3/2/12  Note to Graduate Advisors:
You may be interested in the new row, School Details, where you can see the location of the institution. See page 2.

The Transcript Summary row on the Calculated GPA Org ID is where you will see the evaluated GPA, either the CUM or Last 60. See page 5.
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1.0 Education/ Transcript Information

Student Admissions > Application Entry > Academic Information > Education Records and Enrollment > Transfer Credit Evaluation > External Education

You can navigate to the Education pages as described above. You will first have a search page to find the applicant and then the education page will appear. It is busier than in 8.9 with most of the information you need on the first tab.
1.1 Understanding the External Education page

In 9.0 most of the information is on the first tab, External Education. You will only need to use the second tab to view degrees. This explanation will work down the full entry of an institution piece by piece.

School Information, School Details, and the Career Row:
Each institution will have its own rows of data. There will only be one Unknown high school or Unknown College loaded from CSUMentor. The first section is the School Information section. In the dark blue line is the Number of Entries on the page and below it is the External Org ID. You can tell if there are more schools by the information in the first blue row. This example has nine schools as it says “1 of 9”. If the applicant is a transfer student or an evaluated graduate student, the first External Org ID will be the Calculated GPA. Click the View All tab to see all the institutions attended.

Page Shot of School Information, School Details, and Career Row:

The School Details row, when opened by clicking on the >, contains the location of the school- country and city, if in the US. It also includes the type of school ( CC, HS, etc.) and the CEEB code, if applicable. Most times you will not be opening this field, but if you have questions about the location of an institution, this would be the place to look.

School Details Row Expanded:
Career Data row:

Be sure to click on View All in the blue line to get all the information about the particular school as the most recent transcript will be at the bottom of the stack. A new Data Nbr is attached to each new row for an institution. From Dates and To Dates of Attendance will be posted for college transcripts. Only the last date of attendance will be posted in the To Date for high school transcripts which most often will be the graduation date.

Transcript Status row:

These rows describe the status of each transcript request for each External Org ID. The entry in the Action field describes the Need For or the Receipt of the transcript. The entry can be Not Des, Desired, or Received. The entry in the Transcript Type field will determine if the Received transcript is still only Imaged or if it has been reviewed and receipted by the Application Center staff. The entries in this field can be Imaged, Official, or Unofficial. All entries from the application will have a Data Source of Self-Reported. Imaged Documents will be Transcript.

a) Not Required Transcript:

There will be external orgs listed on this page which will be Not Des. These will include Cal State Fullerton and if the applicant has graduated form CSUF, all institutions attended before the graduation date. All Undergrads must have a high school graduation date (To Date) but the transcript will not be required. The Action = Not Des and the Transcript Status = Not Recd. The Data Source = Self-Reported before any other actions are completed. See screen shot above.

b) Requested Transcript:

If a transcript is required/requested, the Action field will be Desired, the Transcript Date will be when this row was updated, the Transcript Type will be Official, and the Transcript Status will be Not Recd. For data coming from 8.9, there will be no entry in the Transcript Date field.
c) Imaged Transcript not yet Receipted:

After a transcript has been imaged and indexed, the information is uploaded into the Education page. The **Action** = Received, the **Transcript Date** and the **Date Received** will be the same Date- the date it is loaded to the system. The **Transcript Type** = Imaged, the **Transcript Status** = Received, and the **Data Source** = Transcript. (Please Note: Data transferred from a previous version of PeopleSoft will not have an entry in the **Transcript Date** field.)

The **Data Source** will be filled in when the document is imaged. If the original document was received electronically or manually scanned into the system, the **Data Source** is Transcript.

**Please note:** The need for the transcript will be removed from the applicant’s To Do List the day after the **Date Received** on this page. It will, though, take time before it is fully receipted.

d) Receipted Transcript:

The Application Center staff reviews the transcript for completeness and changes the **Transcript Type** to Official and the **Transcript Status** to the appropriate status. Partial if the applicant is still taking enrolled at the institution or Final if all courses and degrees have been posted. The Hard Copy in the **Data Medium** field will notify you that a transcript has been received but it has not been imaged and is not in FileNet. This designation is mostly used for 7th semester high school transcripts.

**Please note:** There can be considerable lag time between the **Transcript Type** of Imaged to that of Official. In the busy times, applicants should allow up to six weeks for this processing.
Original View of the Transcript Summary Section

Expanded Transcript Summary Section

Expanded Transcript Summary Section for Matriculated FTF
GPA and/or class rank by institution is viewed on this row. Self-Reported GPA or the final GPA for freshmen will be on the appropriate high school entry, the Self-Reported GPA for transfers and CUM or Last 60 GPA for grads will be on the Calculated GPA Org ID.

The **GPA Type** is the grading scale at the specific institution. The system will convert the **Ext GPA** to an equivalent GPA on a 4 pt scale when another **GPA Type** is entered. Most institutions will have the 4PT scale meaning that the grades are A through F with an A equal to 4 grade points.

We are not using the External Subjects row at this time.

### 1.2 Understanding the Courses and Degrees Page

![External Course Details](image)

This page is used to record degrees received and their dates. Data on this page will have been loaded from CSU Mentor with the **Data Source** of Self-Rpted. The designation of **Transcript** means the degree date is posted on the transcript. Available degrees in the list are generic. The one designated on the record will be the closest choice to the one actually earned: Associate, Bachelor, Masters, and Doctorate. Beginning Fall 2012, students coming from California Community Colleges could have earned a Transfer Associates degree and receive special privileges. These degrees are AA-T or AS-T.

There is an expansion to the External Degree row but we will not be entering any data in these fields.