Business Process:
Degrees within reach (Reverse Transfer) transfer articulation process
Banner Forms Required in Process:
        SHAEDIS
        GOAMTCH
        SHATAEQ
   SGASTDN/SFAREGS
Additional forms:
        SHATRNS
        SHATATC
        SHATATR
        SHATGRD
        SHADRTM (this form will need to be updated by the system office)

Transfer Articulation:

STEP 1:
An email notification will be sent indicating that a New CDHE file has been loaded into Banner. Below is an example of that email. The designated person at your school will receive this email notification once per year (October/November). CDHE will transmit the records after each SURD degree file has been verified and processed.
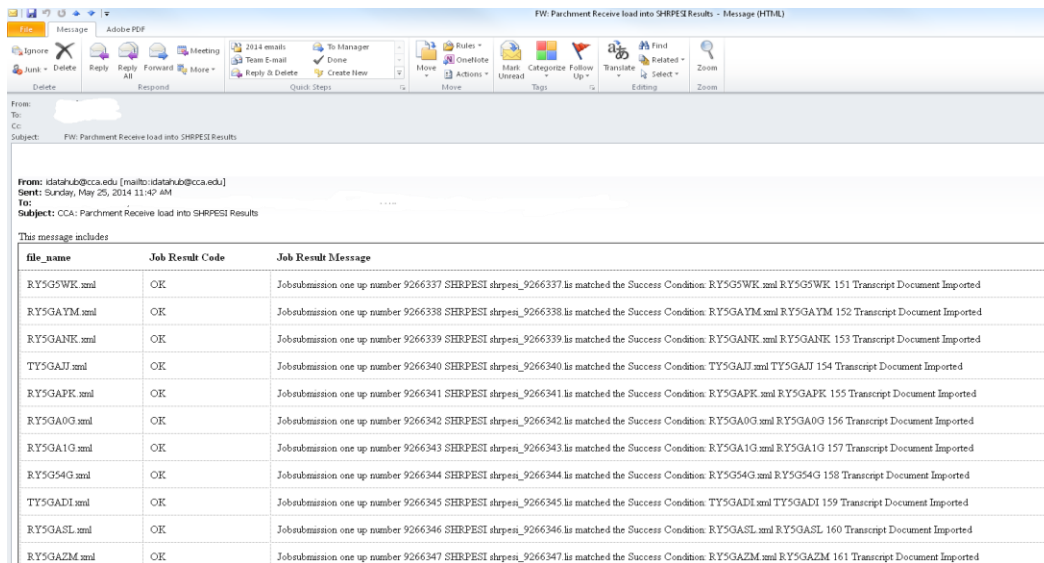

