

Advisor Resource: Utilizing the Transfer Equivalency Report (TRER) and Program Evaluation

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Reading a Transfer Equivalency Report (TRER)

TRERs are emailed to the student and the faculty advisor and are placed in the student's electronic advising file (Winfiles). For new students, the TRER will also be placed into CatFiles (for PA access).

General explanation

The TRER is the document that lists the courses that a student has taken at another institution that have been accepted at Linfield.

The left side of the document lists the courses that were completed at the transfer institution. The right side lists how the transfer credits have been accepted by Linfield and how they will be represented in WebAdvisor. TRERs also include credits earned from AP and IB exams as well as notations for completed TaskStream exemplars.

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Student.....: [REDACTED] Institution: Portland Comm College

Acad Programs: [REDACTED]

How each course has been accepted at Linfield

T R A N S F E R					E Q U I V A L E N T							
Course	Title	Credits	Gr	End Dt	Course/ Subjec	Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status	
HE 252	FIRST AID - BASICS & BEYOND	4.00	A	12/31/15	HHPA*284		A	2.67	2	UG	TR	
Equiv. Description.....:												
Restrict to Acad Programs:												
MTH 243	STATISTICS I	5.00	B	12/31/15	MATH*1TR		AB	3.00	2	UG	TR	
MTH 244	STATISTICS II	4.00	A	06/30/15	MATH*140		AB	3.00	2	UG	TR	
Equiv. Description.....:												
Restrict to Acad Programs:												
Total		=====			=====							
		13.00 Transfer Credit						8.67 Equiv Transfer Credit				

Transfer courses

Quarter hours

Semester hours

Quarter to semester conversion

The TRER contains information about the academic calendar of the transfer institution. If you see the same number of credits accepted (Equiv Transfer Credit) as were transferred (Transfer Credit), both institutions are on the semester system. If the credits accepted in transfer are less than the number of credits listed for the courses accepted in transfer, the transfer institution is on the quarter system. One quarter credit converts to 0.67 semester credits. It is important to note and to reiterate to the student that credit has not been lost—it has been converted from the 10-week quarter system to the 15-week semester system.

Combining transfer courses for equivalency to one Linfield course

In some instances, especially for courses from institutions on the quarter system, a course equivalency will be made based on the following formula: two (or more) courses from the transfer institution are required for equivalency to one (or two) Linfield course(s). In this case, the courses will be clustered on the TRER. In the example below, the student can use MATH*140 towards the QR requirement and/or any of the majors/minors for which it is a requirement. The three credits of MATH*1TR will be used as credit towards graduation and will appear in the Other Courses section of the Program Evaluation.

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Student.....: [REDACTED] Institution: Portland Comm College

Acad Programs: [REDACTED]

T R A N S F E R					E Q U I V A L E N T						
Course	Title	Credits	Gr	End Dt	Course/ Subject/Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status	
HE 252	FIRST AID - BASICS & BEYOND	4.00	A	12/31/15	HHPA*284	A	2.67	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											
MTH 243	STATISTICS I	5.00	B	12/31/15	MATH*1TR	AB	3.00	2	UG	TR	
MTH 244	STATISTICS II	4.00	A	06/30/15	MATH*140	AB	3.00	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											
Total for [REDACTED]		13.00 Transfer Credit				8.67 Equiv Transfer Credit					

T R A N S F E R					E Q U I V A L E N T						
Course	Title	Credits	Gr	End Dt	Course/ Subject/Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status	
ECON2	ECONOMICS: MACRO	3.00	B	12/31/12	ECON*210	B	4.00	2	UG	TR	
ECON4	ECONOMICS: MICRO	3.00	B	05/31/13	ECON*2TR	B	2.00	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											
ENGL1A	COMPOSITION	3.00	C	12/31/12	INQS*1TR	C	3.00	2	UG	TR	
ENGL2	WRITING/CRITICAL THINKING	3.00	A	05/31/14	INQS*1TR	A	3.00	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											

Combination grades

In instances where courses are combined for equivalency (see above) and the grades that the student earned for each term completed do not match, the equivalency grade will appear as a range/combination of the grades earned at the transfer institution. For example, a student earning an 'A' in one term and a 'B' in another term will have a transfer grade of 'AB.'

