# Automation of Transfer of Credit (Exemption) Requests Student User Manual



**CREATED: July 2015** 

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# INTRODUCTION

The automation of the Transfer of Credit (Exemption) application process using ACSIS has been developed to facilitate the submission of exemptions for students. The launch of this application took place January 2015 for the Winter 2015 Academic Term.

This document outlines the steps that you must follow when submitting internal and external exemption requests on ACSIS.

### Email Address on File

If your student profile does not have an email address, you will receive a warning message to add an email address by editing your student profile on ACSIS. You will be prevented from applying for an exemption until you have added an email address on file.

#### Who can use this application?

Students who have a returning or a paid/confirmed status or have been registered can use this application.

#### **Grades Not Accepted**

When requesting an exemption for a basis course with one of the following grades you will not be able to submit your request.

- EX, F, W, AU, FSP, AG, MB, N, NSC, SC,
- IA+, IA, IA-, IB+, IB, IB-,
- IC+, IC, IC-, ID+, ID, ID-, IF, IP

#### Acceptable Method of Payment

When requesting an external exemption you must pay an external exemption fee using a credit card. If you do not have a credit card, you may purchase a pre-paid credit card at any number of retail stores.

# **REQUEST FOR TRANSFER OF CREDIT (EXEMPTION)**

### <u>STUDENT APPLICATION PROCESS</u>

The following outlines the procedures and screens you will go through when applying for an exemption.

## Launching the Transfer of Credit Application

Log onto ACSIS using this link: https://acsis.algonguincollege.com/students/. At the ACSIS login screen, type your Student Number and STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP Password and click on Login.



ACSIS displays the menu selection screen. From the COURSES section, select Transfer of Credit (Woodroffe Only) \*New\*.

ACCOUNT	WELCOME TO THE ALGONQUIN COLLEGE STUDENT INFORMATION SYSTEM (ACSIS)
Profile Change Password	You have successfully logged into the Algonquin College Student Information System (ACSIS).
Encumbrances	The Algonguin College Student Information System (ACS2S) is a 100% web-based, secure, convenient, and up-to-date
Locker Assignment	collection of your academic data. It simplifies your timetable, grade, and financial management, optimizing your time and
Account Balance	helping you plan.
Network Account Info	
Download Forms	Tuition Fees Due Dates (for most programs)
Order Transcripts	ration reco due dates (tor most programs)
Print Tax Forms	Fall Term - June 30
FINANCIAL AID	Winter Term - November 15     Spring Term - April 1
Fee Deferment Appl.	
Apply for Bursary	
Bursary Appl. Status	Please check http://www.akoonguincollege.com/RegistrarsOffice for Important Dates for the full academic
PROGRAMS	year.
View Program Status	
Book Assessment [unavailable]	
Apply for Co-op	
Digital Resource Portal	
COURSES	
View TimeTable	
View Grades	
Gen. Ed. or Program Electives	
Drop/Add/Transfer	/
View GPA	
Transfer Of Credit/Exemption ( (Woodroffs Only) =New*	•
Course Eval	

ACSIS displays the "Transfer of Academic Credit (Exemption)" information screen, select the type of exemption Internal or External and click on Click Here to Read the Procedures Before Continuing.

The two options below are greyed out. You will not be able to move forward until you access the "Procedure" page. You will only be prompted to read the "Procedure" page the first time you log onto the Transfer of Credit application and every 30 days thereafter. See Appendix A for content of this screen capture.

#### APPLY FOR A TRANSFER OF ACADEMIC CREDIT (EXEMPTION) Internal Transfer of Credit (Exemption) - For Studies Completed at Algonquin

Inscense intrastice as useful tractingues. Intel Statistic Campielda 14 Approximities The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to course, this allows students to receive an inter transfer of order for identical or equivalent College courses when entering another program of table, toinmaly, only the courses completed dumg the tast the College systems with encodimited for transfer of order, excluding Campier Discover with have no time restriction. For detailed information refer to policy A009 – Transfer of Academic Credit (Identia).

#### External Transfer of Credit (Exemption) - For Studies Completed at Other Institutions

Exerchain transfer of vectors decompositions - the develop development as functions the College will work denote of creating to induce the consumers and vector insolute/users on the basis that the learning outcomes are equivalent and current to the counters within their program of adup, here only those constract completed during the lath (c) system with the considered for transfer of credit, accounding General Biectows which have no time restrictions. A minimum grade of "C" or equivalent is required. For detailed information re transferred if Academic Coder (Clearnal), here to processing, eich applications must be appointed by an o transferred, course outline and a payment of \$10.00 per external course credit requested (non-refundable). ust be supported by an officia

#### Special Note for International Students

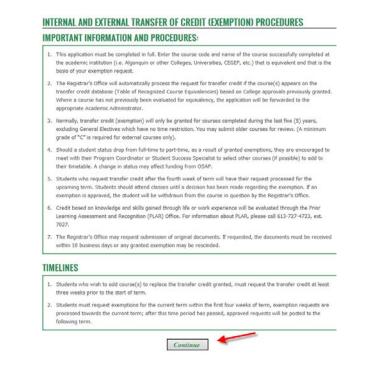
plications for transfer of international credits may require a third party assessment. It is not insfer. The suggested organizations for assessment are World Education Services or Interna polications for transfer of inte nal Credential Ass Services of Canada.

Should you have any questions, please visit our FAQs site or contact us via email at askus@algonquincollege.com or by telephone at 613-727-0002 or using our toll-free no. at 1-800-565-4723.

#### To apply for a Transfer of Credit (Exemption), select one of the following:



ACSIS displays the following procedures, please read the procedures and press **Continue** when done. See Appendix A for content of this screen capture.



Pressing Continue brings you back to the previous page and the two options become active.

To apply for a Transfer o	of Credit (Exemption), select one of the	following:
Internal Exemption		
○ External Exemption		
Γ	Click Here to Read the Procedures Bo	efore Continuing
Proceed with Exem	ption Application	Do Not Proceed and Exit

The system auto-populates the *"Term, Program no., Program Name and Program Level"* fields based on the program selection you made:

Please select the term	2014W 🔻 0336X 👻
Program Name	Computer Programmer
Program Level	2

#### **Internal Exemption Application**

Pressing the "*Proceed with Exemption Application*" button enables you to enter an exemption request; pressing the "*Do Not Proceed and Exit*" button brings you back to the main ACSIS screen. Make sure *Internal Exemption* is selected and click on *Proceed with Exemption Application*.

