. **Field 177 Excess Unit** (number of LD units over 105)
6. **Field 179 Validation Complete Date** (data entry date)

REDUCING UNITS: SHATRNS

1. Go to **SHATRNS**
2. Enter **SID**
3. Select **Transfer Institution** search
 - i. Double click **Sequence Number** (associated with the institution you are trying to view)
4. Select **Attendance Period Number** search
 - i. Double click **Attendance Period Number** (associated with the attendance period you are trying to view)
5. Select **Go (Alt+PgDn)**
6. Select **Next Selection** three times (Alt+PgDn) 
7. Locate and select the **Transfer Subject** and **Transfer Course** (example: HIST 170 in purple)
 - i. Use **Up** and **Down** arrows on keyboard or in red
8. Reduce **Equivalent Credit Hours** as needed (in green) to get to the 105 LD max
 - i. Do not update **Transfer Credit Hours** (these are the hours earned at the transfer institution in purple)
9. **Save**
10. **Exit**

ID: 862123043 Highlander, Teddy Transfer Institution Number: 2 Attendance Period Number: 1 Start Over

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number: 9 Duplicate:

Subject: HIST Title: WORLD HISTORY TO 1500

Course Number(s): 170 Group:

Hours: 3.000 Primary:

Grade: A ...

9 of 21 Record 9 of 21

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
9	U	201940	<input checked="" type="checkbox"/>	HIST	----	4.500	TA	T	(None)	(None)	HIST:TRANSFER CREDIT

1 of 1 Record 1 of 1

COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description
BBAH	BU-Hum - Addl Humanities
BHAH	HS-Hum - Addl Humanities
BNAH	NA-Hum - Addl Humanities

1 of 1 Record 1 of 3

11. Go to **SHATERM**
 - a. Enter **SID**
 - b. Enter **Course Level Code U**
12. Select **Next Selection** (Verify **Transfer Earned Hours** have been reduced)

REDUCING UNITS: SHATAEQ

1. Go to **SHATAEQ**
2. Enter **SID**
3. Select **Institution** search
 - a. Select **View Student Institutions (SHATRIT)** to display institutions
 - b. Double click **Sequence Number** to display institution
 - c. *Do not* enter **Program** (leave blank – not used at UCR)
4. Select **Go (Alt+PgDn)**
5. Select **Tools**

Transfer Articulation Evaluation SHATAEQ 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS 5

2 ID: 862123043 Highlander, Teddy 3 Institution: 004679 San Bernardino Valley College 4 **Go**

Program:

OPTIONS

Transfer Credit Articulation

6 **Equivalent Roll Info**

EQUIVALENT ROLL

History Indicator **Delete from History** 7

6. Select **Equivalent Roll Info** under **Options**
7. Select **Delete from History** from **History Indicator** drop down
8. **Save**
9. Locate the **Transfer Subject** and **Transfer Course** (example: MUSC 104 in purple)
10. Select **Override Edit** from **Articulate Ind** (in green)
11. Scroll to the right and reduce **Equivalent Credit Hours** as needed (in green) to get to the 105 LD max
 - a. **Do not** update **Transfer Credit Hours** (these are the hours earned at the transfer institution)

Transfer Articulation Evaluation SHATAEQ 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS

ID: 862123043 Highlander, Teddy Institution: 004679 San Bernardino Valley College Program: Start Over

TRANSFER ARTICULATION EVALUATION Insert Delete Copy Filter

Attendance Period	Term	Level	Transfer Group	Transfer Primary Ind	9	Transfer Subject	Transfer Course	Transfer Credit Hours	Transfer Grade	Transfer Duplicate	Transfer Title	Articulate Ind	Equivalent
1	201420	U				MUS	104	3.000	A		HISTORY OF ROC...	Successful	U

10

Articulate Ind	Equivalent Level	Equivalent Subject	Equivalent Course	Equivalent Credit Hours	Equivalent Grade	Equivalent Mode	Equivalent Repeat	Equivalent Repeat System
Override Ed	J	MUS	---	11	4.500	TA T	(None)	(None)

Equivalent	Value
	0.000
14	151.500
	151.500
	0.000
	.00
	.00

12. **Save**
13. Select **Tools**
14. Select **Equivalent Roll Info** under **Options**
15. Verify **Equivalent** in **Earned Hours** (will reflect reduction)
16. Select **Roll to History** from **History Indicator** drop down
17. **Save**

ADDING EQUIVALENCY

The College/School Offices is responsible for identifying/updating course equivalency as needed. Undergraduate Admissions is not responsible for setting equivalency for non-California Community Colleges. Before updating a student's record, connect with your training manager for formal training on how this process is handled at your office.