STEP 2:
Login to Banner

STEP 3:
Go to SHAEDIS. Enter a Status. There are 3 status types to search for; VERF (verify person) TRAN (transfer) or ARCH (archived). Start the process by verifying a person; in the Status enter VERF, then check the Pending flag, Next Block.
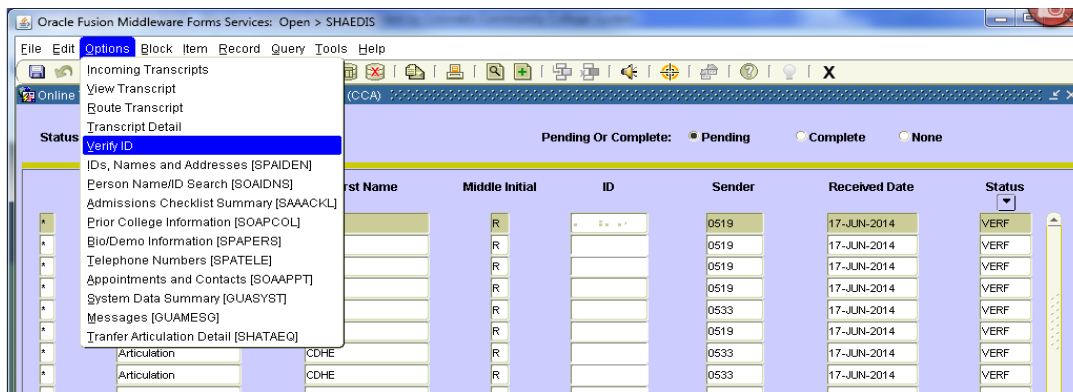
The new Transcript will load from CDHE with an asterisk (*) in the first column with Last name as: Articulation First name as: CDHE and Middle name as: R. The "ID" field is the student's SSN.
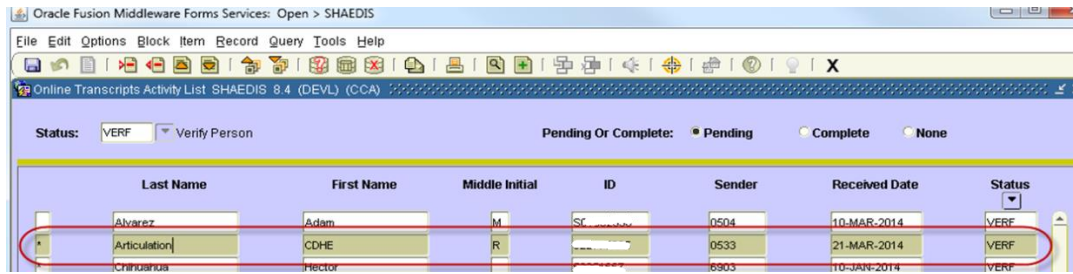

STEP 4:
The first step is to Match the Transcript with a CCCS student. Click on Options, Verify ID. This will open up GOAMTCH.

The first time accessing GOAMTCH the "Matching Source" will not be populated. Select CRTP for the matching source. After the "CRTP" is selected, next block. The Data Entry box will populate with the information provided on the Electronic Transcript received.

Click on the Duplicate Check Icon, Banner will then check for a match of the SSN, Date of Birth and Gender (which is the information currently provide by CDHE). In the future we are anticipating the First and Last Name will be provided. After the verification process (verify there is a match with SSN and Date of Birth), click on the Select ID icon.
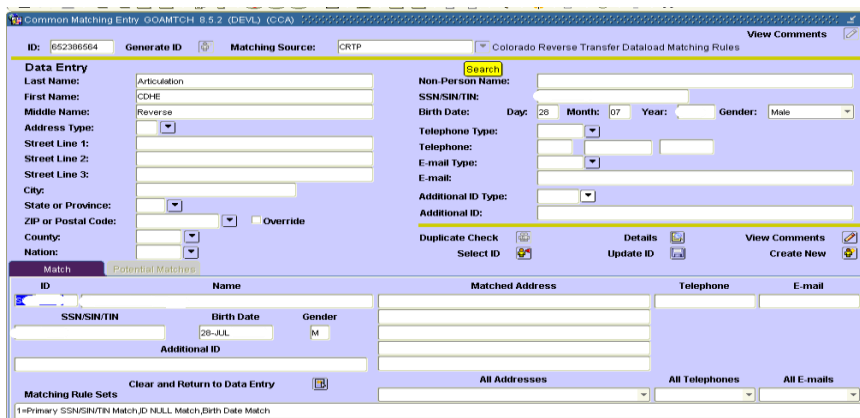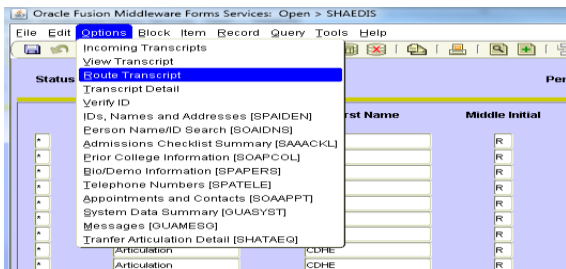
This will take you back to SHAEDIS, the name and SID will now be populated. The name is now listed alphabetically by last name in the list and the asterisk (*) has now been removed from the first column.

