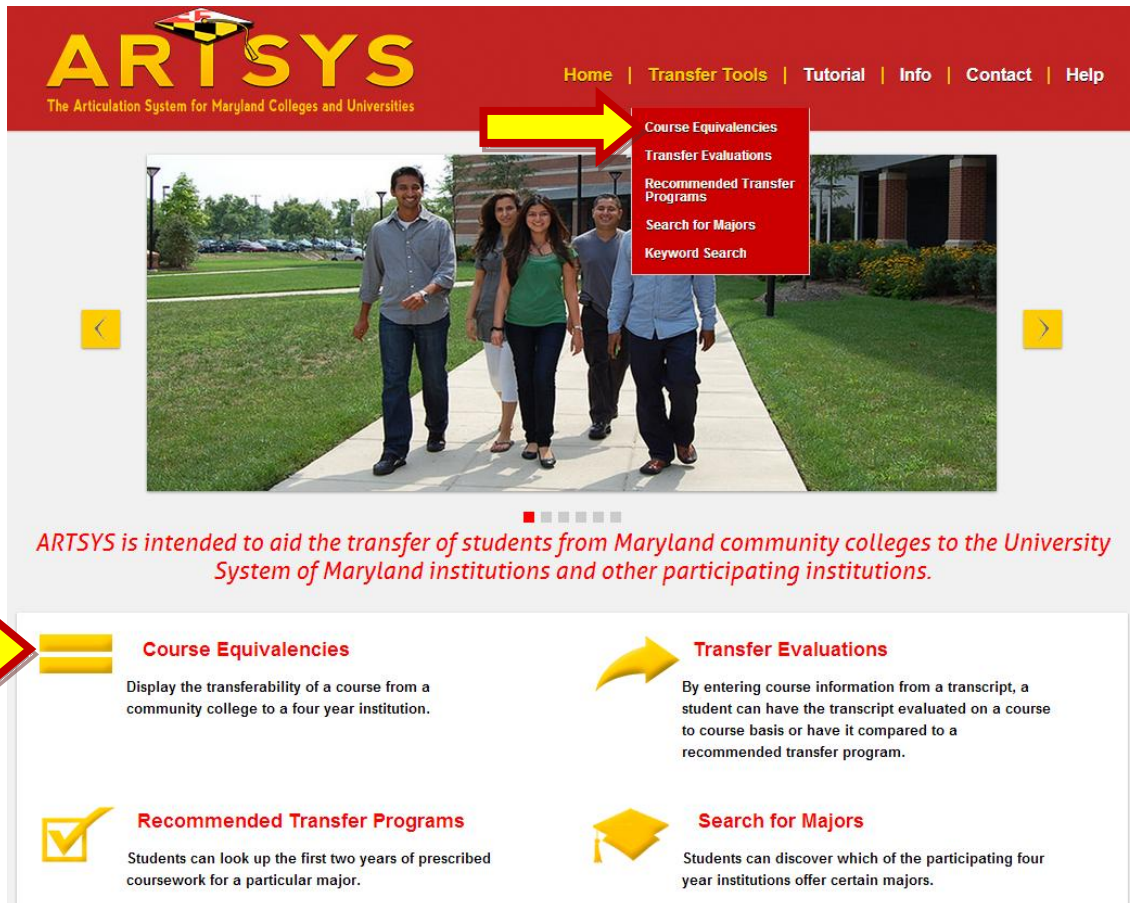# ARTSYS

Course Equivalencies

This tutorial is on using the Course Equivalency function for ARTSYS. Part One focuses on how to determine how one community college course transfers to a four-year institution.

First, from the ARTSYS homepage, choose in the "Course Equivalency" option from either the red links located towards the middle of the page or within the "Transfer Tools" pull-down menu in the upper right hand corner.

Selecting Institutions

If you have not done so previously, you will be redirected to select the institutions that will direct ARTSYS to display the appropriate course list for your intended major. With the first pull down menu titled "Transfer From Institutions", select the community college that you are currently attending.

Then, using the second pull-down menu named "Transfer To Institutions", select the four-year institution that you want to transfer to. After you have made your selections, click on the "Submit" button.

Searching for a Course

Enter the course prefix and number in the text box on the following page and hit "Enter".

ARTSYS displays the results of your search on the following screen. When examining the information that ARTSYS provided, keep in mind that everything above the red middle line are details about the community college course and everything below the line are aspects of the evaluation that was made by the four-year institution.

