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D. How to Add an Equivalency

This function may be used to add equivalencies to the TIS data base. Its primary use is to establish equivalencies when new courses are offered at other UWS or WTCS institutions. You may only add equivalencies for your institution (i.e. where your institution is the To Institution).

There is more than one way to add an equivalency record. Two examples of adding an equivalency are shown below:

CASE 1 OF 2

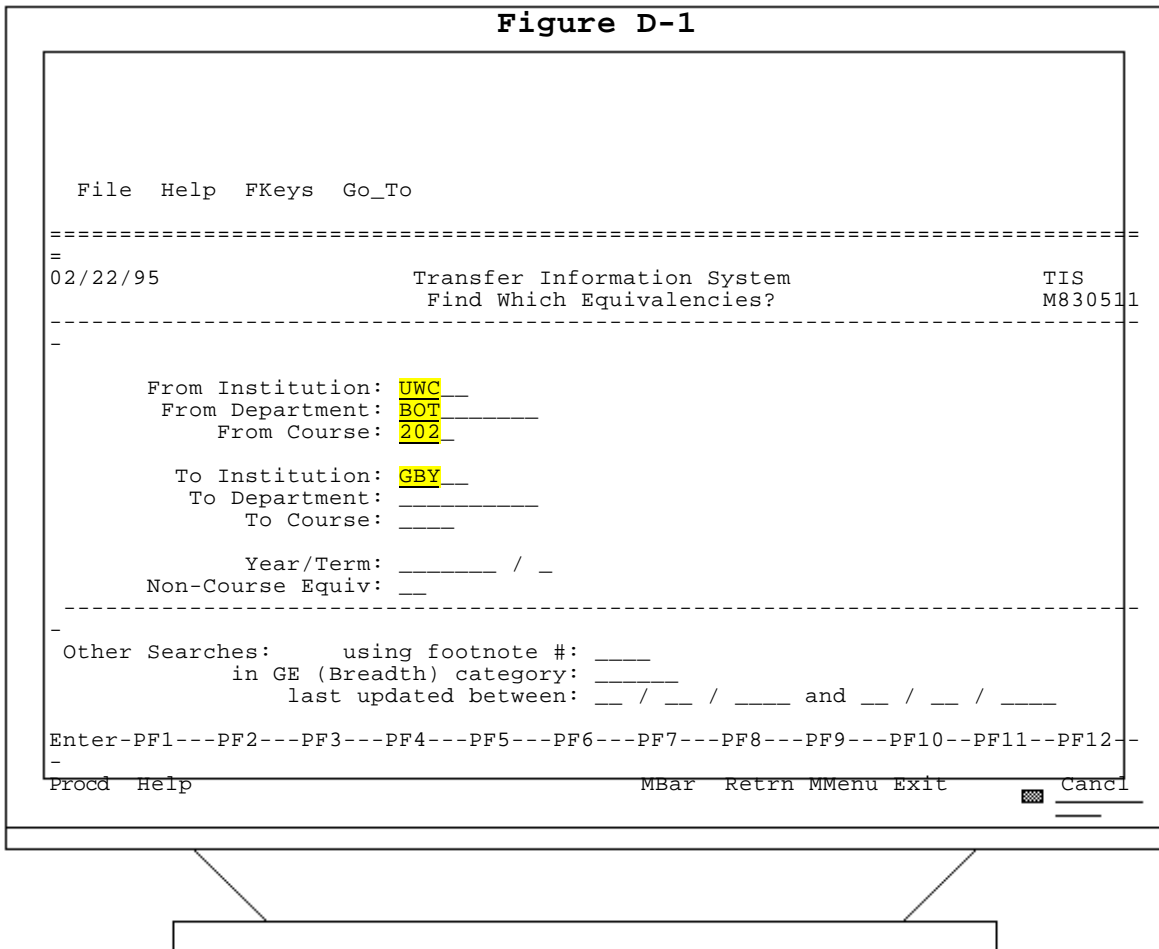
In Case 1 the receiving institution has determined the equivalency and follows the steps below in adding the equivalency record:

