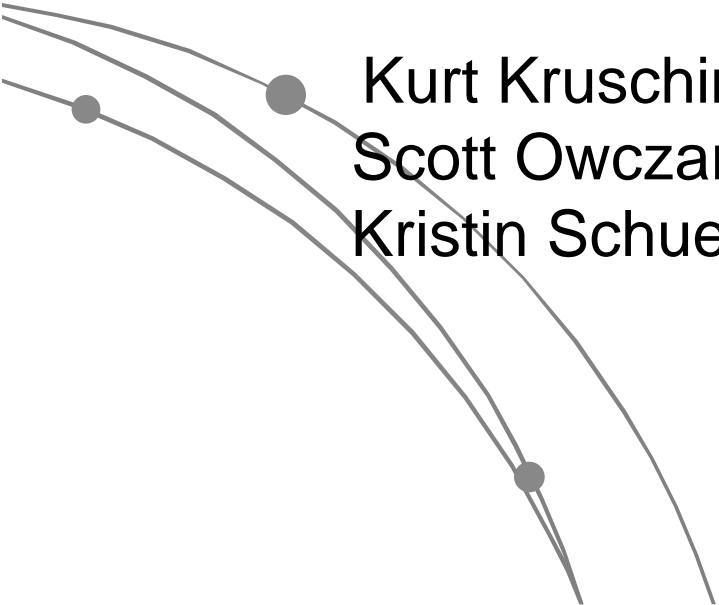


Michigan Transfer Network Make It Work for Your School!

MACRAO Session 6.1



Kurt Kruschinska, Wayne State University
Scott Owczarek, Michigan State University
Kristin Schuette, Michigan State University

What is it?

The Michigan Transfer Network (MTN) is a collection of almost 500,000 (1/2 million!!) transfer course equivalencies from 50 participating Michigan institutions.

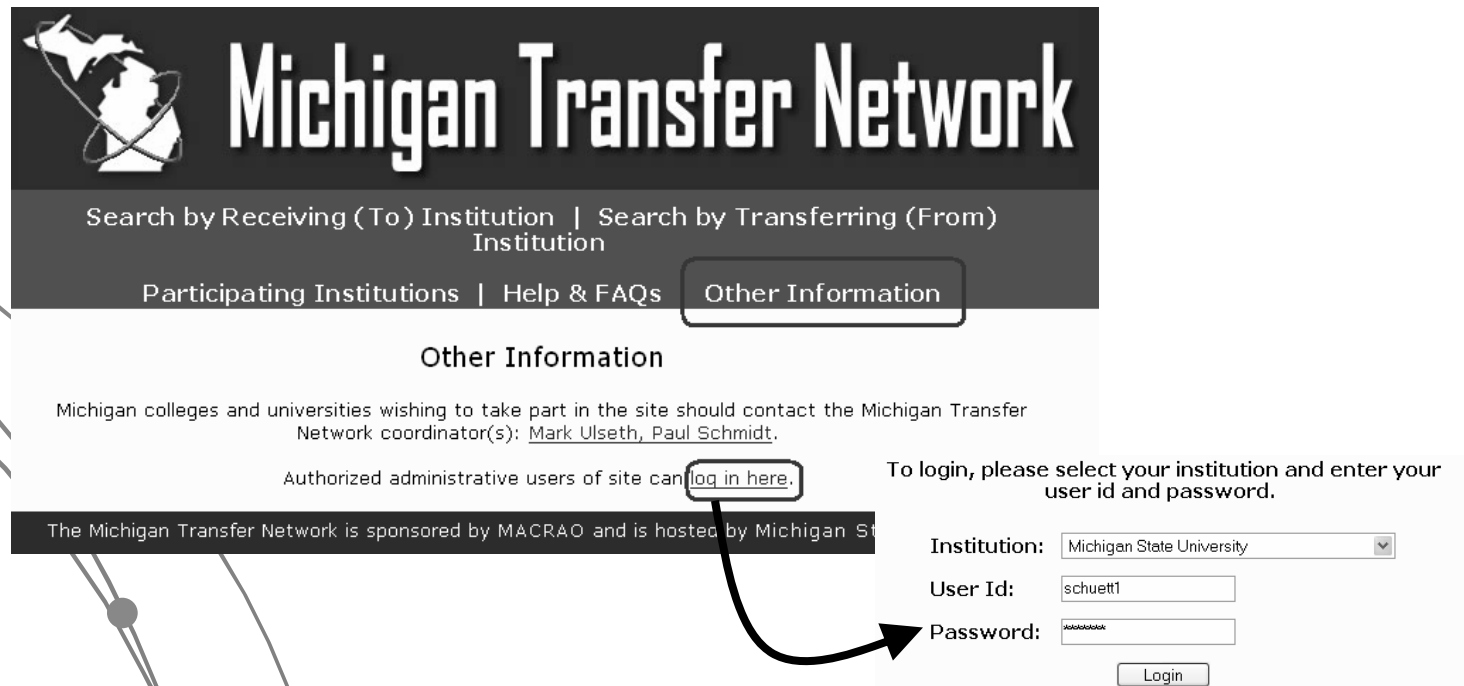


The MTN allows *anyone* to see *all* potential transfer opportunities in the state of Michigan.

...And it's free to MACRAO members...if your school isn't participating...you're missing out!

How do I get started?

- Contact the MTN Coordinators: Mark Ulseth (mulseth@hfcc.edu) and Paul Schmidt (pschmidt@monroeccc.edu).
- Mark and Paul will assign you a user id and password.
- Go to the MTN (www.MichiganTransferNetwork.org), click on “Other Information”, and Login.



The screenshot displays the Michigan Transfer Network website. At the top, there is a navigation bar with the following links: "Search by Receiving (To) Institution | Search by Transferring (From) Institution", "Participating Institutions | Help & FAQs", and "Other Information". The "Other Information" link is highlighted with a red box. Below the navigation bar, the page title "Other Information" is centered. The main content area contains the following text: "Michigan colleges and universities wishing to take part in the site should contact the Michigan Transfer Network coordinator(s): [Mark Ulseth, Paul Schmidt.](#)" and "Authorized administrative users of site can [log in here.](#)". A red box highlights the "log in here." link, with a red arrow pointing to the login form on the right. The login form includes the following fields: "Institution:" (a dropdown menu with "Michigan State University" selected), "User Id:" (a text input field with "schuett1" entered), and "Password:" (a password input field with "*****" entered). Below the password field is a "Login" button. At the bottom of the page, there is a footer that reads: "The Michigan Transfer Network is sponsored by MACRAO and is hosted by Michigan S".

How do I get started?

- Look at the main menu and become familiar with the administrative options.
- Click on some of the links – as long as you don't "submit" anything, you won't change anything.
- Read the Help.
- View User Group Admin Documents.

Welcome to the Michigan Transfer Network (MTN)
Administrators Menu!

