

Adding a New School to a Student's Education

Student Admissions > Application Entry > Academic Information > Education

If a student forgot to report a school they attended, that school can be manually added to their list of schools.

In this example, we have received an transcript from *College of San Mateo* (CSM) for an incoming student that had not reported attending CSM. We need to add that new school to the list of schools for this student. We will also need to manually enter course(s) on the transcript.

After logging into *Campus Solutions*, navigate to **Student Admissions > Application Entry > Academic Information > Education**.

Search for the student.

Best practice is to use the Student ID# as a unique identifier.

Enter a Student ID# and click **Search**.

The screenshot shows the Berkeley Student Information Systems interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Student Admissions > Application Entry > Academic Information > Education. The page title is "Berkeley" with a "Menu" dropdown and a "Search" input field. Below the title, the section is "Education" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. A "Search Criteria" section contains several search fields: "Application Nbr:" (beginning with a dropdown), "ID:" (beginning with a dropdown), "Academic Institution:" (beginning with a dropdown, showing "UCB01"), "Academic Career:" (beginning with a dropdown), "Campus ID:" (beginning with a dropdown), "National ID:" (beginning with a dropdown), "Last Name:" (beginning with a dropdown), and "First Name:" (beginning with a dropdown). There is a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

The **External Education** page for that student displays.

External Education | Courses and Degrees

Anthony Admit 30 [Icons]

School Information Find | View All First 1 of 5 Last

*External Org ID: 3029999999 Org for Cumulative Stats Checklist Item Update

School Details

Career Data Find | View All First 1 of 2 Last

Data Number: 1 *Career: Undergrad

Term Type: External Term:

Term Year: Academic Level: Dismissed from School

From Date: To Date: Comments

Transcript Status

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

Transcript Summary Personalize | Find | View All | First 1-3 of 5 Last

Term	GPA/Units	Rank	*Summary Type	External Term	Ext Year	Acad Level	Institution
1			Overall TR				Berkeley
2			Cert Tr				Berkeley
3			College				Berkeley

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

GPA	Subject Totals	*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1				Berkeley	4PT		

Transfer To: Prospect Data Go

Save Return to Search Notify Refresh

In the **School Information** section, click the **Plus (+)** button to add a new school.

External Education | Courses and Degrees

Anthony Admit 30 [Icons]

School Information Find | View All First 1 of 5 Last

*External Org ID: 3029999999 Org for Cumulative Stats Checklist Item Update

A new row has been added, the number of schools has incremented by one.

Notice that in this example, there are now 6 rows.

Click **Lookup Icon** to search for the school.

External Education | Courses and Degrees

Anthony Admit 30 [Icons]

School Information Find | View All First 2 of 6 Last

*External Org ID: [Lookup Icon] Checklist Item Update

There are many ways to look up a school. Depending on how broad or narrow your criteria are you will get different results. You can use wildcard symbols such as % in your search. The system will not return more than 300 results for a search, so it's not recommended to do a very broad search (e.g. all schools in CA).

Look Up External Org ID

External Org ID: begins with
Description: contains San Mateo
Search Name: begins with
Organization Type: begins with
City: begins with
State: begins with CA
Country: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

External Org ID	Description	Search Name	Organization Type	City	State	Country
3029999999	Org for Cumulative Stats	ORGFORCUMULATIVESTATS	SCHL	(blank)	(blank)	(blank)
3030927771	Pillsbury Baptist Bible Coll	PILLSBURYBAPTISTBIBCOLL	SCHL	OWATONNA	MN	USA
3030927784	"American Univ Of Rome, The"	"AMERICANUNIVOFROME,THE"	SCHL	ITALY	(blank)	ITA
3030927797	Oklahoma City Cmty College	OKLAHOMACITYCMTYCOLLEGE	SCHL	OKLAHOMA CY	OK	USA

In this case we have asked for the **Description** to **Contain** the words *San Mateo* and for the **State** to be **CA**.

Once we have entered our criteria, we will click the **Lookup** button.

The results that match our selection display.

We will click on *College of San Mateo*.