To apply for a Transfer of Credit (Exemption), select one of the following:
Internal Exemption
O External Exemption
Click Here to Read the Procedures Before Continuing
Proceed with Exemption Application Do Not Proceed and Exit

Any time you hovers over a field a description of that field is displayed.

#### INTERNAL EXEMPTION

Submit your exemption request course by course
. Select or enter all required data.
2. Click on [Save] to save the entered information.
B. Click on [Add Another Course] to enter another internal exemption.
I. Click on [Next] to review the course(s) submitted during this session.
5. Click on [Back] to return to the previous page.
i. The asterisk [*] indicates a mandatory field that must be filled in.
Please select the term 2015W 🔽 1438N 🔽
Program Name GAS - One Year - Pre-Nursing
Program Level 2
Course Type 🌯 🔍 Core 🕒 General Education
Course Number * Core Course is a mandated course that is part of your
Program of Study. General Education course covers an
Basis Course Number * Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society, <2> Civic life, <3> Social and Cultural Understanding,
Basis Course Number         Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society,           Course Date Completed         <2>Civic life, <3>Social and Cultural Understanding,           <4>Personal Understanding,
Basis Course Number *       Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society,         Course Date Completed       <2>Civic life, <3>Social and Cultural Understanding,         Course Hours Completed       <4>Personal Understanding, <5>Science and Technology.
Basis Course Number         Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society,           Course Date Completed         <2>Civic life, <3>Social and Cultural Understanding,           <4>Personal Understanding,
Basis Course Number *       Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society,         Course Date Completed       <2>Civic life, <3>Social and Cultural Understanding,         Course Hours Completed       <4>Personal Understanding, <5>Science and Technology.
Basis Course Number       Program of Study. General Education course covers an area of general interest such as: <1>Arts in Society,         Course Date Completed       <2>Social and Cultural Understanding,         Course Hours Completed       <4>Personal Understanding, <5>Science and Technology.         Grade Received
Course Number       Program of Study. General Education course covers an area of general interest such as: <1>Afts in Society,         Course Date Completed       <2>Social and Cultural Understanding,         Course Hours Completed       <4> Personal Understanding, <5> Science and Technology.         Grade Received
Course Number       Program of Study. General Education course covers an area of general interest such as: <1>Afts in Society,         Course Date Completed       <2>Social and Cultural Understanding,         Course Hours Completed       <4> Personal Understanding, <5> Science and Technology.         Grade Received

ACSIS displays the following screen. Fields with an (\*) asterisk are mandatory fields that must be completed. All other fields are auto-populated.

INTERNAL EXEMPTION	
5. Click on [Back] to return to the j 6. The asterisk [*] indicates a man	
	2 03367 💌 Programmer
Course Type * • Core	General Education
Course Number *	
Basis Course Number * Course Date Completed Course Hours Completed Grade Received	
Additional Information (Optional)	
Back Save	Add Another Course Clear Screen Hext

Select the *Term* if the exemption request is for a term other than the one listed. ACSIS autopopulates the *"Program No., Program Name and Level"* fields based on your program status (confirmed/accepted and/or registered). Select the *Course Type*. There are two possible scenarios:

Core Course: When selected, you must enter both the "Course Number" and the "Basis Course Number".

- Course Number: must be a valid course offered at the College.
- Basis Course Number: must be a course appearing on your transcript with a passing grade.

General Education Course: When selected, ACSIS auto-populates the *"Course Number"* field with GENED1; you only have to enter the Basis Couse Number. You cannot exceed more than 5 GENED exemption requests per term (i.e. GENED1, GENED2, etc.).

In the following example, "Core Course Type" was selected therefore you must type the **Course Number** you want exempted and the **Basis Course Number**, all remaining fields will be autopopulated. You can add additional information (limit of 250 characters) that will be made available to the Registrar's Office who processes exemptions and academic departmental staff who approve/deny exemptions. Click on **Save** to save the exemption request.

INTERNAL EXEMPTI	DN			
Submit your exemption	request course by course			
1. Select or enter all rec	uired data.			
2. Click on [Save] to sav	e the entered information.			
3. Click on [Add Another Course] to enter another internal exemption.				
4. Click on [Next] to review the course(s) submitted during this session.				
5. Click on [Back] to return to the previous page.				
<ol><li>The asterisk [*] indicated and the start of the s</li></ol>	ates a mandatory field that must be filled in.			
Please select the term	2014W 🔽 0336X 💌			
Program Name	Computer Programmer			
Program Level	2			
Course Type	O Core O General Education			
Course Type	O Core O General Education			
Course Number	CS12234 Systems Analysis and Design			
Basis Course Number	CST8101 K Computer Essentials			
Course Date Completed	15-Dec-2013			
Course Hours Completed	60.00			
Course Hours Completed Grade Received				

When you click on **Save**, the "Application is saved/updated successfully" message is displayed and the "Save" button is greyed out. The "Add Another Course" button is now active. You have two choices; you can add another exemption request or proceed to the "Next" step.

Back	Save	Add Another Course	Clear Screen	llext
*** Application is s	aved/updated succ	essfully.		

To add another exemption request, click on *Add Another Course*, the fields are cleared, allowing you to make another exemption request.

At any time you can clear the information in the fields by pressing the "*Clear Screen*" button. The "*Back*" button brings you back to the main page, allowing you to change from an "*Internal Exemption*" to an "*External Exemption*" request or vice versa or to exit the application.

To proceed to the next step, click on **Next**. ACSIS displays the following screen listing the exemption request(s) you submitted. You can make a change to an existing request by highlighting the exemption request and clicking the "*Back*" button or you can click on the "*Submit*" button to submit the exemption request(s). Click on **Submit** to submit your request.

erm	Program	To Be	Title	Basis	Title
		Exempte	d	Course	
2014W	0336X	GENED1	General Education Elective	GEN1957	Science Fiction
2014W	0336X	CST2234	Systems Analysis and Design	CST8101	Computer Essentials
			Your email address will here.	so alopiajoa	
				so alopiajoa	
			ir application. [Submit] buttopconfirmation e	mail will be sent	to

Scheduling and System Support

When the "*Submit*" button is clicked, an email is sent to the Registrar's Office via the <u>exemption@algonquincollege.com</u> email address.

