

## **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 AGECEC 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 AGECEC 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](mailto: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](#)

[AZ Transfer 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”

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# 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](mailto:cien@aztransfer.com).

Updating information through the ATF Chatlines:

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## ATF CHATLINES HOME

[Logout](#)

### 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]



### EDIT SCREENS

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

### 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 AGECE Data [Completed: Jun 5, 2024 12:10:49 PM]
4. CEG Course Title Not Found Verification [Completed: Jun 3, 2024 1:05:12 PM]

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### FACILITATOR CORNER

1. ATF Virtual Binders
2. ATF Meeting Calendar
3. Statewide Listservs
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8. Video Library
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### ATF MEETING LINKS AND REPORTS

TV

Select the discipline area:

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[ABOUT](#)[DATA REPORTING](#)[TRAINING](#)[PUBLICATIONS](#)[TASK FORCES](#)[TOOLS](#)[SUMMIT](#)[LOGIN](#)[COURSE EQUIVALENCY](#)[EXAM EQUIVALENCY](#)[DUAL ENROLLMENT](#)[AGEC](#)[MAJORS & DEGREES](#)

## 2024-2025

[List Matrices by ATF](#) - [List Common Course Matrix Alphabetically](#) - [List Exam Matrix Alphabetically](#)

Administration of Justice Studies

Agriculture

Allied Health/Health Related Professions

Anthropology

Art

Biology

Business

Chemistry

Communication

Computer Science & Computer Information Systems

Dance

Early Childhood Education

Economics



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

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**Block:** Common Courses

**Category:** Humanities II

**School:** Pima

**Course:** HUM 252

**Proposed Change:** *Enter the recommended change.*  
 Remove course, no longer offered

**Effective Term & Year:** *Example "Fall 2019"*  
 Fall 2025

**Comments:** *Limit 200 characters. Enter the name of the person recommending the change, and any other comments.*

**Save Changes**

Matrix Entry Standards	
Example	Explanation
Under Review	Your institution has not yet made a decision about a course, but intends to.
NA	Not Applicable. Your institution has reviewed the course and made a decision that it is not applicable at your institution.
PRE 123	Your institution has reviewed a course and it is available at your institution as an equivalent course. This should match what is currently listed in the CEG. <b>Proper format would be PREFIX *single space* NUMBER.</b>
PRE 123 & PRE 231	For equivalencies with multiple courses, use an "&" not the word "and".
Elective	Your institution will award elective credit for the equivalency indicated in the matrix.
Dept Elective or PRE Elective (if you would like to specify the discipline)	Your institution will award departmental elective credit for the equivalency indicated in the matrix.

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

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aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/2/wo/MqmUNd80ywd5EbQZt19Dw/6.7

Record saved - 2024-09-04 19:29:35 Etc/GMT

Block: Common Courses  
 Category: Humanities II  
 School: Pima  
 Course: HUM 252

Proposed Change: *Enter the recommended change.*

Effective Term & Year: *Example "Fall 2019"*

Comments: *Limit 200 characters. Enter the name of the person recommending the change, and any other comments.*

[Save Changes](#)

Matrix Entry Standards	
Example	Explanation
Under Review	Your institution has not yet made a decision about a course, but intends to.
NA	Not Applicable. Your institution has reviewed the course and made a decision that it is not applicable at your institution.
PRE 123	Your institution has reviewed a course and it is available at your institution as an equivalent course. This should match what is currently listed in the CEG. <b>Proper format would be PREFIX *single space* NUMBER.</b>
PRE 123 & PRE 231	For equivalencies with multiple courses, use an "&" not the word "and".
Elective	Your institution will award elective credit for the equivalency indicated in the matrix.
Dept Elective or PRE Elective (if you would like to specify the discipline)	Your institution will award departmental elective credit for the equivalency indicated in the matrix.

During the ATF:

To make changes in the Matrix:

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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

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**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](#)

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