

Step 3: Enter the Course Information (Substituting a Transfer Course/TFR)

The screenshot shows a web form for entering course information. At the top, there are fields for 'Last Name', 'EmpId', and 'First Name'. Below these are 'Applied for degree: N' and 'Degree Term'. The main form area has several sections:

- Section 1:** 'Required Course Title' and 'Required Course Prefix and Number'.
- Section 2:** 'Substitute Course Prefix and Number on DPR' and 'Substitute Course Title on DPR'.
- Section 3:** A radio button labeled 'Transfer course from accredited institution' (selected) and another labeled 'Course taken at USM'.
- Section 4:** 'Transfer course', 'Transfer subject', 'Transfer course number', and 'Title'.
- Section 5:** A radio button labeled 'Course taken at USM' (selected) and another labeled 'Transfer course from accredited institution'.

1

Required Course Prefix and Number, Required Course Title

This is the information of the course required on the degree plan, i.e. the course the student does not need to take because you are requesting a substitute course.

2

Substitute Course Prefix and Number on DPR, Substitute Course Title on DPR

This is the name of the course you'd like to use to replace the element USM assigns this name to the transfer course on the degree plan and the federal accreditation column and DPR. Often this is something like BSC 701AAA TFR Science Elective or THE 701273 TFR Dramatic Makeup, other times it will be a USM course number and title.

3

Select Transfer course from accredited institution

This will open up additional information about the transfer course, including the name of the transfer institution.

4

Transfer subject, Transfer course number, Title

This is the name of the course at the transfer institution, i.e. what the transfer school calls their course. This information is available in the left columns of the transfer credit evaluation.

5

Indicate Whether the Course Was Taken Prior To USM Enrollment

