

What Files Do I Need for Transfer Virginia and Where Do I Find the Content?

VCCS Colleges List – Summer 2025

InstitutionProfile – information about your college, urls for your college website, application link and deadline information, etc. For each refresh, verify information is still current.

May need to talk to your admissions office, financial aid office, marketing office for content.

Images, all three: Review for changes, if loading a new file, make sure it fits the [image specifications](#).

InstLogo

ProfileSplashImage

ProfileSliderImage

ProgramsFile – Run Query in SIS after each catalog update (once a year or twice a year if midyear changes happen). Use the Query VWSR_TRANSFER_VA_PROGRAMS_FILE. There is no date option in this file - it pulls what is currently effective in your SIS. You may need to delete rows for programs that are not available for new students (but are still effective as you let current students complete). Verify that Passport is included and that entries for UCGS show Col C UCGS, Col D Certificate, Col E Uniform Certificate of General Studies. Verify and correct the delivery modes in Col K.

SupplementaryProgramsData – Col A here uses same Program ID as Col B in ProgramsFile. Title of program is not needed in this file (program ID crossmatches). Update as needed for changes in ProgramsFile. Verify urls in Col B still active and link to correct webpage. Col C CIP Codes – Should have your SCHEV approved CIP code AND more. This feeds the Where can My Degree Transfer and Careers Where This Degree Applies. [List of CIP Codes for various VCCS programs](#) with link to nces.ed.gov list at top of file. Columns M-P should come from departments – should be in voice of faculty talking to interested students.

ProgramPlans – These are the course-by-course requirements for each of your college's programs. Each plan is a comprehensive list of items. First, view your plans in the live Transfer Virginia site – do you like the layout? All VCCS colleges should run VCCS Program Plans File Extract for SIS found in the TVA Administrative Site>Portal Information>VCCS File Extracts. Work with someone who knows the curricular changes – work in the current file and just make changes to programs as needed.

Not for VCCS - GAAP Profiles

DECourses – update with any new courses or discontinued courses (use start and end dates) – DE Liaison should have updated list.

TuitionFee – All VCCS colleges should update tuition and fees per credit for fall 2023. Your Business Office should have the new rates.

Courses – All VCCS colleges should run VCCS Courses File Extract for SIS found in the TVA Administrative Site>Portal Information>VCCS File Extracts. This pulls current course information from SIS into the format needed for upload to the portal. First three columns should be cut and pasted to make new InterVCCSEquivalency file. IF your college has any electives showing in your Equivalency files like ACC XXX or HIS 000 for a course for which you do not have a one-to-one match but will award general accounting or history credits, those must be entered into the Courses file either alphabetically or all at the end.

Equivalency files (you probably won't have all of these) – VCCS colleges should have **
New for Fall 2023, credit value from equivalency will show to student. If blank, will show value from Courses file.

****EquivalencyTest** includes AP, CLEP, IB, etc. Get updates from your CPL person or registrar. Test issuer and title must match the Master Test File list under official data file for equivalencies. AP Scores now share the same award across all 23 VCCS colleges and are reflected in this file.

****EquivalencyIndustry** includes CompTIA certifications, VA State Police Academy, etc. Get updates from your CPL person or registrar. Credential issuer and title must match the Virginia Evaluated Credentials list under [official data file for equivalencies](#).

****EquivalencyMilitary** includes military courses and occupations, not Air Force (accredited college – should be in EquivalencyTransfer). Reuse current file. Send any updates to Emily Jones-Green (ej-green@vccs.edu).

****EquivalencyTransfer** includes courses taken at Richard Bland College and 4 year colleges within VA and outside. In SIS, pull report of all transfer courses in last 12 months. Sort by institution, compare to current file, add new matches. A reciprocal file will be available for the spring refresh (takes what a 4-year awards for a VCCS course and reverses that for your use).

****InterVCCSEquivalency** is a list of VCCS courses (from your Courses file) that will be awarded between the VCCS colleges at the credit value shown in the Courses file. This file is made by copying the content in first three columns of the Course file.

Not for VCCS - EquivalencyTES is the exported file if your college uses TES for transfer matches.

Not for VCCS - SystemLevelVCCSEquivalency is the list of VCCS course matches to your college's courses.

Helpful links:

[TVA Administrative Site](#) – easier to navigate links to many items including Official Data Files, VCCS Extracts, Tracking Table

[CIP Code Lists](#)

[Transfer Virginia Staging Site](#) – the site where new content files are now uploaded, where content is tested before going live (now through October). Username pmt4tva Password J@rs0fJ@m then personal log in in upper right corner.

Melody Crenshaw – Portal Coordinator – mcrenshaw@vccs.edu Here for your questions!!

Reminder – drop in **office hours** Mondays 1 - 2 pm, Thursdays 11 - 12 N
<https://vccs.zoom.us/j/85617783818>

Data Manager Meetings Wednesdays 3 – 4 pm <https://vccs.zoom.us/j/85617783818>