



## Business Process Guide

### Viewing the Education Pages 9.0

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**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.

Favorites | Main Menu > Student Admissions > Application Entry > Academic Information > Education

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\*External Org ID:  Un of Calif, Merced  Checklist Item Update

▶ School Details

Career Data Find | View All First 1 of 1 Last

Data Number: 1 \*Career: Undergrad  
 Term Type: Semester External Term:   
 Term Year:  Academic Level: Unknown  
 From Date: 08/01/2006 To Date: 05/01/2008 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	<input type="text"/>	<input type="text"/>	Official	Not Recvd	Self-Rptd	<input type="text"/>

Transcript Summary Customize | Find | View All First 1 of 1 Last

Term	GPA/Units	Rank	*Summary Type	External Term	Ext Year	Acad Level	Institution
1			Self Rptd	<input type="text"/>	<input type="text"/>	Unknown	CSUFL

External Subjects Customize | Find | View All First 1 of 1 Last

GPA	Subject Totals	*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1		<input type="text"/>	<input type="text"/>	CSUFL	<input type="text"/>	<input type="text"/>	<input type="text"/>

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\*External Org ID:  Un of Calif, Davis  Checklist Item Update

▶ School Details

Career Data Find | View All First 1 of 1 Last

Data Number: 1 \*Career: Undergrad  
 Term Type: Quarter External Term:   
 Term Year: 2011 Academic Level: Unknown  
 From Date: 09/01/2008 To Date: 06/01/2011 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	03/02/2012	12/21/2011	Imaged	Received	Transcript	<input type="text"/>



## 1.1 Understanding the External Education page

Favorites | Main Menu > Student Admissions > Application Entry > Academic Information > Education

External Education | Courses and Degrees

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:

External Education | Courses and Degrees

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Eric Blaska 894308287

School Information Find | View All First 1 of 9 Last

\*External Org ID: 000000014 Calculated GPA Checklist Item Update

School Details

Career Data Find | View All First 1 of 1 Last

Data Number: 1 \*Career: Undergrad

Term Type: Semester External Term:

Term Year: Academic Level: Unknown

From Date: To Date: Comments

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:

External Org ID: C30051984 University High School \* Checklist Item Update

School Details

Location: Un HS

Country: USA United States

Address: Irvine, CA

School Characteristics

School Type: HighSchool

School District:

Accredited

Transcript Translation Req

School Codes

ATP Code: 051984 FICE Code:

ACT Code: IPEDS Code:

NCES:

**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.

Career Data		Find   View All	First	1 of 2	Last
Data Number:	1	*Career:	Undergrad		
Term Type:	Semester	External Term:			
Term Year:	2012	Academic Level:	Unknown		
From Date:	09/01/2009	To Date:	05/31/2011		
					<a href="#">Comments</a>

**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:**

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Not Des			Official	Not Reqd	Self-Rpted	

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 from 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 Reqd. The **Data Source** = Self-Reported before any other actions are completed. See screen shot above.

**b) Requested Transcript:**

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	02172012		Official	Not Recvd	Self-Rpted	

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 Received:**

Transcript Status						
*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	02282012	02282012	Imaged	Received	Transcript	

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 received.

d) **Received Transcript:**

Transcript Status						
*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	02282012	02282012	Official	Partial	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 7<sup>th</sup> 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**

\*External Org ID: C31003356 Irvine Valley Coll \*  Checklist Item Update

School Details

Career Data Find | View All | First 1 of 1 Last

Data Number: 1 \*Career: Undergrad  
 Term Type: Semester External Term:   
 Term Year: 2012 Academic Level: Unknown  
 From Date: 01/01/2005 To Date: 12/01/2011 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	01/19/2012	01/19/2012	Imaged	Received	Transcript	

Transcript Summary Customize | Find | View All | First 1 of 1 Last

Term	GPA/Units	Rank						
*Summary Type	GPA Type		Ext GPA	Conv GPA	Unit Type	Attempted	Completed	
1 Self Rptd	4PT	4 Point			Semester	63.00	63.00	

Expanded Transcript Summary Section

\*External Org ID: C31003356 Irvine Valley Coll \*  Checklist Item Update

School Details

Career Data Find | View All | First 1 of 1 Last

Data Number: 1 \*Career: Undergrad  
 Term Type: Semester External Term:   
 Term Year: 2012 Academic Level: Unknown  
 From Date: 01/01/2005 To Date: 12/01/2011 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	01/19/2012	01/19/2012	Imaged	Received	Transcript	

Transcript Summary Customize | Find | View All | First 1 of 1 Last

*Summary Type	External Term	Ext Year	Acad Level	Institution	GPA Type	Ext GPA	Conv GPA	Unit Type	Attempted	Completed	Rank Type	Class Rank	Class Size	Percentile
1 Self Rptd			Unknown	CSUFL	4PT	4 Point		Semester	63.00	63.00				

Expanded Transcript Summary Section for Matriculated FTF

\*External Org ID: C30053300 Santa Fe HS \*  Checklist Item Update

School Details

Career Data Find | View All | First 1 of 1 Last

Data Number: 1 \*Career: High Schl  
 Term Type: Semester External Term:   
 Term Year: 2005 Academic Level: Unknown  
 From Date: To Date: 06/15/2005 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received		01/07/2008	Official	Final	Transcript	

Transcript Summary Customize | Find | View All | First 1-2 of 2 Last

*Summary Type	External Term	Ext Year	Acad Level	Institution	GPA Type	Ext GPA	Conv GPA	Unit Type	Attempted	Completed	Rank Type	Class Rank	Class Size	Percentile
1 Final		2005	Unknown	CSUFL	4PT	2.970	2.970	Semester				186	479	61
2 Self Rptd		2005	Unknown	CSUFL	4PT	3.040	3.040	Semester				186	479	61



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 Org ID: C31002823      Syracuse Un

**External Course Defaults**

Data Number:       External Career: Undergrad

Data Source: Self-Rpted       Term Type: Semester

Acad Level: Unknown       External Term:

Institution: FLCMP  CSUFL      Term Year:

Course Type: Course       Course Level:

Unit Type: Semester       Units Taken:

Grading Scheme:       Grading Basis:

**External Courses**

Course | Grades | Timeframe | Details | Transfer Credit/ Comments

Course Seq	*School Subject	Description	*Course Nbr	*Course Name
1	<input type="text"/>		<input type="text"/>	<input type="text"/>

**External Degrees**

Degree | Field of Study | Transcript

Degree	*Description	*Degree Date	*Data Source	*Degree Status	*Honors Category	
1	BA <input type="text"/>	Bachelor of Arts	05/01/2005 <input type="text"/>	Self-Rpted <input type="text"/>	Complete <input type="text"/>	None <input type="text"/>

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.