

## Use of Transfer Code in Fixed Entry Classes

Students enrolled in one fixed entry class can transfer to another fixed entry class under certain conditions. These conditions include the following:

1. This transfer code (ET) is only to be used in fixed entry classes.
2. The student must have met the enrollment requirements for the class from which they are transferring.
3. Transfers into a class are allowed during the first two weeks (14 calendar days) of the class start date. After 14 days of the class start date, no transfers into the class will be allowed.
4. Students can not earn units in both classes. If the student has made it to the midterm point of their original class, thus earning the units associated with that class, they cannot transfer into another class using the ET code. Programs should ensure that this does not occur.
  - a. When the student is dropped from the original class, the user should record the drop code ("D") on that date. A custom class exit code can be created to indicate the reason for the drop is a Transfer. This can then be used at the time the "D" is recorded.
5. When enrolling a student in a fixed entry class beyond the first three days of the class, the ET code is used. When this code is used, two boxes appear in DAISI. The user will record the student's original Class/Section No and the reason for the transfer.

The original Class/Section No field allows the user to record the Class/Section No the student is transferring from while the Reason for Transfer field is pre-populated with the following 4 options for users.

### **Reasons for Transfer:**

1. Teacher Request
2. Student Request
3. Initial placement was inappropriate based on student's current level
4. Other Administrative Reason

When the ET code is used, it generates both attendance and enrollment hours. Hours earned in the original class do not transfer with the student, but if the student successfully reaches the midterm point in the class to which they have transferred, they will be eligible for all the enrollment hours and units generated by that class.

A report is available through DAISI titled "Student Transfer Report" that will list all transfers that have occurred through the use of this code. This report is accessible through the Static Reports Center.