You are logged in as: Kristin Schuette, Michigan State
University

Please select from the following options:

Add a New Equivalency

Update/Delete an Existing Equivalency

Upload Transfer Equivalencies

Update your Information

Update your Institution's Information

Help

View/Submit User Group Admin Documents

View Institution User List

Potential Subject Code Problems

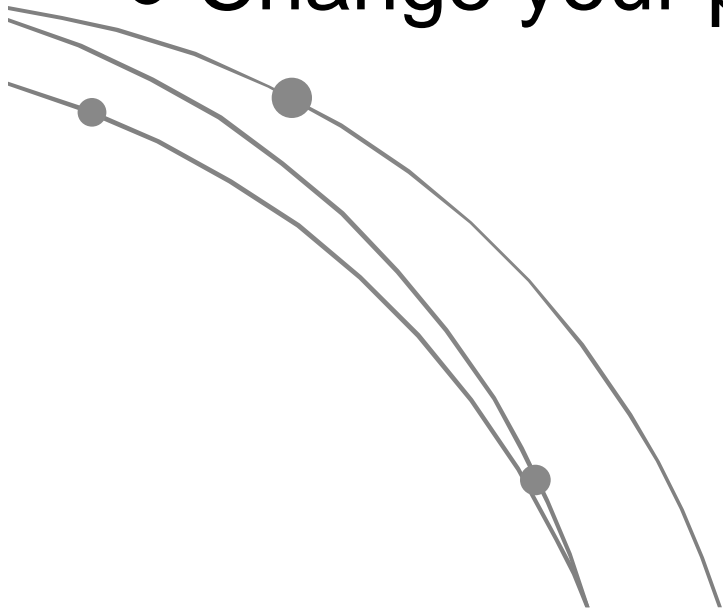
Count of Equivalencies

Count of MTN Site Hits

Logout

Update Your Information

- Make sure your information is correct.
- If you are listed on the MACRAO site, the info is the same/shared.
- Change your password!



Update the information below as needed. Click the update button when finished.

Note: Fields marked with an asterisk (*) cannot be edited.

Institution*:	Michigan State University (171100)
User ID*:	schuett1
Prefix:	<input type="text" value="Ms."/>
First Name:	<input type="text" value="Kristin"/>
Middle Initial:	<input type="text" value="L."/>
Last Name:	<input type="text" value="Schuette"/>
Title:	<input type="text" value="Associate Registrar for Technology"/>
Email Address:	<input type="text" value="schuett1@msu.edu"/>
Phone:	<input type="text" value="517-432-3863"/>
Fax:	<input type="text" value="517-432-1649"/>
Street Address 1:	<input type="text" value="50 Administration Building"/>
Street Address 2:	<input type="text"/>
City:	<input type="text" value="East Lansing"/>
State:	<input type="text" value="MI"/>
Zip Code:	<input type="text" value="48824-0210"/>
Lockout:	-

Change Password:

New Password:	<input type="text"/>
New Password (type again):	<input type="text"/>
	<input type="button" value="Change Password"/>

Update Your Institution's Information

- Enter general comments – will display on public institution page. HTML code acceptable (links, etc).
- Enter/make sure institution home page, Admissions, and transfer web site links are correct.
- If institution is listed on the MACRAO site, the info is the same/shared – only one update corrects both sites!

Update the information below as needed. Click the update button when finished.

Note: Fields marked with an asterisk (*) cannot be edited.
[Need help with this page?](#)

[View the Public page for this institution](#)

Institution Name*: Michigan State University
Institution Code*: 171100
Active: True

Institution Information

A minimum of 2.0 must be earned in each course in order for the credit to be transferred to Michigan State University.

Institution Comments: Visit the [Transfer Student Admission](http://www.reg.msu.edu/read/UCC/Updated/transferadm.pdf) section of [Academic Programs](http://www.reg.msu.edu/UCC/AcademicPrograms.asp) for additional information regarding the eligibility and applicability of transfer credits.

Additionally, the Office of Admission [Transfer Guides](http://admissions.msu.edu/transferguide/default.asp) are often helpful in determining how transfer courses apply to the University's

Institution comments should contain general institution transfer information that will display on the public institution page.

Credit Unit: e.g. Semester

Street Address: e.g. 101 College Avenue

City: e.g. SchoolTown

State: e.g. MI

Zip Code: e.g. 12345

Institution Home Page: Include the "http://", e.g. http://msu.edu/

Office of Admissions WebSite: Include the "http://", e.g. http://admissions.edu/

Transfer Website: Include the "http://", e.g. http://transfer.msu.edu/

Update Your Institution's Information (cont'd)

- Choose colors.
- Upload logo image.

(Tip: read the small print!)

Institution Background Color:


Institution Border Color:

Institution Font Color:

Current Institution Background Color: #FFFFFF
Current Institution Border Color: #006633
Current Institution Font Color: #006633

Note: the Institution Colors *must* be in hexadecimal code format. It is **your** responsibility to ensure that the color codes entered above result in pages that are visibly pleasing to users of this site. If colors are not entered, the system default colors of a gray (#666666) background, gray (#666666) border, and white (#FFFFFF) font will be used.
[W3 Schools HTML Colors](#)

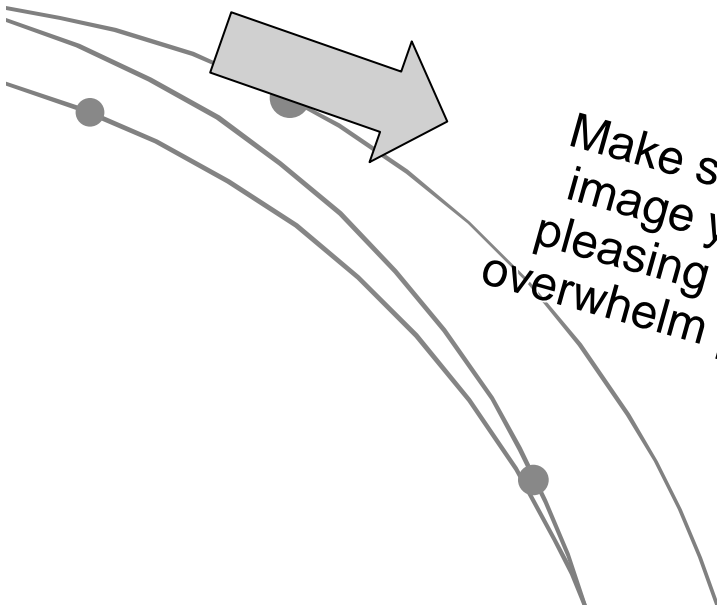
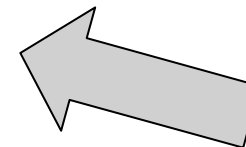
Institution Image

Current Image: 

Upload New Image:

Note: the Institution Image *must* be in gif or jpg format and no more than 10KB. It is **your** responsibility to ensure that the image fits nicely in the space provided. The maximum height is 50 pixels and the maximum width is 250 pixels. If no image is uploaded, the system will simply not display an image for the institution. If a current image exists, uploading a new image will replace the 'old' image. To delete an existing image, put a dash (-) in the field above and click the 'Update Image' button.

Make sure the colors and image you choose looks pleasing on the site! Don't overwhelm potential students!



View Your Institution's Page

- This is the MTN front door to your school – make it look good!



