

Entering External Courses-092807

1.	Navigate: Records and Enrollment > Transfer Credit Evaluation > External Education or Student Admissions > Application Entry > Academic Information > Education
2.	Enter criteria to search for the student. Click the Search button.
3.	If the transcript has been scanned into ImageNow, you can use the ImageNow icon to access the scanned image.
4.	You will 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
5.	Use the look up button on the Org ID field to search for the correct Org ID.
6.	To view more information about the school, click the Org Primary Location link.
7.	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. Each row will automatically have a different Data Nbr value. The term related fields are optional.
8.	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 but are optional
9.	Select the Received check box if the data that you are entering is for a transcript you have received. The remaining fields in the Receipt group box become available. Those fields are optional.
10.	Save your work before going to another page. Click the Save button.
11.	Click the External Courses tab.
12.	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. The data you enter here will be filled in automatically in each new course row.
13.	External courses are entered by external school (by Org ID). 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. For each school, create as many course rows as needed. Use the Add a New Row button to add rows for more courses.
14.	Click the Look up School Subject button. Select the course subject from the list.
15.	Enter the desired information into the Course Nbr field.
16.	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.

17.	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.
18.	Click the Save button.
19.	Students may apply to multiple UMS Institutions. 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. The Source is the UMS Institution that has already entered the external course data. The Destination is the UMS Institution that needs to copy the external course data.
20.	Select the Source and Destination Institutions.
21.	Click the Copy button.
22.	Click the OK button.
23.	Click the OK button.
24.	End of Procedure.