ACSIS displays the following message. Your exemption request(s) has(have) been submitted and an email will be sent to you shorthly.

Courses have been submitted successfully	Your email address will be
Your application data was sent to: theriam@algonquincollege.	displayed here.
Back	

Clicking on the "*Back*" button indicated in the above ACSIS screen capture brings you back to the main exemption screen allowing you to submit other Internal or External exemptions.

To apply for a Transfer of	Credit (Exemption), s	elect one of th	e following:	
<ul> <li>Internal Exemption</li> <li>External Exemption</li> </ul>				
Proceed with Exemp	Click Here to Read	the Procedures I	-	eed and Exit
Troced with Exemp			2011021102	

### **Modifying or Deleting Exemption Requests**

You can modify or delete exemption requests if you have not clicked on the "Submit" button. Once the "Submit" button has been pressed you must contact the Registrar's Office to have the request changed or removed.

#### Modifying an Exemption Request

To modify an exemption request, from the ACSIS screen where your exemption requests are listed, select the *request* to be modified.

	al Exemp		> You applied to be ex	empted fro	m the following courses
Term	Program	To Be Exempted	Title	Basis Course	Title
2014W 2014W 2014W	0336	CST8276 CST8277 GENED1	Advanced Database Topics Enterprise Application Programming General Education Elective	C5T8207	Intro to Network Operating Systems Linux Operating Systems I Science Fiction
-		Back		Submit	
	Enter your u	username			
Note: O		ck on the	r application. [Submit] button, a confirmation er xom	nail will be sei	nt to:

ACSIS brings you back to the previous screen and both the "Save" and "Delete" buttons are active.

The only information you can modify is the *"Basis Course Number*". All other information is greyed out. Change the *Basis Course Number* and press *Save* to save the change.

#### INTERNAL EXEMPTION

Submit your exemption	request course by course				
1. Select or enter all re	quired data.				
2. Click on [Save] to sa	ve the entered information.				
3. Click on [Add Anothe	er Course] to enter another internal exemption.				
4. Click on [Next] to re-	view the course(s) submitted during this session.				
5. Click on [Back] to re	i. Click on [Back] to return to the previous page.				
6. The asterisk [*] indi	cates a mandatory field that must be filled in.				
Please select the term	201400 - 02352 -				
Program Name	Computer Programmer				
Program Level					
Course Type	O Core 💭 General Education				
Course Number	CST8275 Advanced Database Topics				
Basis Course Number	CST8202 Intro to Network Operating Systems				
Course Date Completed	18-Dec-201				
Course Hours Completed	60.00				
Grade Received	B				
Additional Information	this is a test				
(Optional)					
L(1) P == 100					
Save	Delete				

ACSIS displays the "Submit" screen, noting the change in the "Basis Course Number", press **Submit** to submit the exemption requests.

	0336X	Exempted CST8277		Course	
		C5T8277			
014W 0			Enterprise Application Programming	C5T8207	Linux O perating Systems I
	)336X	GENED1	General Education Elective	GEN 1957	Science Fiction
014W 0	0336X	CST8276	A dvanced Database Topics	C5T8300	Achieving Success in Changing Env
		Back		Submit	
lease en	sure to s	ubmit you	r application.		

### Deleting an Exemption Request

To delete an exemption request, from the ACSIS screen where your exemption requests are listed, select the *request* to be deleted.

014W         0336X         CST8276         Advanced Database Topics         CST8202         Intro to Network O parating Sy           014W         0336X         CST8277         Enterprise A pplication Programming         CST8207         Linux O perating Sy stems I           014W         0350X         GENED1         General Education Elective         CST8207         Sinux O perating Sy stems I	ſerm	Program		Title	Basis	Title
014W 0336 CST8277 Enterprise Application Programming CST8207 Linux Operating Systems I 014W 0366 GENED1 General Education Elective GEN1957 Science Fiction	01.41	077CV			Course	Teter to Natural Occurring Surface
014W 356X GENED1 General Education Elective GEN1957 Science Fiction			A11			
		E 1	Back		Submit	
Julian Julian			Back		Submit	

ACSIS brings you back to the previous screen and both the "*Save*" and "*Delete*" buttons are active. To delete the exemption request, click on **Delete**.

INTERNAL EXEMPTION

Submit your exemption	request course by course
1. Select or enter all rec	quired data.
2. Click on [Save] to sav	ve the entered information.
3. Click on [Add Anothe	r Course] to enter another internal exemption.
4. Click on [Next] to rev	riew the course(s) submitted during this session.
5. Click on [Back] to ret	turn to the previous page.
<ol> <li>The asterisk [*] indic</li> </ol>	ates a mandatory field that must be filled in.
Please select the term	201400 🗸 0335X 👻
Program Name	Computer Programmer
Program Level	2
Course Type	O Core 🖷 General Education
Course Number	Advanced Database Topics
Basis Course Number	CST8202 Intro to Network Operating Systems
Course Date Completed	18-Dec-2010
Course Hours Completed	60.00
Grade Received	В
Additional Information	this is a test
(O ptional)	
Save	Delete

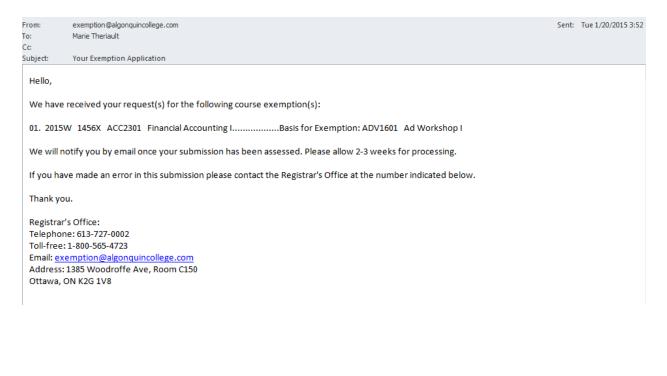
ACSIS displays the "Submit" screen, with one request removed. Press **Submit** to submit the exemption requests.