Michigan Transfer Network

Search by Receiving (To) Institution | Search by Transferring (From) Institution
Participating Institutions | Help & FAQs | Other Information | Admin Menu



Michigan State University

Credit Unit: Semester
Location: East Lansing, MI
Institution Home Page: <http://msu.edu/>
Admissions Web Site: <http://admissions.msu.edu/>
Transfer Web Site: <http://transfer.msu.edu/>

A minimum of 2.0 must be earned in each course in order for the credit to be transferred to Michigan State University.

Visit the [Transfer Student Admission](#) section of [Academic Programs](#) for additional information regarding the eligibility and applicability of transfer credits.

Additionally, the Office of Admission [Transfer Guides](#) are often helpful in determining how transfer courses apply to the University's [General Education requirements](#).

The Michigan Transfer Network is sponsored by MACRAO and is hosted by Michigan State University.

Getting your Data into the MTN

The MTN allows entry in several formats:

If your school only has a few equivalencies, use the manual entry and update pages.

If your school has many equivalencies (thousands!), take the time to build for the upload option. This will save you time in the future.

Note: The manual Add/Update/Delete functions can be used on uploaded data, but the next upload will replace any/all manual changes to the previous load of data.

Manual: Add a New Equivalency

- Select the transferring institution – the “other” guy. Click “Next”.
- Enter an equivalency in Equivalency 1. You may enter up to 10 equivalencies at one time - Equivalency 1, Equivalency 2,10. Submit button at bottom of page.

Add a New Equivalency

Please select the transferring institution:

Wayne State University

Add a New Equivalency

Complete the form below. Click the 'submit' button at the bottom of the page to add the equivalency to the database.

Start with Equivalency 1. You may enter up to 9 additional equivalencies at one time.

Equivalencies involving more than one course on either side can be entered by clicking 'add row'.

The 'add row' feature should be used only when multiple courses on either side are involved in one equivalency.

One to one course equivalencies should be entered separately in Equivalency 1, Equivalency 2, etc.

Receiving Institution: Subject is required. A value in either the Credits, General Credit, or Waived Credits field is required.

Course Number and Title fields are optional.

Transferring Institution: Subject, Course, and Credits are required.

Credit accepted by... Michigan State University						from... Wayne State University		
Subject	Course	Course Title	Credits	General Credit	Waived Credits	Subject	Course	Credits
Equivalency 1								
BS	111	Cells and Molecules	3			BIOL	1510	4
add row								
Equivalency Comments								
Equivalency 2								
add row								
Equivalency Comments								

Manual: Add a New Equivalency

- Within Equivalency 1, you can add more than one course on each “side” in case the equivalency involves more than one course, e.g. MSU’s BS 111 and BS 111L are equivalent to Wayne’s BIO 1510. Click “add row” to add another entry row.

*Do not enter different equivalencies on **one** group.*

- Enter any specific equivalency comments.
- Click “submit” button at the bottom of the page.

Credit accepted by... Michigan State University						from... Wayne State University		
Subject	Course	Course Title	Credits	General Credit	Waived Credits	Subject	Course	Credits
Equivalency 1								
BS	111	Cells and Molecules	3			BIOL	1510	4
BS	111L	Cell and Molecular Biology Lab		1	2			
Equivalency Comments								
This course may apply toward the Integrative Studies in Biological Sciences requirement for selected majors under the Approved Alternative Track. Please consult with your Academic Adviser.								
								add row

Manual: Update/Delete an Existing Equivalency

- Read the instructions at the top of the screen.
- Search for the equivalency to update/delete by “your” course or “their” course.
- To update, click “update” next to the equivalency you wish to edit.

Search based on your institution's courses

Receiving Institution: Michigan State University

Subject: (select Subject)

Course: []

Transferring Institution: []

Search

Search based on the other institution's courses

Transferring Institution: Wayne State University

Subject: BIOL

Course: All Courses

Receiving Institution: Michigan State University

Search

To update an equivalency, click on the 'Update?' link next to the equivalency.
 To delete one or more, check the box in the delete column next to each equivalency to be deleted. Then, click the 'Delete Selected Equivalencies' button.

IMPORTANT: Once an equivalency is deleted it cannot be recovered by this system. Delete records are permanently removed from the database.

Delete Selected Equivalencies

[Check All for Delete](#) [Uncheck All for Delete](#)

Credit from... Wayne State University			that will transfer to... Michigan State University						MTN Update/Delete Action	
Subject	Course	Credits	Subject	Course	Course Title	Credits	General Credit	Waived Credits	Delete?	Click to update
BIOL	1510	4	BS BS	111 111L	Cells and Molecules Cell and Molecular Biology Lab	3	1	2	<input type="checkbox"/>	Update?
Comments: This course may apply toward the Integrative Studies in Biological Sciences requirement for selected majors under the Approved Alternative Track. Please consult with your Academic Adviser.										

Manual: Delete an Existing Equivalency

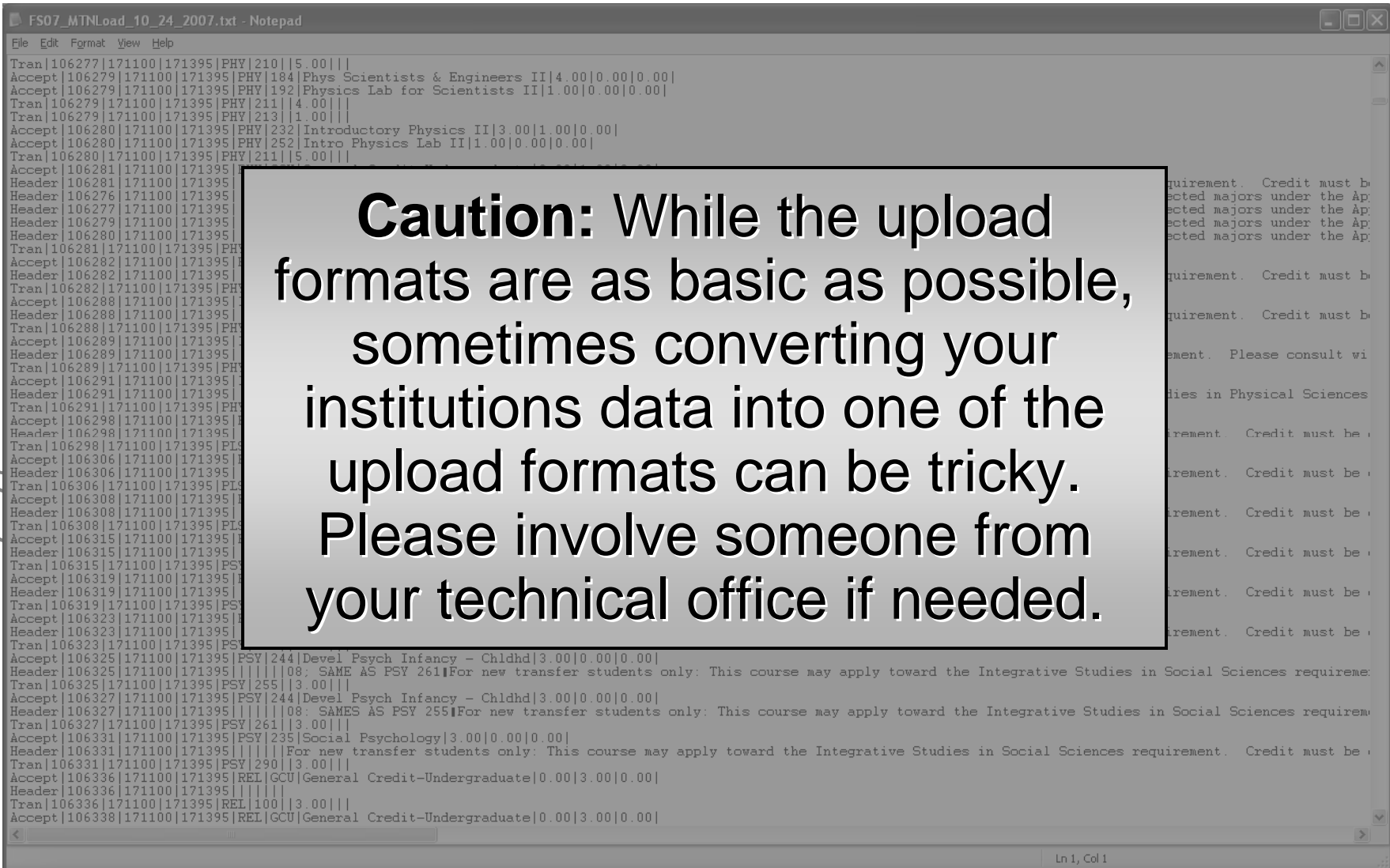
- You can delete one or more equivalencies at one time by checking the “Delete?” box next to one or more equivalencies and clicking “Delete Selected Equivalencies” above the equivalency listing.
- Note the “Check All for Delete” and “Uncheck All for Delete” options.
- Are you sure? Deletions are immediate and *cannot* be undone.