Names and SID's have been masked

STEP 5:
Select the student from the list and click on Options, Route Transcript.


The pending indicator (P) for VERF status will be populated, change this to a "C" in the Indicator field next to the VERF Status Code, down arrow. Enter a "P" in the next line, tab, enter TRAN for the Status Code tab, this will populate the "Transfer Articulation", the Request Date and your User ID. Save the record.

Click the Return button. This will go back to the main SHAEDIS screen. In order to begin make sure the Status is TRAN and click the Pending button, next block. Select your student. Click on Options, go to Transfer Articulation Detail (SHATAEQ)
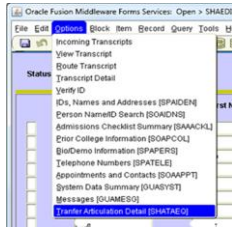

STEP 6:
This will open SHATAEQ. The student information will already be populated. Next Block, a pop up box will be displayed, click yes to load the electronic transcript.
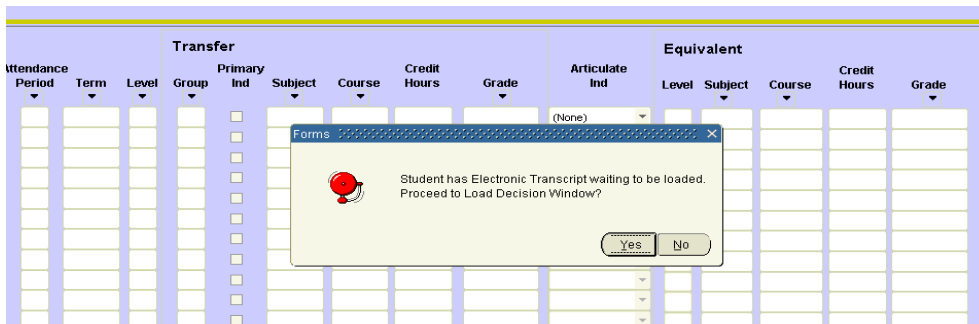
Check the "Use Electronic Version" and the "Create Multiple Attendance Periods", and then click the Load Transcript icon.

> **NOTE:** If a student has previous transfer work already in Banner from the same school on the student record the transcript will not be able to load. You will the error message below on SHATAEQ.   (Refer to Additional Note #1 on page 10 of this document for further clarification.)

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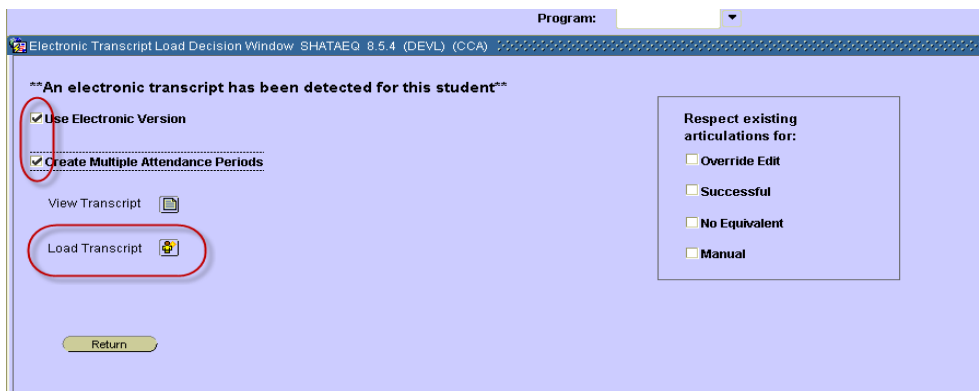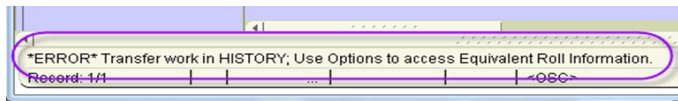
A warning pop up will appear, "Loading Data into Multiple Attendance Periods". Click OK.
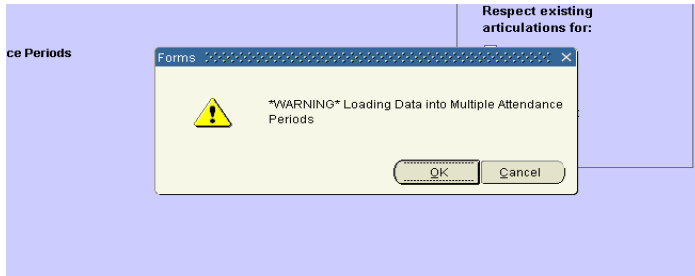
The courses will load into SHATAEQ as they appear on the Transcript record from the University/College.

