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E. How to Update an Equivalency

This function may be used to update existing equivalencies. It is used to change one or more characteristics of an already established equivalency. Updates may only be done to equivalencies for your institution (i.e. where your institution is the To Institution).

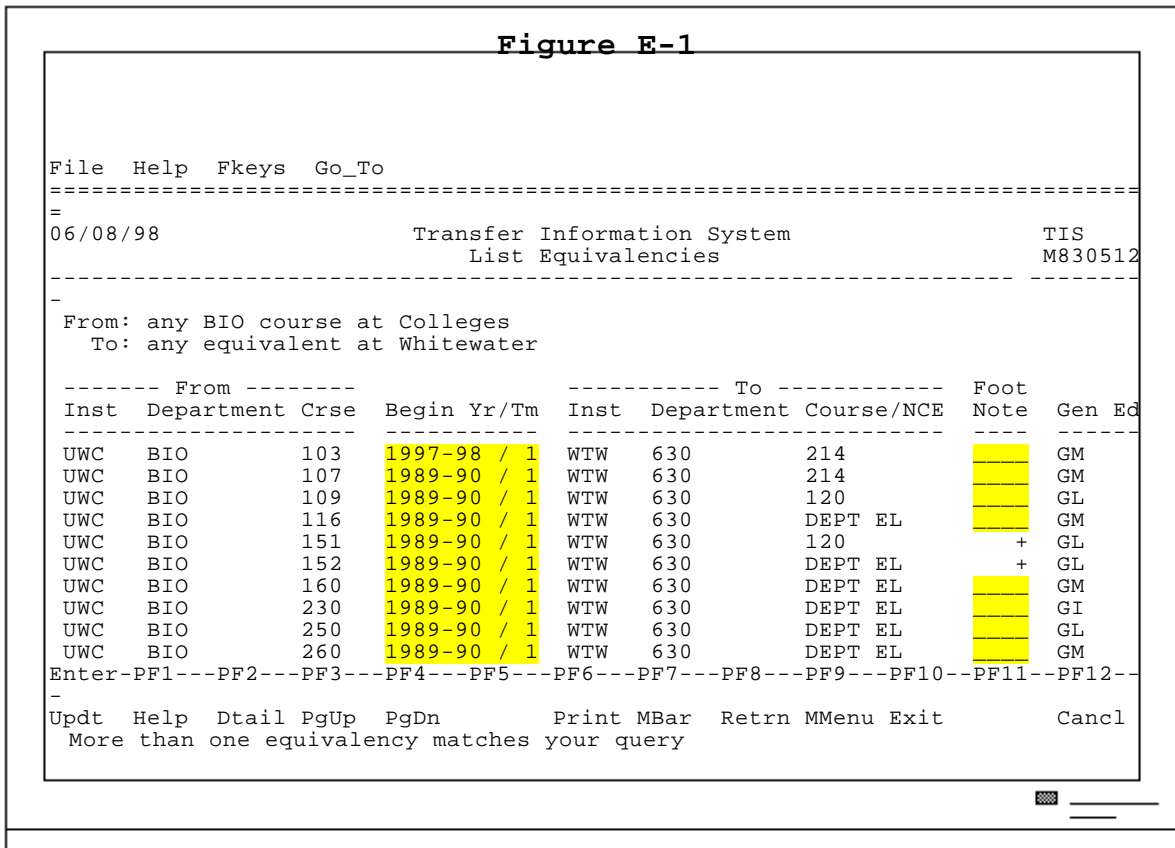
The following steps are recommended to update an equivalency record:

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 and/or the "Equivalency List" screen to retrieve the equivalency you want to update. (Refer to "How to Search for Equivalencies" [Sect. C] for help in retrieving equivalencies.)
3. On the "Equivalency List" screen you may only update the Begin Year/Term field and/or the Footnote field (Figure E-1). (On a color monitor, these fields will be displayed in a different color. On a monochrome monitor, updatable fields are highlighted.)
4. On the "Equivalency Detail" screen you may update most of the fields on the screen (Figure E-2). (On a color monitor, these fields will be displayed in a different color. On a monochrome monitor, updatable fields are highlighted.)
5. To update the fields, enter (or reenter) information in the appropriate field or select the correct information from the HELP list. (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.)
6. Press ENTER to update the equivalency. The message "The database has been updated" at the bottom of the screen that indicates that the update is complete (Figure E-3).