To update an equivalency, click on the 'Update?' link next to the equivalency.
 To delete one or more, check the box in the delete column next to each equivalency to be deleted. Then, click the 'Delete Selected Equivalencies' button.
 IMPORTANT: Once an equivalency is deleted it cannot be recovered by this system. Delete records are permanently removed from the database.

[Check All for Delete](#) [Uncheck All for Delete](#)

Credit from... Wayne State University			that will transfer to... Michigan State University							MTN Update/Delete Action	
Subject	Course	Credits	Subject	Course	Course Title	Credits	General Credit	Waived Credits	Delete?	Click to update	
BIOL	1510	4	BS BS	111 111L	Cells and Molecules Cell and Molecular Biology Lab	3	1	2	<input type="checkbox"/>	Update?	
Comments: This course may apply toward the Integrative Studies in Biological Sciences requirement for selected majors under the Approved Alternative Track. Please consult with your Academic Adviser.											

Uploading Transfer Equivalencies



The image shows a Notepad window titled "FS07_MTNLoad_10_24_2007.txt - Notepad". The window contains a list of data entries, each starting with "Tran" or "Accept" followed by a series of numbers and course information. A large, semi-transparent black box with a white border is overlaid on the center of the window, containing the following text:

Caution: While the upload formats are as basic as possible, sometimes converting your institutions data into one of the upload formats can be tricky. Please involve someone from your technical office if needed.

The background text in the Notepad window includes the following entries (partially obscured by the caution box):

```
Tran|106277|171100|171395|PHY|210||5.00|||
Accept|106279|171100|171395|PHY|184|Phys Scientists & Engineers II|4.00|0.00|0.00|
Accept|106279|171100|171395|PHY|192|Physics Lab for Scientists II|1.00|0.00|0.00|
Tran|106279|171100|171395|PHY|211||4.00|||
Tran|106279|171100|171395|PHY|213||1.00|||
Accept|106280|171100|171395|PHY|232|Introductory Physics II|3.00|1.00|0.00|
Accept|106280|171100|171395|PHY|252|Intro Physics Lab II|1.00|0.00|0.00|
Tran|106280|171100|171395|PHY|211||5.00|||
Accept|106281|171100|171395|
Header|106281|171100|171395|
Header|106276|171100|171395|
Header|106277|171100|171395|
Header|106279|171100|171395|
Header|106280|171100|171395|
Tran|106281|171100|171395|PH
Accept|106282|171100|171395|
Header|106282|171100|171395|
Tran|106282|171100|171395|PH
Accept|106288|171100|171395|
Header|106288|171100|171395|
Tran|106288|171100|171395|PH
Accept|106289|171100|171395|
Header|106289|171100|171395|
Tran|106289|171100|171395|PH
Accept|106291|171100|171395|
Header|106291|171100|171395|
Tran|106291|171100|171395|PH
Accept|106298|171100|171395|
Header|106298|171100|171395|
Tran|106298|171100|171395|PL
Accept|106306|171100|171395|
Header|106306|171100|171395|
Tran|106306|171100|171395|PL
Accept|106308|171100|171395|
Header|106308|171100|171395|
Tran|106308|171100|171395|PL
Accept|106315|171100|171395|
Header|106315|171100|171395|
Tran|106315|171100|171395|PS
Accept|106319|171100|171395|
Header|106319|171100|171395|
Tran|106319|171100|171395|PS
Accept|106323|171100|171395|
Header|106323|171100|171395|
Tran|106323|171100|171395|PS
Accept|106325|171100|171395|PSY|244|Devel Psych Infancy - Chldhd|3.00|0.00|0.00|
Header|106325|171100|171395|08: SAME AS PSY 261|For new transfer students only: This course may apply toward the Integrative Studies in Social Sciences requireme
Tran|106325|171100|171395|PSY|255||3.00|||
Accept|106327|171100|171395|PSY|244|Devel Psych Infancy - Chldhd|3.00|0.00|0.00|
Header|106327|171100|171395|08: SAME AS PSY 255|For new transfer students only: This course may apply toward the Integrative Studies in Social Sciences requirem
Tran|106327|171100|171395|PSY|261||3.00|||
Accept|106331|171100|171395|PSY|235|Social Psychology|3.00|0.00|0.00|
Header|106331|171100|171395|08: SAME AS PSY 255|For new transfer students only: This course may apply toward the Integrative Studies in Social Sciences requirement. Credit must be
Tran|106331|171100|171395|PSY|290||3.00|||
Accept|106336|171100|171395|REL|GCU|General Credit-Undergraduate|0.00|3.00|0.00|
Header|106336|171100|171395|
Tran|106336|171100|171395|REL|100||3.00|||
Accept|106338|171100|171395|REL|GCU|General Credit-Undergraduate|0.00|3.00|0.00|
```

Uploading Transfer Equivalencies

- Read the instructions (Help on the Admin Menu – 1/3 way down the page).
- View/Download the institution codes (link to list in Help). The IPEDS unitID code is used for institution identification.
- Build a “crosswalk” from your institution codes to the IPEDS codes.

List of Institutions with IPEDS Code

The following is a list of all Michigan institutions with the Institution Code (IPEDS UnitID code).

The IPEDS UnitID number (referred to as "Institution Code" in the MTN system) is used to identify your institution as well as the transfer institution when uploading equivalencies.

