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.

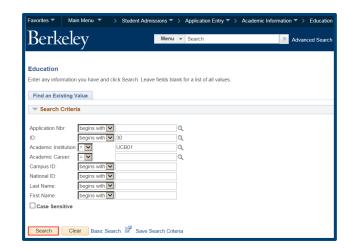
In this example, we have received an transcript from *College of San Mateo* (CSM) for an incoming student that had not reported attending CSM. We need to add that new school to the list of schools for this student. We will also need to manually enter course(s) on the transcript.

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

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

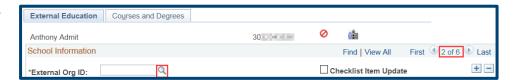
A new row has been added, the number of schools has incremented by one.

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

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







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 yoru 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).

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

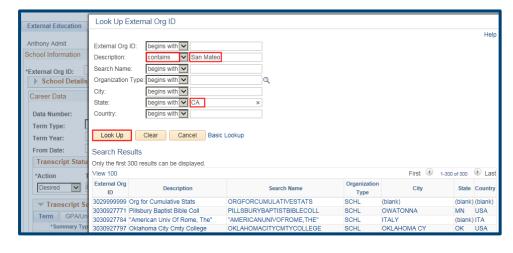
Once we have entered our criteria, we will click the **Lookup** button.

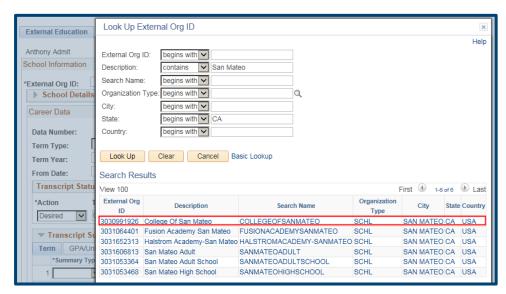
The results that match our selection display.

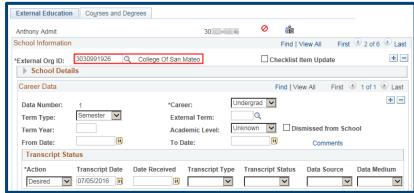
We will click on College of San Mateo.

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

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







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**.

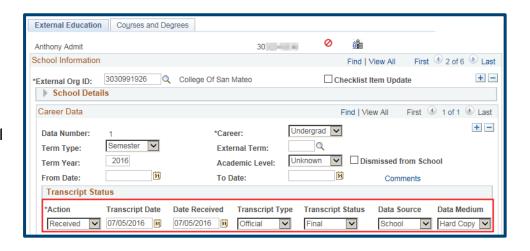
Data Source will be School.

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

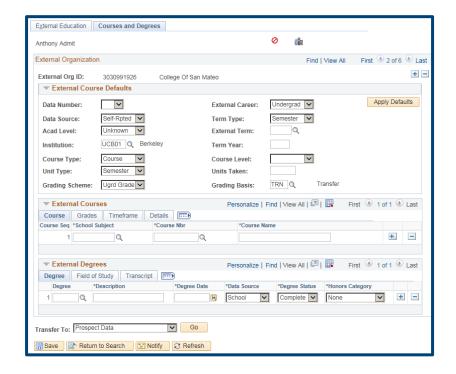
We are now ready to add the course(s) on the transcript.

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

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







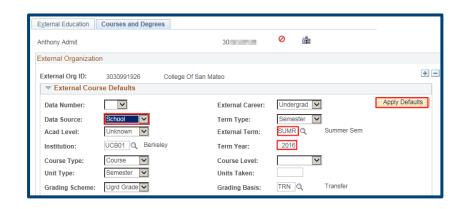
In order to add courses, we will need to set some Defaults that will copy over as we add classes.

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.

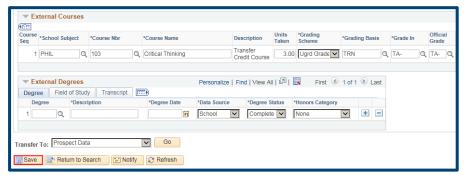
In this example, we have entered a PHIL 103 class on Critical Thinking, with a grade of A-.

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.



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