	To Be Title Basis Title
2014W 0336X GENED1 General Education Elective GEN1957 Science Fiction	Exempted Course
	CST8277 Enterprise Application Programming CST8207 Linux Operating System
Beck Submit	GENED1 General Education Elective GEN1957 Science Fiction
Place annua to submit your application	ukaris unus analization
Please ensure to submit your application. Note: Once you click on the I Submit I button, a confirmation email will be sent to:	
	And some and sector

### **Emails Sent to Students**

#### **Confirmation Email of Exemption Request**

Below is a sample copy of an email sent to you when internal exemption requests are submitted on ACSIS.



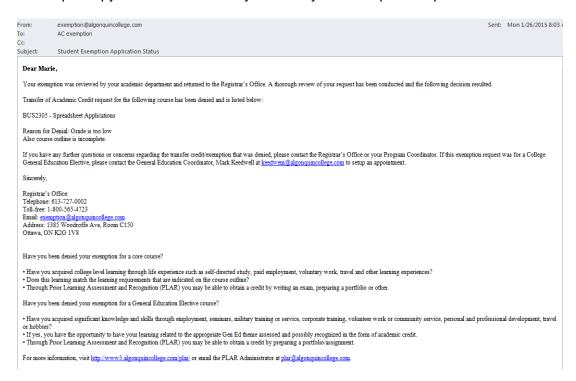
#### Email when Exemption Request is Approved

Below is a sample copy of an email sent to you when your exemption request has been approved.

j	From:	exemption@algonquincollege.com	Sent:	Mon 1/26/2015 8:03
ł	Fo:	AC exemption		
	Cc			
	Subject:	Student Exemption Application Status		
	Dear Ma	urie,		
		nption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your reques 1 and the following decision resulted.	t has	been
	Transfer o	f Academic Credit request for the following course has been granted and is listed below:		
	ACC2385	5 - Micro. Applications in Accounting		
	If you hav	ve any further questions, please contact the Registrar's Office or your Program Coordinator.		
	Sincerely,			
	Registrar'			
		e: 613-727-0002		
		1-800-565-4723		
		emption@algonquincollege.com		
		1385 Woodroffe Ave, Room C150		
	Ottawa, C	DN K2G 1V8		

#### **Email when Exemption Request is Denied**

Below is a sample copy of an email sent to you when your exemption request has been denied.



# **External Exemption Application**

Pressing "*Proceed with Exemption Application*" enables you to enter an exemption request; pressing "*Do Not Proceed and Exit*" brings you back to the main ACSIS screen. Make sure *External Exemption* is selected and click on *Proceed with Exemption Application.* 

To apply for a Transfer of	Credit (Exemption), select one of the following:
O Internal Exemption	
External Exemption	
	Click Here to Read the Procedures Before Continuing
Proceed with Exempt	ion Application Do Not Proceed and Exit

ACSIS displays the following screen. Fields with an (\*) asterisk are mandatory fields that must be completed. All other fields are auto-populated.

Program Name Program Leve	2014W ¥ 0336X ¥ Computer Programmer	
direct for the second	Core      General Education	
se an Institution (2) Basis Course Namber Basis Course Name Course Date Completed Course Hours Completed Grade Received Additional Information (Optional) alidote Information before	Honth V Year V	
uploading files anscript already on file Upload Transcript	Attachments must be in .PDF format.	Brown

Select the *Term* if the exemption request is for a term other than the one listed. ACSIS autopopulates the *"Program No., Program Name and Program Level"* fields based on what you are confirmed/accepted and/or registered into. Select the *Course Type*. There are two possible scenarios:

Core Course: When selected, you must enter both the *"Course Number"* and the *"Basis Course Number"*.

- Course Number: must be a valid course offered at the College.
- Basis Course Number: must be a course appearing on your transcript with a passing grade.

General Education Course: When selected, ACSIS auto-populates the *"Course Number"* field with GENED1; you only have to enter the *"Basis Course Number"*. You cannot exceed more than 5 GENED exemption requests per term (i.e. GENED1, GENED2, etc.).

Note: If you login and get the message displayed on the right, it means that a previous exemption request was made and not completed. You need to complete this transaction by pressing **Review and Pay**.

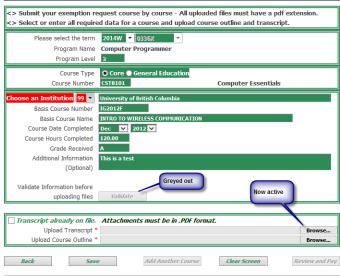
EXTERNAL EXEMPTION	
	equest course by course - All uploaded files must have a pdf extension. ed data for a course and upload course outline and transcript.
You have a payment pending	on a saved application. To complete the application, click [Review and Pay].
Please select the term	2014W 🔽 0336X 💌
Program Name	Computer Programmer
Program Level	2
Course Type	* 🔘 Core 🔘 General Education
Course Number	*

In the following example, "*Core Course Type*" is selected; therefore the following mandatory fields must be completed:

- Course Number to be exempted from
- **Choose an Institution** use the drop down list or select *"99-Other"* and type the name of the institution
- Basis Course Number
- Basis Course Name
- Course Date Completed
- Grade Received
- Not Mandatory Additional Information can be provided. You can add additional information (limit of 250 characters) that will be made available to the Registrar's Office who processes exemptions and academic departmental staff who approve/deny exemptions. Click on Validate to validate the data. Once clicked the "Uploading" section becomes active, allowing you to upload a PDF of your transcript and course outline.

	quest course by course - All uploaded files must have ad data for a course and upload course outline and tra	•
Please select the term	2014W 🔽 0336% 🔽	
Program Name	Computer Programmer	
Program Level	2	
Course Type	Core O General Education	
Course Number	CST8101 Computer Esser	itials
oose an Institution 99 🔻	University of British Columbia	
Basis Course Number	IG2012F	
Basis Course Name	INTRO TO WIRELESS COMMUNICATION	
Course Date Completed	Dec 🗸 2012 🗸	
Course Hours Completed	120.00	
Grade Received	A	
Additional Information	This is a test	
(Optional)		
	Active - must be clicked before upload section	ore moving to
Validate Information before		
uploading files	Validate	ot active yet
	Attachments must be in .PDF format.	
* Upload Transcript * Upload Course Outline		Brov
Upidad Course Outline		Brov

#### EXTERNAL EXEMPTION



If your transcript is already on file in the Registrar's Office you are not required to upload a transcript. If not on file, the transcript must be uploaded. Failure to do so, will delay the processing of your exemption request. All attachments must be in a .PDF format.