STEP 7:
Review the courses. Do any of the following conditions apply? If not then proceed to Step 8.
- Are there any courses that could possibly be a "Group" of courses (such as science courses with labs)? In order for these to articulate properly a group number will need to be entered before the articulation is performed.

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- Review the courses, are there any blank lines inserted? When this occurs it usually indicates that there is a duplicated course subject and number. Go back to SHAEDIS and click on options, view transcript for this student. See the example: the duplicated course is most likely the EXHP 0162 (We have also seen this since the missing grades issue has been resolved)

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- Once the duplicate course is found, enter the data into SHATAEQ in the blank line. After you enter the Grade, Tab and enter a "1" in the Duplicate field, SAVE.

STEP 8:

Click on Options, Perform Articulation

Note: A message may appear that indicates the courses have "no equivalent" this indicates that the courses are not in SHATATC with an equivalent CCCS course; continue to the next step as you will be able to evaluate these courses after you have completed the import process and saved the record to SHATRNS. (Refer to Additional Note #2 on page 11 of this document for further clarification.)

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Note: Sometimes you will get a single course that is not equivalent. (Refer to Additional Notes #2 & 3 on page 11 of this document for further clarification.)

The electronic transcript will have D and F grades sent and you will receive the "No Equivalent" message on these courses because students cannot transfer in grades below a C.

When the classes do have equivalencies you will get "successful" indicator on SHATAEQ and the equivalent courses will appear.

Click SAVE.

STEP 9:
Click on Options, "Equivalent Roll Info", Next block until you reach the "Equivalent Roll" block (do not click on the History indicator until you are in this block), click on "Roll to History" Click SAVE. (NOTE: for this example the totals do not match because of the SHATAEQ form, the credit hours for one of the courses is listed as Zero)

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This will bring up a pop up, GPA Calculation completed. Click OK.

Once you click SAVE, click the X in the top right corner to close the screen; the classes have now moved from this screen and have been loaded into SHATRNS. These can be viewed on SHATRNS and any evaluation adjustments can be made in SHATRNS.

Step 10:
Go back to SHAEDIS to mark the record as complete. Put TRAN in the status and click the Complete button. Next Block, find the record and highlight, click options, Route Transcript. ARCH has appeared as a status code with a "P" as the indicator. Change the P to a C on the ARCH status. SAVE. Also note that the TRAN changed from the "P" to "C" automatically once the transcript loaded to the Banner Record. Click the return button.

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ADDITIONAL NOTES on Transfer Articulation:

1. **Previous Transfer Work:**
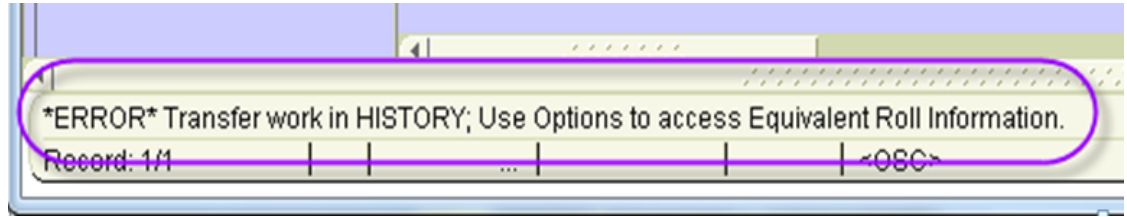
- The transcript will not re-load unless you delete the transfer work from history. Verify the courses from the View Transcript (on SHAEDIS) before removing the history. The courses may or may not be the same. The coursework that is already in Banner may be more complete.

