

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	AS 009 (formerly AS 16)
Procedure Title:	Transfer Course Posting/Processing Procedure

1. PURPOSE:
 - 1.1 Ensure quality and timely incoming transcript posting/processing. To ensure the academic quality of any course work or credit recorded on the NVC transcript.
2. PROCEDURE STATEMENT
 - 2.1 Official Transcripts are submitted one of two ways: paper or electronically
 - 2.1.1 Student submits official transcript – paper copy:
 - 2.1.1.1 NVC updates student record to reflect receipt of paper transcript.
 - 2.1.1.2 NVC scans transcript into the Banner Document Management system (BDM).
 - 2.1.1.3 Information Technology uploads the transcript from BDM to the Banner student record.
 - 2.1.1.4 NVC ends relevant transcript holds
 - 2.1.2 Student submits official transcript - electronic version
 - 2.1.2.1 CSI Transcript downloads into Banner student information system
 - 2.1.2.2 CSI updates student record to reflect receipt of electronic transcript.
 - 2.1.2.3 CSI ends relevant transcript holds
 - 2.2 CSI reviews transcript
 - 2.2.1 Paper transcripts – via BDM
 - 2.2.2 Electronic transcripts – via SHAEDIS Banner table
 - 2.3 CSI uses the following college approved resources to post/process existing course equivalencies
 - 2.3.1 Texas Common Course Numbering System (TCCNS)
 - 2.3.2 College Equivalency Data Base (SHATATR – previously equated courses data-base)
 - 2.4 Courses not found in the above systems are sent to relevant NVC Faculty Chairs for evaluation (see NVC Procedure AS 010 Transfer Course Equivalency Evaluation).

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy:	N/A
Relevant SACSCOC Documents:	SACSCOC Standard 10.7 Awarding Credit NVC/CSI Service Level NVC Procedure AS 010 Transfer Course Equivalency Evaluation
Originating Unit:	Academic Success (w/consultation of Student Success)
Maintenance Unit:	Vice President of Academic Success
Implementation Date:	June 27, 2016
Revision Date:	May 2017, June 2021