Online Transfer Credit (TC) Assessment Process using Nolij

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Outline

- Overview of TC at Ryerson
  - Past paper process
  - New DMS (Nolij) workflow
  - Live Demonstration
  - Paper vs electronic process
- Training faculty designates
- Getting the buy-in
- Implementation
- Q & A

Transfer Credits at Ryerson

- 20,000+ TC applications annually
  - Excluding block transfer
- Centralized – application and processing
- Decentralized – evaluation at department level
- Students apply for TCs with an offer of admission
- Processing and evaluation after offer is accepted
- Encourage students to apply ASAP – soft deadlines
- No fee to apply in the first year – April 1

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Student Application Process

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Student Application Process: Program

Student Application Process: Previous Institution

Student Application Process: Previous Education

Evaluate My Transfer Credit

Course Details

[1]—[2]—[3]—[4]

[?] Course Details Help

Complete 1 row for each final or in progress course you are applying for Transfer Credit.

Use the magnifying glasses to select course codes that match your transcript. Convert numeric grades to alpha grades; choose IP for courses in progress.

If you do not find a matching course code subject/number, email tcredits@ryerson.ca the missing information - include institution, course code and title. Eligible course(s) will be updated and you can return to submit remaining application(s).

Minimum grade of 'C-' from a University and 'B-' from a College is required for Transfer Credit consideration.

	*Year Course Completed	*Term Course Completed	*Course Code Subject Area	*Course Code Number	*Grade	
1	2012	FALL	PHILOSO	211	A	Delete
2	2013	FALL	ZOOLOG	544	A	Delete
3						Delete
4						Delete
5						Delete
6						Delete
7						Delete
8						Delete
9						Delete
10						Delete

Add Another Course

I affirm that this application is accurate and I accept that, if I am a returning student, my application is subject to a Transfer Credit Late Fee.

SUBMIT

PREVIOUS

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Student Application Process: Results

Evaluate My Transfer Credit

Unofficial Transfer Credit Results

1—2—3—4

04/16/2015
10:16:30PM

Current Ryerson undergraduate students - your applications will be processed within 5 business days. An acknowledgement will be sent to your Ryerson email confirming your applications have been processed and official results are available on your Transfer Credit Report.

Newly admitted students for the upcoming Fall term - your applications will be processed in May. Until then no results will appear on your Transfer Credit Report.

No Rule status - upload detailed course outline(s) only **after** your applications have been processed, for faculty evaluation. Visit ryerson.ca/transfercredits for course outline requirements, submission instructions, and deadlines.

Note: Courses completed over 10 years ago require individual faculty evaluation. Wait until your applications are processed and use the link in your acknowledgement email to upload the original course outline for evaluation.

Group	External Course	Grade In	Status	Internal Equivalent	Units Transferred	Grade
1	PHILOSOP 211	A	Accepted, pending validation	PHL 708	1.000	CRT
2	ZOOLOGY 544	A	No Rule			

VIEW TRANSFER EQUIVALENCY DETAILS

EVALUATE MORE COURSES

Return to My Academics

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Overview of Past Paper Process

