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Entering External Courses-092807

Concept

External transcript information must be entered before transfer credit can be processed. The external course data is entered on the Education page for each student. In a multi-campus environment, where a student may apply to several of the Institutions, it is only necessary to enter the external course data once, for one Institution. The other Institutions where the person has applied can then copy the data.

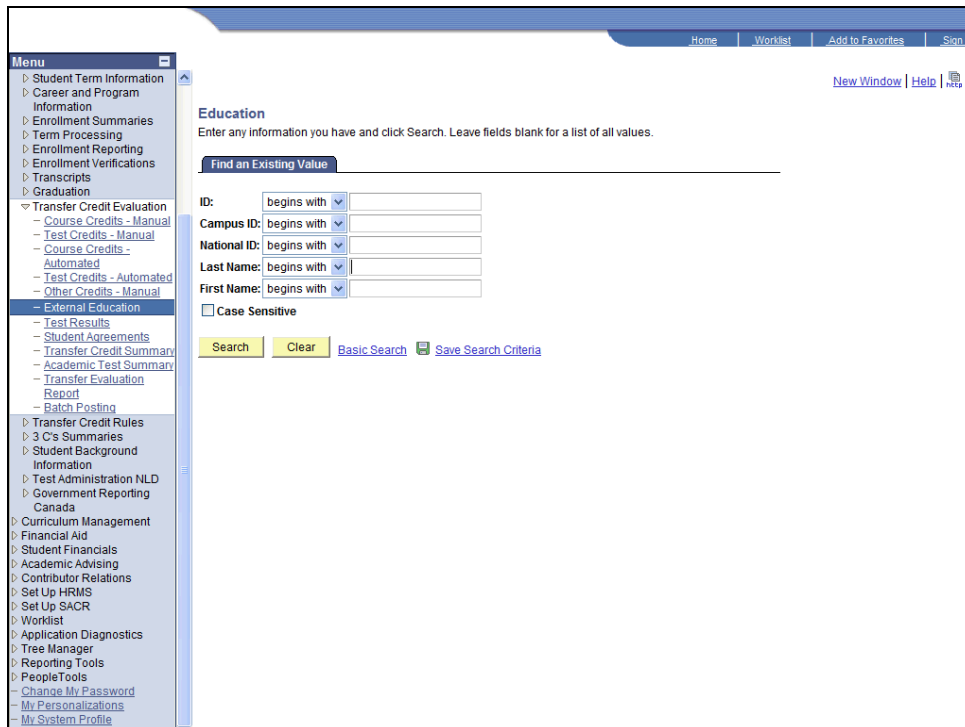
Procedure

To view the online Process Document and Quick Guide for this process click the links below.

PD Please refer to: http://www.maine.edu/pdf/EnteringExternalCourses-092807_BP.pdf

QG Please refer to: http://www.maine.edu/pdf/EnteringExternalCourses-092807_QG.pdf

Step	Action
1.	Navigate: Records and Enrollment > Transfer Credit Evaluation > External Education Or Student Admissions > Application Entry > Academic Information > Education

