UMKC

UNIVERSITY OF MISSOURI-KANSAS CITY   OFFICE OF REGISTRATION & RECORDS

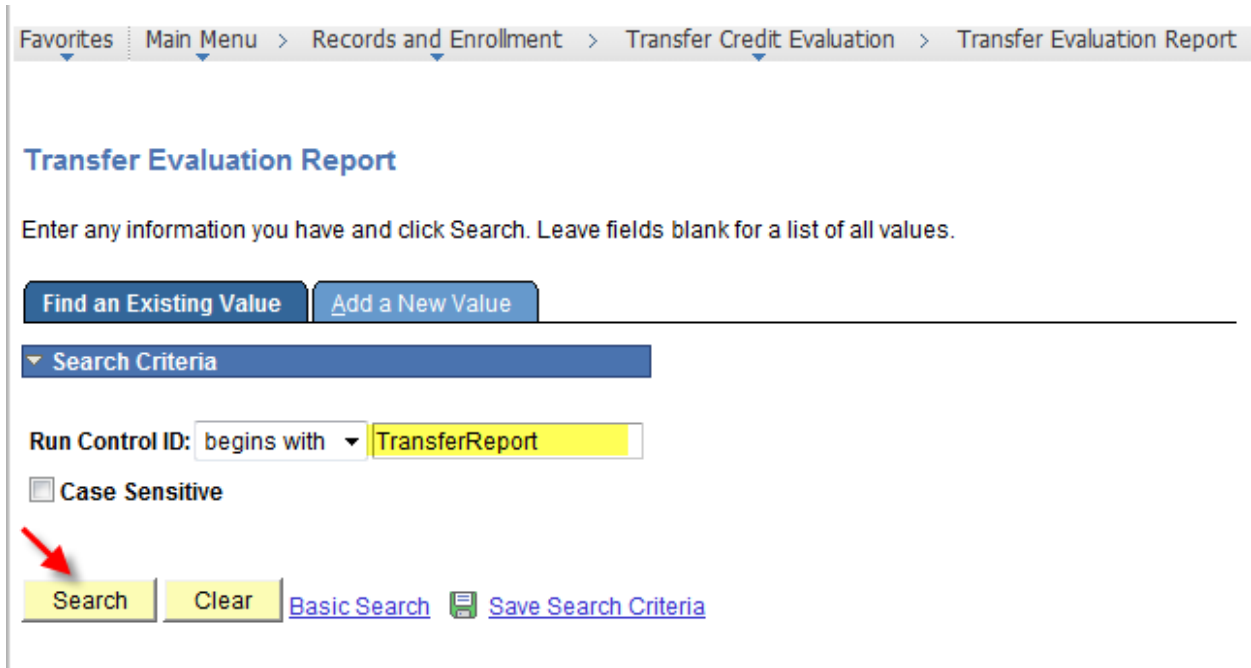# Pathway help: Transfer Evaluation Report

The transfer evaluation report is a printable report that displays all of a student's transfer credit and the UMKC equivalent course.

Path: Records and Enrollment > Transfer Credit Evaluation > Transfer Evaluation Report

1. You will need to create a "Run Control ID" the first time you use the Transfer Evaluation Report. You can name your **Run Control ID** anything you want, only you will be able to access it.
    a. Enter the desired information into the Run Control ID field (ex. TransferReport)
    b. Click the **Search** button
    c. If you have never used the Transfer Evaluation Report before, you will get a message that says "No matching values were found." That is okay, you just need to create a Run Control ID by clicking the **Add New Value** tab then click the yellow **Add** button.

2. You are now taken to the page from which you can generate a Transfer Evaluation Report for an individual student. There are two required fields that must be completed to submit the report request.
    a. You must enter an **Academic Career** UGRD for the student. Since UMKC only enters transfer credit for undergraduate students working on their first bachelors degree, you will only need to run this report for undergraduate students.
    b. Enter the **Empl ID** (student ID number). If you know the Empl ID you can enter it directly into the box, if not, you can search for it using the magnifying glass.
3. Once you have the **Academic Career** and **Empl ID** entered you are ready to print the report. Click the **Submit** button in the upper-right-hand corner of the page.

Evaluation Reports

User ID: TSTADV01   Run Control ID: TransferReport   Process Monitor   Submit

Selection Criteria

*Academic Institution: KCITY   Univ of Missouri - Kansas City

Academic Career:

Academic Program:

Academic Plan:

Filter Options

*Posted Status: All

Articulation Term:

Sort Order   **Selection Criteria**

Order by: Name   Empl ID:

Batch Procssing

Batch Run: ☐

Output Options

Route print directly to printer: ☑   UM Printer:
Print Name & Addr Page: ☐

Save   Add   Update/Display

4. If you have correctly entered all of the information, you will get a pop-up window indicating: "Report Successfully Submitted." Click the OK button.
5. The Transfer Evaluation Report will print on the InfoPrint printer you have designated in your **Set up SACR > User Defaults**
6. You can now enter a different studen'ts Empl ID to print additional Transfer Evaluation Reports.