

Granting Credit by Exam

Students have the option of satisfying course requirements by examination. You can process test credit in a manner similar to transfer course credit. You can articulate the test credit to any term in which the student is active (that is, the student has a valid term activation) and can associate the test credit with any active class in the course catalog. These instructions will guide you through this process.

1.	1. Navigate to the Records and Enrollment > Transfer Credit Evaluation > Test Credits -	Manual						
2.	2. If the student has test credit of any kind, search for an existing record. On the Find an Existing Value page, enter the credit by exam data and click Search	Test Credits - Manual Eind an Existing Value Add a New Value						
	If you receive the message, "no matching values found" click the Add a New Value tab. On the Add a New Value page, enter the following information: • In ID, enter the student's CSUB ID • In Academic Career, select the academic career. • In Academic Institution, enter BKCMP • Click the Add A New Value tab. On the Add a New Value page, enter the following information: • In ID, enter the student's CSUB ID • In Academic Institution, enter BKCMP • Click the Add .	999999 lergraduate ™P Q						
3.	 On the Test Credit Entry page, enter the following information: In the Model Nbr, leave the default value In the Transcript Level box, select Official In the Academic Program box, select the appropriate academic program using the icon. In the Include in GPA check box, make sure the box is checked. IN the Articulation Term, select the appropriate term using the icon. 							
	Find Academic Career: UGRD Undergraduate Academic Institution: BKCMP Cal State Univ., Bakersfield *Model Nbr: 1 *Transcript Level: Official •	View All First 🚺 1 of 1 🕨 L 🛨 [
	Target Information *Academic Program: UBAC UGRD - Baccalaureate Academic Plan:	Include in GPA						
	Find Vie *Articulation Term: 2118 Q Fall 2011	w All First 🚺 1 of 1 🔟 Last						



*Articulation Term: 2			Find D.G.				
*Articulation Term: 2				All First 1 of 1 last			
*Articulation Term: 2	110 00						
*0 *0 // 0/ /	*Articulation Term: 2118 Fall 2011						
<u>^Group</u> <u>^Seq#</u> <u>Statu</u>	<u>s Test ID</u>	Test Compone	nt Equivalent Subject / Catlo	<u> Nbr</u>			
Add/View Comments							
The Equivalent Course In	formation page ap	pears. In the Te	st Credit Input section.	enter the following			
information:							
• In the Test ID bo	x. select the test id	using the \bigcirc ice	าท				
 In the Component 	nt , select the test of	omponent using	the 🔍 icon				
• In the Data Sour	ce, select School.						
• In the Test Date	box, enter the date	the test was ta	ken				
• In the Test Score	box, enter the ear	ned test score.					
Test Credit Input							
Test ID:	CLEP	CLEP					
Component:	CL02	CLEP Calcu	lus	70.00			
Data Source:	School	•	Test Score:	79.00			
Test Date:	11/15/2011		Percentile:				
 In the Equivalent Course section, enter the following information: In the Course ID box, select the course id using the icon. The Course ID is the Course ID number from the CSUB Course Catalog. The course information is brought in from the catalog. 							
In the Official Gr	ade box, select the	grade correspo	nding to the earned tes	t score using the 🔍 icon			
Click the OK							
Equivalent Course							
Course ID:	002233 O Calcul	uel					
Offer Nhr:		201					
Unite Transforred	5 000	201					
Onits fransierieu.							
Grading Scheme:		raduate Grades	Earn Credit				
Grading Basis:	Transfe	er Course Credit	Include in GPA				
Official Grade:	A Q Default	Transfer Grade	Grd Pt/Unt:				
Repeat Code:	Q		Units Att: In Prgrss				
Designation:	B4XX Q Math 1	92/201/202 audit					
	Include in FA WI						



8	On the Test Credit by Term page,						
0.	Click the button (<i>The Units Transferred gets populated</i>)						
	 Click the Post hutton (The Model Status displays Posted) 						
	• Click <u>version</u>						
	Find View All First 1 of 1 M Last						
	Academic Institution: BKCMP Cal State Univ., Bakersfield						
	Model Nbr: 1 Academic Program: URAC UCDD Receipturate						
	Admit Term: 2098 FAL 09						
	1. Click Calculate						
	Articulation Term: Posted Date: 2. Click Post + - Model Status: User:						
	Units Transferred: 0.000						
	▼ FA Weeks of Instruction Stats						
	Units Transferred: 0.000						
	Test Credits Summary						
	Units Transferred: 0.000						
9.	The test credit will display on the transcript as illustrated below:						
	Unofficial Undergradu	Unofficial Undergraduate Transcript					
	Name: Imagine Student Student ID: SSN: Birthdate:	Student ID: Birthdate:					
		5					
	Andresis Provinsi d						
	Academic Program History Program: UGRD - Baccalaureate	Course D					
	Active in Program: 2011-05-02 Major: Business Administration	CHEM 101 H ENGL 110 Y					
	Transfer Credits Accepted by Institution	GST 165A SOC 120 C					
	Transfer Credit from Bakersfield College Applied Toward UGRD - Baccalaureate Program	8					
	Summer 2010	Term Stats GPA CSUB GPA					
	Course Description Attempted Earned Grade RPT POLS B1 A G: National, State/Local 4.50 4.50 B HIST B17A History of the U.S. 4.50 4.50 C	Transfer GPA Overall GR					
	Term Stats GPA: 2.500 Earned: 9.00 Qtr Hrs: 9.00 Qpts: 22.5 Transfer GPA: 2.500 Earned: 9.00 Qtr Hrs: 9.00 Qpts: 22.5	Course D. ANTH 100 Inf					
	Test Credits	PEAK 160 Job PEAK 175					
	College Level Examination ProCLEP Calculus Larged Hours Applied: 500	6, s					
	Poginning of Undergraduate Decord	Term Stats GPA					
		Transfer GP					
	Suppor "IIIII	Overall GR					