

6 PA Transfer & Articulation Center (PA TRAC)
www.PAcollegetransfer.com

6	PA Transfer & Articulation Center (PA TRAC)	1
6.1	Overview	2
6.2	Technical Support	2
6.3	Portal Maintenance	2
6.3.1	Course Catalog Extract	3
6.3.2	Transfer Articulation Management Center (TAMC)	3
6.3.3	College Transfer Profile	4
6.3.4	Institution Program Search	4
6.3.5	Statewide Program Articulation Database	4

Transfer and Articulation Oversight Committee
Governance, Policies and Procedures
Revised: 1/14/13

6.1 Overview

The Pennsylvania Transfer and Articulation Center (PA TRAC) is established by legislation to provide current and accurate information online to the public about course and program transferability and the college transfer process.

PA TRAC is updated frequently by PDE and the participating institutions. Located at PAcollegetransfer.com, the portal is intended as a tool to support and complement the academic advising process not to replace it.

PA TRAC contains the following information:

- Transfer college profiles for the participating institutions
- Information about the “Transfer Credit Framework” and transferable degree programs
- Transfer course equivalencies
- Searchable databases
- Transfer tips and checklists

Questions concerning the content found on PA TRAC should be directed to the

PA Transfer and Articulation System
Office of Postsecondary and Higher Education
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126
Phone: 717-772-3643
Email: RA-PATRAC@state.pa.us

6.2 Technical Support

PDE contracted with AcademyOne, Inc., to host the PA TRAC portal through June 30, 2013.

For technical assistance using the website, contact

Academy One, Inc.
601 Willowbrook Lane
West Chester, PA 19382
Phone: 610-436-5680
Email: feedback@academyone.com

6.3 Portal Maintenance

PA TRAC is updated and maintained by PDE and the participating IHEs. Updates to content are made regularly based on user feedback and needs.

Participating institutions are responsible for the following:

1. Submitting course descriptions and related information
2. Establishing course equivalencies with approved framework courses
3. Maintaining an updated college profile
4. Posting additional information
5. Identifying articulated associate degrees and parallel bachelor degrees that meet statewide program-to-program requirements

Transfer and Articulation Oversight Committee
Governance, Policies and Procedures
Revised: 1/14/13

6.3.1 Course Catalog Extract

Institutions are required to submit a course catalog extract electronically to AcademyOne by **April 1** of each year. (See Table 4: Course Approval Process Timeline.) By supplying this information, the information will be added to the portal course databases and be made accessible to users such as students, advisors and other institutional administrators. The more information that is provided, the easier it will be for other Institutions to evaluate. The TAOC representative may need to seek the assistance of the institutions Information Technology Department and/or Registrar or Records Office to complete this task.

Each institution must appoint at least one individual, preferably two, to be responsible for uploading the institution's Course Catalog Extract into the electronic transfer and articulation system.

The Course Catalog Extract can be a tab-delimited file, a spreadsheet or Access database containing all the institution's courses. If these options do not suit the data or are difficult to create, AcademyOne can work with an institution to find an option that does work. *Comma-delimited files are discouraged because of the content of the files.* If all the information requested by AcademyOne is not found in the same location (such as a Student Information System), AcademyOne can work with the institution to accept multiple files, provided the files are well-structured for parsing and importing to a database.

Below is a brief description of the types of files that are required:

1. **Course Extract** – This required file will optimally include all the required fields, and can be extracted from a database. It consists of information publicly available in a course catalog, as well as some information typically only available in a student information system. If course descriptions are not included in the database, an additional file is required containing them.
2. **Description Extract** – This file is only necessary if the course descriptions are not included in the Course Extract. An institution will need to determine where course descriptions are stored and provide a listing of the descriptions to AcademyOne.
3. **Prefix Abbreviation Explanation** – This file is a unique list of the Prefixes offered at the institution and what the abbreviation means. (i.e., MAT=Math, ENG=English, CEN= Computer Engineering).
4. **Default Values** – There are varying fields that must be filled in, but some institutions do not have values for these fields because the institution only enters exceptions into their database.
5. **Instructional Methods Mapping** – AcademyOne has a defined set of instructional methods. If an institution has a different set, it will need to be paired with AcademyOne's set. If there is no match, that fact may be declared and the value may be added to AcademyOne's set.
6. **Term List** – Some Institutions use Terms (Fall 2006 or 200601) instead of dates (9/2006) to describe when a course is offered. If Terms are used, an institution will need to list the Term and the start and end months of each Term.
7. Instructions for submitting the Course Catalog Extract are available from PDE and AcademyOne.

6.3.2 Transfer Articulation Management Center (TAMC)

TAMC is the electronic database on PAcollegetransfer.com where participating institutions can publicly post institution-to-institution transfer and articulation agreements. *TAMC is not the same as the Statewide Program Articulation Database.*

Transfer and Articulation Oversight Committee
Governance, Policies and Procedures
Revised: 1/14/13

Each institution must appoint at least one individual, preferably two, to be responsible for posting and maintaining the institution's transfer articulation agreements on PAcollegetransfer.com.

Courses are submitted once a year via a web-based system.

6.3.3 College Transfer Profile

The College Transfer Profile on PAcollegetransfer.com is a tool that allows each participating institution to share basic information to the public, such as admissions and transfer credit policies, contact information, web address, etc. The college transfer profile is a marketing tool for the institution.

Each institution must appoint at least one individual, preferably two, to be responsible for creating and maintaining the institution's college profile. This position requires some technical knowledge since information is submitted online through AcademyOne and must be updated regularly.

The Transfer Profile is also where the institution will post its transfer policy and process and the institution's transfer credit appeals process, both are requirements of TAOC participation.

6.3.4 Institution Program Search

PAcollegetransfer.com includes an Institution Program Search feature that allows users to search for degree programs at the participating institutions based upon user-defined criteria.

Each institution must appoint at least one individual, preferably two, at the institution to be responsible for uploading and maintaining the institution's degree programs in the Institution Program Search Database on Pacollegetransfer.com.

6.3.5 Statewide Program Articulation Database

Individuals at the institution who will be responsible for posting and maintaining the institutions articulated associate degree programs and/or parallel bachelor degree programs that meet the requirements of the statewide program articulation agreements.