

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

### Making Transfer Credits Extra to Degree



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5. The student record summary displays for the selected maxi term (Fall 2014/Winter 2015). For FOIP reasons some information has been removed.

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6. Area 3 displays A = Automatically transferred credits for OPTN and SOWK and M = Manually transferred credits for MGMT in the TC (Transfer Credit) column.

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- 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.

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# Making Transfer Credits Extra to Degree

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Making Manual Transfer Credits Extra to Degree:

1. From the Student Record Summary, c

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

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# Making Transfer Credits Extra to Degree

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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.Pressthe delete key [Delete].

Equivalent	Course	
Course ID:	127597	MGMT
Offer Nbr:	1	2XX
Units Trans	ferred: 3.000	
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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.