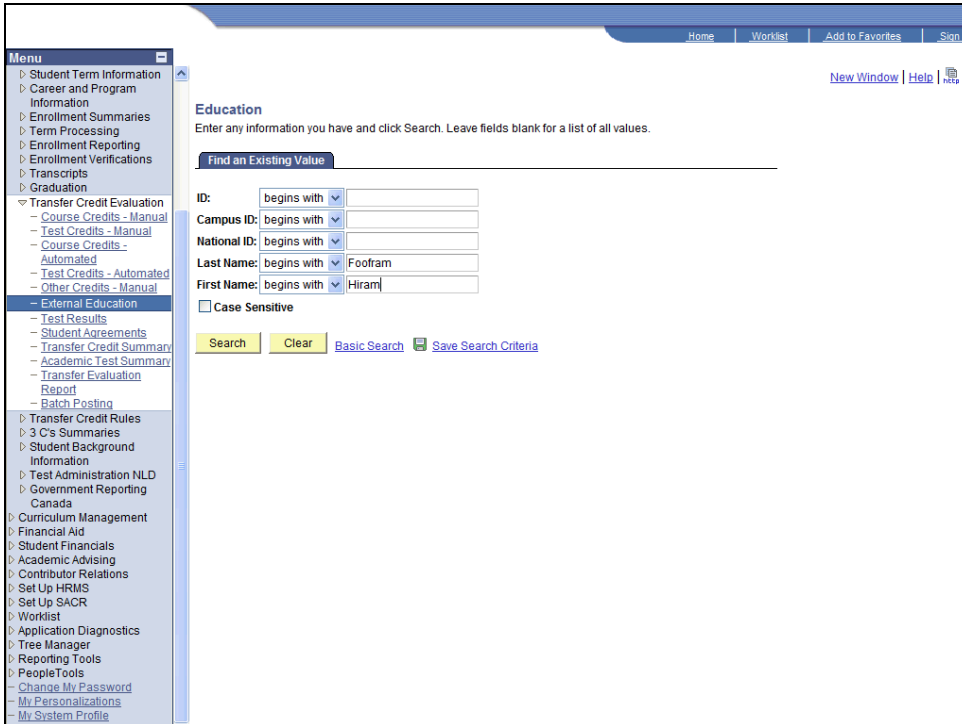


The screenshot displays a web application interface for searching education records. On the left is a vertical menu with categories like 'Student Term Information', 'Career and Program Information', and 'External Education'. The 'External Education' section is expanded. The main area is titled 'Education' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields:

- ID:** begins with [dropdown] [input field]
- Campus ID:** begins with [dropdown] [input field]
- National ID:** begins with [dropdown] [input field]
- Last Name:** begins with [dropdown] [input field]
- First Name:** begins with [dropdown] [input field]

There is a checkbox for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.


Step	Action
2.	Enter criteria to search for the student.



The screenshot shows the 'Education' search page. On the left is a 'Menu' with various options like 'Student Term Information', 'Career and Program Information', and 'External Education'. The main area is titled 'Education' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with the following fields:

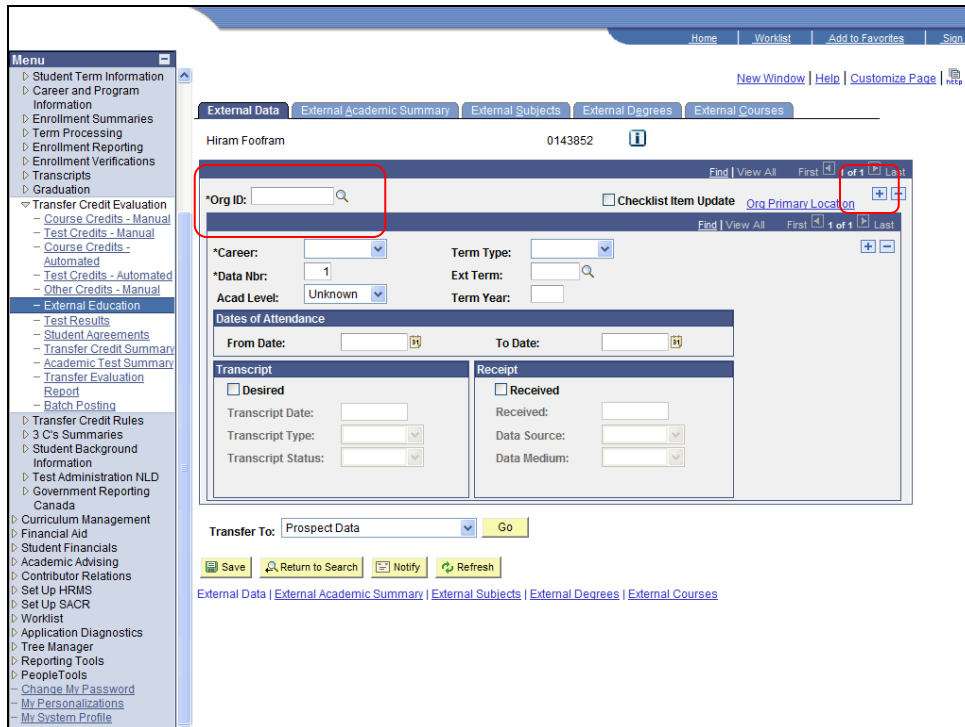
- ID: begins with []
- Campus ID: begins with []
- National ID: begins with []
- Last Name: begins with [Footram]
- First Name: begins with [Hiram]

There is a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
3.	Click the Search button. 
4.	If the transcript has been scanned into ImageNow, you can use the ImageNow icon to access the scanned image.
5.	You will need to create a row for each external school that the student attended. Each school has an ID called the "Org ID." If you need to add a row for another external school click the Add a New Row button, and enter its Org ID on the new row. If necessary, use the look up button to find the correct Org ID for the external school.

