The following are notes Eric Johnson in LTSC took at the Transfer Credit Footnotes Workshop on July 16, 2015.

- **Reduction**: Transfer Credit Services is looking to reduce the number of codes and eliminate redundant or no-longer used codes.
- **Transfer Credit Database webpage**: This is a work in progress. Glitches are still being ironed-out, especially the layout since the top menu doesn’t always align with the correct columns.
- **Viewing footnotes in SIS**
  - TCEQ is the best place to look for footnotes but it only has space to show 2 FN codes
    - Hit F5 when cursor is on the course to see all FN and codes.
    - SIS allows a maximum of 3 FN codes so courses that require additional explanation will have text notes explaining anything else.
- **Unofficial Transcripts**
  - Students will see footnote codes on their unofficial transcripts now and they will link to the page with the definitions.
  - Advisors can view the unofficial transcript in Advise on the Web to view the transcripts.
- **Evaluation Codes**
  - **NS** = Needs syllabus. It is typically faster for students to contact department evaluators. [see http://www.transfercredit.umd.edu/tceval.html for more information on the transfer credit evaluation process]
  - **PE** = Pending. Means a course description or syllabus has been sent to the department and the course is being evaluated.
    - Note, the majority of departments require a syllabus to evaluate a course.
    - Note, courses will switch back and forth between NS and PE if the departments require more information.
  - **44** = Subject to Individual Review. A syllabus is required every time the course is transfer to UMD. Will often be have NS with it but not always. Status will never change to PE even when a syllabus is sent.
  - **99** = Refer to course note. If you see 99 but there isn’t a note in SIS, contact Transfer Credit Services for more information. On the website students will see a note saying to contact their advisor or Transfer Credit Services, but not see the actual SIS notes.
    - Note, there could be notes in SIS that do not have a footnote associated with it.
    - These notes are more for advisors and Transfer Credit Services.
  - **24** = Freshmen/Sophomore credit only. A course at 2 year institution transfers to UMCP as 300 or 400 level equivalent. Courses at UMCP cannot be repeated for upper-level credit. Most departments are doing away with this or are adding footnote 17 (see below).
  - **21** = 2 of more courses taken elsewhere transfer as 1 at UMCP. Look for text notes stating the exact rule. This doesn’t happen automatically so it’s up to the student to let the advisor or Transfer Credit Services know, so the student’s record can have the equivalency added.
  - **63** = Lab doesn’t transfer without lecture. In general CHEM doesn’t mind if students take the lecture and labs separately. Note, if CHEM131 is taken alone it can count as DSNS. As of this week, the system will update automatically award DSNL as long as the student has both the
lecture and lab. This should have updated all student records, where this applies, but I am still verifying this.

- 17 = No Permission to take elsewhere.
  - ENGL is doing a case-by-case review of ENGL101 courses and adding code 17 as appropriate. Always check back to make sure it’s still accepted before approving.
  - If you see any courses that are code 17 that haven’t been evaluated in the past 3 years, consider contacting the Transfer Credit Services (who will work with the department) to see if it should be a code 18 or 19 instead (allows course to transfer but without general ed counting).

- MH = General education under MHEC only. Usually paired with a code 18 and/or 19. If you see the MH code, check the notes to be sure there isn’t more mentioned. Usually if the MH code is by itself, it means there is an additional CORE and/or GenEd code on the course due to MHEC that is not approved by UMD. All students receive all the CORE/GenEd codes listed, because there is not a way to separate them out.

- Red X = Appears in acceptability column for courses with code 17, 18 or 19.
  - Caution: If a student has done a course at UMCP before matriculating (most commonly those that did the Young Scholars Program) the red X will appear by default for transfer courses (code 17, 18, 19) even though they took them before matriculating. Must contact Transfer Credit Services to manually update.