- Process to remove previous transfer articulation work:
    - On SHATAEQ click on Options, Equivalent Roll Info, in the Equivalent Roll box, click on the down arrow on History Indicator and click on "Delete from History" click SAVE.
    - A box pop up box will appear that says "no Saves to Change" (MAY or MAY not get this box)
    - Click OK, then a pop up box will appear "GPA calculation completed" click OK, than a pop up box "Student has Electronic Transcript waiting to be loaded" will appear—at this point proceed with loading the electronic transcript.

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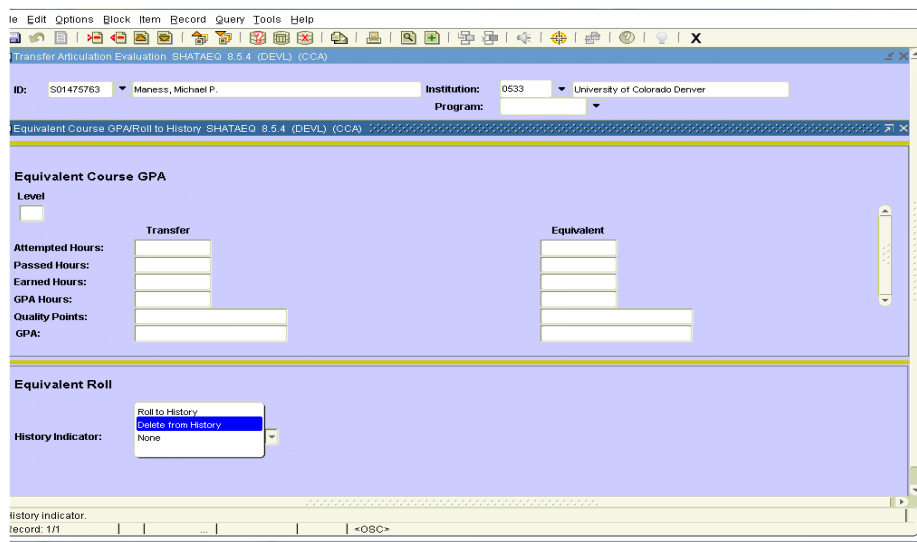
2. Courses not Equivalent:

- When you find a course that is not listed in SHATATC/SHATATR you can continue through the process of loading the information, but you will need to evaluate the course and enter the equivalent course information after the record is saved (see the Transcript Processing & Articulation manual (Page 8) located on P:\Enrollment Services\Transfer Articulation).
- Once the new course is evaluated you will send this information out to the "CCCS, Transcript Evaluators" distribution list for group approval and enter onto the spreadsheet.
    - There is a spreadsheet to enter these courses and the equivalent course so that all other CCCS schools can enter these courses into SHATATR so that all schools are consistent in how transfer work is being entered. You can find the form on the P:\Enrollment Services\Transfer Articulation\CCCS_Dataload_Template0300915

3. Grouping:

- Are there any courses that could possibly be a "Group" of courses (such as science courses with labs)? In order for these to articulate properly a group number will need to be entered before the articulation is performed.
- Look the group numbers up in SHATATR or SHATATC
- Enter the correct Group number, the primary indicator should be checked for the Primary course.
- Once the group number is inserted, click "Perform Articulation" and now the courses should articulate into the correct course(s). The 2nd course in the group will be listed as "No Equivalent" because the CCCS course is only 1 course and it will listed with the 'Primary course"

Updated: CCCS Enrollment Services 03/25/15

Activating the student record:

Before you can use Degree Works the student must have an active SGASTDN record.   You must update the Student to an Active Status for the current term.

You will go to SGASTDN to verify if the student has an active record already, if so move forward to Awarding the Degree process. If not, follow these steps to activate the record.