Understanding the Results

In the community college section you can find the following course information:

- "**Course Evaluation**" date reflects the semester and the year that the course became active in the curriculum.

PLEASE NOTE: You may encounter a pull-down menu that indicates more than one evaluation exists for the course. This usually indicates that the course content was substantially changed which resulted in the re-evaluation of the course. In order to determine which evaluation applies to you, select the time period that includes the semester and year the course was taken.

- "**Display Syllabus**" link allows the course syllabus to be viewed as an electronic document.

- **Course title** is the full name of the course.

- **Minimum and Maximum credit** weight that the course has been awarded

- "**GenEd Area**" distinguishes if a course is designated as meeting one or more General Education areas

- **Course Status** specifies if the course is actively being taught in the curriculum.

- "**Repeatable for Additional Credit**" identifies if additional credits can be awarded if the course is taken again in additional semesters.

Transfer from Chesapeake College

Course Effective Summer 1987 -	
Course ID: ENG102	**Title**: Intro to Literature
Minimum Credits: 3.00	**Maximum Credits**: 3.00
GenEd Area(s): Arts & Humanities ('96) AREA, Culture AREA	
Course Status: Active	**Repeatable for Additional Credits**: N

Understanding the Results

The information included in the four-year information area consists of the following:

- "**Evaluation Effective**" date reflects the semester and year the four-year's course evaluation became valid.

- "**Equivalency**" the courses/credits that the four-year will award as determined during course evaluation.

- "**Minimum**" and "**Maximum**" credit weight that the four-year will award for the transferred course.

- Transferability of the course indicated by a "**Y**" for "Yes", "**N**" for "No", and "**P**" for "Pending Evaluation."

- "**GenEd Area**" distinguishes if a course is designated as meeting one or more General Education areas.

Transfer to Salisbury University

Evaluation Effective Summer 1987 -

Equivalency: ENGLIT		Minimum Grade: D
Minimum Credits: 3.00	Maximum Credits: 3.00	Transferable: Y
GenEd Area(s): Group IB: Literature AREA		
LINK: ENG102 = ENGLIT (English Lit)		

There is a red button at the bottom of the screen that allows you to "Perform Another Search". The other two red buttons at the bottom of the screen "Previous Course" and "Next Course" let you navigate through courses in the ARTSYS database by displaying the succeeding or preceding class when you click on them.

Perform another search

<< Previous Course   Next Course >>

One 2-Year Institution to Many Four Year Institutions

On the "Change Institutions" page, select the institutions that will direct ARTSYS how to search for the course you are interested in. With the "Transfer From Institutions" pull-down menu, select the community college that offers the course.

With the second pull-down menu, "Transfer To Institutions", chose the "All Institutions" option.

Select 'Transfer From' and 'Transfer To' Institiution

Current Selection is Anne Arundel Community College to All Institutions

'Transfer From' Institutions

Anne Arundel Community College ▼

'Transfer To' Institutions

All Institutions ▼

Submit

By entering a community college course in the text box on the following page and then clicking on the "Go" button, you will be able to view a list of the evaluations of your community college course made by all of the participating four-year ARTSYS institutions.

Course Look Up

Anne Arundel Community College to All Institutions

Enter Course ID (example: ENG111)

ENG101   Go

Course Look Up Results

Transfer from Anne Arundel Community College

Course Effective Fall 1975 -

Course ID: ENG105	**Title:** Comp-Assisted Col Writing
Minimum Credits: 1.00	**Maximum Credits:** 1.00
GenEd Area(s):	
Course Status: *Inactive*	**Repeatable for Additional Credits:** N

Transfer to Bowie State University

Evaluation Effective Fall 1988 -

Equivalency: To Be Determined		**Minimum Grade:**
Minimum Credits: .00	**Maximum Credits:** .00	**Transferable:** P
GenEd Area(s):		

Transfer to Capitol College

Evaluation Effective Fall 1988 -

Equivalency: Not Transferable		**Minimum Grade:**
Minimum Credits: .00	**Maximum Credits:** .00	**Transferable:** N
GenEd Area(s):		

Transfer to Coppin State University

Evaluation Effective Fall 1988 -

Equivalency: Lower Level Elective		**Minimum Grade:** D
Minimum Credits: 1.00	**Maximum Credits:** 1.00	**Transferable:** Y
GenEd Area(s):		

Transfer to Frostburg State University

List All Equivalencies Option

The second way that the Course Equivalencies function can be used to conduct broader searches in the ARTSYS database is by using the "List All Equivalencies" link on the "Enter Course ID" page. But before this tool can be used, make sure that an individual community college has been selected from the "Transfer From" pull-down menu within the "Change Institutions" page. Then hit "Submit".

