

Tech Prep Credits Admissions Processing Guidelines

1. Former Tech Prep students must be admitted to the college prior to awarding the credit. It is recommended that the students are Quick Admitted, matriculation is necessary since displaying of Other Credits on transcript requires that they are term activated.

QRG – [Using Quick Admit](#)

- A combination of SERS information and the person's current information should be used to create Bio/Demo
 - Program/Plan information should be mapped from SERS or college source
 - Admit type should be First Year Student
 - Assign all residency of undetermined (unless new information is collected outside of SERS)
 - Ensure High School information is added to external education
2. Students are awarded Tech Prep credits through the use of the Transfer Credit Evaluation, Other Credit pages.
 3. To award credit through Other Credit

QRG – [Processing Other Credit](#)

4. **Navigate to: Records and Enrollment > Transfer Credit Evaluation > Other Credits - Manual**
5. On the Other Credit Detail page, complete the following steps:
 1. Enter the student's Academic Program and Plan
 2. Click on (check) the Include in GPA box
 3. Assign an articulation term
 4. Add a new Group and Sequence record
 5. Click on Edit Equivalent Course icon
 6. Enter the college course Subject and Catalog Number in the Other Credit field for example "GBUS 101"
 7. Enter the college course Title in the Long Description field for example "English Composition"
 8. Select "Tech Prep" from the Other Credit Type drop down.
 9. Determine equivalent course, credit, and grade
 10. Click OK to post the credit to student's transcript
6. **Service Indicator** for admissions should be applied to ensure the student cannot enroll in classes on their own for the term.
7. To prevent future term activation the college should use terms enrolled in the **Batch Term Activation** process.