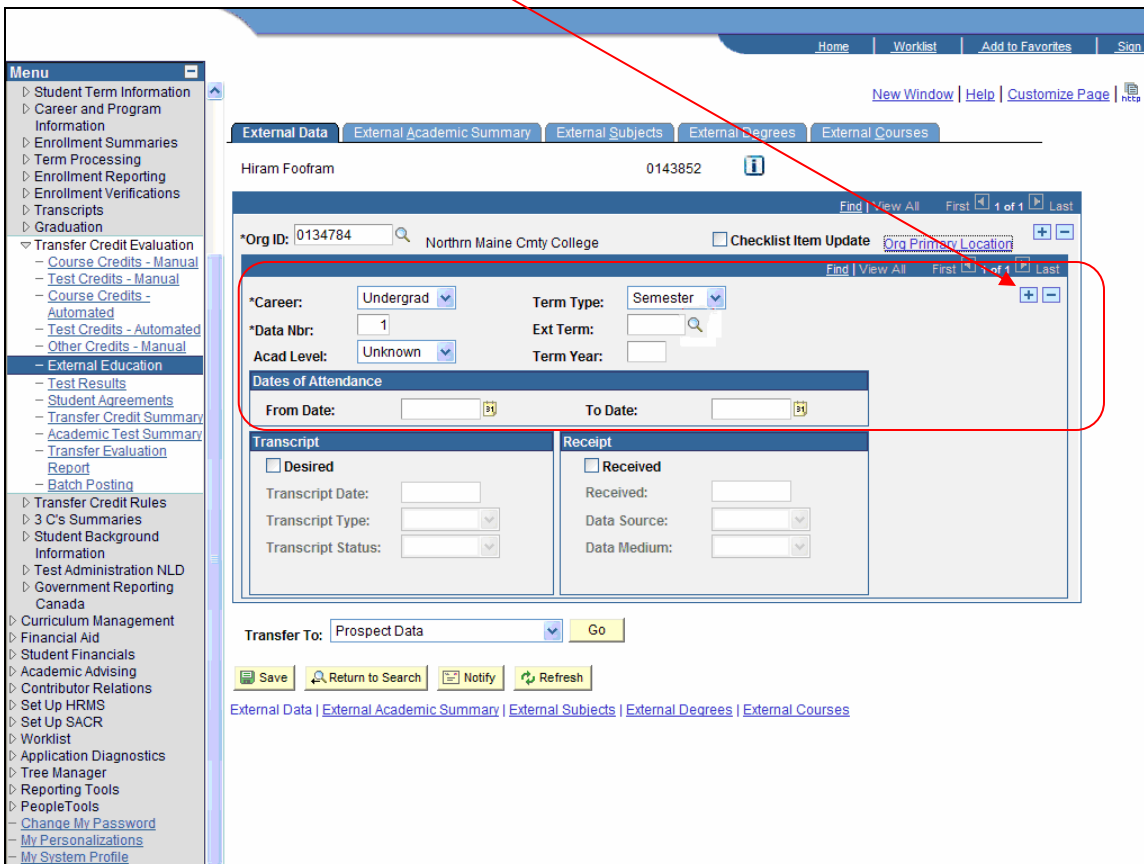
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Step	Action
6.	To view more information about the school, click the Org Primary Location link.