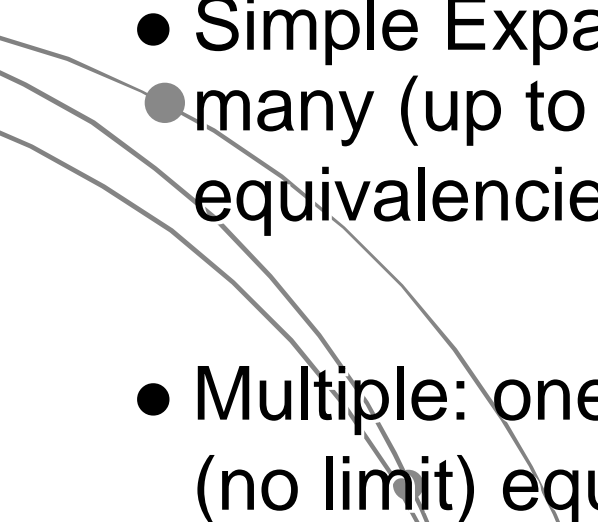
[Download the Institution List](#)

Note: the download file is a CSV (comma separated value) text file.

Code	Name	Address	City	State	Zip
363457	Academy of Court Reporting-Clawson	1330 W 14 Mile Rd	Clawson	MI	48017
168528	Adrian College	110 South Madison Street	Adrian	MI	49221-2575
168546	Albion College	611 East Porter Street	Albion	MI	49224
168591	Alma College	614 West Superior	Alma	MI	48801-1599
168607	Alpena Community College	665 Johnson Street	Alpena	MI	49707
168740	Andrews University		Berrien Springs	MI	49104

dbo_TCInstConversion : Table			
SIS_Entity_Id	SIS_Full_Name	MTN_InstCode	MTN_InstName
1376	Kendall College of Design	-	-
1753	Saint Marys College Ave Maria Universit	-	-
A4773	Davenport College of Business	-	-
-	-	152044	West Michigan College of Barbering and Beauty
-	-	168519	Fiser's College of Cosmetology
1001	Adrian College	168528	Adrian College
1007	Albion College	168546	Albion College
-	-	168555	Hillsdale Beauty College
-	-	168573	Northwestern Technological Institute
1010	Alma College	168591	Alma College
1011	Alpena Community College	168607	Alpena Community College
1030	Andrews University	168740	Andrews University
1018	Aquinas College-Michigan	168786	Aquinas College
-	-	168838	Baker College of Owosso
-	-	168847	Baker College of Flint
1049	Bay De Noc Community College	168883	Bay de Noc Community College
-	-	168892	Bayshire Academy of Beauty Craft Inc
1095	Calvin College	169080	Calvin College
2180300	Calvin Theological Seminary	169099	Calvin Theological Seminary
-	-	169187	Carnegie Institute
-	-	169220	Center for Humanistic Studies Graduate School
1106	Central Michigan University	169248	Central Michigan University

Upload File Format

- Determine which file upload format will work best for your institution.
 - Simple : only one-to-one equivalencies.
 - Simple Expanded: one-to-one and/or many-to-many (up to four courses on each side) equivalencies.
 - Multiple: one-to-one, as well as many-to-many (no limit) equivalencies.
- 

The Rules

- Text files only
- CSV (comma-separated values, comma delimited) and Vertical Bar (|) delimited

xx,xx,xx,xx,xx

xx|xx|xx|xx|xx

- Do NOT include field titles - only data.
- Field order must be exactly as indicated – record order is irrelevant.

Wrong! Don't include field titles!

Wrong Order! Field order is exact!

	A	B	C	D	E	F	G	H	I	J	K	
1	InstCode	Subject	Course	Course Title	GenCr	Credits	WaiveCr	TranInstCode	TranSubject	TranCourse	TranCredits	Comments
2	171100	ABC	203	Accounting Basics	0	3	0	168528	AB	205	3	See an adviser.
3	171100	ABC	204	Accounting "Tips"	0	3	0	168528	AB	206	3	
4	171100	ABC	301	Accounting	0	3	0	168528	AB	305	3	Valid only until FS09.
5	171100	ABC	302		0	3	0	168528	AB	306	3	
6	171100	ABC	305		0	3	0	168528	AB	307	3	
7	171100	ABC	306		0	3	0	168528	AB	308	3	

The Rules (cont'd)

- Double quotes (") around each field is optional.
Tip: Don't put quotes around each field – it's just messier.
- If you have a comma in any field, e.g. in a Course Title, you must submit a Vertical Bar (|) delimited file...other wise too many commas! *Tip: Use Vertical Bar (|) delimiter – won't have problems with commas in course titles, etc.*
- Not all fields require a value, e.g. Comments, but the field must still exist in the record (Excel Problem).

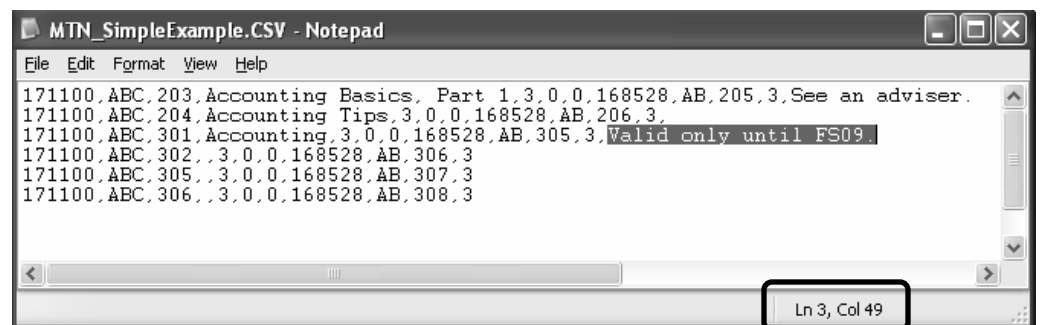
Wrong! Extra comma in Course Title! How can the program parse the file on commas if there's extra commas?

Wrong! Missing comma! Excel dropped the last comma due to null in comments field – can only "see" this when file opened in Notepad.

```
MTN_SimpleExample.CSV - Notepad
File Edit Format View Help
171100,ABC,203,Accounting Basics, Part 1,3,0,0,168528,AB,205,3,See an adviser.
171100,ABC,204,Accounting Tips,3,0,0,168528,AB,206,3,
171100,ABC,301,Accounting,3,0,0,168528,AB,305,3,Valid only until FS09.
171100,ABC,302,,3,0,0,168528,AB,306,3
171100,ABC,305,,3,0,0,168528,AB,307,3
171100,ABC,306,,3,0,0,168528,AB,308,3
```

The Rules (cont'd)

