VIRGINIA COMMUNITY COLLEGE SYSTEM

BUSINESS PROCESS GUIDE
TRANSFER VA COURSE FILE EXTRACT

10/27/2021

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Change Tracker

Related Documents	
Document Date	**Modifications**
2/2/21	Original Document

Process Overview

The Transfer VA Course File Extract process is a batch process that creates an output file that will be sent to the Transfer VA Portal. Each college will run their own process to extract their own data, locate the output file in their designated college server folder structure, and load the data file into the Transfer VA Portal.

This is a stand-alone process with no predecessor tasks and can be run anytime desired. The course data output from this process is not used in any other process within SIS.

Where the Data for This Process Comes From

The data for the Transfer VA Course File Extract comes from the Course Catalog and Class Data records from SIS. The Course Catalog from the Systems Office institution (SO261), Course Catalog for the institution being extracted (ex. NV280), and Class Data from the institution being extracted (ex. NV280) is used in this process.

Where the Data from This Process Goes

The data from the Transfer VA Course File Extract process is used as input for the Transfer VA Portal. Each college will be processing their own data file for Transfer VA.

Related Information

Prerequisites and Assumptions

Before you can successfully perform the Transfer VA Course File Extract, it is either required or assumed that each of the following conditions has been met:

Prerequisites and Assumptions	
Prerequisite/Assumption	**Detail**
Access to Server Files	Each user performing this process must have security access to send output files to the VCCS In/Out file structures on the server.

Related Documents

Related Documents	
Document Name	**Location or Link to Document**
None	None

Helpful Hints

There are no special or helpful hints for the Transfer VA Course File Extract process other than what has been provided to run this process.

Key Definitions

Include important definitions of business or technical terms, including acronyms which may be unfamiliar to the intended audience of this document.

Key Definitions	
Term/Acronym	**Definition**
None	None

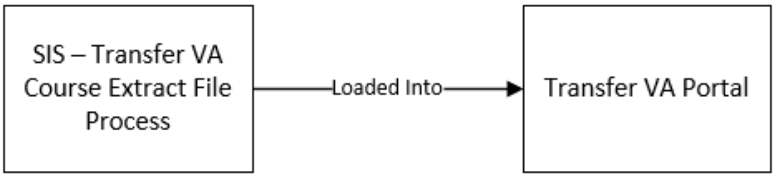
Transfer VA Course Extract File

Provide a step-by-step walk-through of the procedure. Ideally, it consists of a limited number of steps – use 15 as a guideline. You may wish to divide more complex processes into two or three procedures, which you should identify in the Process Overview section. If so, you should have two or three corresponding Procedure sections, with headings 1.0, 2.0, etc.

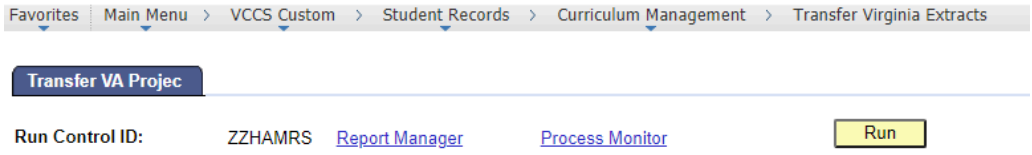
Any configuration related to this process will be present in the VCCS Configuration Guide document for this process.

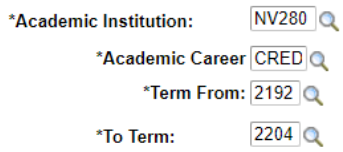
Flow Diagram of Basic Procedure

The following is the basic process flow for the Transfer VA Course File Extract process:



Step 1 Navigate to VCCS Custom > Student Records > Curriculum Management > Transfer Virginia Extracts





Step 2 Enter the following required Run Control record input parameters:

Academic Institution: - Enter the colleges institution value that is going to be extracted as part of this process.

Academic Career: - Enter the Academic Career that is part of the extract process. Typically, this should be the CRED (Credit) career but can be used for another Academic Career's if needed.

Term From: - This field represents the earliest or beginning Term that is to be used to determine the mode of instruction (ex. In Person, Online) for classes previously scheduled for a course. This can be any valid Term but typically will be within the last 1-2 years.

To Term: - This field represents the latest or ending Term that is to be used to determine the mode of instruction (ex. In Person, Online) for classes scheduled for a course. This can be any valid Term but typically will be the current Term or an upcoming Term.

NOTE: For the Term From and To Term fields on the run control there is no right or wrong values to enter. The values entered control the range of Terms that are used in the evaluation process so whether this is one term, or 6 terms is up to the user running this process to provide the desired results. For example, in 2020 most classes were offered Online but in 2019 it may have been offered In Person as well. This does not impact which courses are reported; it only impacts if that course is given the in-person and/or online designation. All active courses in your catalog at time of download are included in the file.

Step 3 Click the Run button. This process is run in SIS like all other processes and the results can be viewed in Process Monitor if desired.

Step 4 Locate the file from the predefined college specific In/Out server folders based on your user security.

Step 5 Use the file for the Transfer VA Portal process (see Transfer VA Portal instructions from the Transfer VA Team).

Notes from Transfer VA:

Here is how it works:

1. If a course was in the VCCS Master Course File in the last five years AND is in your SIS system, it is included in the file. (We do not check Active/Inactive or Able to be Scheduled)
2. The date in the “End” column, is the last semester the course was on your course schedule (offered for enrollment).
    1. If it is in the last two years, these courses will show up in your “catalog” on the portal.
    2. If it is older than two years old, these courses will not show up in your portal “catalog” but will be used to activate any equivalencies you award.

    PLEASE DO NOT DELETE THE DATES FROM THE END COLUMN.

3. In order for a student to get transfer credit, the equivalency must be in both the Course File and an equivalency file.

Steps to finish process for Transfer VA Portal…

1. Run the Course File extract.

2. Do a general review of the file to confirm that what is described above is what you are seeing.
    1. If you have questions about the file, contact the portal coordinator.
3. If the file seems as described –
    1. Please save this as your Course File and upload to the portal.
    2. Please copy the columns to your InterVCCS file columns A-C, fill in the minimum grade in column D. You can add any additional fields as appropriate. And then save and upload the InterVCCS to the FTP folder as well.



Use this icon w/box to provide Helpful Information, or a reminder of critical information. E.g. "Reminder: You can set your User Preferences to open this page directly from your home page."



Use this icon w/box to provide a Caution. E.g. "Be sure to save before you exit this page, or the data you entered will be lost."



Use this icon w/box to alert the user to Stop and Check before going further. E.g. "Stop and check. Did the correct number of sessions appear in the Session field?"

Expected Outcomes

Using this Business Process Guide, you should be able to obtain the following results:

- You are able to create a data file for the Transfer VA Portal for your college.

APPENDIX

There is no additional information for this process.

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