

This will include how to make a transfer credit extra to a degree if the credit should not count toward the

7. Click on the drop down beside the open navigation at the top of the page to display options (same “open” navigation is at the bottom of the page) . Select the Credit, Course / Automated option to view all the credits that were automatically included on the student's record summary.

Making Transfer Credits

Extra to Degree

SA – Academic Advising

Making Transfer Credits

Extra to Degree

SA

Making Manual Transfer Credits Extra to Degree:

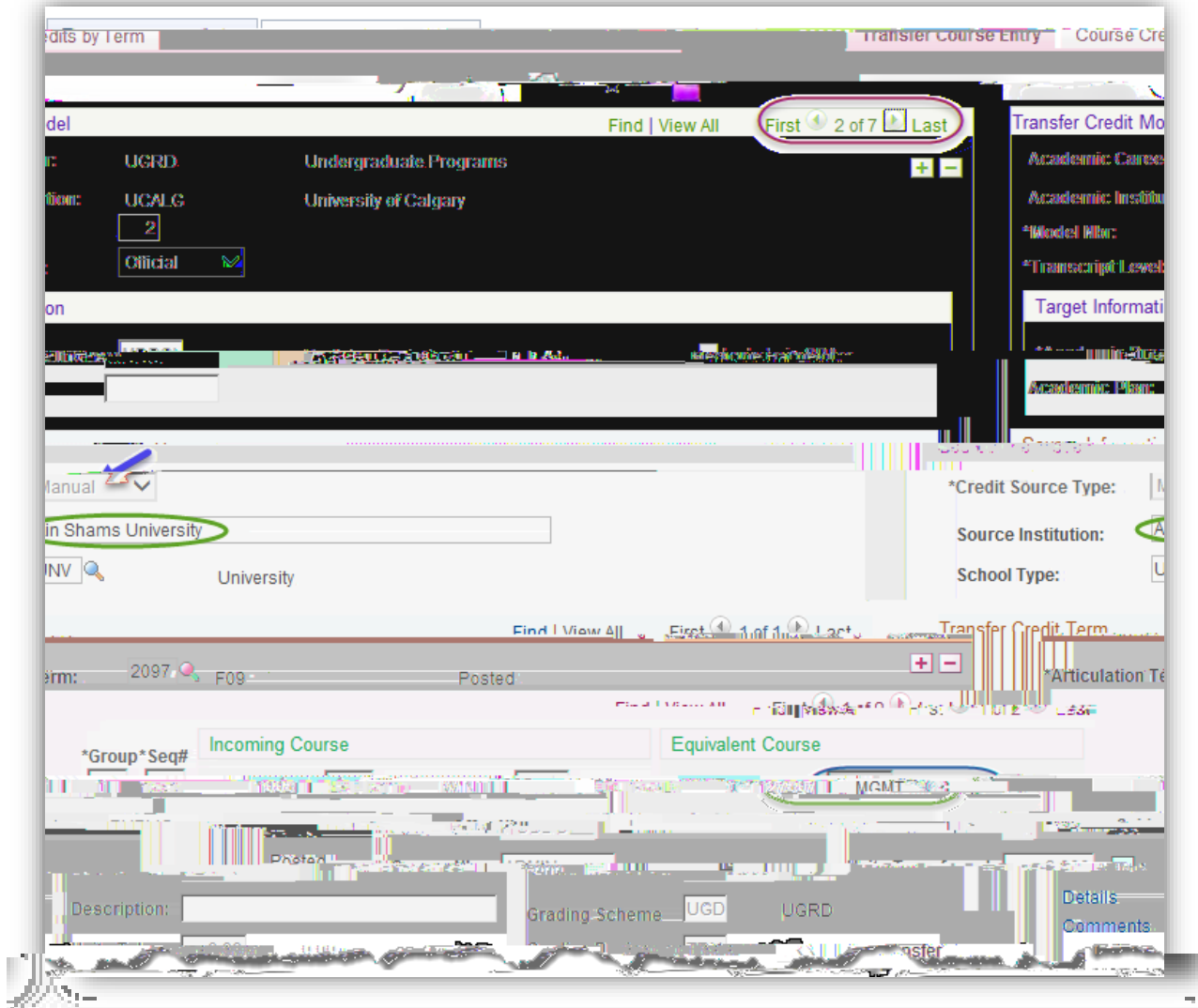
1. From the Student Record Summary, c

Making Transfer Credits

Extra to Degree

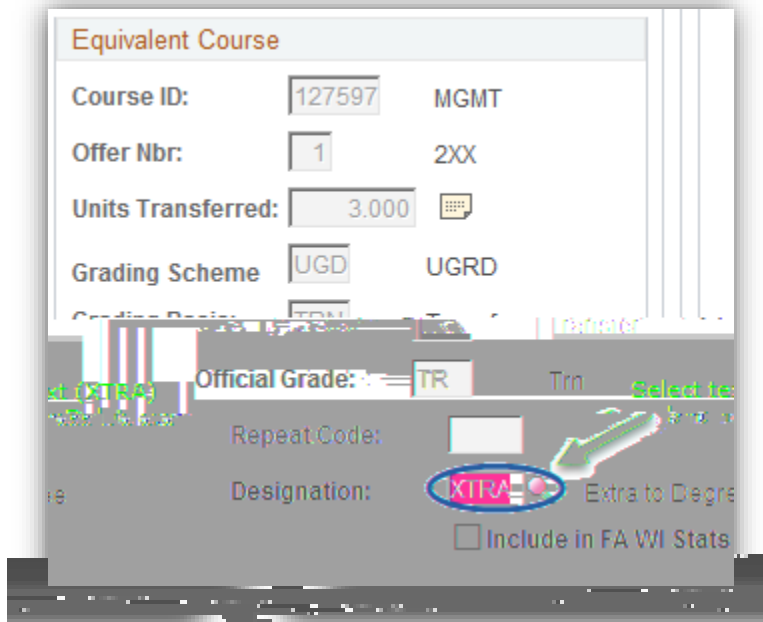
SA –

5. Courses that were entered manually for Ain Shams University display (example only). The course equivalent displays for MGMT (127597).



6.

9. If you have made a transfer credit extra to a student's degree and wish to reverse that change, select the text (XTRA) and press the delete button. Press the delete key [\[Delete\]](#).



Equivalent Course

Course ID: 127597 MGMT

Offer Nbr: 1 2XX

Units Transferred: 3.000

Grading Scheme UGD UGRD

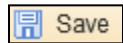
Official Grade: TR Trn

Repeat Code:

Designation: XTRA Extra to Degree

Include in FA WI Stats

10. After deleting, save the change. Click the [Save](#) button.



End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.