



Online Transfer Credit (TC) Assessment Process using Nolij

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**RYERSON
UNIVERSITY**

Everyone Makes a Mark

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

Student Application Process

▼ Academics

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[Grades/Standing](#)
[Request Official Transcript](#)
[Change Certificate Req/Transfr](#)
[Request A Letter](#)

Deadlines

This Week's Schedule

Class	Schedule
CQMS 202-230 LEC (4793)	Tu 6:30PM - 9:30PM ENGLG11 PT Classroom

weekly schedule ▶

enrollment shopping cart ▶

Transfer Credit Appli ▼ >>

▼ Student Fees

My Account

[Account Inquiry](#)
[T2202A Inquiry \(.PDF\)](#)
[T4A Inquiry \(.PDF\)](#)
[Fees & Enrollment Confirmation](#)
[Account Statement \(.PDF\)](#)
[Request a Refund](#)

i

You have no outstanding charges at this time.

other financial... ▼ >>

▼ Financial Aid

[View Financial Aid](#)

▼ Personal Information

[Names](#)

Contact Information

[Home Address](#)

[Mailing Address](#)

SEARCH FOR CLASSES

▼ Holds

No Holds.

▼ Checklist

No To Do's.

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Exams

[Current Exam Schedule](#)

▼ Course Intentions

[Course Intention Information](#)
[2015/16 Undergraduate Calendar](#)
[Liberal Studies Guide](#)

▼ Academic Information Help

[About Advisement Reports](#)
[About Transfer Credits](#)
[About Applying to Graduate](#)

▼ Communications

No Communications Available For Viewing.
For Grad Studies Admissions Only.

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Student Application Process: Program

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Evaluate My Transfer Credit

Ryerson Program Information

1234

Select your undergraduate Program and Plan below.

Application results are specific to each Ryerson Program. If more than one Program is listed you may return to this step to change your selection and review the different results. After accepting your Offer of Admission your application(s) will be processed for your confirmed program and you will no longer be able to edit this step.

NOTE: Changing your Program/Plan on this Transfer Credit Application will not impact your Ryerson admission or confirm acceptance of your Offer of Admission.

Term	Fall 2014	▼
Program	Business Management ▼	
Plan	UNDECLARED ▼	

[CANCEL](#) [NEXT](#)

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Student Application Process: Previous Institution

Evaluate My Transfer Credit



Previous Institution

Please select your previously attended institution.

Western Univ ▼

If your institution is not listed, you must upload your application using the following [link](#). Please refer to www.ryerson.ca/transfercredits for more information.

PREVIOUS

NEXT

Student Application Process: Previous Education

Evaluate My Transfer Credit

1 2 3 4

Course Details

[? 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	PHILOS	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

1 2 3 4

Unofficial Transfer Credit Results

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/transferecredits 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](#)