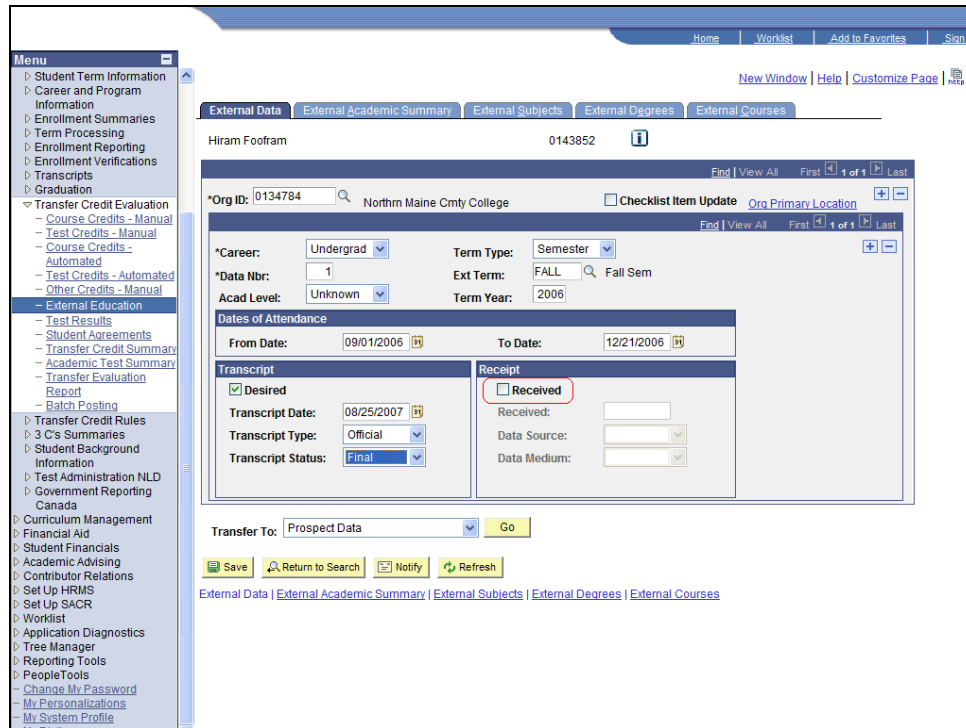
Step	Action
7.	<p>For each school, you will have a row for each term that the student attended. Use the Add a New Row button to add more terms.</p> <p>Each row will automatically have a different Data Nbr value.</p>




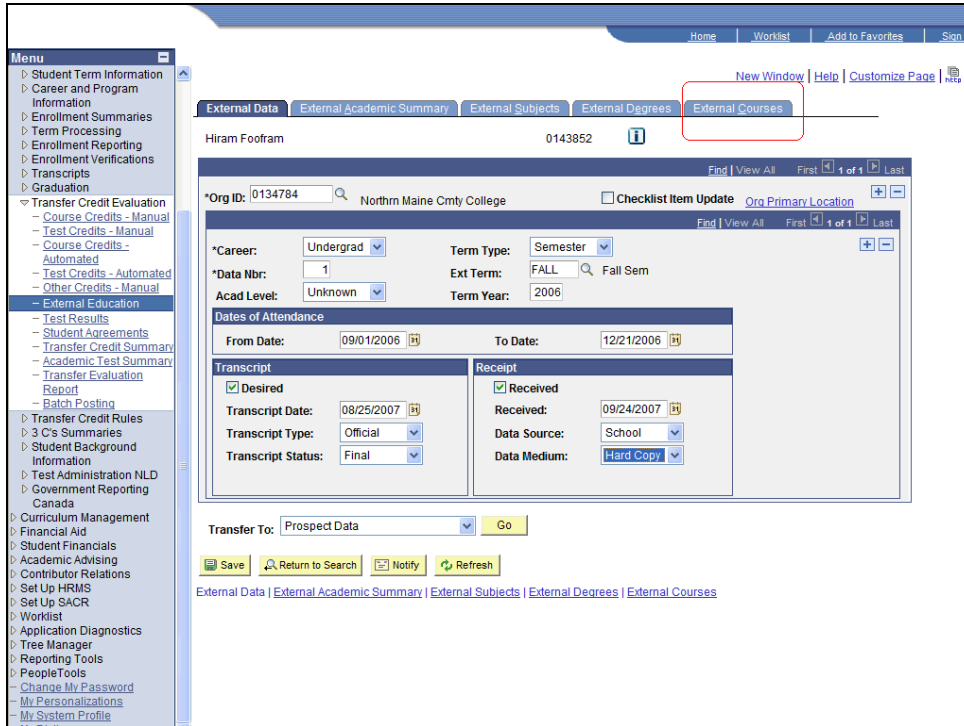
Step	Action
8.	The Term Type, Ext Term, Acad Level and Term Year fields are optional. Fill them in if desired.
9.	Enter the dates of attendance in the From Date and To Date fields. These fields are optional.
10.	Optionally select the Desired check box if you are entering data for a transcript that you requested. The remaining fields in the Transcript group box become available. Those fields: Transcript Date, Transcript Type and Transcript Status , are optional.

