



AT A GLANCE

Faculty Center navigation

Initial Evaluation of Transfer Credit

Step 1) Running a Degree Progress Report (A DPR must be run before you can run an Initial Eval of Transfer Credit)

1. Navigate to the Faculty Center
2. Click on the Advisement tab
3. Click on New Drop-in Advisees
4. Search and select your student
5. Select **Degree Progress** from the Student Details drop-down menu and click **go**
6. Click **go** on the Advisee's Degree Progress Report page

Step 2) Generating an Initial Evaluation of Transfer Credit

7. Navigate to SON Customizations > SON Campus Solutions > Advising > Reports > Create Eval of Xfer Credit Rpt in PeopleSoft
8. Click **Search** to select any existing Run Control
 - **NOTE:** If this is your first time running any reports in PeopleSoft and you click search but "No Values found", click **Add a New Value** to create a Run Control
 - a. Type the name of your Run Control ID. (DO NOT USE SPACES IN YOUR NAME)
 - b. Click Add
 - c. Skip to Step 4.
9. Under Search Results, Select any **Run Control ID** by clicking on it
10. Under the **Report Request Criteria** drop down menu, select **Student Emplid**
11. Enter the **Student Emplid**
12. Click **Run**
13. Next to Server Name, select **PSUNX** from the drop down menu
14. Click **OK**
15. Click on [Process Monitor](#)
16. Under the column "Run Status", look for the word "**Success**".
17. Under the column "Distribution Status", look for the word "**Posted**". Click the yellow **Refresh** button until you see both **Success** and **Posted**.



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18. Click on [Details](#)
19. Click on [View Log/Trace](#)
20. Click on **SONAV140.PDF** (Be sure to click on the PDF, not the .txt file)
21. The PDF version of the Evaluation of Transfer Credit will open in a new window

Troubleshooting: If you ran the report but did not receive a SONAV140.PDF file:

- Did you successfully run a Degree Progress Report for the student first?
- Is the student on the 48 unit transfer GE Pattern?
- Does the RUN STATUS say "SUCCESS" and the DISTRIBUTION STATUS says "POSTED" (step 15)

Report Date		03/27/09		Initial Evaluation of Transfer Credit					
Student Information		Name	Sally Sonoma	Student ID	000555999	Admit Term	Fall 2008	Degree Audit Date: 03/20/09	
Academic Summary		Career	Undergraduate	Program	Undergraduate	Reqmment Term	Fall 2008		
General Education Requirements		Plan	Chemistry (B)	Sub-Plan		The classes reflected below were used to meet GE requirements. For more detailed information, please see your Degree Progress Report in PeopleSoft.			
Area	A (9 Units)	B (12 Units)	C (12 Units)	D (12 Units)	E (3 Units)				
1	Written and Oral Analysis	Physical Sciences	Arts	Social Science Discipline 1	Integrated Person				
		CHEM 115A (EN) 5.00		SOCI 201 (TR) 3.00					
2	Fundamentals of Comm	Biological Sciences	Humanities	Addl Social Science Crse					
	ENGL 101 (TR) 3.00	ANTH 201 (TR) 3.00	GETRAN C4CRS (TR) 5.00	HIST 252 (EN) 3.00					
3	Critical Thinking	Addl Area B (if needed)	Addl Area C Crse	Addl Social Science Crse					
	PHIL 102 (TR) 3.00	GETRAN B3CRS (TR) 4.00	GETRAN C2CRS (TR) 3.00						
4		Math Concepts	Addl Area C Crse	Addl Social Science Crse					
	Area A: Incomplete	MATH 107 (EN) 4.00	SPAN 102 (TR) 4.00						
		Area B: Complete	Area C: Incomplete	Area D: Yes = Incomplete No = Complete	Area E: Incomplete				
Unit Requirements		To do		Additional GE Requirements		To do		Test Requirements	To do
Upper Division GE		6.00		Ethnic Studies		Yes		Written English Proficiency -	
GE units in Residence		0.00		Science Lab		No		WEPT or pass Eng. 375	
		Note: Upper Division GE must be taken in at least two different areas after attaining Junior status (60 units).		U.S. History		No		Yes	
				U.S. Constitution		Yes			
				State & Local Govt		Yes			
Test Credit									
Test ID	Component	Score	Test Date	Sonoma Course	Sonoma Course Title	Units	Req	Des	
None									
Transfer Credit Summary									
School	Units	GPA							
Los Angeles Harbor Col	9.00	2.667							
Napa Valley Col	20.00	3.800							
Sonoma State Col	36.00	3.640							

For further questions, contact the **ACADEMIC ADVISING FUNCTIONAL LEAD** at cms@sonoma.edu