

WorkFront Guide: How to Submit an Articulation Related Ticket

Follow the steps below to submit an articulation related ticket in WorkFront. All areas in green are required. *Please note that Undergraduate Admissions does not post UC to UC transfer credit. If UC Campus is selected you will receive a message to submit the request via Registrar's Records queue and not be able to proceed.*

Steps:

1. Go to: <https://ucr.my.workfront.com/>
2. Click **Request** tab
3. Select **New Request**
4. Select **Undergraduate Admissions** (from drop down)
5. **Articulation** will automatically populate (in purple)
6. Select Transfer Institution Type (from drop down)
 - a. If **UC Campus** is selected, user will receive a message to submit request via Registrar's Records queue.

The screenshot shows the 'New Request' button highlighted in green. Below it, the 'Select a Request Type' dropdown is set to 'Undergraduate Admissions', also highlighted in green. Underneath, the 'Articulation' option is selected and highlighted in purple. The 'Transfer Institution Type' dropdown is highlighted in green, and its options are listed below: 'California Community College', 'Other Institution', and 'UC Campus' (highlighted in red).

7. Enter **Subject**, **Description**, **Priority**, **Severity**, and **Attach Document** (transcript) if available



The following **Articulation Inquiry** fields are required:

8. **Student Identification Number** SID
9. **Student Type** (Only one selection is allowed)
 - Continuing** – student has matriculated and earned UCR grades
 - Incoming** – student has SIR'd but not earned UCR grades
 - Graduating** – student has graduation application for current quarter or will be submitting next quarter
3. **Institution Code** (from SHATRNS)
4. **Attendance Period** (from SHATRNS)
5. **Course Name and Title**
6. Submit Request

Subject

Description

Documents

 Add Documents 

Or drag and drop here to attach...


Articulation Inquiry

Student Identification Number

Student Type

Continuing Incoming Graduating

Institution Code

Attendance Period 

Course Name and Title

Submit Request

Cancel

Your request will be assigned to a staff member in admissions. If there are any questions regarding the request you have submitted they will communicate with you via WorkFront ticket.