


9.2 Entering External Education Information (Fluid)

Purpose: Use this document as a reference for entering external education information in ctcLink Fluid, using the Admissions Processing section of the CS Staff Homepage.

Audience: Student Services staff.

 **External Education** is a global page. Changes as data updates can impact all colleges. **Changes made on this page can affect the student and other colleges.** Do not delete data rows from this page--it's not your data--it belongs to the student. If you do not want to bring a particular row of data from this page into your institution's records, then do not fetch the data.

Please ensure your Transcript Evaluator knows they **MUST** review the upload/download version of the incoming transcript for repeated coursework for Legacy transcripts. Repeated coursework is seen as duplicate by the system and does not load into External Education. For ctcLink transcripts, review the Unofficial Transcript, which is accessible through the Advisor Center.

Entering External Education Information

Navigation: ctcLink CS Staff Homepage > Admissions Processing Tile

1. The Admissions Processing page displays.
2. Select the **Processing Applications** menu.
3. The Processing Applications menu expands.
4. Select the **External Education** sub-menu item.
5. The **Education** search page displays to the right.
6. Enter the value in the **ID** field.
7. Select the **Search** button.
8. The External Education page displays.
9. Select the **Look Up icon** (magnifying glass) for the **External Org ID** field.
10. The Look Up External ID page displays.
11. Input the **Description value** in the **Description field** and specify a parameter of "**begins with.**"
12. Select the **Search** button.
13. The Search Results display.

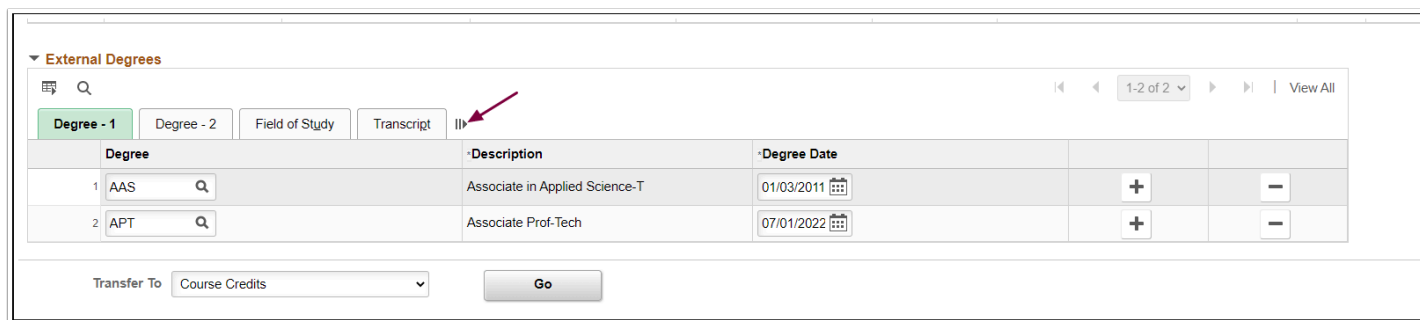
14. Select the **External Org ID** value from the search results list.
15. The External Education page displays.
16. In the **Career Data** section, enter data in the following fields:
 - Select the value from the **Career drop-down** list.
 - Select the value from the **Term Type drop-down** list.
 - Select the **Look Up icon** (spyglass) for the **External Term** field.
 - Select the **External Term** value.
 - Input the **Term Year** value.
 - Select the value from the **Academic Level drop-down** list.
 - Input the **From Date** value.
 - Input the **To Date** value.
17. In the **Transcript Status** section enter data in the following fields:
 - Select the value from the **Action** field.
 - Input the **Transcript Date** value.
 - Input the **Date Received** value.
 - Select the **Transcript Type** value.
 - Select the **Transcript Status** value.
 - Select the **Data Source** value.
 - Select the **Data Medium** value.
18. Leave the **Transcript Summary** section defaults.
19. Leave the **External Subjects** section defaults.
20. Select the **Course and Degrees** tab.
21. Select the **Comments** link.
 - **Note:** *The External Education page is global; therefore, this is a page where you can identify that your institution received the transcript. To reduce the time it takes for colleges to manually enter the same information for each student, colleges can request Default Comments via the [ctcLink CS Support ticketing system](#).*
20. The Courses and Degrees page displays.
21. In the **External Course Defaults** section, enter data in the following fields:
 - Select the **Data Number** value.
 - Select **External Career** value.
 - Select the **Data Source** value.
 - Select the **Term Type** value.
 - Select the **Acad Level** value.
22. Continued in the **External Course Defaults** section, enter data in the following fields:
 - Search for and select the **External Term** value.
 - Search for and determine the **Institution** value.
 - Input the **Term Year** value.
 - Select the **Course Type** value.
 - Select the **Course Level**.
 - Select the **Unit Type** value.
 - Leave the **Units Taken** blank.
 - Select the **Grade Scheme** value.
 - Search for and select the default **Grading Basis** value.