1. Select Option 1 "Course Equivalencies" from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Equivalencies" screen to verify that the equivalency does not already exist. To do this, enter at least the following key fields: From Institution, From Department, From Course, and To Institution (Figure D-1). (Refer to "How to Search for Equivalencies" [Sect. C] for help in retrieving equivalencies.)
3. The "No Equivalencies Found" Pop-Up Box will be returned indicating that you may proceed. Change the "N" to "Y" to confirm that you wish to add the equivalency (Figure D-2).
4. The "Equivalency Detail" screen will be returned. The key fields entered in Step 2 will be automatically entered on the screen (Figure D-3). Two additional items are required: the To Course Equivalent (in the To Department, To Course, and/or Non-Course Equivalent fields) and the Equivalency Begin Year/Term. If the Begin Year/Term fields are left blank, they will be automatically filled with the begin year/term of the course on the TIS data base. Update additional fields on the screen as appropriate. (Refer to "How to Use HELP" [Sect. B], "How to Use the Non-Course Equivalent (NCE) Field" [Sect. G], and "How to Use the Equivalency Default Fields" [Sect. H] for help in updating the fields.)
5. Press ENTER to add the equivalency. The message "The database has been updated" at the bottom of the screen indicates that the add is complete (Figure D-4).

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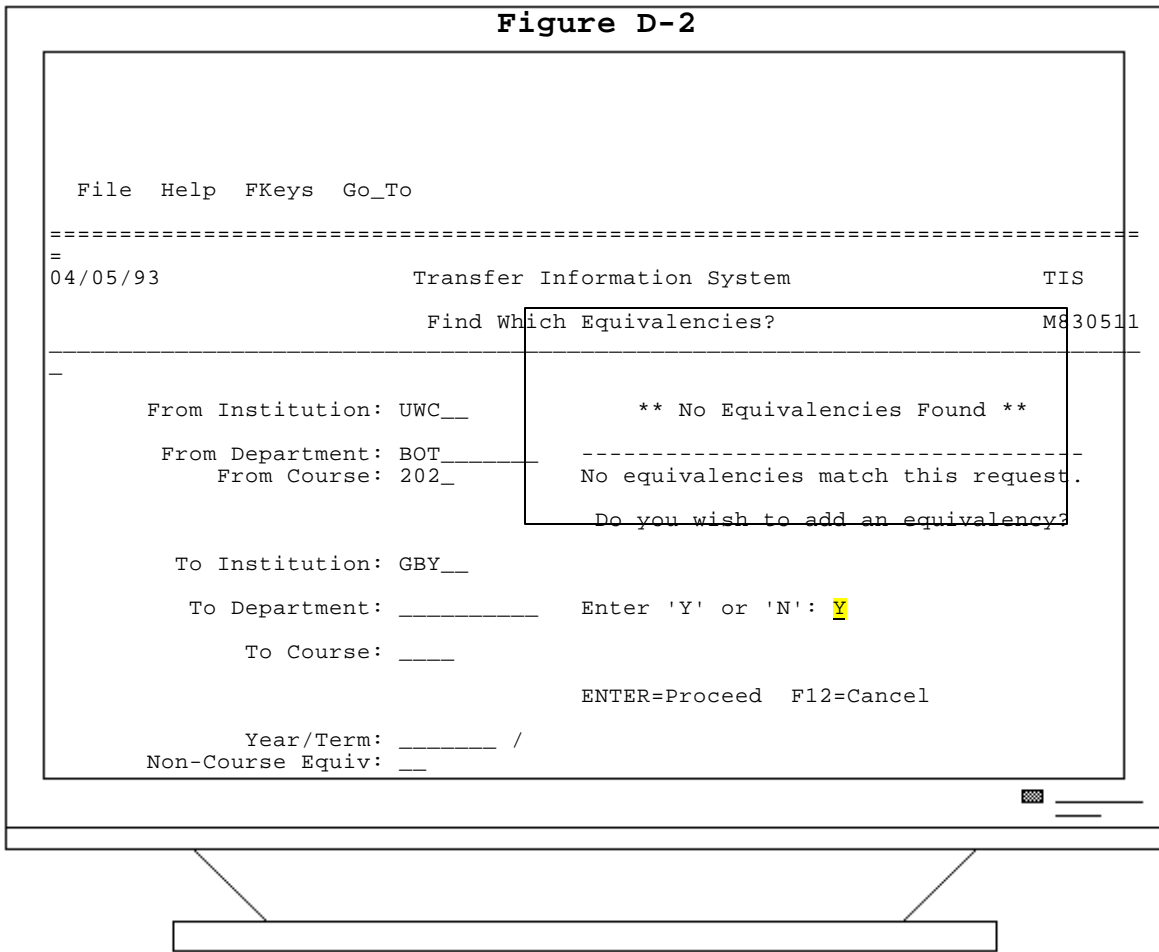
FIGURES D-1 THROUGH D-4 SHOW HOW TO ADD AN EQUIVALENCY AT UW-GREEN BAY FOR UW COLLEGES COURSE - BOT 202:

Figure D-1 shows how to check if an equivalency for this course has already been added.