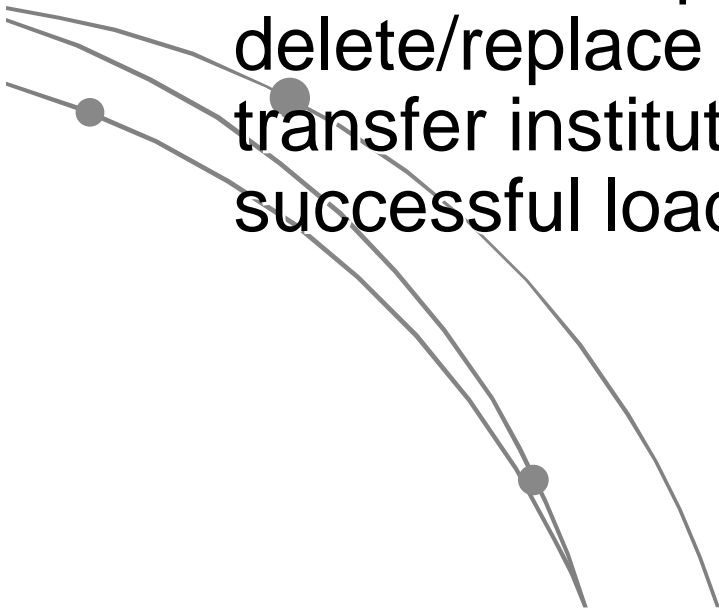
- Each field has a max length - values longer than this length will cause the entire load to fail.
- Best Practices:
 - Use Vertical Bar (|) delimited – less messy if you have commas, etc. in Course Title, etc.
 - Don't use Excel to build your file – empty fields often result in missing commas/vertical bars. If your file cannot be built directly from your source data, use Access.
 - Look at your file in a simple text viewer like Notepad when you have problems – it shows you exactly what the program is seeing and has line numbers!



```
MTN_SimpleExample.CSV - Notepad
File Edit Format View Help
171100,ABC,203,Accounting Basics, Part 1,3,0,0,168528,AB,205,3,See an adviser.
171100,ABC,204,Accounting Tips,3,0,0,168528,AB,206,3,
171100,ABC,301,Accounting,3,0,0,168528,AB,305,3,Valid only until FS09.
171100,ABC,302,,3,0,0,168528,AB,306,3
171100,ABC,305,,3,0,0,168528,AB,307,3
171100,ABC,306,,3,0,0,168528,AB,308,3
Ln 3, Col 49
```

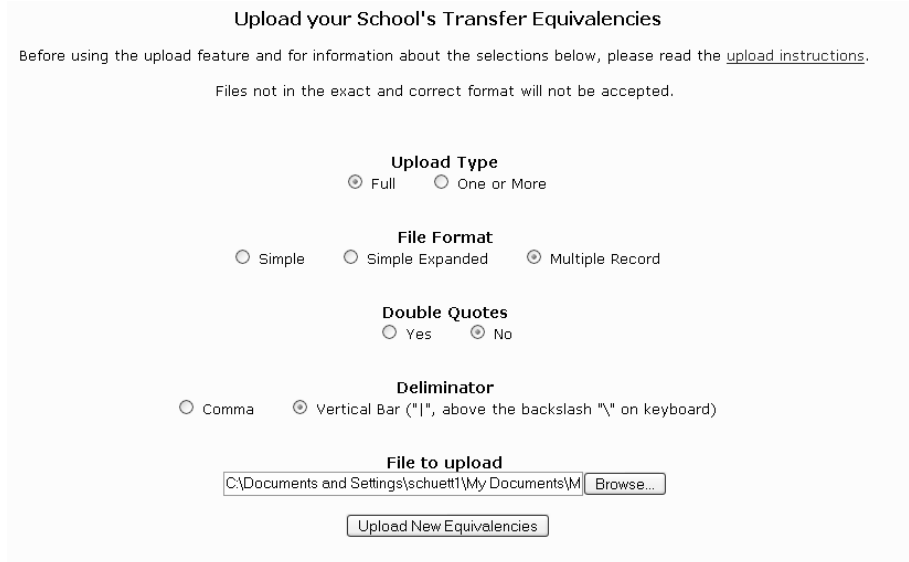
Load Options

- Full Upload: All of your institutions equivalencies loaded in one file. This will delete/replace any and all prior existing equivalencies in the system upon successful load of new equivalencies.
- One or More Upload: One or more transfer institutions equivalencies in one file. This will delete/replace only the equivalencies for the transfer institutions contained in the file upon successful load of new equivalencies.



First MSU Steps

- Cross-walk built first.
- Decision to load only current equivalencies – no history in the system.
- Program written by technical staff to extract data in Multiple-Format.
- All data loaded to one file – Full Upload.
- No double quotes surrounding fields.
- Data saved straight to text file - Vertical Bar (|) delimited.



Upload your School's Transfer Equivalencies

Before using the upload feature and for information about the selections below, please read the [upload instructions](#).

Files not in the exact and correct format will not be accepted.

Upload Type
 Full One or More

File Format
 Simple Simple Expanded Multiple Record

Double Quotes
 Yes No

Delimiter
 Comma Vertical Bar ("|", above the backslash "\", on keyboard)

File to upload
C:\Documents and Settings\schuett1\My Documents\W | Browse...

Upload New Equivalencies

Oops...

Error message may look cryptic, but they are actually quite accurate...

Please be patient. This may take a few seconds...

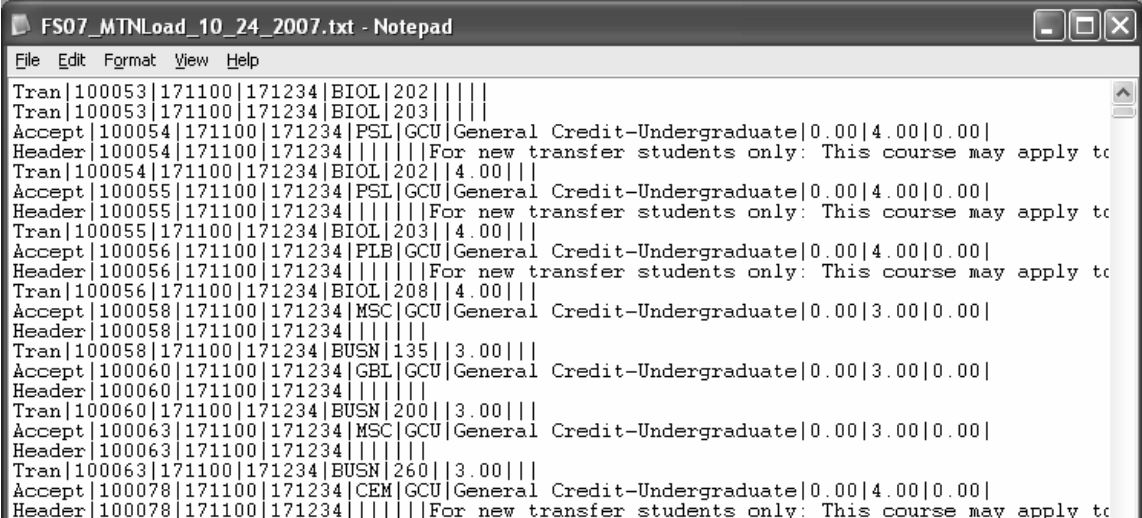
An error has been encountered and the system could not upload your information at this time.
Error: -2147217900-Bulk load data conversion error (truncation) for row 99, column 8 (Credits).
No prior existing equivalency data has been lost.
You can either go back and try again or return to the Admin Menu.