Select 'Transfer From' and 'Transfer To' Institiution

Current Selection is Anne Arundel Community College to Bowie State University

'Transfer From' Institutions

Anne Arundel Community College ▼

'Transfer To' Institutions

Bowie State University ▼

All Institutions
Bowie State University
Capitol College
Coppin State University
Frostburg State University
Goucher College
Hood College
McDaniel College
Morgan State University

Click on the "List All Equivalencies" link located immediately under the text box.

Course Look Up

Anne Arundel Community College to **Bowie State University**

Enter Course ID (example: ENG111)

[   ] [Go]

List all Equivalencies

List All Equivalencies Option

The following page will display five "Search Filters". Selecting one of these options will direct ARTSYS to display a list of results according to the selected identifiers:

List All Equivalencies
Anne Arundel Community College to Bowie State University

Search Filters			
☐	Active Courses only	☐	Inactive Courses only
☐	Transferable Courses only	☐	Non-Transferable Courses only
	☐ Courses evaluated for transfer only		

Search

•   "**Active Courses only**" results in a list of courses that are currently active at the community college selected for the search.

•   "**Transferable Courses only**" displays all community college courses that have been determined as transferable by the four-year institution

•   "**Inactive Courses only**" provides a list of courses in the database that are no longer being offered at the community college.

•   "**Non-Transferable Courses only**" returns a list of courses that the four-year has determined will not be accepted by their institution in transfer.

•   "**Courses Evaluated for Transfer only**" compiles a list of community college courses that have been evaluated by the four-year school.

List All Equivalencies Option

Let's look the results of one of these options. Select "Courses Evaluated for Transfer only" option, then click on the "Search" button located directly below the search filters.

The results are displayed in two sections. Columns that contain community college course information are located on the left side and columns that contain four-year course information are found on the right side.

Show 10 ▼ entries				Search:			
Anne Arundel Community College Information				**Bowie State University Information**			
Course ▲	Effective	Title	Credit	Evaluation Effective	Equivalence	GenEd	Credit
ACH101	Fall 1990	Intro Interior Design	4	Fall 1990	Lower Level Elective		4
ACH102	Fall 1991	Interior Design 2	4	Fall 1991	Lower Level Elective		4
ACH105	Fall 2008	Textiles and Textile Applications	3	Fall 2008	Not Transferable		0
ACH111	Fall 1967	Ach Design 1	4	Fall 1967	Not Transferable		0
ACH112	Winter 1968	Ach Design 2	3	Winter 1968	Not Transferable		0
ACH115	Fall 1995	Intro Landscape Architecture	4	Fall 1995	Not Transferable		0
ACH121	Fall 1967	Arch Mat + Meth 1	4	Fall 1967	Not Transferable		0
ACH122	Summer 1968	Arch Mat + Methods 2	3	Summer 1968	Not Transferable		0
ACH130	Fall 1995	Intro to Vectorworks	3	Fall 1995	Not Transferable		0
ACH142	Fall 1983	Mechanical	3	Fall 1983	Not Transferable		0

Showing 1 to 10 of 1,710 entries
1710 Courses Listed

First | Previous | 1 | 2 | 3 | 4 | 5 | Next | Last

The **community college data** includes these components:

• "**CourseID**" is the institutional identifier that combines the departmental prefix and number

• "**Effective Date**" reflects the semester and the year that the course became active in the curriculum.

• "**Course Title**" displays the course's name

• "**Credit**" a presents the numeric amount the course was awarded.

The **four-year data** include the following:

• "**Evaluation Effective**" date reflects the semester and year the four-year's course evaluation became valid.

• "**Equivalence**" indicates the course(s) that the four-year will award when the course is transferred.

• "**GenEd Area**" distinguishes if a course is designated as meeting one or more General Education areas.

• "**Credit**" presents the amount of credits the course was awarded.

List All Equivalencies Option

The courses displayed as a result of the Search Filters can be sorted by the terms specified in the column headers. To sort by a different column, click on the column that contains the term that you want the list to be sorted by, and the data will be resorted according to your selection. The results list indicates which column is influencing the data sort by highlighting that column.

If you have any questions about the information presented in this tutorial, please contact us at: artsys@usmd.edu.