The following steps will also be used to set equivalency for Out of State, Four Year Universities, Foreign, and UCRV RVW. If the institution is on a semester cycle, you will need to convert the credit hours to quarter (1 semester hour = 1.5 quarter hours).

SETTING EQUIVALENCY: SHATAEQ

1. Follow steps 1 – 8 from [Reducing Units: SHATAEQ](#)
2. Locate the **Transfer Subject** and **Transfer Course** (example: MUS 104 in purple)
3. Select **Override Edit** under **Articulate Ind** column (in green)
4. Scroll to the right to enter **Equivalent Subject** (UCR subject), **Equivalent Course Equivalent** (UCR course) as necessary
 - i. If MUS 104 articulated to MUS 017, then update MUS --- to MUS 017 (in yellow)
 - ii. If credit is for a non-California Community College, also set **Credit Hours, Equivalent Grade** (in black)
 - iii. In this example Hours will be 4.5 (3 x 1.5)

Attendance Period	Term	Level	Transfer Group	Transfer Primary Ind	Transfer Subject	Transfer Course	Transfer Credit Hours	Transfer Grade	Transfer Duplicate	Transfer Title	Articulate Ind	Equivalent
1	201320	U			COMMST	100	3.000	B		ELEMENTS OF PU...	Successful	U
1	201320	U			ENGL	101H	4.000	B		FRESHMN COMPO...	Successful	U
1	201320	U			HIST	100	3.000	B		U.S. HISTORY TO ...	Successful	U
1	201330	U			PHIL	101	3.000	A		INTRO TO PHILOS...	Successful	U
1	201340	U			ENGL	102H	3.000	B		COMP/CRIT THINK...	Override Edit	U
											Override Edit	U
1	201340	U			HIST	171	3.000	A		WORLD HISTORY ...	Successful	U
1	201340	U			PSYCH	100	3.000	B		GENERAL PSYCH...	Successful	U
1	201420	U			BIOL	100	4.000	A		GENERAL BIOLOGY	Successful	U
1	201420	U		2	MUS	104	3.000	A		HISTORY OF ROC	Override Ed	U

Attendance Period	Term	Level	Equivalent Level	Equivalent Subject	Equivalent Course	Equivalent Credit Hours	Equivalent Grade	Equivalent Mode	Equivalent Repeat	Equivalent Repeat System	Equivalent Count In
1	201320	U	U	THEA	050	4.500	TB T		(None)	(None)	Y
1	201320	U	U	ENGL	001A	6.000	TB T		(None)	(None)	Y
1	201320	U	U	HIST	017A	4.500	TB T		(None)	(None)	Y
1	201330	U	U	PHIL	001	4.500	TA T		(None)	(None)	Y
1	201340	U	U	ENGL	001B	4.000	TB T		(None)	(None)	Y
			U	ENGL	001C	2.000	TB T		(None)	(None)	Y
1	201340	U	U	HIST	015	4.500	TA T		(None)	(None)	Y
1	201340	U	U	PSYC	002	4.500	TB T		(None)	(None)	Y
1	201420	U	U	BIOL	003	6.000	TA T		(None)	(None)	Y
1	201420	U	U	4	MUS	---	4.500	TA T	(None)	(None)	Y

5. **Save**
6. Select **Tools**
7. Select **Equivalent Roll Info** under **Options**
8. Select **Roll to History** from **History Indicator** drop down
9. **Save**
10. **Exit**
11. **Review/verify the Student Profile and Degree Works to ensure that equivalencies are satisfying requirements.**

SETTING EQUIVALENCY: SHATRNS

1. Follow steps 1 – 6 from [Reducing Units: SHATRNS](#)
2. Locate and select the **Transfer Subject** and **Transfer Course** (example: HIST 170 in purple)
 - i. Use **Up** and **Down** arrows on keyboard or next arrow in red
3. Select **Equivalent Course Detail Subject** (in yellow)
4. Select **Delete**
5. Select **Yes** (pop-up)

ID: 862123043 Highlander, Teddy Transfer Institution Number: 2 Attendance Period Number: 1 Start Over

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number: 9
 Subject: HIST
 Course Number(s): 170
 Hours: 3.000
 Grade: A ...