If upload error, no existing data is lost.

```
Copy of FS07_MTNLoad_10_24_2007.txt - Notepad
File Edit Format View Help
Tran|100080|171100|171234|CHEM|220||5.00|||
Accept|100081|171100|171234|CEM|142|General & Inorganic Chemistry|4.00|0.00|0.00|
Accept|100081|171100|171234|CEM|162|Chemistry Laboratory II|1.00|0.00|0.00|
Header|100081|171100|171234||||For new transfer students only: This course may apply toward
Tran|100081|171100|171234|CHEM|221||5.00|||
Accept|100150|171100|171234|CSE|GCU|General Credit-Undergraduate|0.00|2.00|0.00|
Header|100150|171100|171234||||
Tran|100150|171100|171234|CMIS|101||2.00|||
Accept|100153|171100|171234|CSE|GCU|General Credit-Undergraduate|0.00|1.00|0.00|
Header|100153|171100|171234||||
Tran|100153|171100|171234|CMIS|110||1.00|||
Accept|100154|171100|171234|CSE|101|Computng Concepts/Competencies|3.00|0.00|0.00|
Header|100154|171100|171234||||
Tran|100154|171100|171234|CMIS|115||3.00|||
Accept|100157|171100|171234|CSE|101|Computng Concepts/Competencies|3.00000000|0.00|0.00|
Header|100157|171100|171234||||
Tran|100157|171100|171234|CMIS|130||3.00|||
Accept|100158|171100|171234|CSE|231|Introduction to Programming I|0.00|3.00|4.00|
Header|100158|171100|171234||||
Tran|100158|171100|171234|CMIS|131||3.00|||
Accept|100159|171100|171234|CSE|101|Computng Concepts/Competencies|0.00|3.00|3.00|
Header|100159|171100|171234||||
Tran|100159|171100|171234|CMIS|132||3.00|||
Accept|100160|171100|171234|CSE|101|Computng Concepts/Competencies|0.00|3.00|3.00|
Header|100160|171100|171234||||
```

MSU Upload

- Fields in correct order.
- No “missing” vertical bars due to empty fields.
- Commas in title, comments fine since not used as delimiter.
- Records not in correct order (Tran before Header??)...but that’s OK.
- 121,066 records representing 39,726 equivalencies loaded in 46 seconds.
- Bi-monthly load.



```
FS07_MTNLoad_10_24_2007.txt - Notepad
File Edit Format View Help
Tran|100053|171100|171234|BIOL|202|
Tran|100053|171100|171234|BIOL|203|
Accept|100054|171100|171234|PSL|GCU|General Credit-Undergraduate|0.00|4.00|0.00|
Header|100054|171100|171234|For new transfer students only: This course may apply to
Tran|100054|171100|171234|BIOL|202|4.00|
Accept|100055|171100|171234|PSL|GCU|General Credit-Undergraduate|0.00|4.00|0.00|
Header|100055|171100|171234|For new transfer students only: This course may apply to
Tran|100055|171100|171234|BIOL|203|4.00|
Accept|100056|171100|171234|PLB|GCU|General Credit-Undergraduate|0.00|4.00|0.00|
Header|100056|171100|171234|For new transfer students only: This course may apply to
Tran|100056|171100|171234|BIOL|208|4.00|
Accept|100058|171100|171234|MSC|GCU|General Credit-Undergraduate|0.00|3.00|0.00|
Header|100058|171100|171234|
Tran|100058|171100|171234|BUSN|135|3.00|
Accept|100060|171100|171234|GBL|GCU|General Credit-Undergraduate|0.00|3.00|0.00|
Header|100060|171100|171234|
Tran|100060|171100|171234|BUSN|200|3.00|
Accept|100063|171100|171234|MSC|GCU|General Credit-Undergraduate|0.00|3.00|0.00|
Header|100063|171100|171234|
Tran|100063|171100|171234|BUSN|260|3.00|
Accept|100078|171100|171234|CEM|GCU|General Credit-Undergraduate|0.00|4.00|0.00|
Header|100078|171100|171234|For new transfer students only: This course may apply to
```

WSU's Steps

- Cross-walk built from WSU's institution codes to codes used by MTN.

InstCode	STVSBGI_CODE	InstName
171100	2032	Michigan State University
169628	232296	Michigan State University College of Law
171128	2030	Michigan Technological University

- Business decision made to load all equivalencies.
 - WSU's transfer population is large, including credits taken in the 80s and early 90s.
- All equivalencies are 1 to 1. So, choice was made to use the simple format

WSU Upload

- Technical staff developed MS Access queries against Banner data and the crosswalk file
 - SHRTATC - Transfer Course Articulation table

Transfer Course Articulation SHATATR 7.3.0.1 (PROD)

Institution: 2032 Michigan State University

Program:

Transferring Course

Group Primary	Equivalence	Code	Indicator	Subject	Course	Title	Effective Term	Level	Status	Minimum Grade	Transferred Credits Low	Transferred Credits High
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		ACC	200	INTRO FINANCIAL ACCOUNTNG	000000	UG	AC	D-		
Transfer Catalog:											Converted: .000	.000

Equivalent Course

And/ Or	Left Parenthesis	Subject	Course	Title	Catalog Low	Catalog High	Credits Used	Right Parenthesis
*	<input type="checkbox"/>	ACC	3010	ELEM FINCL ACC THRY				<input type="checkbox"/>

WSU Upload

- After queries run, data in the export file looks like...

InstCode	Subject	Course	Course Title	Credits	GenCr	WaiveCr	TranInstCode	TranSubject	TranCourse	TranCredits	Comments
172644	ACC	3010	ELEM FINCL ACC THRY				171100	ACC	200		

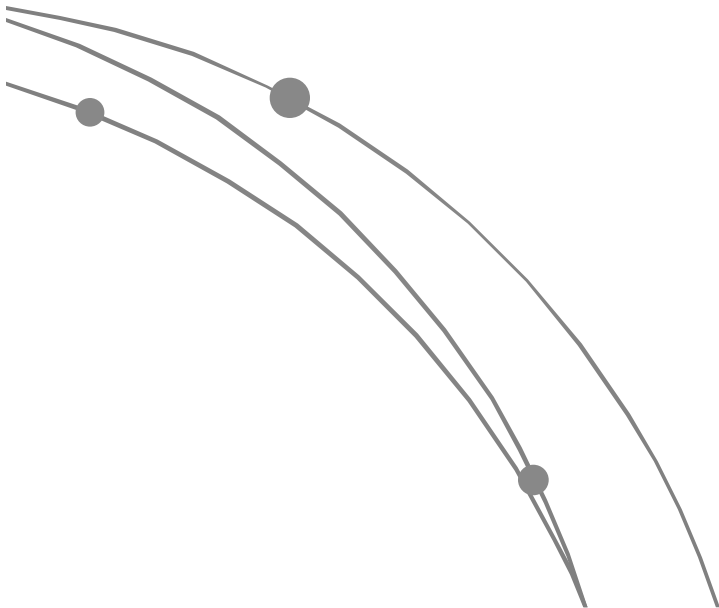
- Access tables are exported as a vertical bar delimited text file

- Once uploaded, equivalency appears in MTN as...

