Viewing a Student’s Education

Business Process Guide

Updates

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Viewing Education Overview

The **Education** pages will be used to show receipt of a student’s transcript(s) as well as information from high schools and colleges/universities. High School Core Subject requirements will also be recorded on these pages.
Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing a Student’s Education Information

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Transfer Credit Evaluation > External Education

To access a student’s Education pages, follow the navigation path listed above.

Steps for Viewing the Education Pages:

1. On the search page for Education, enter the student’s CWU ID number into the ID field. Or, if the ID of the individual is not known, you may search using the student’s Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.

   Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each). If you wish to use the First Name field to search, you must also enter at least a portion of the last name into the Last Name field.

2. Click the Search button.

3. To clear the information you entered into the fields on this page, click the Clear button.

If more than one Search Result appears at the bottom of the page, click on the link for the student you wish to view. You may need to refer to Date of Birth, National ID, etc., to make sure you are choosing the correct student.
4. That individual’s **Education** pages will display, showing multiple tabs of information regarding Education.

5. If any 🚫 negative service indicator, ⭐ positive service indicator, or 📄 FERPA icons appear at the top of any of the **Education** pages, you may click on the icon for further information.

6. For details regarding information found on the **External Education** page, refer to section 1.1 below.

7. For details regarding information found on the **Courses and Degrees** page, click on the |Courses and Degrees| tab at the top of the page or link at the bottom of the page and refer to section 1.2 below.

8. To search for another student’s Education information, click the button to return to the search page for **Education**. Return to the directions in section 1.0 above.
1.1 Education: External Education

This page indicates the following information:

- the dates of attendance at the particular school or institution
- if the transcript from the external organization has been Received
- the applicant’s GPA information, Attempted and Completed units
- the applicant’s high school Rank and core requirements (if there is no post-secondary transcript)
- This page will indicate the student’s GPA Type, the converted GPA (Conv GPA), and the Attempted units. For high school students, the Rank will also display.

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Transfer Credit Evaluation > External Education > Search > External Education

If you have not already accessed the External Education page, follow the directions in section 1.0 above to do so.
Tips for Viewing the External Education Page:

1. If more than one transcript exists for the student, click on the First or Last links or the left and right arrow keys in the School Information title bar to view each of the transcripts individually, or click on the View All link to view all of the transcripts vertically down the page.

2. Under the School Information title bar, External Org ID is the school from which the transcript came.

3. The checkbox will default to being checked.

4. Under the Career Data title bar, Data Number will default to 1.

5. Career will default to Undergrad but has no meaning.

6. If the student attended the school for more than one career, click on the First or Last links or the left and right arrow keys in the Career Data title bar to view each of the careers individually, or click on the View All link to view all of the careers vertically down the page.

7. Term Type will not be used by CWU.

8. External Term will not be used by CWU.

9. Term Year may populate but is not being used by CWU.

10. Academic Level will default to Unknown.

11. From Date and To Date will indicate the start and end dates of the student’s attendance at the external organization listed. If the student will be completing his/her coursework at an institution while he/she is being evaluated for admission, the From Date and To Date will be used to display the dates of attendance, including the outstanding quarter(s).

12. The checkbox will not be used by CWU.

13. Under the Transcript Status title bar, Action will be used to indicate that the transcript has been received.

14. Transcript Date will be used to show the date of the transcript.

15. Date Received will be used to show the date the transcript was received.

16. Transcript Type will always be Official.

17. Transcript Status will be set when the transcript is received. If the transcript is incomplete, shows outstanding coursework, or the To Date is still in the future, the Transcript Status will display as Incomplete. If the transcript is complete, or when the final transcript is received, the Transcript Status will indicate Final.

18. Data Source will always be School.

19. Data Medium will either be Hard Copy or EDI (received electronically).

20. Under the Transcript Summary title bar, there are three tabs of information: |Term|, |GPA/Units| and |Rank|.
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The |Term| tab displays the following information:
- **Summary Type** indicates the level at which the GPA and academic information was recorded. Examples include Sixth Sem (of high school), Final Coll, etc.
- **External Term** will not be used by CWU.
- **Ext Year** will not be used by CWU, although there may be information that displays.
- **Acad Level** will not be used by CWU and will default to Unknown.
- **Institution** will always be CWU.