1. On SGASTDN you will have the current term in the Key Block, (example: 201520) and next block. Perform a Record Insert by clicking on "record" then on "duplicate," enter the current term into the New Term Field, SAVE, then change the Student Status to Active (AS). Place the student into an **AA** Program until it is determined which program they will be awarded. You will need to update the Residency status to what the status was previously, if not this will cause a SURDS error if the degree is awarded. If you award anything other than an AA you will want to update the program for the current term.

2. Do this step once the degree is awarded. Make the student's record inactive (IS) for the next term (to prevent student from registering the next term) on SGASTDN put the next term in the key block (example 201530) and next block. Enter the new term and student status of IS, save.

3. On SOAHOLD, place an S1 registration hold for current term (ONLY for students you had to update SGASTDN to Active, if they were already active no need for a hold).
   a. In the "To" field, user your college's end of term date You want to make sure you put an end date because you don't want to prevent the student from enrolling if they reapply for admission.
   b. Enter Reverse Transfer as the Reason Field
   c. You can override this hold for issuing the Transcript and Degree; we simply do not want the student to be able to register without a new application.

Awarding the Degree:

Once the Transfer Articulation has been performed and the classes have been rolled to Academic History you can begin the Degree Audit.

1. Login to Degree Works
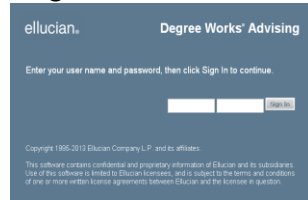
2. Enter the SID for the student being reviewed, if the student is not in Degree Works, check the SGASTDN record in Banner
   a. If the student is not in Degree works, the SGASTDN record is probably listed as Inactive.
   b. The record will need to have an active curriculum in order to Award/Deny the degree using Degree Works.
   c. Once you update the Banner record the SID will not be in Degree Works until the Student extract is performed in the nightly job.
3. To update the student in Degree Works click the "Refresh" icon. This will update Degree Works with any Banner changes since the last refresh.

4. Click on "Process New" to apply the transfer courses to the Audit.

5. The Reverse Transfer process allows for the AA, AS and AGS to be reviewed. Begin with AS since this is the higher degree. If the student doesn't qualify then look at AA and then AGS. If the student does not have any of these programs listed as their current Program, perform a What-If Audit with each degree starting with the AS.
6. Review the Audit for completeness, perform current Degree Audit processes.
7. Award/Deny the degree in Banner on SHADEGR. The Outcome Status for the awarded degree should be "AR" to represent the degree was part of the Reverse Transfer Process. The Outcome Status for the non-awarded degree should be "RN" to represent the student was part of the Reverse Transfer Process, but did not meet the requirements. An Outcome Status of "RP" should be utilized to indicate a student is eligible for an award, if they provide additional transcripts or other documents to the awarding college. A student can remain in a "RP" status for five weeks, to provide them time to obtain the additional documentation; after 5 weeks, if the student has not provided the required documentation, the "RP" status should be changed to "RN."
   a. Utilize the conferral date consistent with your college awarding practices.
   b. Enter a RTR comment in SPACMNT for student.
8. Notify student of outcome of the Degree (See Frequently Asked Questions Section)
   (Update the students SGASTDN record to Inactive for following semester. If necessary, place a registration hold on SOAHOLD for the current term, and indicate an expiration date for the hold for the end of the term.)