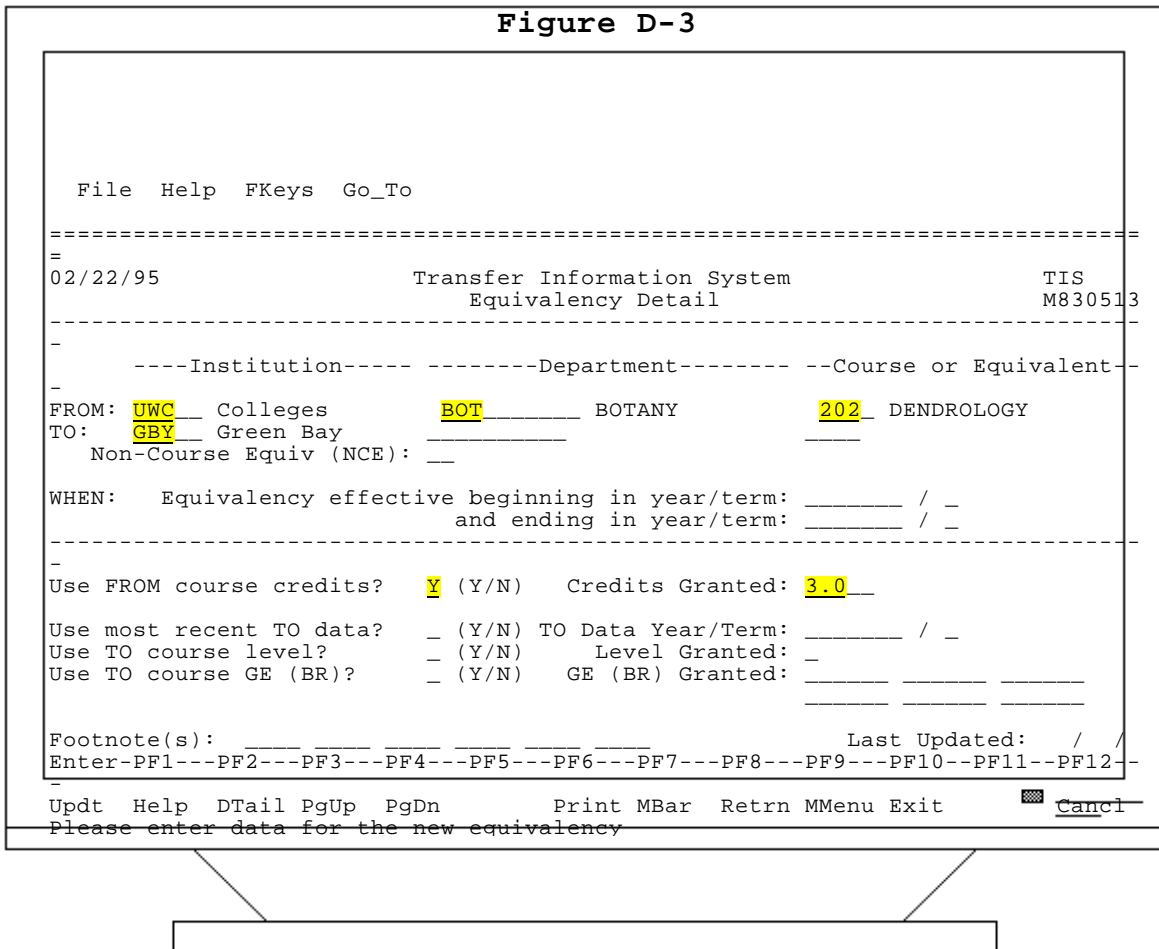
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Figure D-2 shows the "No Equivalencies Found" Pop-up Box with a "Y" entered to proceed with adding the equivalency.



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Figure D-3 shows the "Equivalency Detail" screen with the key and default fields automatically entered.



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Figure D-4 shows the appropriate entries to transfer UW Colleges course BOT 202 as a BIOLOGY department elective at UW-Green Bay and that the data base has been updated. (Note that additional data items must be entered prior to completing the update.)

