



AT A GLANCE

Student Services Center navigation for Staff

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 Campus Community > Student Services Ctr (Student)
2. Search for your student using last name or student ID
3. On the Student Center tab, click **Degree Progress** under Academic History
4. Click **go** on the Advisee's Degree Progress Report page

Step 2) Generating an Initial Evaluation of Transfer Credit

5. Navigate to SON Customizations > SON Campus Solutions > Advising > Reports > Create Eval of Xfer Credit Rpt in PeopleSoft
6. 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.
7. Under Search Results, Select any **Run Control ID** by clicking on it
8. Under the **Report Request Criteria** drop down menu, select **Student Emplid**
9. Enter the **Student Emplid**
10. Click **Run**
11. Next to Server Name, select **PSUNX** from the drop down menu
12. Click **OK**
13. Click on [Process Monitor](#)
14. Under the column "Run Status", look for the word "**Success**".
15. Under the column "Distribution Status", look for the word "**Posted**". Click the yellow **Refresh** button until you see both **Success** and **Posted**.
16. Click on [Details](#)
17. Click on [View Log/Trace](#)



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- 18. Click on **SONAV140.PDF** (Be sure to click on the PDF, not the .txt file)
- 19. 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
Academic Summary		Career	Undergraduate	Program	Undergraduate	Catalog Term	Fall 2008
General Education Requirements		Plan	Chemistry (B)	Sub-Plan		Rqrmnt Term	Fall 2008
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		
2	Fundamentals of Comm	Biological Sciences	Humanities	Addl Social Science Crse			
3	Critical Thinking	Addl Area B (if needed)	Addl Area C Crse	Addl Social Science Crse			
4	PHIL 102 (TR) 3.00	GETRAN B3CRS (TR) 4.00	GETRAN C2CRS (TR) 3.00	Addl Social Science Crse			
	Area A: Incomplete	Area B: Complete	Area C: Incomplete	Area D: Incomplete	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	Yes	
Note: Upper Division GE must be taken in at least two different areas after attaining Junior status (60 units).		U.S. History		No			
		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					
Sacramento State Col	26.00	3.640					

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