Ryerson University Transfer Credit Process – Workflow Prior to Nolij
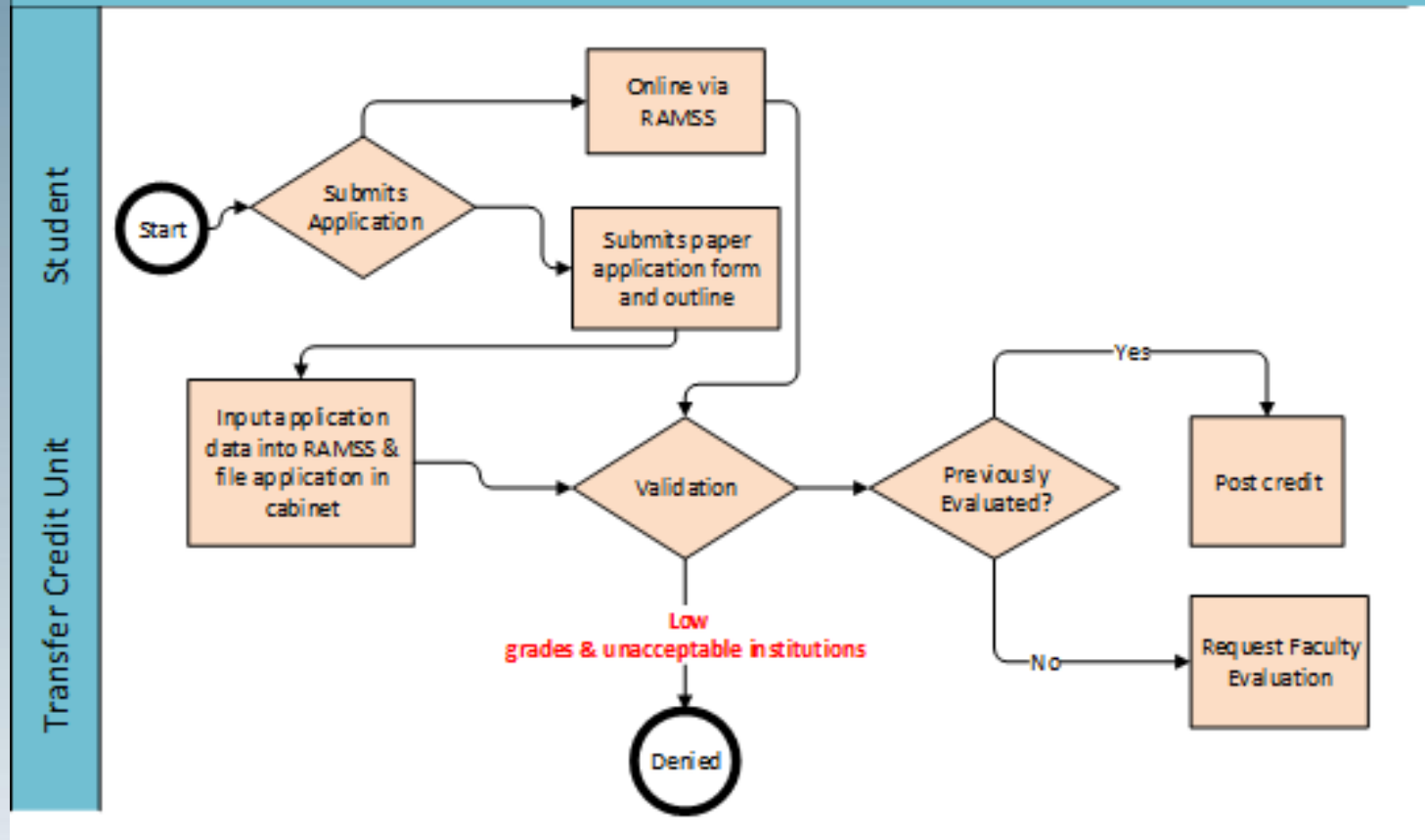
Role of Nolij in TC Assessment

- Ryerson went live with Nolij Web in Fall 2014
- Nolij Web is a web-based document and imaging management system (DMS)
- It provides a standard workflow for evaluating applications
- Within Nolij the course outlines and supplementary course information are sorted into TC application folders