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Step	Action
11.	<p>Select the Received check box if the data that you are entering is from a transcript you have received. The remaining fields in the Receipt group box become available. These fields are optional.</p> <p>The system will require you to check at least one of the Desired and Received boxes.</p>
12.	<p>Save your work before going to another page. Click the Save button.</p> 



The screenshot shows the 'External Courses' tab selected in the top navigation bar. The main content area displays the following information:

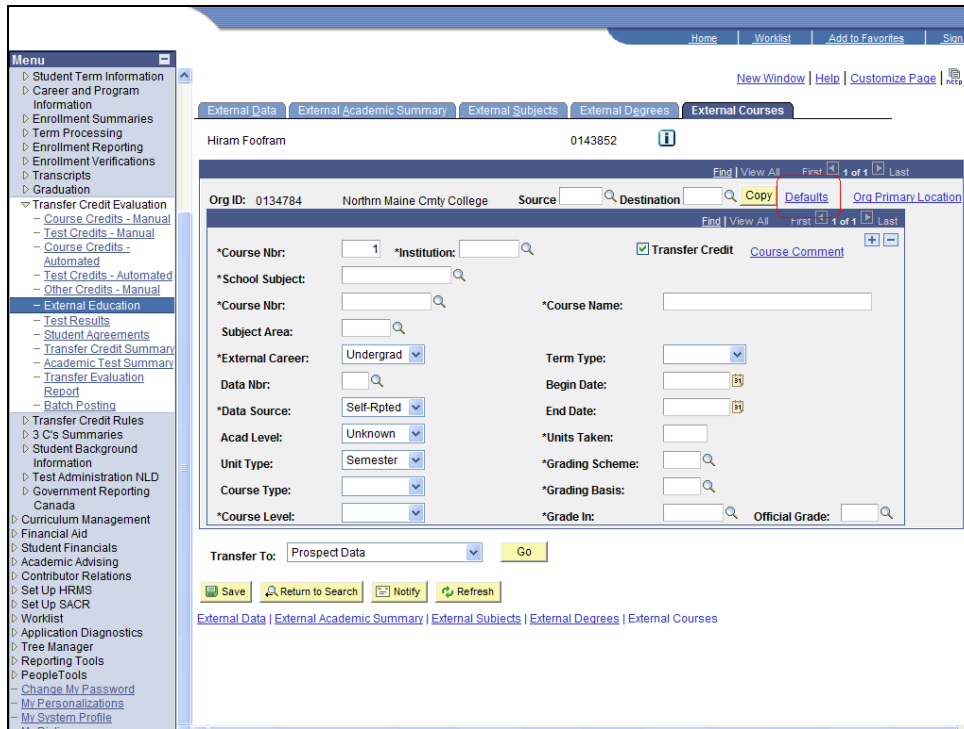
- Student Information:** Hiram Footram, ID: 0143852
- Org ID:** 0134784, Northrn Maine Cmty College
- Career:** Undergrad, **Term Type:** Semester
- Data Nbr:** 1, **Ext Term:** FALL, Fall Sem
- Acad Level:** Unknown, **Term Year:** 2006
- Dates of Attendance:** From Date: 09/01/2006, To Date: 12/21/2006
- Transcript:**
 - Desired
 - Transcript Date: 08/25/2007
 - Transcript Type: Official
 - Transcript Status: Final
- Receipt:**
 - Received
 - Received: 09/24/2007
 - Data Source: School
 - Data Medium: Hard Copy

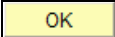
At the bottom, there is a 'Transfer To:' dropdown set to 'Prospect Data' with a 'Go' button, and a row of buttons: Save, Return to Search, Notify, and Refresh.