Figure D-4

```

File  Help  FKeys  Go_To

=====
=
02/22/95                Transfer Information System                TIS
                        Equivalency Detail                        M830513
-----
-
  ----Institution-----  -----Department-----  --Course or Equivalent--
-
FROM:  UWC__ Colleges      BOT_____  BOTANY                202_ DENDROLOGY
TO:    GBY__ Green Bay     BIOLOGY___  BIOLOGY                _____
      Non-Course Equiv (NCE): 11      DEPARTMENT ELECTIVE

WHEN:  Equivalency effective beginning in year/term: 1990-91 / 1  FALL
      and ending in year/term: _____ / _  NO END

DATE
-----
-
Use FROM course credits?  Y (Y/N)  Credits Granted: 3.0__

Use most recent TO data?  Y (Y/N)  TO Data Year/Term: 1989-90 / 1  FALL
Use TO course level?     N (Y/N)  Level Granted: L LOWER
Use TO course GE (BR)?   N (Y/N)  GE (BR) Granted: _____

Footnote(s): _____ Last Updated:
04/06/93
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
  
```



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CASE 2 OF 2

In Case 2 the receiving institution uses the "Copy Function" to copy an existing equivalency, which transfers similarly, and add the new equivalency record. The following steps are recommended:

1. Select Option 1 "Course Equivalencies" from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Equivalencies" screen to retrieve the existing equivalency that you wish to copy. (Refer to "How to Search for Equivalencies" [Sect. C] for help in retrieving equivalencies.)
3. This will return the "Equivalency Detail" screen for the existing equivalency (Figure D-5). To add the new equivalency, first, select the "Copy this equivalency" option from the File Menu (Figure D-6).
4. The same "Equivalency Detail" screen will be returned with the message at the bottom of the screen prompting you to make the necessary changes to the new equivalency. Change the Equivalency Begin Year/Term to the effective date of the new equivalency, if necessary. Update additional fields on the screen as appropriate and press ENTER. (Figure D-7) (Refer to "How to Use HELP" [Sect. B], "How to Use the Non-Course Equivalent (NCE) Field" [Sect. G], and "How to Use the Equivalency Default Fields" [Sect. H] for help in updating the fields.)
5. The "Equivalency Detail" screen for the new equivalency will be returned with the message "The database has been updated" at the bottom of the screen (Figure D-8).

* Use the Menubar function key (F7) or the arrow keys to move the cursor to the "File" menu item at the top of the screen and press ENTER; then move the cursor to the "Add a new equivalency" item on the list and press ENTER again.

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FIGURES D-5 THROUGH D-8 SHOW HOW TO ADD AN EQUIVALENCY FOR UW COLLEGES COURSE CPS 113 BY COPYING AN EXISTING EQUIVALENCY FOR CPS 111:

Figure D-5 shows the "Equivalency Detail" screen for UW Colleges course CPS 111 to UW-Oshkosh.