Nolij Basic Concepts

- TC Application folders
- Folder objects
- Indexing
- Inboxes
- Workflow

- Rights
- Roles
- Forms
- **Decisions** - approved, denied, redirect, more info

Nolij Workflow
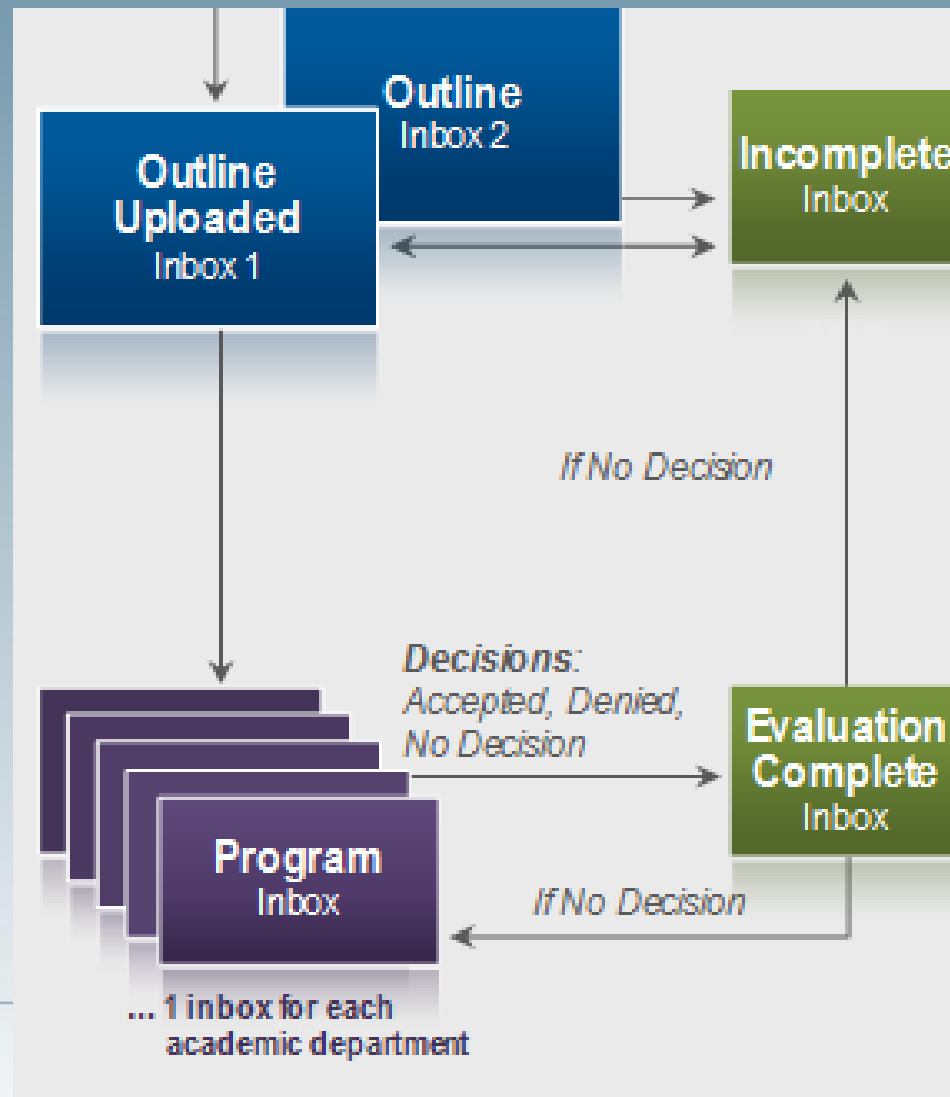
Upload Course Outlines From Anywhere!

Course Outline Upload Inbox 1

Program: Retail Management

No Rule transfer credit applications with an outline status of submit course outline appear below. Review the transfer credit website for course requirements and deadlines before uploading.

Institution	Course	Upload Outline
UNIV OF OTTAWA	ESP 1991	Upload
UNIV OF OTTAWA	PHI 1101	Upload

Detailed course outlines must be in PDF format; calendar course descriptions are unacceptable.

Uploaded course outlines are reviewed by the Transfer Credit Unit within 5 business days. Faculty evaluations for acceptable outlines can take up to 6 weeks; final decisions will appear on your Transfer Credit Report.

Outlines may be deemed insufficient by the Transfer Credit Unit or faculty evaluator. If deemed insufficient, the outline status on your Transfer Credit Report will revert to 'Submit course outline', and you will receive an email outlining the information required. You will be able return to this portal and upload the requested course outline details.

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Course Outline Upload Inbox 2

Program: Business Management

Before applying, review the transfer credit application website: ryerson.ca/transfercredits.

Self-service applications are available for all Ontario Colleges and Universities, and several out-of-province Canadian Universities. If your previous institution is set up for self-service application **you cannot use this application.**

Detailed course outlines must be in PDF format; calendar course descriptions are unacceptable.

Enter the following Information:

1) **Institution**: Select the Institution from the drop down menu. If your institution is not available, email tcredits@ryerson.ca for assistance.

2) **Course Code Subject Area**: Input a shortened version of the course subject using only letters. For example, for Communications, input COMM or COM.

3) **Course Code Number**: If your institution does not use course code numbers, enter 100 or 205 DW.

4) **Grade**: Grading systems vary between institutions, so select the most applicable letter grade. The Transfer Credit Unit verifies all grades on the application.

5) **Term Course Completed**: Input term the course was completed.

6) **Year**: Input year the course was completed.

7) **Upload Course Outline**: Apply for each course separately uploading the corresponding course outline.