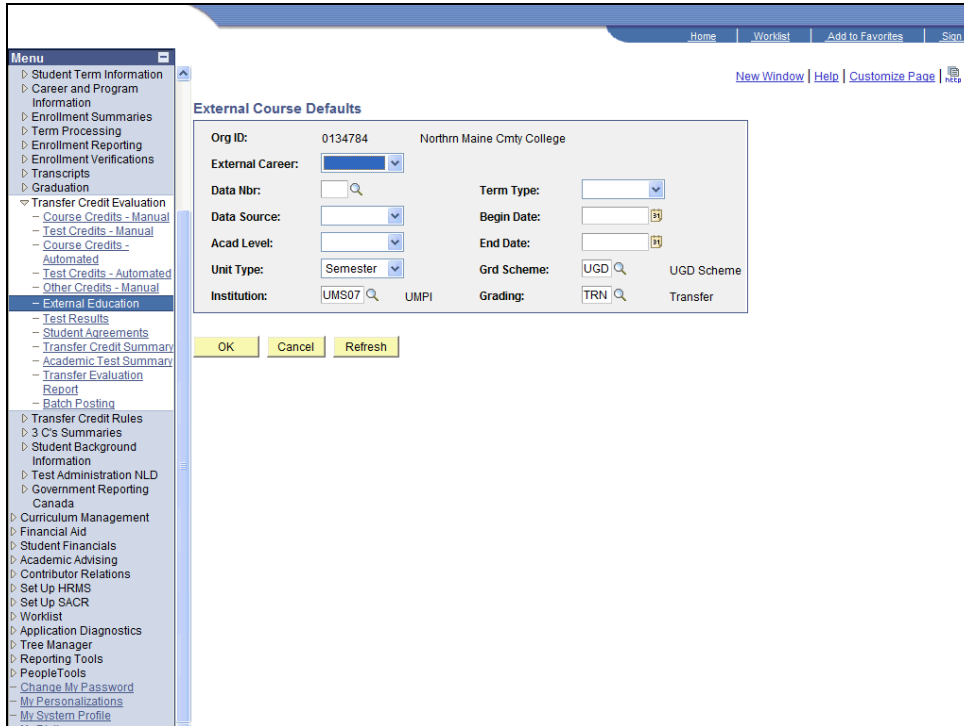
Step	Action
13.	Click the External Courses tab. Use this page to enter courses taken at the external schools and during the terms entered on the External Data page. External Courses

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Step	Action
14.	<p>If you have more than one course to enter, click the Defaults link to enter information that is common to each course. This will save you data entry time.</p> <p>The data you enter here will be filled in automatically in each new course row.</p> <p>Click the OK button to return to the main page.</p> <div style="text-align: center;">  </div>

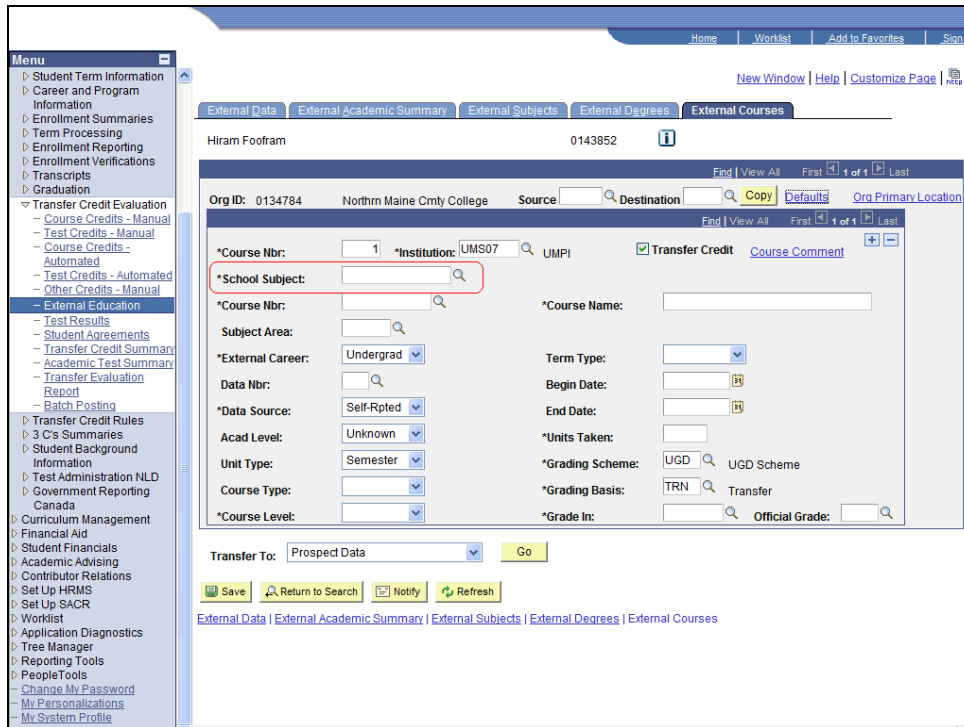




The screenshot shows a web application interface for entering external course defaults. On the left is a navigation menu with categories like 'Student Term Information', 'Enrollment Reporting', and 'External Education'. The main content area is titled 'External Course Defaults' and contains several input fields and dropdown menus. The 'Org ID' is set to '0134784' for 'Northrn Maine Cmty College'. Other fields include 'External Career', 'Data Nbr', 'Data Source', 'Acad Level', 'Unit Type' (set to 'Semester'), 'Institution' (set to 'UMS07'), 'Term Type', 'Begin Date', 'End Date', 'Grd Scheme' (set to 'UGD'), and 'Grading' (set to 'TRN'). At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