Figure D-5

```

File  Help  FKeys  Go_To

=====
=
02/22/95                Transfer Information System                TIS
                        Equivalency Detail                    M830513
-----
-
  ----Institution-----  -----Department-----  --Course or Equivalent--
-
FROM: UWC__ Colleges      CPS_____  COMPUTER SCI... 111_ INT TO CPS
(FORTRAN)
TO:   OSH__ Oshkosh       34_____  COMPUTER SCI... ____
      Non-Course Equiv (NCE): 11          DEPARTMENT ELECTIVE

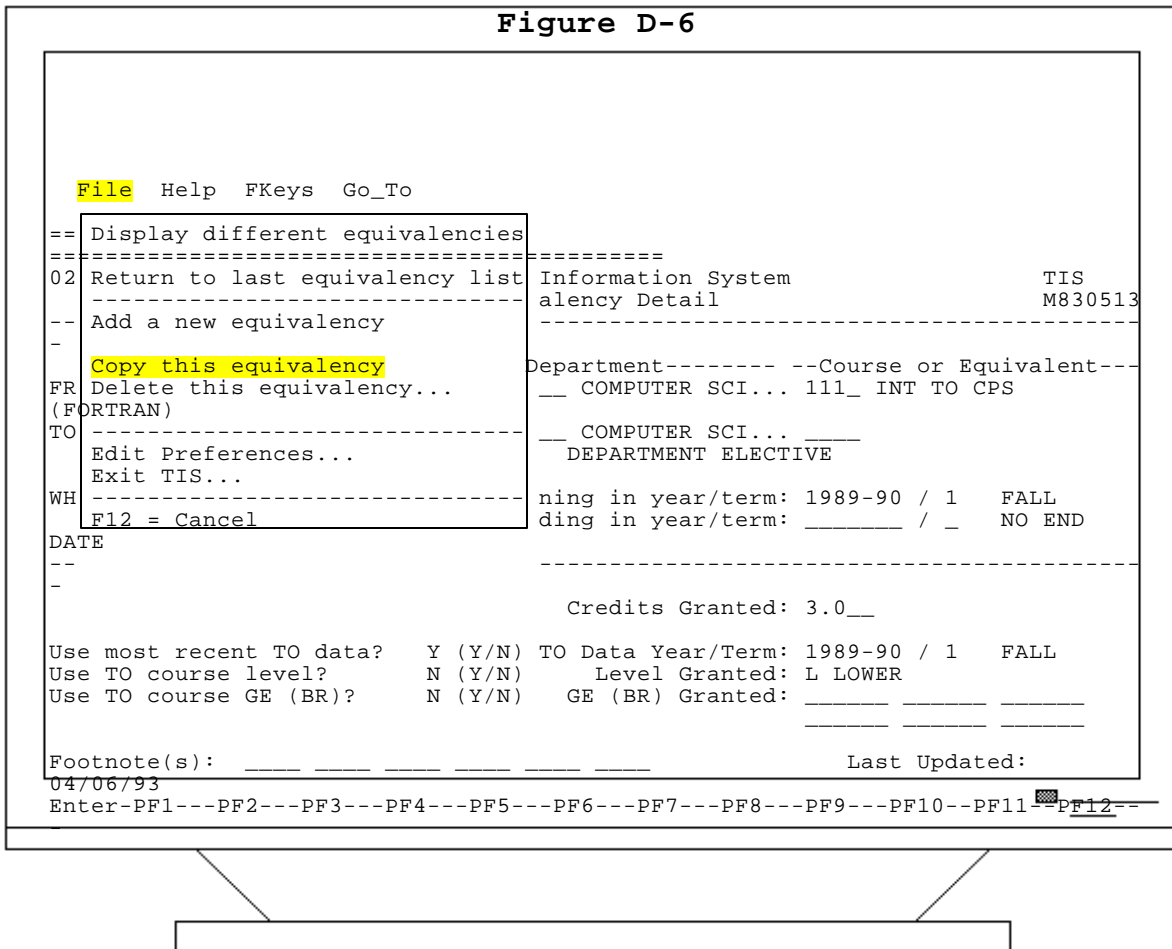
WHEN:  Equivalency effective beginning in year/term: 1989-90 / 1  FALL
                        and ending in year/term: _____ / _  NO END
DATE
-----
-
Use FROM course credits?  Y (Y/N)  Credits Granted: 3.0__
Use most recent TO data?  Y (Y/N)  TO Data Year/Term: 1989-90 / 1  FALL
Use TO course level?      N (Y/N)  Level Granted: L LOWER
Use TO course GE (BR)?    N (Y/N)  GE (BR) Granted: _____
                        _____

Footnote(s): _____  Last Updated:  _____
04/06/93
Enter PF1  PF2  PF3  PF4  PF5  PF6  PF7  PF8  PF9  PF10  PF11  PF12
  
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Figure D-6 shows how to select the "Copy this equivalency" function from the File Menu.



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Figure D-7 shows the change to From Course to establish the new equivalency. Other fields on the new equivalency can also be updated.

Figure D-7

```

File  Help  FKeys  Go_To

=====
=
02/22/95                Transfer Information System                TIS
                        Equivalency Detail                    M830513
-----
-
  ----Institution-----  -----Department-----  --Course or Equivalent--
-
FROM: UWC__ Colleges      CPS_____  COMPUTER SCI...  113_  INT TO CPS(FORTRAN)
TO:   OSH__ Oshkosh       34_____  COMPUTER SCI...  _____
      Non-Course Equiv (NCE): 11          DEPARTMENT ELECTIVE

WHEN:  Equivalency effective beginning in year/term: 1989-90 / 1  FALL
        and ending in year/term: _____ / _  NO END
DATE
-----
-
Use FROM course credits?  Y (Y/N)  Credits Granted: 3.0__
Use most recent TO data?  Y (Y/N)  TO Data Year/Term: 1989-90 / 1  FALL
Use TO course level?     N (Y/N)  Level Granted: L LOWER
Use TO course GE (BR)?   N (Y/N)  GE (BR) Granted: _____
                                                _____
Footnote(s): _____  Last Updated:
04/06/93
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
  
```

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Figure D-8 shows that the new equivalency has been added to the data base.