Transcript on File	Click on <i>check box</i> beside " <i>Transcript already on file</i> ". The " <i>Browse</i> " button is greyed out, therefore no upload is required.
Transcript not on File	Click on <b>Browse</b> at the "Upload Transcript" field to upload your transcript.
Course Outline	Click on <b>Browse</b> at the "Upload Course Outline" field to upload the course outline.

When all required documents have been uploaded, click on Save to save your exemption request.

Transcript already on file.	Attachments must be in .PDF format.	
Upload Transcript		Browse
Upload Course Outline	C:\MyFiles\Course Outline.pdf	Browse
Back Save	Add Another Course Clear Screen	Review and Pay

When you click on "Save", the "Application is saved/updated successfully" message is displayed, upload document fields are emptied and the "Save" button is greyed out. The "Add Another Course" and "Review and Pay" buttons become active. You have two choices; you can add another exemption request or proceed to "Review and Pay".

Transcript already on file.	Attachments must be in .PDF format.	
Upload Transcript		Browse
Upload Course Outline		Browse
Back Save	Add Another Course Clear Screen	Review and Pay
*** Application is saved/upda	ated successfully.	

To add another exemption request, click on *Add Another Course*, the fields are cleared, allowing you to make another exemption request.

At any time you can clear the information in the fields by pressing the "*Clear Screen*" button. The "*Back*" button brings you back to the main page, allowing you to change from "*Internal Exemption*" to "*External Exemption*" request or vice versa or to exit the application.

To proceed to the next step, click on **Review and Pay**. ACSIS displays the following page. You can make a change to an existing request by highlighting the exemption and clicking the "*Back*" button or you can click on the "*Pay and Submit*" button to submit your exemption request(s) and pay the required fee. Click on **Pay and Submit** to submit your application and pay the required fee.

	Prog.	Course Number	Title	Basis Course	Title	Fee
2014W	0336X	CST8101	Computer Essentials	162012F	INTRO TO WIRELESS COMMUNICATION	10.00
2014W	0336X	GENED2	General Education Elective	XG2013F	WIRELESS MOBILITY TECHNOLOGY	10.00
Once you	грау, ус	w will recen	request can be processed you must ve Confirmation Emails of your Applic			
henamo	paigonq	uincallege.c	om	Yo	our email address	will be
Amoun	t To be	paid: 20.0	0 - (Non Refundable)	-		

Scheduling and System Support

ACSIS displays the following screen. You must pay the fee before the transaction can be finalized. The payment will be added to your subledger in GeneSIS. **EXEMPTION CHECKOUT** 

Exemption	Fees	Balance
Total to be r	oaid: S	520.00

he above total includes HST. Business Number # 106699549. All prices are in CDN funds.

Proceed With Payment Cancel

### Click on Proceed with Payment.

ACSIS brings you to the "Payment" screen. You must type the following information:

- Cardholder Name as it appears
   on your credit card
- Credit Card Number
- Expiry Date (MMYY)

Click on *Pay with Your Credit Card* button to complete the transaction.

 Security Code - for Visa and Master Card it is a 3 digit code, for American Express it is a 4 digit code

	der Name ard Number	VISA 6	Enter credit car	d no.	
Expiry D	ate(MMYY)		Enter Expiry Date (M	MYY)	
the back of	Present	-digit security code on and MasterCard). For nd located on the front.		ecurity Code as displ back of your credit ca	
™ ©	th Your Credit C	Card			

Acsis Stage Payment Stage

If you enter incorrect information in the payment screen, the system displays an error message. See example below:

Review Your Order
Total Amount: CAD 20.00
Pay With Your Credit Card
Cardholder Name
testuser
Credit Card Number
Invalid credit card number
411111111111111 😑 😎 💴 📧
Expiry Date(MMYY)
1215
Security Code
Present V
CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.
5xx ()
Pay With Your Credit Card

When the payment has been processed ACSIS displays the information as indicated below.

It also brings you back to the main ACSIS screen.

If you wish to submit another exemption request, click on "*Transfer of Credit*" under the "*Courses*" section of the main ACSIS page.

An application request email and a confirmation of payment email will be sent to you. (See Email sent to Student section.)

ACCOUNT	EXEMPTION CHECKOUT
Profile	
Change Password	We have processed your payment. This is your official receipt.
Encumbrances	
Locker Assignment	Your application data and this receipt have been emailed to you for your records.
Account Balance	Please e-mail askus@algonquincollege.com if you have suggestions regarding this service.
Network Account Info	
Download Forms	Your Transaction ID is: 3777537
Order Transcripts	Your Receipt Number is: 3006084
Print Tax Forms	Promotion and a figure the products
FINANCIAL AID	Payment amount: \$10.00 Non Refundable Submission Date/Time: Tue Jan 20 15:33:49 2015
Fee Deferment Appl.	Payment Details
Apply for Bursary	Payment Details
Bursary Appl. Status	Card Type:VISA
	Card Rumber:1111
PROGRAMS	Name of Cardholder:testuser
View Program Status	Requested on: Tue Jan 20 15:33:49 2015
Book Assessment [unavailable]	The charge on your credit card will list Algonquin College as the merchant.
Apply for Co-op	This transaction was processed at https://acsis.algonguincollege.com.
Digital Resource Portal	For more information on this service, please contact the Registrar's Office at:
COURSES	Algonguin College
View TimeTable	1385 Woodroffe Ave
View Grades	Ottawa, Ontario
Gen. Ed. or Program Electives	K2G 1V8
Drop/Add/Transfer	(613) 727-0002
View GPA	askus@algonquincollege.com
Transfer Of Credit/Exemption (Woodroffe Only) "New"	Abjoriquin College considers all of your information personal and private. All information within this system is kept secure to ensure your privacy. For more information please see the Abgonguin College CircLine Privacy Policy.
Course Eval	

## **Modifying or Deleting Exemption Requests**

You can modify or delete exemption requests if you have not clicked on the "*Review and Pay*" button. Once the "*Review and Pay*" button has been pressed you must contact the Registrar's Office to have the request changed or removed.

#### Modifying an Exemption Request

To modify an exemption request, from the ACSIS screen where the exemption requests are listed, select the *request* to be modified.