Duplicate:
 Title: WORLD HISTORY TO 1500
 Group:
 Primary:

Record 9 of 21

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
9	U	201940	<input checked="" type="checkbox"/>	HIST	---	4.500	TA	T	(None)	(None)	HIST:TRANSFER CREDIT

Record 1 of 1

COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description
BBAH	BU-Hum - Addl Humanities

6. Select **Transfer Subject** (example: HIST 170 in purple)
7. Select **Next Selection** one time
 - i. make sure **Level & Term** prepopulate – if fields are blank click **Transfer subject-** in purple)
8. Select **Count in GPA**
9. Enter **Subject** (UCR Subject)
10. **Course** (UCR Course Number)
11. Enter **Hours** (if Institution is semester school multiple Hours in Green x 1.5)
 - i. In this example Hours will be 4.5 (3 x 1.5)
12. Enter **Grade** (example update Grade to TA)
 - i. In this example Grade will be TB (if + or - please enter)
13. Enter **Grade Mode** (T for non UC grades, B for UC earned credit - this will allow the grade to be counted in GPA)
14. **Save**

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number: 9
 Subject: HIST
 Course Number(s): 170
 Hours: 3.000
 Grade: A ...

Duplicate:
 Title: WORLD HISTORY TO 1500
 Group:
 Primary:

Record 9 of 21

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
9	U	201940	<input checked="" type="checkbox"/>	HIST	D17A	4.500	TA	T	(None)	(None)	INTRO TO UNITED STATES HISTORY

Record 1 of 1

COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description
BBAH	BU-Hum - Addl Humanities

FINAL QUIZ

1. Under what circumstances is the college office allowed to remove transfer units from a student's record?

- Whenever an advisor thinks it is appropriate as long as it is in the student's best interest.
- If the student has exceed 105 quarter lower division units.
- If the student has exceeded 105 quarter total units.
- Never.

Answer: (b) – Advisors are permitted to remove units in excess of the 105 quarter unit cap. See the “Related Policies, Regulations, Guiding Principles and Common Practices” section for more specific details. If in doubt, contact Undergraduate Admissions for further guidance.

2. What screen in Banner 9 will be used to set Equivalency/Reduce hours?

- SHATAEQ
- SHATRNS
- Both SHATAEQ and SHATRNS
- SFAREGS

Answer: (C) – We recommended users to use SHATAEQ if they are updating multiple records and SHATRNS when updating fewer than five.

3. What should be completed prior to removing any excess units from the student's record?

- Talk to the student to ask them which units he/she would like to have removed.
- Calculate the student's transfer GPA.
- Review academic history via student profile.
- Count how many upper division courses the student has completed.

Answer: (C) – Prior to physically removing units from a student's record, be sure to review the student's entire academic history at <https://advisorssbsb.ucr.edu> to note the courses that will be reduced.

4. What section of the procedure should be used to update Out of State transfer credit?

- REDUCING UNITS: SHATAEQ
- SETTING EQUIVALENCY: SHATRNS
- SETTING EQUIVALENCY: SHATAEQ
- Either b or c

Answer: (D) – Equivalency can be set in SHATRNS or SHATAEQ. We recommend that SHATRNS be used when updating 4 or less records.

RESOURCE

If there is a data entry error on the Transfer Course Detail block in **SHATRNS** (section in **red**) please submit a [WorkFront](#) ticket.

TRANSFER COURSE DETAIL		Duplicate <input type="checkbox"/>	
Sequence Number	9	Title	WORLD HISTORY TO 1500
Subject	HIST	Group	
Course Number(s)	170	Primary	
Hours	3.000		
Grade	A...		

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