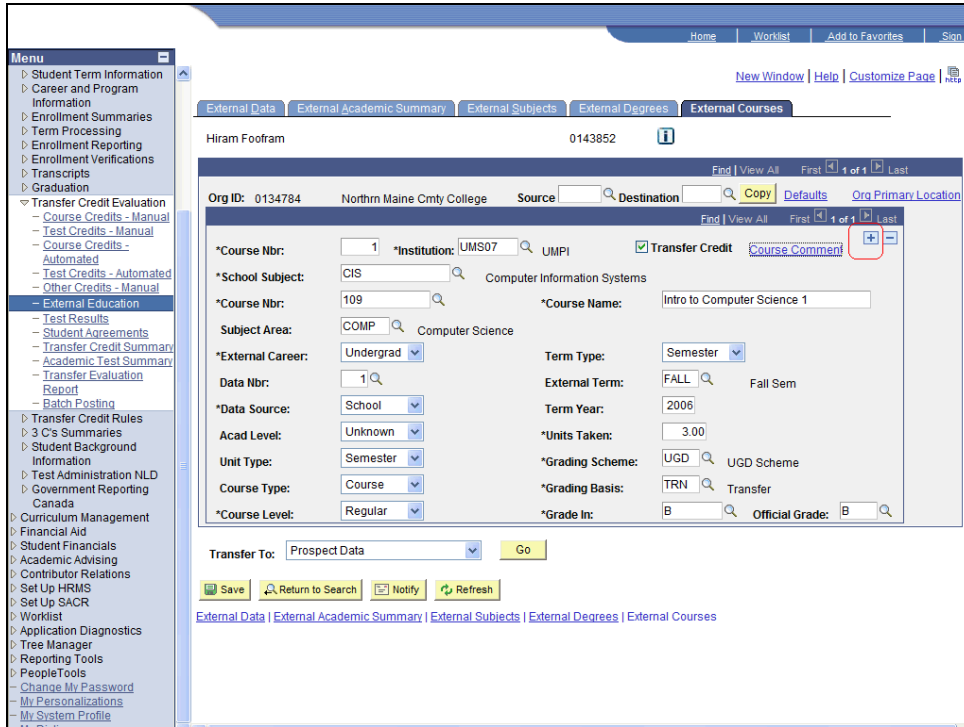
Step	Action
15.	<p>External courses are entered by external school (by Org ID). If the student has more than one external school entered, select the row corresponding to the school whose courses you are entering.</p> <p>In addition, if you have entered more than one term for a given school, you associate each external course with the corresponding term by using the Data Nbr field (match the Data Nbr value on the External Data page with the Data Nbr value on the External Courses row.</p> <p>For each school, create as many course rows as needed. Use the Add a New Row button to add rows for more courses.</p>



Process Document


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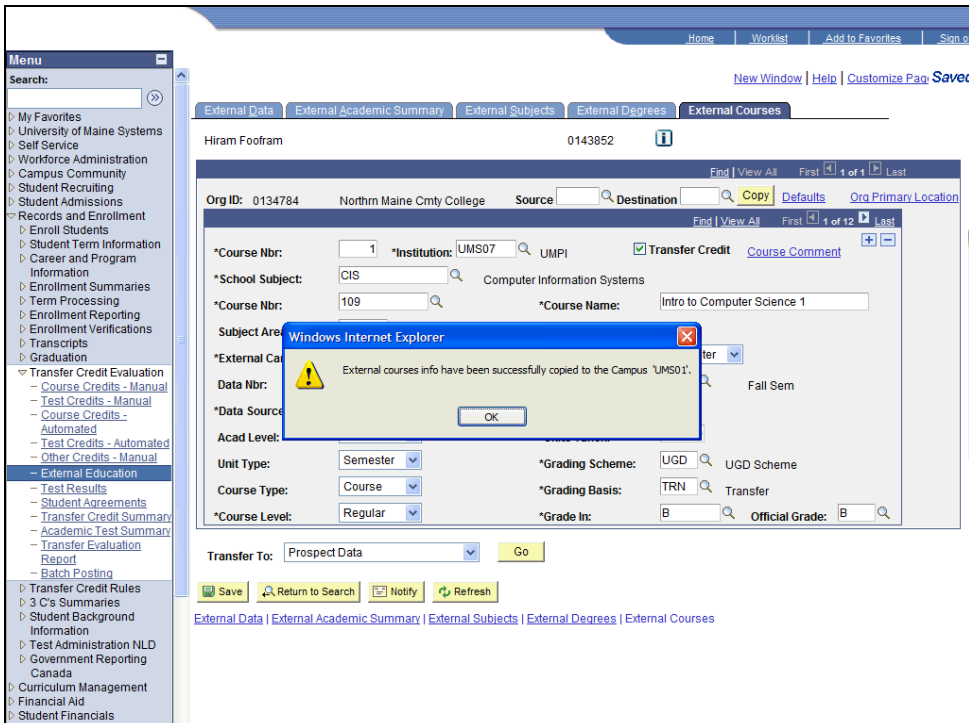