Exterr	external Exemption> You applied to be exempted from the following courses					
To edit a	row	> Click	on it			
Term	Prog.	Course Number	Title	Basis Course	Title	Fee
2014W	0336Y	CST8276	Advanced Database Topics	IG2012F	WIRELESS COMMUNICATION	10.00
2014W	075ak	CST8277	Enterprise Application Programming	ABCD1234	TELECOMMUNICATION	10.00
2014	0336X	GENED1	General Education Elective	GED5300	SCIENCE OF EVERYDAY LIFE	10.00
theriam@	algonqu	incollege.com	n			
Amoun	t To be	e paid: 30.0	00 - (Non Refundable)			
		Back	Pay and Submit			

ACSIS brings you back to the previous screen and both the "Save" and "Delete" buttons are active.

The only information you can modify is the *"Basis Course"* information. All other information is greyed out. Change the *Basis Course Number* and press *Save* to save the change.

If you want to change the *"Course Number"*, you must delete the current request and type a new *"Course Number"*.

#### EXTERNAL EXEMPTION

	equest course by course - All uploaded files must have a pdf extension. ed data for a course and upload course outline and transcript.
Please select the term	2015W 🔽 0336% 👻
Program Name	Computer Programmer
Program Level	4
Course Type	• Core • General Education
Course Number	CST8276 Advanced Database Topics
Choose an Institution 02 🔻	Carleton University
Basis Course Number	IG2012F
Basis Course Name	WIRELESS COMMUNICATION
Course Date Completed	Dec 🔽 2012 🔽
Course Hours Completed	120.00 The credit hours of the course such as: 30.00.
Grade Received	A The credit hours of the course such as: 50.00.
Additional Information	This is a test
(Optional)	
Validate Information before	
	Validate
uploading files	Valuate
Transcript already on file.	Attachments must be in .PDF format.
Upload Transcript	
Upload Course Outline *	Browse
the second se	Browse

ACSIS displays the "Submit" screen, displaying the change in the "Basis Course Number", press **Pay and Submit** to pay the required fee and submit the exemption requests.

Term	Prog.	Course Number	Title	Basis Course	Title	Fee
2014W	0336X	CST8277	Enterprise Application Programming	ABCD1234	TELECOMMUNICATION	10.0
2014W	0336X	GENED1	General Education Elective	GED5300	SCIENCE OF EVERYDAY LIFE	10.0
2014W	0336X	CST8276	Advanced Database Torsa	COMP3456	WIRELESS COMMUNICATION	10.0
theriam@	algonqu	incollege.cor	77			
			00 - (Non Refundable)			

#### **Deleting an Exemption Request**

To delete an exemption request, from the ACSIS screen where the exemption requests are listed, select the *request* to be deleted.

		> Click				
Term	Prog.	Course Number	Title	Basis Course	Title	Fee
2014W	0336X	CST8277	Enterprise Application Programming	ABCD1234	TELECOMMUNICATION	10.00
2014W	0336X	GENED1	eneral Education Elective	GED5300	SCIENCE OF EVERYDAY LIFE	10.00
2014W	0336X	CST8276	Advacced Database Topics	COMP3456	WIRELESS COMMUNICATION	10.00
Note: Bes	fore y ou	ir exemption	request can be processed you must pay	r the Non Refu	ndable amount indicated below,	
Once you	грау, у	ou will rece	ive Confirmation Emails of your Applica	tion and Payme	ent Receipt sent to:	
theriam@	algonqu	iincollege.co	m			
Amoun	t To be	e paid: 30.	00 - (Non Refundable)			

ACSIS brings you back to the previous screen and both the "Save" and "Delete" buttons are active. To delete the exemption request, click on **Delete**.

EXTERNAL EXEMPTION	
	quest course by course - All uploaded files must have a pdf extension. d data for a course and upload course outline and transcript.
Please select the term Program Name Program Level	2015W V 0336X V Computer Programmer 3
Course Type Course Number	O Core General Education C578277 Enterprise Application Programming
Choose an Institution 02 Basis Course Number Basis Course Name Course Date Completed Course Hours Completed Grade Received Additional Information (Optional)	Carleton University ABCD1234 TELECOMMUNICATION Apr 2011 120.00 A This is a test
Transcript already on file. Upload Transcript Upload Course Outline	If you need to change the uploaded files, then select different files now. Browse Browse
Save	Delete

ACSIS displays the "*Pay and Submit*" screen, with one request removed. Press **Pay and Submit** to submit the exemption requests.

Term	Prog.	Course Number	Title	Basis Course	Title	Fee
2014W	0336X	GENED1	General Education Elective	GED5300	SCIENCE OF EVERYDAY LIFE	10.0
2014W	0336X	CST8276	Advanced Database Topics	COMP3456	WIRELESS COMMUNICATION	10.0
Опсе у оц	грау, у		request can be processed you must ive Confirmation Emails of your App n			
Once you theriam@	i pay, y algonqu	ou will recei incollege.com	ive Confirmation Emails of your App			

#### Click on *Proceed with Payment*.

ACSIS brings you to the *"Payment"* screen. You must type the following information:

- Cardholder Name as it appears on the credit card
- Credit Card Number
- Expiry Date (MMYY)
- Security Code for Visa and Master Card it is a 3 digit code, for American Express it is a 4 digit code

Click on *Pay with Your Credit Card* button to complete the transaction.

Review Your Order	
Total Amount: CAD 20.00	Enter name as it appears on your credit card.
Pay With Your Credit Car	rd
Cardholder Name	
Credit Card Number	Enter credit card no.
Expiry Date(MMYY)	Enter Expiry Date (MMYY)
Security Code	
CV/2 is the Vice laws for the 3-digit service under the back of the world i and Vice and MaadeeGard). American Economic 1 is 4-digits and located on the to the set of the service of the set of the s	on the back of your credit card
Pay With Your Credit Card	-
	E (Secure Sockets Layer), the leading security protocol on the internet, information is

# **Emails Sent to Students**

Below are samples of emails sent to you when external exemption requests are submitted on ACSIS.

