

## What does this mean for the Community College?

(For use in conjunction with the State document called *CC participation in CAS is Available in ATLAS Phase 1* updated February 7, 2008)

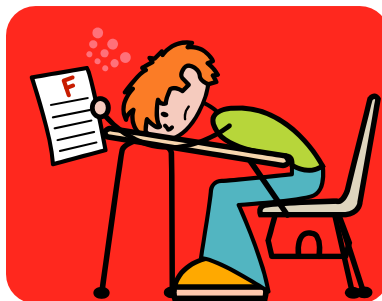
- You do not have to purchase CAS – the State system is available to you now.
- However, if you want to participate at Level 3, you will need to act by June 30, 2008 in order for the State to contribute the \$3600 licensing and installation fee charged by a company providing the Import feature.



- Mark – is there an update for funds being requested for the 2009-11 year?

## Summary of the Community College Participation Levels in CAS Available in ATLAS

1. No action by the Community College
  - a. Students laboriously type in the coursework taken at your school.



Even slightly incorrect course numbers will be ignored by transfer articulation and degree audits. And, students won't have any help in CAS in figuring out exactly what to enter for successful articulations.

- b. Interpretation: Student logs into the State CAS site and, if interested in seeing how their credits transfer to another school, they must hand enter their coursework. There are no instructions about the course entry rules, i.e., if they enter PSYCH201 instead of PSY201, the course will not show up.

2. Participate at the most elementary level (no fees but some labor)

a. Students can click on courses to load them (no typos and faster)

b. Interpretation: This requires schools to enter their courses into CAS in order for students to be able to click on something.



### 3. Participate with Transcript Import feature (annual fees and some labor)

- a. Students can have an unofficial copy of their coursework loaded from your Student Information System into CAS (minimal typing and clicking – only what is required by your campus authentication routine).
- b. Interpretation: The way this works for a student who has attended MHCC: Student logs into the State CAS site. They click on the Transcript Import option. This takes them to an MHCC site where they have to authenticate. Once this is successfully completed, the submit button would electronically send the MHCC record to the CAS school desired.



## How do Community Colleges get started?

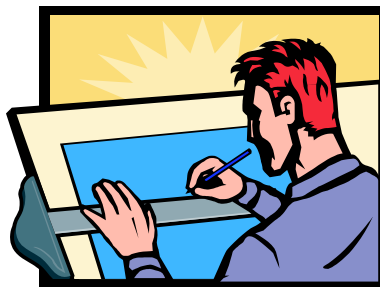
- You can choose to participate in CAS in one of the three ways previously described.
- In addition, you can also download articulation information from your school's software into CAS. If you are currently entering course articulations into your Student Information System, you can then download this information into CAS with the help of your computer services department.
- Whether a student is able to see how their courses articulate to the school they are interested in, depends on whether that school has their articulation rules downloaded into CAS. If there are no articulation rules in CAS, the student will not get this information.

Help for Schools that have NOT started using their  
SIS's articulation product.

- Your transcript/degree evaluators pretty much know in their heads how courses from many colleges transfer to your school.



- It's now a matter of mapping out the time and resources needed to put this information into your system. Convince your upper management this is a vital project. The time invested is well worth the efforts in the long run.



- Hire and train some part-time help to back fill the transcript/degree evaluator duties so the evaluator has time to enter the rules into the system.
- Or hire and train some part-time help to enter the rules as given to them from the evaluators.
- Come up with a course equivalency plan that includes other departments on campus such as your Curriculum Committee or whoever else oversees course equivalencies and degree requirements.
- Be sure to cover what you currently do and what you might want to change. For example, we previously didn't have an automated way to equate courses for which we did not have even a close equivalency. We made students process a catalog exception. With DARS, we were able to get permission to equate such courses to a category such as Humanities or Social Sciences if the source school counted it as such for their degrees.

- We don't equate professional/technical courses but just code them as such in order to "recognize" them in the audits. If a program advisor needs to have equivalencies made for a particular student, you can then equate those based on the advisor's recommendation.
- We started with every community college catalog in Oregon, moved on to 4-year Oregon catalogs and then out-of-state catalogs for which students had transcribed courses. We currently have 600 schools in our system but again, not the entire catalog for each school.



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