If you see a grade of AB, BC, or AC on a Program Evaluation, it indicates that multiple transfer courses were combined to equate to one or two Linfield courses.

Acad Programs: UG.UNDECIDED
UG.NURSING

T R A N S F E R					E Q U I V A L E N T						
Course	Title	Credits	Gr	End Dt	Course/ Subject/Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status	
HE 252	FIRST AID - BASICS & BEYOND	4.00	A	12/31/15	HHPA*284	A	2.67	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											
MTH 243	STATISTICS I	5.00	B	12/31/15	MATH*1TR	AB	3.00	2	UG	TR	
MTH 244	STATISTICS II	4.00	A	06/30/15	MATH*140	AB	3.00	2	UG	TR	
Equiv. Description.....:											
Restrict to Acad Programs:											
Total for [REDACTED]		13.00 Transfer Credit				8.67 Equiv Transfer Credit					

Courses still under review (TR?)

There are times when, although it is clear that a course is transferable (and the student has earned elective credit for the course), the specific course it will be accepted for needs to be reviewed by the faculty. In these scenarios, the Linfield equivalent course will appear with the department code, the course level, and TR?. In the example below, the course in question is represented by MATH*1TR?.

An explanatory note (including the date of the request for review and (possibly) the proposed course/LC for which the course is being reviewed) will be included beneath the transfer course title, under 'Equiv. Description.....:'

When a decision has been made and the equivalency is determined the question mark will be removed and the course code will be updated if/as appropriate. An updated TRER will be emailed to the student and the faculty advisor and a copy will be added to WinFiles (and to CatFiles for incoming students).

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Student.....:		Institution:										
Acad Programs:												
T R A N S F E R					E Q U I V A L E N T							
Course	Title	Credits	Gr	End Dt	Course/ Subject/Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status		
FFC 100	FRESHMAN FOUNDATIONS	3.00	A	12/31/15	IDST*0TR	A	3.00	2	UG	TR		
Equiv. Description.....:												
Restrict to Acad Programs:												
BIOL 204	FR MOL CEL EVO LFE EA GE BIO	4.00	B-	12/31/15	BIOL*2NW	B-	4.00	2	UG	TR		
Equiv. Description.....:												
Restrict to Acad Programs:												
CHEM 140	GENERAL CHEMISTRY I	3.00	B-	12/31/15	CHEM*1NW	B-	3.00	2	UG	TR		
CHEM 140L	GENERAL CHEMISTRY I LAB	1.00	B	12/31/15	CHEM*1NW	B	1.00	2	UG	TR		
Equiv. Description.....: CHEM*210 pending compl of 150												
Restrict to Acad Programs:												
MATH 110	SINGLE VARIABLE CALCULUS I	3.00	B-	12/31/15	MATH*1TR?	B-	3.00	2	UG	TR		
Equiv. Description.....: Under review - MATH*160 5/4												
Restrict to Acad Programs:												
Total for		=====			=====							
		14.00 Transfer Credit			14.00 Equiv Transfer Credit							

General transfer course notes

A general note may be included under 'Equiv. Description.....:' if deemed appropriate. The example above indicates that the chemistry course equivalency will change from CHEM*1NW to CHEM*210 with the successful completion of an in-progress course at the student's current (transfer) institution.

Reading a Program Evaluation in WebAdvisor

The Program Evaluation is the degree audit tool at Linfield. This is the most important tool for both advisors and advisees in terms of visualizing and navigating the components of a Linfield degree.

Accessing your advisees Program Evaluations

Login to WebAdvisor. Click on the Faculty tab. Under Faculty Information select View Advisee Program Evaluations. Select the term and then an individual advisee.