# **Confirmation Email of Exemption Request**

From: To: Cc:	exemption@algonquincollege.com Marie Theriault	Sent:	Wed 1/21/2015 1:29
Subject:	Your Exemption Application		
Hello,			
We have r	eceived your request(s) for the following course exemption(s):		
01. 2015W	/ 1456X ACC0048 Principles of Auditing Basis for Exemption: ABCD123 GFSDFG		
We will no	tify you by email once your submission has been assessed. Please allow 2-3 weeks for processing.		
The Regist	rar's Office may request submission of original documents.		
If request	ed, the documents must be received within 10 business days or any granted exemption may be rescinded.		
If you hav	e made an error in this submission please contact the Registrar's Office at the number indicated below.		
Thank you			
Toll-free: 1 Email: <u>exe</u> Address: 1	Office: 1: 613-727-0002 1: 800-565-4723 mption@algonquincollege.com 385 Woodroffe Ave, Room C150 N K2G 1V8		

# Confirmation Email of Credit Card Payment

Your application da Please e-mail <u>askus@</u> Your Transaction Your Receipt Nur Payment amount: \$2 Submission Date/Tir	our payment. This is your official receipt. ta and this receipt have been emailed to you for your records. algonquincollege.com if you have suggestions regarding this service. ID is: 3673851				
Your application da Please e-mail <u>askus@</u> Your Transaction Your Receipt Nur Payment amount: \$2 Submission Date/Tir	ta and this receipt have been emailed to you for your records. <u>algonquincollege.com</u> if you have suggestions regarding this service. ID is: 3673851 nber is: 2976428 20.00 Non Refundable				
Please e-mail <u>askus@</u> Your Transaction Your Receipt Nur Payment amount: \$2 Submission Date/Tir	algonquincollege.com if you have suggestions regarding this service. ID is: 3673851 nber is: 2976428 20.00 Non Refundable				
Your Transaction Your Receipt Nur Payment amount: S2 Submission Date/Tir	ID is: 3673851 nber is: 2976428 20.00 Non Refundable				
Your Receipt Nur Payment amount: \$2 Submission Date/Tir	nber is: 2976428 20.00 Non Refundable				
Submission Date/Tir					
Payment Details					
Card Type:	VISA				
Card Number:	1111				
Name of Cardholder	Name of Cardholder: testuser				
Requested on:	Thu Nov 13 16:07:56 2014				
The charge on your c	redit card will list Algonquin College as the merchant.				
	processed at <u>https://acsis.algonquincollege.com</u> . on this service, please contact the Registrar's Office at:				
Algonquin College					
1385 Woodroffe Ave					
Ottawa, Ontario K2G 1V8					
(613) 727-0002					
askus@algonquincoll	lege.com				

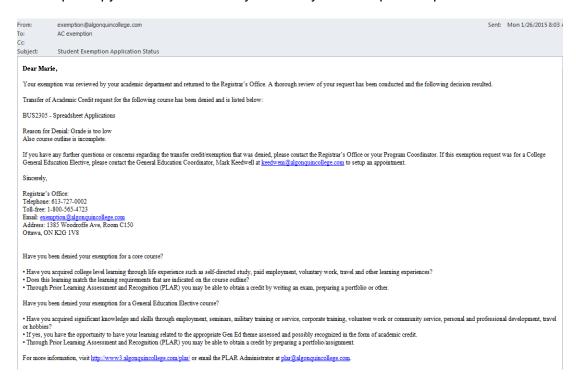
#### Email when Exemption Request is Approved

Below is a sample copy of an email sent to you when your exemption request has been approved.

From:	exemption@algonquincollege.com	Sent:	Mon 1/26/2015 8:03
To:	AC exemption		
Cc:			
Subject:	Student Exemption Application Status		
Dear N	Aarie,		
	emption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your requ ied and the following decision resulted.	est has	; been
Transfer	r of Academic Credit request for the following course has been granted and is listed below:		
ACC23	85 - Micro. Applications in Accounting		
If you h	ave any further questions, please contact the Registrar's Office or your Program Coordinator.		
Sincerel	у,		
Registra	u's Office:		
	ne: 613-727-0002		
	e: 1-800-565-4723		
	xemption@algonquincollege.com		
	s: 1385 Woodroffe Ave, Room C150		
Ottawa,	, ON K2G 1V8		

#### **Email when Exemption Request is Denied**

Below is a sample copy of an email sent to you when your exemption request has been denied.



# **APPENDIX A – CONTENT OF INSTRUCTION PAGES**

### **Content of Main Page**

# APPLY FOR A TRANSFER OF ACADEMIC CREDIT (EXEMPTION)

#### Internal Transfer of Credit (Exemption) - For Studies Completed at Algonquin

The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive an internal transfer of credit for identical or equivalent College courses when entering another program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. For detailed information refer to policy AA09 – Transfer of Academic Credit (Internal).

#### External Transfer of Credit (Exemption) - For Studies Completed at Other Institutions

The College will award transfer of credit to students for courses completed at other recognized post-secondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within their program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. A minimum grade of "C" or equivalent is required. For detailed information refer to policy AA10 – Transfer of Academic Credit (External). Prior to processing, each application must be supported by an official transcript, course outline and a payment of \$10.00 per external course credit requested (non-refundable).

#### **Special Note for International Students**

Applications for transfer of international credits may require a third party assessment. It is not a guarantee of credit transfer. The suggested organizations for assessment are World Education Services or International Credential Assessment Services of Canada.

Should you have any questions, please visit our FAQs site or contact us via email at askus@algonquincollege.com or by telephone at 613-727-0002 or using our toll-free no. at 1-800-565-4723.