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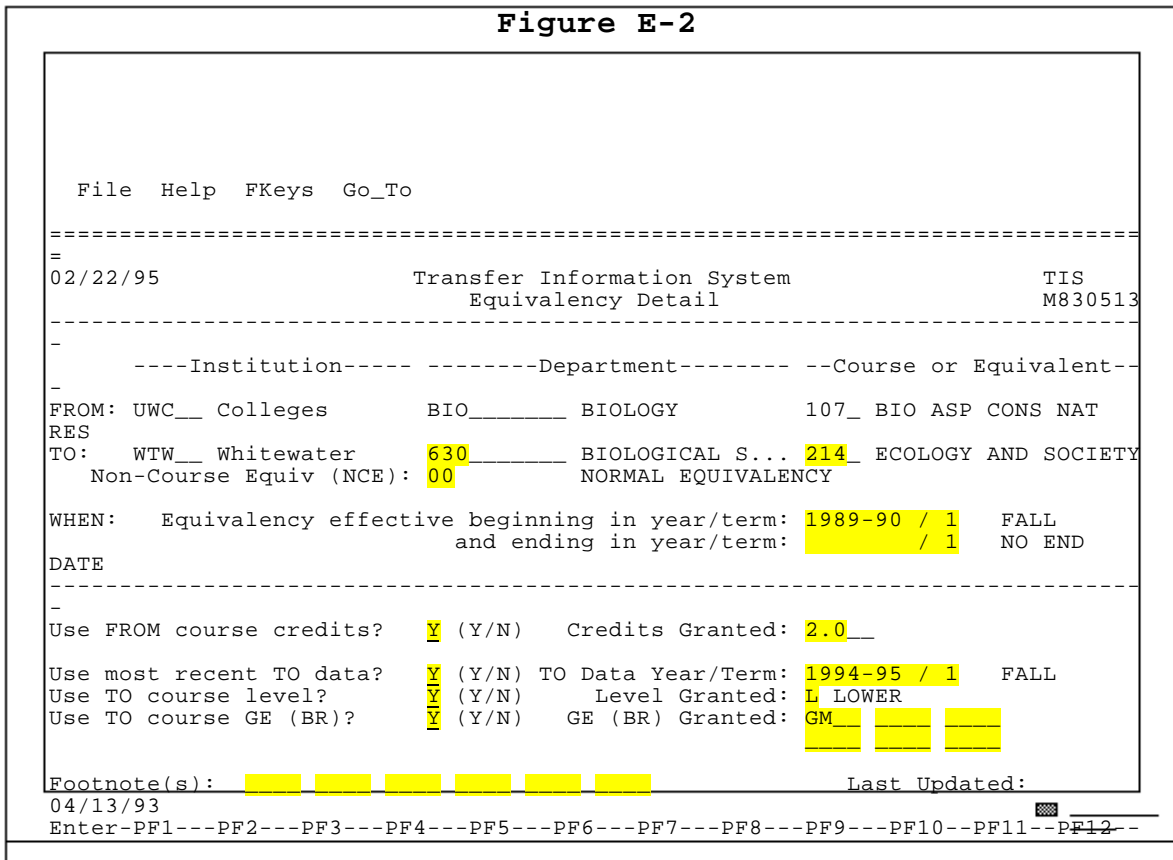
FIGURES E-1 THROUGH E-3 SHOW HOW TO UPDATE THE EQUIVALENCY FOR UW COLLEGES BIO 107 AT UW-WHITEWATER:

Figure E-1 shows a list of equivalencies for UW Colleges BIO courses. Note that Begin Yr/Tm and Footnote fields are updatable on this screen.



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Figure E-2 shows the "Detail Equivalency" screen for UW Colleges course BIO 107 to UW-Whitewater before the update. The updatable fields on this screen are highlighted.



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Figure E-3 shows that a footnote has been added to the equivalency and that the data base has been updated.

Figure E-3

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File  Help  FKeys  Go_To

=====
=
02/22/95                Transfer Information System                TIS
                        Equivalency Detail                    M83051B
-----
-
  ----Institution-----  -----Department-----  --Course or Equivalent--
-
FROM: UWC__ Colleges      BIO_____ BIOLOGY                107_ BIO ASP CONS NAT
RES
TO:   WTW__ Whitewater    630_____ BIOLOGICAL S... 214_ ECOLOGY AND SOCIETY
      Non-Course Equiv (NCE): 00          NORMAL EQUIVALENCY

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: 2.0__
Use most recent TO data?  Y (Y/N)  TO Data Year/Term: 1994-95 / 1  FALL
Use TO course level?     Y (Y/N)  Level Granted: L LOWER
Use TO course GE (BR)?   Y (Y/N)  GE (BR) Granted: GM_____
                        _____
Footnote(s):  8                               Last Updated:
02/22/95
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
  
```