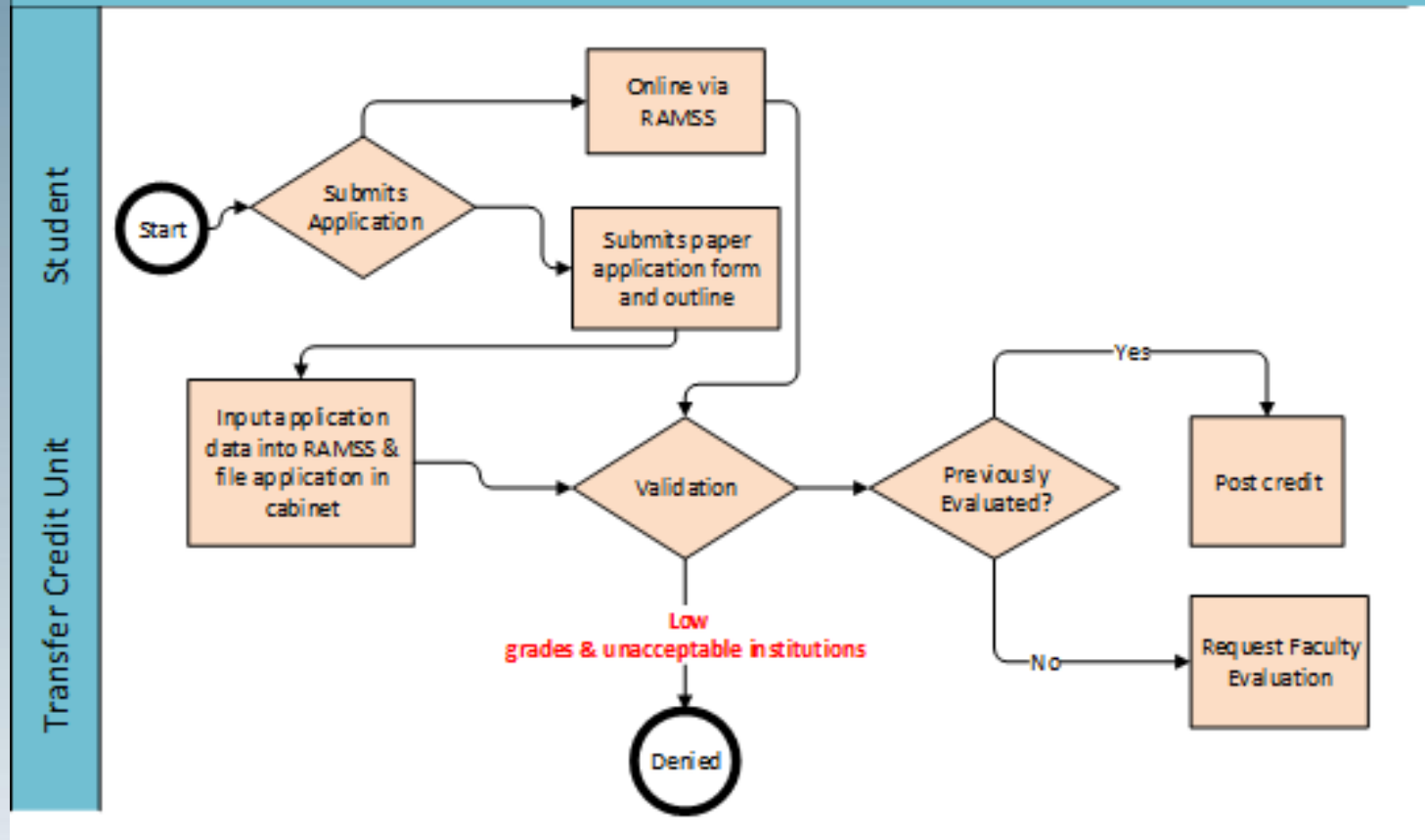
[Return to My Academics](#)

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Overview of Past Paper Process