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Frequently Asked Questions

1. **What is Degree Within Reach?**
   - *Degree Within Reach is the state of Colorado's way of describing "reverse transfer," a new process allowing eligible students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate degree. This process was first initiated in April 2014.*

2. **How are students identified as eligible to opt-in to the Degree Within Reach process?**
   - *Student must be currently enrolled in a four-year Colorado institution (Adams State University, Colorado Mesa University, Colorado School of Mines, Colorado State University, Colorado State University–Global Campus, Colorado State University–Pueblo, Fort Lewis College, Metropolitan State University of Denver, Regis University, University of Colorado-Boulder, University of Colorado-Colorado Springs, University of Colorado Denver, University of Northern Colorado, or Western State Colorado University).*
   - *An eligible student will have completed a minimum of 15 credit hours in residence at the community college; and a minimum of 55 additional credits (two-year credits + four-year credits); and has not earned an associate or baccalaureate degree.*
     - *Remedial coursework is **not** included in this calculation.*
     - *Concurrent Enrollment/International Baccalaureate/Advanced Placement courses will count toward the 70 credits in total if they appear on the student's transcript.*

3. **How often will CDHE provide reverse transfer files to the community colleges?**
   - *Beginning August 2015, CDHE will pull the file of eligible student once a year, after the SURDS degree reporting in August, to ensure students who have earned a degree are not included in the Reverse Transfer opt-in process.*
   - *Community colleges will receive the file for review in October of each year.*

4. **What if a student has attended two community colleges and has completed 15 degree-applicable credit hours at each, which will be the granting institution?**
   - *The community college that the student has most recently attended will confer the degree.*

5. **What if a student has attended more than one four-year institution, which institution will be credited as the reverse transfer sending institution?**
   - *The university that has provided the file to the community college will **always** be recognized as the sending institution.*
   - *The community college will report to the Department of Higher Education reverse transfer award data, including the sending institution.*

6. **What if we run the degree audit for the student and they complete the associate degree requirements utilizing all of their credits earned at the community college?**
   - *This student will be considered a regular graduate and coded as an "AW" by the community college.*

Updated: CCCS Enrollment Services 03/25/15

7. **How will the community colleges communicate reverse transfer status with students?**
   - *The community colleges will utilize standardized email templates to notify students of their reverse transfer status. Student email notifications include: awarded, non-awarded, or pending statuses.*

8. **When should a student be coded as a "non-awarded" reverse transfer?**
   - *A non-awarded student is a student that does not meet the requirements to be awarded a reverse transfer associate degree; this student must complete additional course work from a regionally accredited institution to fulfill degree requirements; this student will be issued an email notification for non-awarded status and provided options and processes for reconsideration at a later date.*
   - *A non-awarded student may have initially been coded as "pending," but did not submit the requested documentation within the 5-week submission deadline, and therefore has been converted to a "non-award" reverse transfer status.*

9. **What if a non-awarded student returns to the community college, and requests a new audit review?**
   - *If a non-awarded student returns to the community college to complete additional coursework to complete their associate degree; and the student remains enrolled at the Colorado four-year institution; they retain the reverse transfer award status;*
   - *If the student has left the Colorado four-year institution; and submits additional transfer work to the community college for consideration; they retain the reverse transfer award status from the Colorado four-year sending institution;*
   - *If the student has left the Colorado four-year institution; and has re-enrolled at the community college as a community college degree seeking student; they become a regular graduate of the community college in which they are enrolled and no longer retain the reverse transfer award status.*

10. **When should a student be coded as a "pending" reverse transfer?**
    - *A pending reverse transfer student is a student that may meet the requirements to be awarded an associate degree if they complete some follow-up processes with the community college (e.g. submitting additional official transcripts); this student has been issued an email notification of pending status and options for completion and deadlines for submission of additional documentation; if documentation is not received by the deadline date (5 week allowance), student will be considered a non-awarded reverse transfer and will be coded as such in Banner.*

11. **Will the community college automatically mail diplomas and/or transcripts to awarded reverse transfer students?**
    - *The community colleges will contact the students via email and provide them with instructions on how to obtain a diploma and/or transcript.*

12. **What if a student contacts the community college directly and requests a reverse transfer evaluation?**
    - *Students requesting a review outside the opt-in process will follow the current business processes developed by the community college for record review for conferral.*
        - *These students will be coded "AR" as reverse transfer students. Students can directly request reverse transfer consideration if they attended a Colorado university and/or an out-of-state institution.*
    - *If a student self-requests a reverse transfer and a degree is ultimately awarded, the Colorado 4-year partner-college or out-of-state institution the student has or is currently attending will be reported as the "sending institution" for record keeping purposes.*