- Select **Apply Defaults** button.

23. In the **External Course** section, enter data in the following fields:
- Select the **Show all columns** icon (grid icon to the right of the Transfer Credit/Comments tab).
 - Input the **School subject** value.
 - Input the **Course Nbr.**
 - Input the **Course Name.**
 - Leave the **Subject Area** field blank.
 - Input the **Units taken** value.
 - View the **Grading Scheme** value.
 - View the **Grading Basis** value.
 - Input the **Grade In** value.
 - View the **Official Grade** value.
24. Continued in the **External Course** section view that the data has been populated in the following fields:
- View the **Data Number** value.
 - View the **Term Type** value.
 - View the **External Term** value.
 - View the **Term Year** value.
 - View the **External Career** value.
 - View the **Data Source** value.
 - View the **Acad Level** value.
 - View the **Unit Type** value.
 - View the **Course Type** value.
 - View the **Academic Institution.**
 - View the **Transfer Credit** checkbox.
25. Select the **Add Multiple Rows** icon (the plus sign) to insert additional external course information.
26. Input the information for the course.
27. Select the **OK** button.
28. Select the **Save** button.

External Degrees

29. **External Degrees** allows staff to enter information about student degrees associated with the specific External Org IDs. Select the "**Show All Columns**" icon to expand all columns.



The screenshot shows the 'External Degrees' form. At the top, there are tabs: 'Degree - 1' (selected), 'Degree - 2', 'Field of Study', 'Transcript', and 'III'. A red arrow points to the 'Show All Columns' icon (a grid icon) in the top right corner of the table area. Below the tabs is a table with the following data:

	Degree	Description	Degree Date		
1	AAS	Associate in Applied Science-T	01/03/2011	+	-
2	APT	Associate Prof-Tech	07/01/2022	+	-

At the bottom of the form, there is a 'Transfer To' dropdown menu set to 'Course Credits' and a 'Go' button.

30. Enter or look up the **Degree**, and the **Description** auto-populates. In the **Description** field, enter the Degree manually if it is unavailable.
31. **Degree Date:** A required field. Enter the date the Degree was earned. In the case of a degree in progress, enter the date the Degree will be awarded.
32. **Data Source:** Activate the drop-down menu and choose the appropriate Data Source.
33. **Degree Status:** Activate the drop-down menu and choose a status: **Complete, In Progress, Discontinued, Incomplete**. "Complete" displays by default.
34. **Honors Category:** If applicable, activate the drop-down menu and select the appropriate **Honors**.
35. **External Subject 1** and **External Subject 2:** Enter or look up an External Subject to associate with a school subject at your institution, and the Field of Study populates. If the External Subject is unavailable, manually enter it in the Field of Study field.

External Subject 1	Field of Study 1	External Subject 2	Field of Study 2	External Career	Data Number
EDUC	Education			Undergraduate	1
ARTS	Arts				

36. **External Career:** Activate the drop-down menu and select the appropriate **External Career**.
37. **Data Number:** Select a Data Number from the drop-down menu. The **Data Number** is related to the Career Data panel on the External Education tab. In the External Degrees panel, you can enter a new transcript or source of information when you add a new row--associate the degree with the correct Data Number.

External Education

External Education

Courses and Degrees

Eli Kennedy201730289

School Information

*External Org ID000139628Renton Technical College

School Details

Career Data

Data Number2

*CareerUndergraduate

Term Type

Term Year

From Date

External Term

Academic LevelUnknown

To Date

Dismissed from School

Comments

Transcript Status

*ActionDesired

Data Source

Transcript Date07/07/2022

Data Medium

Date Received

Transcript Type

Transcript Status

38. Select **Save** in the lower-left corner of the page.

Process complete.

Queries

- To access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu.
- Discover the best methods for finding queries and reports by visiting [Recommended Methods for Searching Queries and Reports](#).

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.



VIDEO COMING SOON!!

Video Tutorial via Panopto

View the external link to [Entering External Education Information \(Fluid\)](#). This link will open in a new tab/window.