ATF: RSVP, Matrix Change and Resources SOP

ATF Season is year round and starts in January of each year. See the following checklist for those details:

How to send out RSVP reminders:

ATF CHATLINES HOME

ATF SEASON TASKS

- 1. Join ATF Request 0 Pending
- 2. ATF Meeting Missing RSVP [Run Weekly During ATF Season]
- 3. Approve Matrix Changes 0 Pending
- 4. Add ATF Meeting Report [Due 14 Days after ATF Meeting]
- 5. Query All ATF Reports
- 6. No Program Verification **0 Pending** [Due Feb 14, 2025]
- 7. No Show Verification **0 Pending** [Due Feb 14, 2025]

PRE-SEASON ANNUAL TASKS

- 1. Review No Program Status [Due August 15]
- 2. Membership Database Verification [Due July 15]
- 3. Review AGEC Data [Due July 15]
- 4. CEG Course Title Not Found Verification [Due July 15]

MARICOPA ADMIN

Institution Contact Index

Institution Contact Query

Institution Calendar Index

Add New IC Meeting

Edit IC Meetings

Edit Group Name/Notes

EDIT SCREENS

- 1. Request Change to Matrix
- 2. Edit/Add ATF Prefixes
- 3. Update AGEC Data
- 4. Add A New AZTransfer Contact
- 5. Update AZTransfer Contacts
- 6. Edit ATF Meeting Agenda
- 7. Edit CEG Data
- 8. Edit Password

FACILITATOR CORNER

- 1. ATF Virtual Binders
- 2. ATF Meeting Calendar
- 3. Statewide Listservs
- 4. ATF Dashboards
- 5. AZTransfer Facilitator Dashboard
- 6. RSVP Manager or RSVP Calendar
- 7. No Program Report Listed by ATF
- 8. Video Library
- 9. AZTransfer Handbook

ATF MEETING LINKS AND REPORTS

- 1. ATF Chair Links Edit Agendas
- 2. ATF Host Links

MUSIC ATF

Email All Members: AZMUSATF@ASU.EDU - Request To Join ATF

MEETINGS

September 13, 2024

VIRTUAL

10:00am - 12:00pm

RSVP

View Agenda

Audio & Visual Meeting:

https://asu.zoom.us/j/88697352413

Audio Only:

(669) 900-6833 or (646) 876-9923 Meeting Code: 886 9735 2413

RESOURCES

ATF Degree Reports

ATF Handbook

AZTransfer Award Nomination

Common Acronyms

Course Equivalency Guide

Exam Equivalency Guide

Exams for Credit Info

Matrices - Change Report

Statewide Update Presentation

Select the drop down "Your Name"

MUSIC MEETING RSVP

Date: September 13, 2024 Time: 10:00am - 12:00pm

Location: VIRTUAL Agenda: View Agenda

If you don't see your name listed in the drop down menu, please contact your institutional facilitator.

REQUEST RSVP LINK	
Your Name:	~
Request RSVP Link	

If you need to make a change to your RSVP, please contact AZTransfer staff: cien@aztransfer.com.

Updating information through the ATF Chatlines:



ATF CHATLINES HOME

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- 1. Join ATF Request 0 Pending
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- 3. Approve Matrix Changes O Pending
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- 7. No Show Verification O Pending [Due Feb 14, 2025]



PRE-SEASON ANNUAL TASKS

- 1. Review No Program Status [Completed: May 30, 2024 11:57:05 AM]
- 2. Membership Database Verification [Completed: May 30, 2024 11:57:57 AM]
- 3. Review AGEC Data [Completed: Jun 5, 2024 12:10:49 PM]
- 4. CEG Course Title Not Found Verification [Completed: Jun 3, 2024 1:05:12 PM]

MARICOPA ADMIN

Institution Contact Index Institution Contact Query Institution Calendar Index Add New IC Meeting Edit IC Meetings

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Edit Group Name/Note

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ATE MEETING LINUX AND DEBORTS

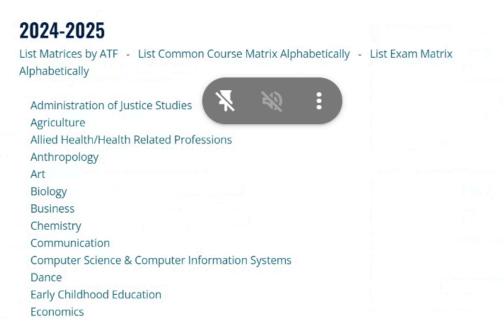
.