#### To apply for a Transfer of Credit (Exemption), select one of the following:

- Internal Exemption
- O External Exemption

Click Here to Read the Procedures Before Continuing

Proceed with Exemption Application

Do Not Proceed and Exit

# INTERNAL AND EXTERNAL TRANSFER OF CREDIT (EXEMPTION) PROCEDURES IMPORTANT INFORMATION AND PROCEDURES:

- This application must be completed in full. Enter the course code and name of the course successfully completed at the academic institution (i.e. Algonquin or other Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request.
- The Registrar's Office will automatically process the request for transfer credit if the course(s) appears on the transfer credit database (Table of Recognized Course Equivalencies) based on College approvals previously granted. Where a course has not previously been evaluated for equivalency, the application will be forwarded to the appropriate Academic Administrator.
- Normally, transfer credit (exemption) will only be granted for courses completed during the last five (5) years, excluding General Electives which have no time restriction. You may submit older courses for review. (A minimum grade of "C" is required for external courses only).
- 4. Should a student status drop from full-time to part-time, as a result of granted exemptions, they are encouraged to meet with their Program Coordinator or Student Success Specialist to select other courses (if possible) to add to their timetable. A change in status may affect funding from OSAP.
- 5. Students who request transfer credit after the fourth week of term will have their request processed for the upcoming term. Students should attend classes until a decision has been made regarding the exemption. If an exemption is approved, the student will be withdrawn from the course in question by the Registrar's Office.
- Credit based on knowledge and skills gained through life or work experience will be evaluated through the Prior Learning Assessment and Recognition (PLAR) Office. For information about PLAR, please call 613-727-4723, ext. 7027.
- The Registrar's Office may request submission of original documents. If requested, the documents must be received within 10 business days or any granted exemption may be rescinded.

# TIMELINES

- Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit at least three weeks prior to the start of term.
- Students must request exemptions for the current term within the first four weeks of term, exemption requests are processed towards the current term; after this time period has passed, approved requests will be posted to the following term.

Continue

# **APPENDIX B – DISPLAY MESSAGES**

The following table describes messages displayed on course exemption screens. Unless the condition indicates otherwise, the message applies to both internal and external course exemptions.

No.	Condition	Message
1.	[Basis Course] text field empty.	*** The [Course Basis for Exemption] field cannot be empty.
2.	[Course Hours Completed] contains invalid data.	Course hours completed can only be between 0 and 999.99.
3.	[Course Hours] field empty.	*** The [Course Hours Completed] field cannot be empty.
4.	[Course Type] not selected.	*** Please select a Course Type.
5.	[Course] text field empty.	*** The [Course To Be Exempted] field cannot be empty.
6.	[Grade] field empty.	*** The [Grade Received] field cannot be empty.
7.	[Institution Name] field empty.	*** The [Institution Name] field cannot be empty.
8.	[Month] field empty.	*** The [Course Date Completed Month] field cannot be empty.
9.	[Month] for Course Date Completed field empty.	Select a valid month from the drop down list.
10.	[Next] button clicked with unsaved course changes on screen (from [Course Type] option and below).	*** You did not save yet Press the [Save] button to save or press the [Clear Screen] button to discard the data on screen.
11.	[Next] button clicked without any course changes, and without any saved exemptions.	*** You have not submitted any course for exemption yet.
12.	[Program Level] field contains invalid data.	Field Program Level Valid values are between 1 and 8.
13.	[Program Level] field empty	***The [Program Level] field cannot be empty.
14.	[Program] drop-down field empty.	*** The [Program] field cannot be empty.

No.	Condition	Message
15.	[Program] text field empty.	*** The [Program] field cannot be empty.
16.	[Review & Pay] button clicked before saving entered data.	You have unsaved application data please finish and press the [Save] to save or press the [ClearScreen] button before continuing.
17.	[Review & Pay] button clicked with no existing application	*** You have not submitted any course for exemption yet.
18.	[Term] field empty.	*** The [Term] field cannot be empty.
19.	[Year] field empty.	*** The [Course Date Completed Year] field cannot be empty.
20.	Attempt to save with no changes.	Nothing changed to Save.
21.	Attempted to apply for sixth GENED course exemption in a single term.	You cannot exceed more than 5 GENED courses per term.
22.	Basis Course (Internal) found.	*** The [Basis Course Number] was NOT found on your transcript; please provide the correct course number.
23.	Basis Course entered (Internal) does not qualify for exemption.	*** Cannot use a course with NO GRADE or with a grade such as [EX, F, or W].
24.	Combination of [Month] and [Year] picked in the future.	The month cannot be in the future in this year. Select an appropriate month.
25.	Combination of [Month] and [Year] picked in the future.	The year cannot be in the future. Select an appropriate year.
26.	Course exemption successfully deleted.	*** The course is deleted successfully.
27.	Course grade entered (External) missing or does not qualify for exemption.	*** Cannot use a course with NO GRADE or with a grade such as: [EX, F, or W].

No.	Condition	Message
28.	Duplicate (Internal) course exemption for same student number, term, and course number.	*** You have already submitted an exemption request for this course [Course Number] with the term [Term].
29.	Exempt course same as basis course.	*** Course number cannot be the same as the Course to be Exempted from.
30.	Failed to delete record.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
31.	Failed to save changes.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
32.	Failed to save data to database.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
33.	Failed to save record.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
34.	General database error occurred.	*** Database error contact the Registrar's Office at (613) 727- 0002.
35.	Invalid course code.	*** [Course Number] is an invalid course number. If you cannot locate the course number, check the website at: http://www3.algonquincollege.com/future-students/fulltime/ and enter the proper course number or contact the Registrar's Office at (613) 727-0002.
36.	Invalid program code.	*** [Program Code] is an invalid program. If you cannot locate the program code, check the website at: http://www3.algonquincollege.com/future-students/fulltime/ and enter the first 5 characters of the Program Code or contact the Registrar's Office at (613) 727-0002. Example: [Program Code] = [1111X]
37.	Network not available.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
38.	No active term available.	No Active Term available; please contact the Registrar's Office for term availability periods.
39.	No course outline specified.	*** The [Course Outline File] field cannot be empty.
40.	No Institution.	*** Please select or type the Institution name.

No.	Condition	Message
41.	No program picked from drop-down list.	*** Please Choose a Program.
42.	No transcript specified.	*** The [Transcript File] field cannot be empty.
43.	PDF file creation error.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
44.	PDF file successfully created.	Your exemption request for [Course Number] has been successfully submitted.
45.	Program drop-down list contains no programs.	*** There is no program to select from.
46.	Record already saved.	You already saved this record.
47.	Record saved successfully.	*** Application is saved/updated successfully.
48.	Selected Core course type, and entered one of the following course codes: GED0011, GED0012, GED0013, GED0014 or GED0015.	Course Number must NOT be either one of the following: GED0011, GED0012, GED0013, GED0014 or GED0015.
49.	Student data not found.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
50.	Student data not found.	There is no student information on database.
51.	Student has no email address.	You currently do not have an email address on your profile. To continue please add an email address on your profile using ACSIS.
52.	Table creation error.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.