Ryerson University Transfer Credit Process – Workflow Prior to Noli



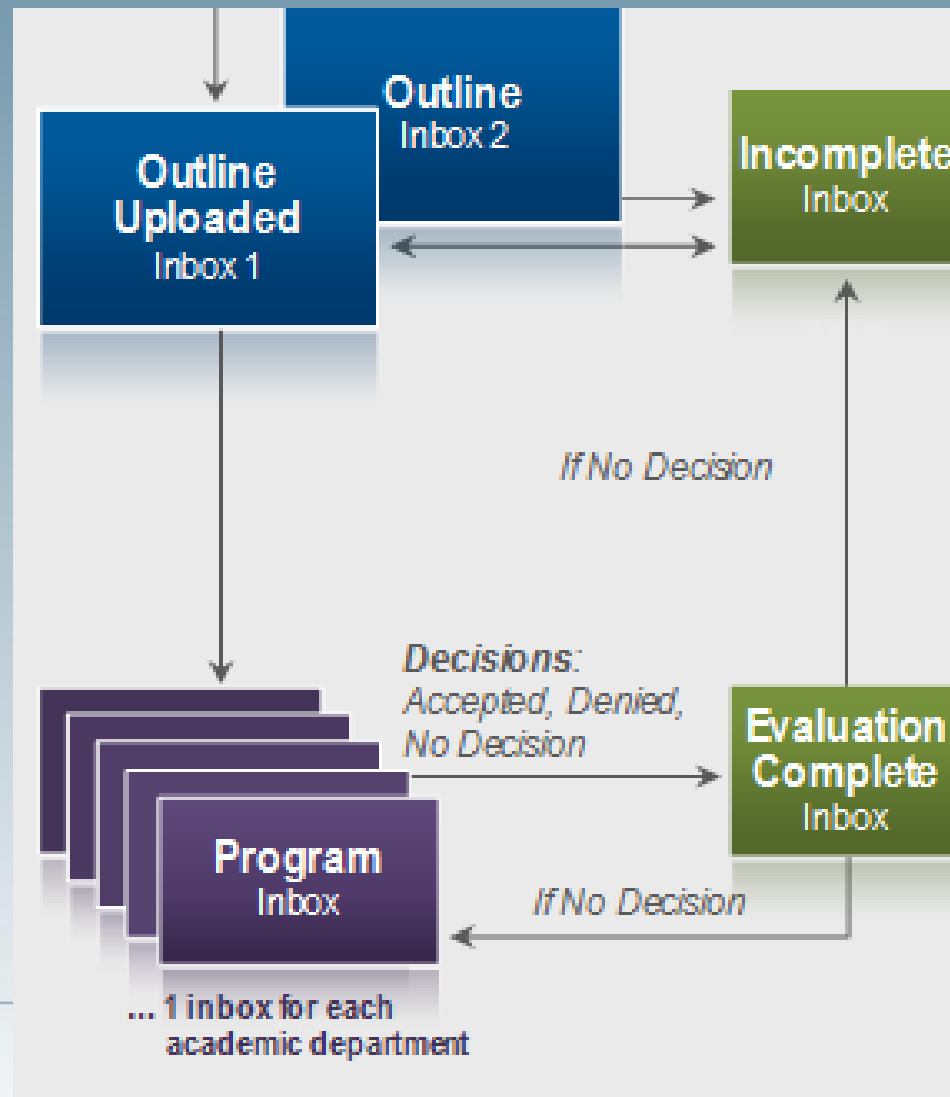
Role of Nolij in TC Assessment

- 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	<input type="button" value="Upload"/>
UNIV OF OTTAWA	PHI 1101	<input type="button" value="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.

Course Outline Upload Inbox 2

Program: Business Management

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

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 tccredits@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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

Live Demonstration

- Log-in to Nolib test – Dummy data used

Paper Paper Paper – The Challenges

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



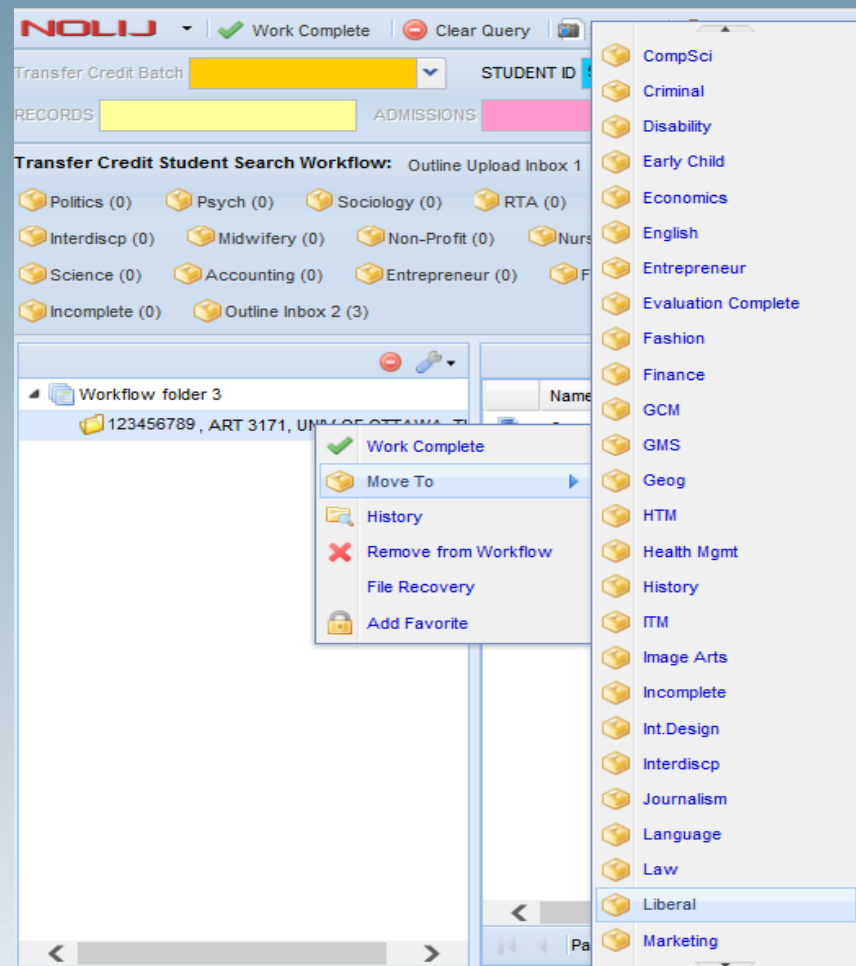
- Missing documents
- Decisions not legible
- Slow
-etc.



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!

Questions & Feedback

- Questions
- Feedback