Step	Action
16.	Click the Look up School Subject button. Select the course subject from the list. 
17.	Enter the desired information into the Course Nbr field. The Course Name should be automatically filled in. If not, enter it.
18.	The Subject Area field is optional but should be filled in automatically from the data stored for the Organization.
19.	If this course information is linked to a row of data, such as a transcript on the External Data page, enter the data number from that page in the Data Nbr field. When you tab out of this field, the system automatically populates remaining fields from the data that is linked to this data number. If the courses you are entering are not linked to a data number, skip this field and complete the remaining fields.
20.	The Grade In is the grade received at the external school. This will be converted to an Official Grade according to the grading rules you have set up. This is a required field. 
21.	Optionally, click the Course Comment link to enter comments about this external course. Course Comment



Step	Action
22.	Add a row to add another course. Click the Add a new row button. 
23.	Note that the Course Nbr field has been automatically incremented. Proceed as before, entering data about this course.
24.	Click the Save button. 

25.	<p>A student has applied to multiple UMS Institutions, and one of them has entered the external courses for this student.</p> <p>Rather than forcing up to 6 other Institutions to reenter the exact same external course data, there is a Copy button along with Source and Destination fields so you can conveniently copy the external courses entered by another UMS Institution.</p> <p>For example, suppose the UMPI Student Records staff have entered 6 external courses for a student. You are on the UMA staff and you need a copy of these courses because the student has applied to UMA as well as UMPI. You want to quickly copy the courses. To do this you enter the source Institution (UMS07 in the example), the destination (UMS01), and click the Copy button.</p> <p>Of course, if YOUR Institution was the one to enter the data, you would not use this Copy feature. The Copy is used by the OTHER Institutions where the student has applied. So in our example, UMPI will not do a Copy since they entered the courses in the first place. But UMA will do the Copy so they don't have to reenter those six courses. The Copy will do it for them.</p> <p>If you are UMA and want to copy these external courses, how do you know which Institution entered them (the Source Institution)? Answer: look at the Institution field on the Course rows.</p>
26.	Click the Look up Source button. In our example, the source is UMPI (UMS07) because they entered the 6 courses.
27.	Click the Look up Destination button. The Destination is the Institution which wants to copy UMPI's work. In the example, that is UMA (UMS01).
28.	<p>Having filled in the Source and Destination, do the copy.</p> <p>Click the Copy button.</p> 
29.	Click the OK button.



Step	Action
30.	<p>In our example, there are now 12 course rows, where before there were 6. There are twice as many course rows now because we copied the original 6.</p> <p>The new 6 rows have UMS01 (UMA) in the Institution field.</p>

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[New Window](#) | [Help](#) | [Customize Page](#) |

External Data | External Academic Summary | External Subjects | External Degrees | **External Courses**

Hiram Footram 0143852

Org ID: 0134784 Northn Maine Cmty College Source Destination [Copy](#) [Defaults](#) [Org Primary Location](#)

Find | View All | First 1 of 1 | Last

*Course Nbr: *Institution: UMS07 UMPI Transfer Credit [Course Comment](#)

*School Subject: Computer Information Systems

*Course Nbr: *Course Name:

Subject Area: Computer Science

*External Career: Term Type:

Data Nbr: External Term: Fall Sem

*Data Source: Term Year:

Acad Level: *Units Taken:

Unit Type: *Grading Scheme: UGD Scheme

Course Type: *Grading Basis: Transfer

*Course Level: *Grade In: Official Grade:

Transfer To:

[External Data](#) | [External Academic Summary](#) | [External Subjects](#) | [External Degrees](#) | [External Courses](#)

Step	Action
31.	End of Procedure.