13. **What is the process for staff when course equivalency articulations are incorrect and/or incomplete? How do we add/delete/modify current equivalency articulation? Who is responsible for keeping the course equivalency articulation database current?**
    - *Use the CCCS-IT Articulation Data Load Form located at P:/Enrollment Services/Transfer Articulation/CCCS_Dataload_Template030915*
        - *Use this form to add/delete/modify current and new courses for Banner articulation. Once the form is completed, please e-mail the "* CCCS, Transcript Evaluators*" distribution list to notify other users performing articulations. This data will be loaded into Banner periodically by CCCS-IT. Please do not add any "group" courses, i.e. more than one course transferring to one course, or one course transferring to more than one course on this tab, those must be entered on the second tab.*
    - *For additional assistance, contact the CCCS Director of Enrollment Services.*

14. **Are there any references colleges can use when developing their e-mail communications to students notifying them of their degree award status?**
    - *Yes, refer to the E-Mail Templates immediately following this FAQ. These templates are intended as samples and can be modified to meet the needs of each CCCS college.*

E-Mail Templates

DEGREE AWARDED:

Date: _____

Dear _____ : (Student name)

Congratulations! We received your request to participate in the Degree Within Reach program and have reviewed your records. You have been awarded the _____ (Name of degree) by _____ (name of CCCS college).

To request your diploma, please contact us directly at _____ (appropriate CCCS college e-mail address). If you would like a copy of your official transcript showing your degree, please visit _____ (CCCS college URL). Please note that you will be unable to obtain official transcripts or a diploma if you have an outstanding balance with the college.

Thank you for participating in the Degree Within Reach program, and best wishes in your further studies!

Sincerely,

_____ (CCCS college graduation evaluator)

DEGREE NON-AWARDED/PENDING

Date: _____

Dear _____: (Student name)

Thank you for your application to the Degree Within Reach program. We have reviewed your _____ (name of 4-year partner institution) and your _____ (name of CCCS college) transcripts and have determined that you have not yet completed requirements for a Degree Within Reach associate degree.

The following requirements must still be completed in order for you to receive the _____ (degree to which the student is closest to completing requirements):
            (show remaining requirements)

If you have taken course work at other colleges which might complete your remaining requirements and you would like to have that course work considered, please let us know by return e-mail by _____ (date). Also, please indicate which college(s) will be sending transcripts. All new transcripts must be received by _____ (CCCS college name) by no later than _____ (date).

If we do not hear by _____ (date above) that you would like to remain in consideration for a Degree Within Reach degree, or do not receive your new transcripts by _____ (date above) you will be so notified and will still have the opportunity at some future time to apply for the award of an _____ (CCCS college name) associate degree through the regular graduation application process.

Please arrange to have an official copy of your transcript mailed directly from the additional college(s) to the following address:

(CCCS college mailing address, plus "ATTN: Degree Within Reach")
If you have additional questions, please contact me directly at _____ (CCCS college graduation evaluator e-mail and telephone number).

Sincerely,

_____ (CCCS college graduation evaluator)

DEGREE NON-AWARDED:

Date: _____

Dear: _____: (Student name)

Thank you for your interest in the Degree Within Reach program.

Since we have not _____ (heard from you that you would like to remain in consideration for a Degree Within Reach associate degree … or … received additional college transcripts showing course work which might complete requirements for a Degree Within Reach associate degree) we have attached a blank Graduation Application (or whatever the name of the form is for the CCCS college sending this letter) in case at some future time you may want to have additional college transfer transcripts mailed to _____ (CCCS college name) and to be considered for the award of a _____ (CCCS college name) associate degree.

Best wishes to you in your further studies. Please do not hesitate to contact me if you think I may be able to provide assistance in the future.

Sincerely,

_____ (CCCS college graduation evaluator)