Look Up External Org ID

External Org ID: begins with
Description: contains San Mateo
Search Name: begins with
Organization Type: begins with
City: begins with
State: begins with CA
Country: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

External Org ID	Description	Search Name	Organization Type	City	State	Country
3030991926	College Of San Mateo	COLLEGEOFSANMATEO	SCHL	SAN MATEO CA	USA	
3031064401	Fusion Academy San Mateo	FUSIONACADEMYSANMATEO	SCHL	SAN MATEO CA	USA	
3031652313	Halstrom Academy-San Mateo	HALSTROMACADEMY-SANMATEO	SCHL	SAN MATEO CA	USA	
3031606813	San Mateo Adult	SANMATEOADULT	SCHL	SAN MATEO CA	USA	
3031053364	San Mateo Adult School	SANMATEOADULTSCHOOL	SCHL	SAN MATEO CA	USA	
3031053468	San Mateo High School	SANMATEOHIGHSCHOOL	SCHL	SAN MATEO CA	USA	

The **External Org** number and the School Name are now showing.

Next we will need to fill in the **Transcript Status** section.

Look Up External Org ID

External Org ID: 3030991926
School Name: College Of San Mateo

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

External Org ID	Description	Search Name	Organization Type	City	State	Country
3030991926	College Of San Mateo	COLLEGEOFSANMATEO	SCHL	SAN MATEO CA	USA	

Change the **Action** to **Received** to indicate the transcript was received.

Leave the **Transcript Date** defaulted.

Add the **Date Received**.

Transcript Type will be **Official**.

Select the **Transcript Status** of **Final** if you will be updating and evaluating the courses during this session. If information is missing, select **Incomplete** or you are not ready to complete the evaluation, select **In Progress**.

Data Source will be **School**.

The **Data Medium** is **Hard Copy**.

We are now ready to add the course(s) on the transcript.

Scroll up and click on the 2nd tab, **Courses and Degrees**.

The **Courses and Degrees** tab page appears.

External Education | Courses and Degrees

Anthony Admit 30

School Information Find | View All First 2 of 6 Last

*External Org ID: 3030991926 College Of San Mateo 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: 2016 Academic Level: Unknown Dismissed from School

From Date: To Date: Comments

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	07/05/2016	07/05/2016	Official	Final	School	Hard Copy

External Education | Courses and Degrees

Anthony Admit

External Education | Courses and Degrees

Anthony Admit

External Organization Find | View All First 2 of 6 Last

External Org ID: 3030991926 College Of San Mateo

External Course Defaults

Data Number: External Career: Undergrad Apply Defaults

Data Source: Self-Rpted Term Type: Semester

Acad Level: Unknown External Term:

Institution: UCB01 Berkeley Term Year:

Course Type: Course Course Level:

Unit Type: Semester Units Taken:

Grading Scheme: Ugrd Grade Grading Basis: TRN Transfer

External Courses Personalize | Find | View All | First 1 of 1 Last

Course Seq *School Subject *Course Nbr *Course Name

1

External Degrees Personalize | Find | View All | First 1 of 1 Last

Degree Field of Study Transcript

1

Transfer To: Prospect Data Go

Save Return to Search Notify Refresh

In order to add courses, we will need to set some Defaults that will copy over as we add classes.

In **External Course Defaults**, we have entered **Data Source**, **External Term** and **Term Year**.

Once we have entered our defaults, we will click the **Apply Defaults** button.

In the **External Courses** section, we need to expand this view to include all of the columns.

Click the **Expand (Show All Columns)** button.

The fields that we set up in the defaults have filled in, we will fill in the rest of the fields with the information from the transcript.

In this example, we have entered a PHIL 103 class on Critical Thinking, with a grade of A-.

If we needed to add additional classes, we could click the plus button on the right to add more.

Note: In this example, we are working in a **Personalized** view that only shows 18 of the 27 columns. For more information about Personalization, please see the **Finalization-Education** job aid.

Course Seq	*School Subject	*Course Nbr	*Course Name	Description	Units Taken	*Grading Scheme	*Grading Basis	*Grade In	Official Grade	Data Number	External Term	Term Year	*External Career	*Data Source	*Course Type	*Course Level	*Academic Institution
1	PHIL	103	Critical Thinking	Transfer Credit Course	3.00	Ugrd Grade	TRN	TA-	TA-	0	Summer Se	2016	Undergrad	Self-Rptd	Course	Lower Dvsn	Berkeley

When you have finished adding the course(s), be sure to click the **Save** button.

Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: **sishelp@berkeley.edu**

- Submit a ticket: https://berkeley.service-now.com/ess/create_incident