The |GPA/Units| tab displays the following information:
- **Summary Type** indicates the level at which the GPA and academic information were recorded. Examples include Sixth Sem (of high school), Final Coll, etc.
- **GPA Type** indicates the GPA basis that the institution listed on the transcript uses. For example, New York high schools are often based on a 5-point GPA system.
- **Ext GPA** is the cumulative GPA on the transcript. The unweighted GPA is recorded.
- **Conv GPA** is the converted GPA on a 4-point scale.
- **Unit Type** will only be used when recording a post-secondary transcript.
- **Attempted** will show the attempted number of units.
- **Completed** will show the completed number of units.

The fields under the |Rank| tab will only be used when recording high school academic information. When available, the unweighted rank will be listed. The |Rank| tab displays the following information:
- **Summary Type** indicates the level at which the GPA and academic information was recorded.
- **Rank Type** will not be used by CWU.
- **Class Rank** will not be used by CWU, although there may be information that displays.
- **Class Size** may show class size.
- **Percentile** may show the student’s percentile rank.

21. Under the External Subjects title bar, there are two tabs of information: |GPA| and |Subject Totals|. 
The |GPA| tab displays the following information:

- **External Subject Area** indicates a code for the External Subject Area. Examples are 2ENG (English), 2MAT (Math), 3FRU (Russian), 3SCI (HS Core Science), etc. The Subject Area is also included.
- **Course Level** will always be *Regular*.
- **Institution** will always be *CWU*.
- **GPA Type** will not be used by CWU, although there may be information that displays.
- **External GPA** and **Converted GPA** will not be used by CWU.

The |Subject Totals| tab displays the following information:

- **External Subject Area** indicates a code for the External Subject Area. Examples are 2ENG (English), 2MAT (Math), 3FRU (Russian), 3SCI (HS Core Science), etc. The Subject Area is also included.
- **Units Attempted** and **Units Completed** will display. If the External Subject Area is from a high school transcript, the **Units Attempted** and **Units Completed** will represent the number of years that the applicant has successfully completed the core subject.
- **Courses Attempted**, **Courses Completed** and **Unit Type** will not be used by CWU.

22. For details regarding information found on the Courses and Degrees page, click on the |Courses and Degrees| tab at the top of the page or link at the bottom of the page and refer to section 1.2 below.

23. To search for another student’s Education information, click the button to return to the search page for Education. Return to the directions in section 1.0 above.

### 1.2 Education: Courses and Degrees

This page will be used to record any post-secondary degrees.

**Navigation:**

- Main Menu > Campus Solutions > Records and Enrollment > Transfer Credit Evaluation > External Education > |Courses and Degrees|

If you have not already accessed the Courses and Degrees page, follow the directions in section 1.0 above to do so.
Tips for Viewing the Courses and Degrees Page:

1. If more than one transcript exists for the student, click on the First or Last links or the left and right arrow keys in the External Organization title bar to view each of the transcripts individually, or click on the View All link to view all of the transcripts vertically down the page.

2. Under the External Organization title bar, External Org ID indicates the school from which the transcript came.

3. Under the External Course Defaults title bar, External Career indicates the Career of the student when he/she was in attendance at the external organization listed.
1. **Data Source** will default to *Self-Rpted* (Self-Reported).
2. **Acad Level** will not be used by CWU and will default to *Unknown*.
3. **Institution** will always be *CWUID*.
4. **Course Type** will default to *Course*.
5. **Grading Scheme** will default to *CWU Grades*.
6. **Grading Basis** will default to *TRN* (Transfer).
7. No other fields under the **External Course Defaults** title bar will be used by CWU.
8. Tabs located under the **External Courses** title bar are not being used by CWU Student Records, although there may be information that displays.
9. Under the **External Degrees** title bar, there are three tabs of information: **Degree**, **Field of Study** and **Transcript**. CWU Student Records will only be using information found under the **Degree** tab.
10. The **Degree** tab displays the following information:
    - **Degree** indicates the code for the Degree the student received.
    - **Description** indicates the Degree that was received.
    - **Degree Date** will be the date the degree was awarded.
    - **Data Source** indicates how the degree information on the transcript was received. This will default to *School*.
    - **Degree Status** will always be *Complete*. In progress degrees will not be recorded.
    - **Honors Category** will not be used by CWU and will default to *None*.
11. For details regarding information found on the **External Education** page, click on the **External Education** tab at the top of the page or link at the bottom of the page and refer to section 1.1 above.
12. To search for another student’s Education information, click the **Return to Search** button to return to the search page for **Education**. Return to the directions in section 1.0 above.