General Program Evaluation information

The Program Evaluation places a course in the first requirement that it can apply to, regardless of whether a course is already there to satisfy the requirement. This may result in a configuration that is not the most advantageous to the student in terms of requirement completion. The registrar's office can help students move courses into general education requirements as they would like (within the rules of the catalog!). It is also important to note the tracking limitations of the Program Evaluation. A list of notes at the top of the Program Evaluation describes the rules that must be manually checked.

NOTE: The information contained in this evaluation is for advising purposes only.

IMPORTANT: This Program Evaluation does not evaluate some things--they must be manually checked.

- 1) No more than 2 courses from a single Department may be used to fill Linfield Curriculum Requirements.
- 2) The course used to fill your Upper Division LC requirement cannot be from your major department, unless you have two majors.
- 3) No more than 4 paracurricular courses from any one Department may be counted toward graduation.
- 4) No more than 8 credits from paracurricular courses may be counted toward graduation.

The SIGNATURES of your advisor and department chair(s) for your major(s) and minor(s) are required to certify that they have reviewed your departmental requirements for graduation. Your department chair(s) should note any substitutions or exceptions and sign adjacent to their approved changes. The Registrar will verify that you have completed all graduation requirements prior to posting your degree.

Transfer credit in the Program Evaluation

Coursework completed at other institutions will appear as the Linfield equivalent, not as the course number and title from the institution at which the course was completed. Please review the TRER to see the name of the original course. Transfer courses of 2.67 semester credits can be used to fill LC requirements.

Program Summary

The first section of the program evaluation, the program summary, summarizes the credits and GPA of the student.

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	0.00	30.00	12.00	18.00
Institutional GPA:	2.000		Not Met		
Overall Credits:	125.00	24.67	100.33	12.00	88.33
Overall GPA:	2.000		Not Met		

(*) Anticipates complete

Total completed (Linfield & Transfer)

Credits remaining to meet 125 credit requirement

Credits in progress at Linfield

Credits needed to reach 125 if all currently enrolled courses are successfully completed.

The student in the example above is enrolled in/pre-registered for a total of 12 credits. They have completed or transferred a total of 24.67 credits with 100.33 credits remaining to reach 125 credits. With successful completion of the 12 Anticipated Additional credits the student will have 88.33 credits to complete to reach 125. This student does not yet have a Linfield GPA as no institutional credits have been completed.

Institutional Credits

Institutional Credits counts credits earned at Linfield and checks for the 30 credit residency requirement. It tracks how many have been completed (Current Earned) and the number that are remaining (Current Remaining). The calculations for Anticipated Additional and Anticipated Remaining include in-progress (IP) as well as pre-registered (PR) courses.

Institutional GPA

The institutional GPA is the cumulative Linfield College GPA. Transfer courses are not included in a student's Linfield GPA.

Overall Credits

Overall Credits tracks the total credits earned and checks for the 125 credit graduation requirement. It tracks how many have been completed (Current Earned) and the number that are remaining (Current Remaining). This includes any transfer, IB, AP, or CLEP credits we have accepted AND any credits that have been completed at Linfield. The calculations for Anticipated Additional and Anticipated Remaining include in-progress (IP) as well as pre-registered (PR) courses.

Overall GPA

At Linfield College, the Overall GPA will match the Institutional GPA (because transfer courses are not included in a student's Linfield GPA).

Meeting program requirements

Components for which applicable course/courses are neither completed, in progress, nor pre-registered will show as **(Not Started)**. In some instances, an eligible course may be listed under Related/Not Applied if it is being used to fulfill another requirement.

B: UPPER DIVISION CRSE (Not started)						
Take 3 semester credits from courses designated CS, IS, NW, QR, UQ or VP that are numbered 300 and above. NOTE: This course MUST NOT in your major.						
Course	Title	Needed	Term	Grade	Credits	Notes
1.		2.67 credits needed				

Components for which applicable course/courses are in progress or have been pre-registered for will show as **(Pending completion of unfinished activity)**.