Logout

Select the discipline area:

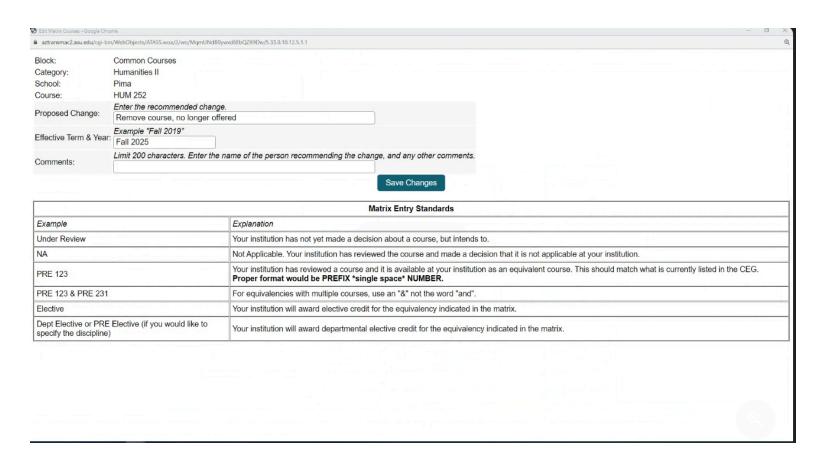
Revised 7/1/2025 For internal use only-CQI Office



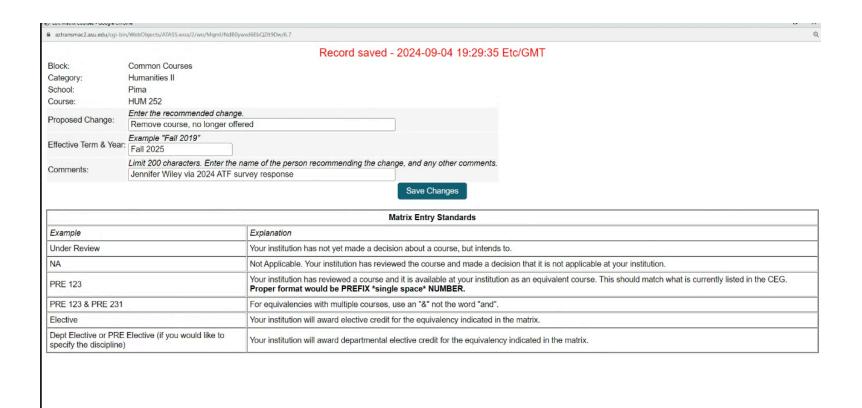


Q

Enter the proposed changes, effective term and year. In the comments add who is requesting the change such as the faculty member. Select Save Changes



Once that is done, in red at the top of the screen it will show the recorded/saved information:



During the ATF:

To make changes in the Matrix:

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ATF CHATLINES HOME

ATF SEASON TASKS

1. Join ATF Request - 0 Pending

2. ATF Meeting Missing RSVP [Run Weekly During ATF Season]

3. Approve Matrix Changes - 2 Pending

4. Add ATF Meeting Report [Due 14 Days after ATF Meeting]

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ATF MEETING LINKS AND REPORTS

1. ATF Chair Links - Edit Agendas

2. ATF Host Links

3. ATF RSVP Links

4. Meetings - RSVP By Institution

5. Meetings - RSVP By ATF Meeting

6. Meeting Host/Chair By Institution

7. Participation Report by Institution

8. Matrix Change Report

9. ATFs with No Program Status

References:

ATF from AZ Transfer Handbook and Policy Manual
Discipline Specific ATF Information from AZ Transfer Handbook and Policy Manual

Resources:

Changes to Common Course and Exam Matrices
Completing ATF Meeting Report
Facilitator Responsibilities
Facilitator Training
Facilitator Training Videos
Timelines for Processing Course Changes