Credit from... Michigan State University			that will transfer to... Wayne State University						
Subject	Course	Credits	Subject	Course	Course Title	Credits	General Credit	Waived Credits	
ACC	200		ACC	3010	ELEM FINCL ACC THRY				

WSU Upload

- Update Schedule - monthly, handled by transfer credit manager.
 - Entire equivalency table is re-loaded, rather than just choosing newly created equivalencies
 - Takes about 5-10 minutes for the whole process



Bad Data? Don't Panic...Yet

- Report called “Potential Subject Problems” for institution administrators

Potential Subject Problems

Wayne State University

The following data represents transfer subject codes loaded by your institution for another institution's courses where the subject code *does not* exist in the other institution's data.

Data can only be checked against transfer institutions who have also loaded data to the MTN system and only for those courses the transfer institution loaded.

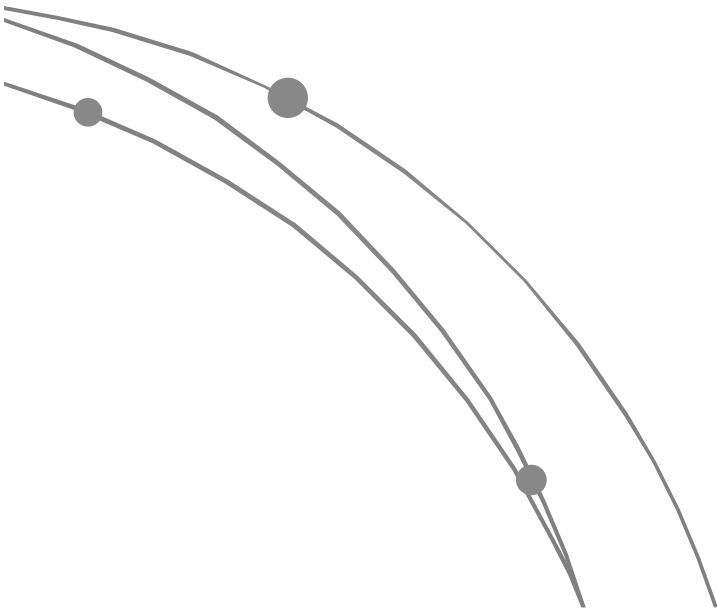
Just because a subject is listed here, does not mean it is wrong - it only means you should take a closer look.

Click on the transfer institution's name to see their full subject code listing for loaded courses.

Transfer Institution	Transfer Subject Code
Andrews University	ACCT
Andrews University	BOT
Andrews University	BSAD
Andrews University	CHM

Subject Problems

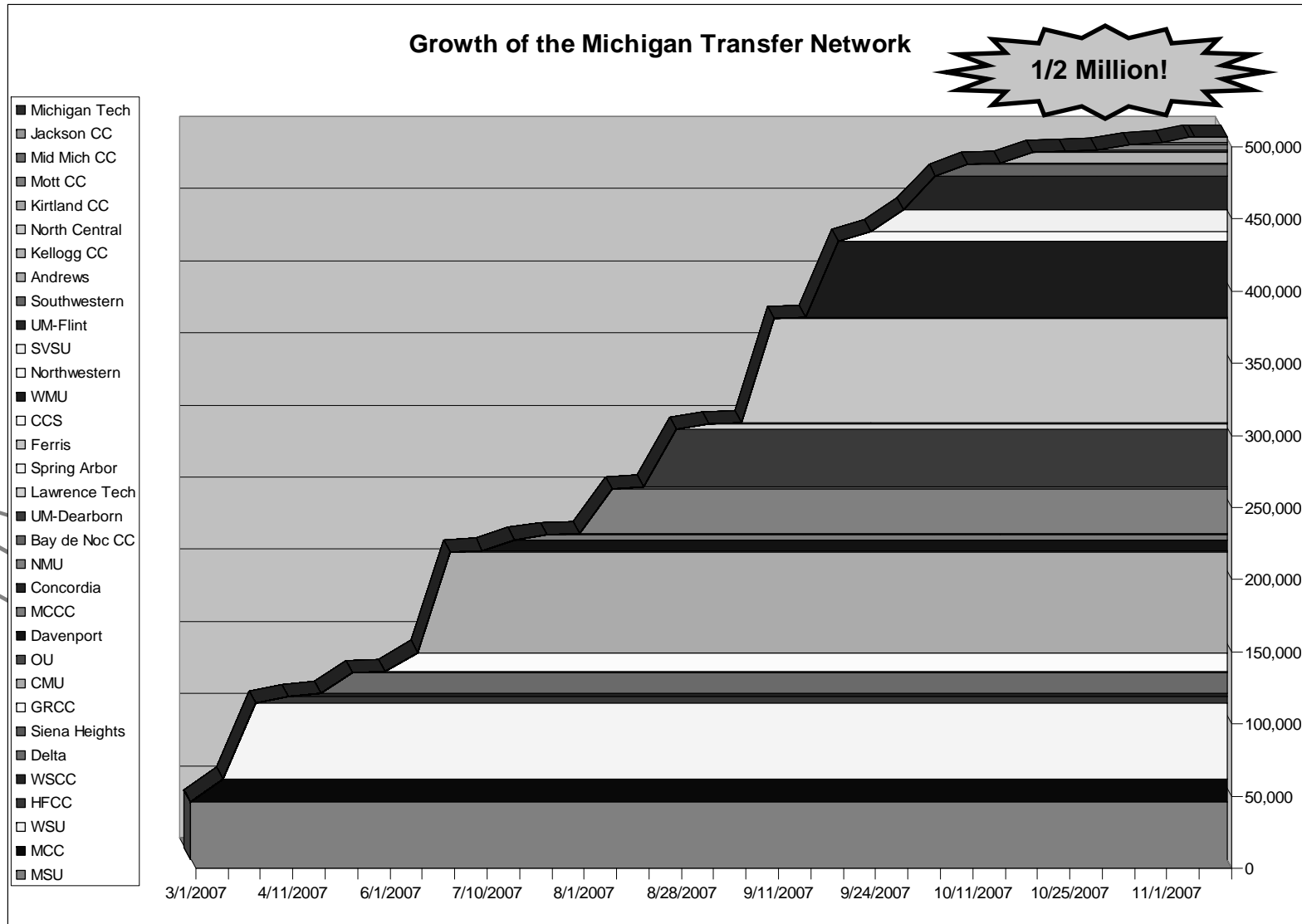
- Identifies courses that appear in your equivalencies, but not in the transfer school's course list
- Not necessarily bad data!!!!
 - Maybe you are loading old courses that are no longer offered by the institution?



Summary

- Get Access to the System! Even if you only look around and become familiar with things.
- Decide what data and how: All Equivalencies? Current Only? Upload or Manual?
- If Upload:
 - Crosswalk the institution codes.
 - Decide which upload format best fits your data (and future growth!)
 - Contact a “techie” to help build the queries.
 - If errors, use a simple text viewer, e.g. Notepad, to view file – not Excel!
 - Try and try again! Once the upload program is perfected, you are good to go!
- Ask other schools for help or advice.

Who can I ask?



Questions?

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