A: INQUIRY SEMINAR (Pending completion of unfinished activity)						
Take one 4-semester credit INQS course. NOTE: Only 2 courses from a single department may be counted toward the LC requirements.						
Course	Title	Needed	Term	Grade	Credits	Notes
1. INQS*125	COMPLEMENTARY HEALING METHODS		2016FA		4	*PR

Components for which applicable course/courses have been completed will show as **(Complete)**. Listed under the Related/Not Applied line are other completed/in progress/pre-registered courses that could fulfill the requirement but have not been used towards the requirement (they may have been used towards another requirement).

D: INDIV/SYST/SOCIETY (Complete)						
Take 3 semester credits from IS courses.						
Course	Title	Needed	Term	Grade	Credits	Notes
1. TCCA*130	INTERPERSONAL COMMUN		12/31/15	B+	4	*TE
Related/Not Applied:						
anth*111	cultural anthro		2016fa		4	*n/a *PR *E

Components for which an applicable course or courses have been completed but for which portions are still outstanding will show as **(In progress)**. The remaining credit balance will be listed beneath the applied course. Think of components with this status as “partially complete.” It indicates that a portion of the credits required for the component have been completed. In the case below, the student has completed 1 credit and must complete an additional 1.67 credits in order to complete the component.

C: Paracurriculars (In progress)						
Complete 3 credits in paracurricular courses. NOTE: A maximum of 8 credits may be counted toward graduation with no more than 4 courses from any one department.						
Course	Title	Needed	Term	Grade	Credits	Notes
1. IDST*0TR	001 LEVEL TRANSFER		05/31/14	C	1	*TE
2.		1.67 credits needed				

Paracurricular and Experiential Learning

The paracurricular graduation requirement is 3 credits (satisfied by 2.67) of paracurricular coursework; one of which must be a physical activity class (HHPA or MUSC dance classes). A maximum of 8 paracurricular credits can be applied to the 125 required for graduation, with no more than 4 courses from any one department. These maxima must be manually checked as the Program Evaluation does not check this. The paracurricular courses fall within the umbrella of Experiential Learning (EL). A maximum of 20 EL credits may be counted towards the 125 required for graduation.

In the example below, the student has completed 4 paracurricular physical activity classes (HHPA*OTR) for a total of 6 semester credits. This is OK. The limiting factor is the number of classes. The 8 credit maximum will still apply to this student. This means that they can take two more 1-credit courses but that the courses must be from a department other than HHPA (this includes courses under HHPA and HSCI designations). The student can still take an additional 14 EL credits and count them towards graduation, as long as the paracurricular counting rules are followed.

2: PARACURRICULAR & EXPERIENTIAL LEARNING CAPS (In progress)

Credits Earned: 6

Complete all 4 subrequirements:

A: Colloquium (Not started)

Complete either IDST 007, 008 or 009.

Course	Title	Needed	Term	Grade	Credits	Notes
1.		1 course needed				

B: Phys Educ/Dance (Complete)

Complete 1 physical education or dance course. Only 4 courses from any 1 department can count toward the 125 credits required for graduation.

Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. HHPA*0TR	001 LEVEL TRANSFER		08/31/14	A	0.5	*TE
2. HHPA*0TR	001 LEVEL TRANSFER		12/31/14	A	3	*TE
3. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	2	*E *TE
4. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	0.5	*E *TE

C: Paracurriculars (Complete)

Complete 3 credits in paracurricular courses. NOTE: A maximum of 8 credits may be counted toward graduation with no more than 4 courses from any one department.

Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. HHPA*0TR	001 LEVEL TRANSFER		08/31/14	A	0.5	*TE
2. HHPA*0TR	001 LEVEL TRANSFER		12/31/14	A	3	*TE
3. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	2	*E *TE
4. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	0.5	*E *TE

D: Total EL Hours (Complete)

No more than a total of 20 credits designated EL may count toward graduation. Within this maximum, the following limitations apply: INTERNSHIPS: No more than 10 credits may count toward graduation. PEER INSTRUCTION: No more than 5 credits may count toward graduation.

Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. HHPA*0TR	001 LEVEL TRANSFER		08/31/14	A	0.5	*TE
2. HHPA*0TR	001 LEVEL TRANSFER		12/31/14	A	3	*TE
3. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	2	*E *TE
4. HHPA*0TR	001 LEVEL TRANSFER		05/31/15	A	0.5	*E *TE

Extra courses and courses under review (TR?)

Courses that are not being used towards a specific requirement (LC, major, minor, etc) will be listed here. For students who are undeclared, there may be some major-applicable courses in this section. This is also the section where courses that are being reviewed for specific transferability (LC, course, etc) will be found. These courses are noted with the *TR? Designation.

Other Courses:

Course	Title	Term	Grade	Registered Credits	Earned Credits	Notes
1. TRAN*WRELEC	TRANSFER ELECTIVE - WR	05/31/13	B	5.00	5.00	*TE
2. HHPA*1TR?	100 LEVEL TRANSFER/REVIEW	05/31/13	A	1.50	1.50	*TE
3. TRAN*WRELEC	TRANSFER ELECTIVE - WR	08/31/13	A	5.00	5.00	*TE
4. MLSL*1TR	100 LEVEL TRANSFER	08/31/13	A	3.00	3.00	*TE
5. HHPA*1TR?	100 LEVEL TRANSFER/REVIEW	12/31/13	A	3.00	3.00	*TE
6. HHPA*1TR?	100 LEVEL TRANSFER/REVIEW	05/31/15	A	3.00	3.00	*TE
7. BIOL*A&P/NUR	A&P FOR NURSING	12/31/13	C	4.00	4.00	*TE
8. BIOL*1NW	100 LEVEL NW	05/31/14	B	4.00	4.00	*TE
9. MATH*1TR	100 LEVEL TRANSFER	05/31/14	C	1.00	1.00	*TE
10. BIOL*A&P/NUR	A&P FOR NURSING	12/31/15	B	5.00	5.00	*TE
11. TCCA*140	PUBLIC SPEAKING	05/31/15	A	3.00	3.00	*TE
12. POLS*1IS	100 LEVEL IS	05/31/15	C	3.00	3.00	*TE
13. HHPA*1TR	100 LEVEL TRANSFER	05/31/13	A	3.00	3.00	*TE

(Credits in parentheses are anticipated earned)

Notes explanation

Below Other Courses you will see the Notes section. This is the key for the notes that have been used on a student's Program Evaluation. The list below includes all possible notes.

Code	Description of Code
*AV	Available. Because this subcomponent is extra, all of the courses applied to it are still available for use elsewhere.
*E	Extra. Either this course is not needed to complete this requirement or else applying it would not have contributed anything toward the requirement's completion.
*F	Forced. We manually applied this course to this requirement.
*G	Grade. Course failed the minimum grade requirement.
*IP	In Progress. You are taking the course during the current semester/term.
*n/a	Not Applied. The course has not been applied to this component of the program.
*NE	Non-course Equivalency. For example, the SAT/ACT score completing the math proficiency.
*NU	Not used. Because this subcomponent is extra, all of the courses applied to it are still available for use elsewhere. None of the courses are added in to higher level credit subtotals and GPAs.
*PR	Pre-registered. The course has not yet started.
*R	Replaced. This instance of the course has been replaced. The highest grade is in the cumulative GPA.
*RP	Replacement pending. Course is being repeated
*TE	Transfer Equivalency.
*U	Used. The course has already been used elsewhere.
*X	Extra. It is not necessary to complete this component of the program. A sufficient number of other components have been completed.