

The external education page shows how courses were entered into myFSCJ from the student's transcript. This screen can be used to see if a student has already taken a class that is a pre-requisite to another class that the student wants to take. Using this screen, in combination with the Transfer Credit tab in the Student Services Center, you will be able to determine if the student has completed a pre-requisite that is needed for a course.

To navigate to External Education go to **Main Menu>Campus Solutions>Records and Enrollment>Transfer Credit Evaluation>External Evaluation.**

Alternatively, you could navigate to Main Menu> Campus Solutions> Campus Community> Student Services Center. Then click on the Admissions Tab and scroll down to the External Education area. Then select the Edit Education Data button.

On the External Education tab you see information about the student's previous education. If the career is listed as High School, then you know that that row of information is referring to the student's high school education. If the career says Undergraduate, then that row of information is referring to the student's college education.

The Transcript Action is "Desired" when a student initially applies. When the transcripts are received, then the transcript status will be changed to Received. See the [Transcript Process](#) training document on the CS training website for more information on the transcript action and status that is assigned to the transcript throughout the transcript evaluation process.

The Courses and Degrees tab is where you would find information about the degree type that the student earned and the courses the student completed at that external institution.

External Education **Courses and Degrees**

External Organization: 1536787 TRINITY BAPTIST COLLEGE

**External Course Defaults**

Data Number: External Career: Undergrad  
 Data Source: Self-Rpted Term Type: Semester  
 Acad Level: Unknown External Term:  
 Institution: FSCJ1 FSCJ1 Term Year:  
 Course Type: Course Course Level:  
 Unit Type: Semester Units Taken:  
 Grading Scheme: Credit Grading Basis: TRN Transfer

**External Courses**

Course Seq	School Subject	Description	Course Nbr	Course Name
1	ENC	ENC	1101	ENGLISH COMPOSTN I

**External Degrees**

Degree	Field of Study	Description	Degree Date	Data Source	Degree Status	Honors Category
1				School	Complete	None

Click on the spreadsheet icon to expand the columns in order to see more course details.

External Education **Courses and Degrees**

External Organization: 1505222 TRINITY CHRISTIAN ACADEMY

**External Course Defaults**

Data Number: External Career: High Schl  
 Data Source: Self-Rpted Term Type: Full Year  
 Acad Level: Unknown External Term:  
 Institution: FSCJ1 FSCJ1 Term Year:  
 Course Type: Course Course Level:  
 Unit Type: Semester Units Taken:  
 Grading Scheme: NC Grades Grading Basis: TRN Transfer

**External Courses**

Course Seq	School Subject	Description	Course Nbr	Course Name
1	07		08340A	SPANISH I
2	07		08340B	SPANISH I
3	07		08350A	SPANISH II
4	07		08350B	SPANISH II

**External Degrees**

Degree	Description	Degree Date	Data Source	Degree Status	Honors Category
1	W06 Standard High School Diploma	05/25/2017	School	Complete	None

**External Course Defaults**

Data Number: External Career: High Schl  
 Data Source: Self-Rpted Term Type: Full Year  
 Acad Level: Unknown External Term:  
 Institution: FSCJ1 FSCJ1 Term Year:  
 Course Type: Course Course Level:  
 Unit Type: Semester Units Taken:  
 Grading Scheme: NC Grades Grading Basis: TRN Transfer

**External Courses**

Course Seq	School Subject	Description	Course Nbr	Course Name	Subject Area	Description	Units Taken	Grading Scheme	Grading Basis	Grade In
1	07		08340A	SPANISH I	AHSA	AHSA	0.50	NC Grades	TRN	A
2	07		08340B	SPANISH I	AHSA	AHSA	0.50	NC Grades	TRN	A
3	07		08350A	SPANISH II	AHSA	AHSA	0.50	NC Grades	TRN	A
4	07		08350B	SPANISH II	AHSA	AHSA	0.50	NC Grades	TRN	A

**External Degrees**

Degree	Description	Degree Date	Data Source	Degree Status	Honors Category
1	W06 Standard High School Diploma	05/25/2017	School	Complete	None

**NOTE:** You can click the arrows to view one row of data at a time or click “View All” to see all rows of data. You’ll know that there are additional screens to view if the area says 1 of 2, 1 of 3, etc.

The screenshot shows the FSCJ External Education system interface. At the top, there are navigation links for 'Employees', 'Resources', and 'Help Center'. Below this is the FSCJ logo and a search bar. The main content area is titled 'External Education' and 'Courses and Degrees'. A red circle highlights the navigation controls: 'Find | View All', 'First', '1 of 2', and 'Last'. Below this, the 'External Organization' section shows 'External Org ID: 1512119' and 'MONTABELLA HIGH SCHOOL'. The 'External Course Defaults' section contains various dropdown menus and input fields for configuring course data, including 'Data Number', 'Data Source', 'Acad Level', 'Institution', 'Course Type', 'Unit Type', 'Grading Scheme', 'External Career', 'Term Type', 'External Term', 'Term Year', 'Course Level', 'Units Taken', and 'Grading Basis'. An 'Apply Defaults' button is also present.