Institution	Course Code Subject Area	Course Code Number	Course Name	Grade	Term Course Completed	Year Course Completed	Upload Course Outline
▼				▼	▼	▼	Upload

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Live Demonstration

- Log-in to Nolij test – Dummy data used

Paper Paper Paper – The Challenges

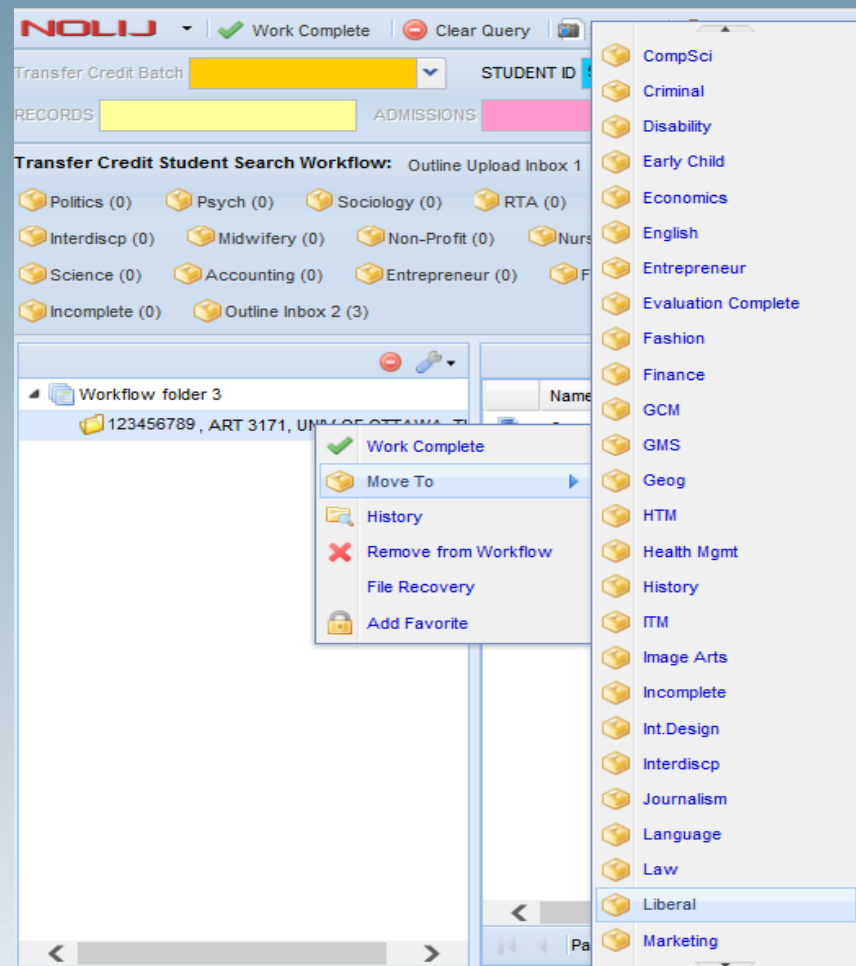- **Half on line, half on paper**
- **Files & cabinets everywhere!**
- **Human Error**

- **Missing documents**
- **Decisions not legible**
- **Slow**
- **…..etc.**

Advantages of an Electronic Process

These fish aren't biting, maybe I'll assess some TC'S!

Training - Faculty Evaluators/Assistants

- Computer labs & multiple training time slots
- Robust testing and training environment
- Job-aids
- Q & A
- Personal 1 on 1 training
- Feedback – make improvements
- A key decision – notification

Getting Buy-in

- 70% of students surveyed in 2013 preferred online submission

- Secured high-level sponsors: Registrar & VP Students

- Secured faculty champions

- Roll-out through informal announcements – when faculty visit the office

- Involve the evaluators - focus group, testing

- Central log-in, Secure access (VPN)

- Official announcements

Implementation

- Worked together with all stakeholders from an early stage to ensure feasibility – limitations, cost, etc.

- Lessons learned
  - Allocate lots of time for testing – test and re-test, a fix may have an unintentional impact
  - Middleware – Java
  - Create access to a robust test environment
  - Project management essential - JIRA
  - Provide responsive support to evaluators – over the phone, email, in-person
  - 3 Cycles to iron out all the wrinkles
  - Celebrate success along the way!

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Questions & Feedback

- Questions
- Feedback