

Entering Education Data

You can enter and update academic information from external sources, such as transcripts, in the **Education** component. You can record general and specific external education data such as schools attended, academic summaries, subjects taken, degrees earned or in progress, courses and dates attended, and so on.

Enter data on the **Education** component to link the data to the person (not to a specific application).

Navigation

Main Menu -> Student Admissions -> Application Entry -> Academic Information -> Education

The screenshot shows the 'External Education' form in the UAMS HRMS system. The 'External Org ID' field is highlighted with a red circle and contains the value '9007265'. A callout box points to this field with the text: 'Find the school by clicking on the magnifying glass icon by the External Org ID field'. The form also displays school details for Dermott High School, including location, address, and school characteristics.

Term	GPA/Units	Rank	External Term	Ext Year	Acad Level	Institution
1	ALL UGRD			2001	12th Grade	UAMS

GPA	Subject Totals	External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
				UAMS			

When you click on the magnifying glass icon in the External Org ID field you get the search page for schools/colleges (Look Up External Org ID)

Look Up External Org ID

External Org ID: begins with

Description: begins with

Search Name: begins with

Organization Type: begins with

City: begins with

State: begins with

Country: begins with

Basic Lookup

Type the name of the school in the Description field. If that doesn't find the school, type in the city and state in which the school is located

Search Results

Only the first 300 results can be displayed.

View 100

External Org ID	Description	Search Name	Organization Type	City	State	Country
9000001	fairfield Univ Upward Bound P	FAIRFIELDUNIVUPWARDBOUNDP	SCHL	Fairfield	CT	USA
9000002	Aace Talent Search Daly City	AACETALENTSEARCHDALYCITY	SCHL	San Francis	CA	USA
9000003	Aakers College	AAKERSCOLLEGE	SCHL	Fargo	ND	USA
9000004	Aarts Office Us Army	AARTSOFFICEUSARMY	SCHL	Fort Knox	KY	USA
9000005	Abilene Chrstn Univ Abilene	ABILENECHRSTNUNIVABILENE	SCHL	Abilene	TX	USA
9000006	Abington Mem Hos Dixon Sch Nur	ABINGTONMEMHOSDIXONSCHNUR	SCHL	Willow Grov	PA	USA
9000007	Abraham Baldwin Agricultrl Upbd	ABRAHAMBALDWINAGRICULTRLUPBD	SCHL	Tifton	GA	USA
9000008	Abraham Baldwin Agricultrl Coll	ABRHAMBALDWINAGRICULTRLCOLL	SCHL	Tifton	GA	USA
9000009	Academy College	ACADEMYCOLLEGE	SCHL	Minneapolis	MN	USA
9000010	Academy Court Reporting Colum	ACADEMYCOURTREPORTINGCOLUM	SCHL	Columbus	OH	USA
9000011	Academy Of Art University	ACADEMYOFARTUNIVERSITY	SCHL	Sn Frncsco	CA	USA
9000012	Academy Of Couture Art	ACADEMYOFCOUTUREART	SCHL	Beverly Hil	CA	USA
9000013	Academy Prep Fndtn	ACADEMYPREPFNDTN	SCHL	St Pstrsbrg	FL	USA

Think about spelling: Ft. Smith or Fort Smith are different locations

Check here to see if there is more than one school listed

The screenshot shows the 'School Information' page for Dermott High School. The 'School Details' tab is selected. The 'Career Data' section is expanded, showing fields for Data Number, Term Type, Term Year, and Term Dates. The 'Transcript Status' section is also expanded, showing a table with columns for Action, Transcript Date, Date Received, Transcript Type, Transcript Status, Data Source, and Data Medium. The 'Transcript Summary' section is also visible at the bottom.

The School Details show after you choose the school from the lookup. Complete Career Data and Transcript Status and Summary based on the applicant Transcript you have received.

Choose the Career (Undergrad or Grad) and complete the type of term for the school attended, term year, and the from and to dates.

https://cs.uams.edu/psp/CS/EMPLOYEE/HRMS/c/PROCESS_APPLICATIONS.ACAD_HISTORY_ADMA.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCAD_STUDENT_ADMISSIONS.HCAD_APPLICATION...

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FOR MEDICAL SCIENCES

External Education Courses and Degrees

Funky Monkey 3036322

School Information Find | View All First 1 of 1 Last

*External Org ID: 9007265 Dermott High School Checklist Item Update

School Details

Location: Dermott High School
Country: USA United States
Address: 525 East Speedway
Dermott, AR 71638

School Characteristics

School Type: Unknown
School District:
 Accredited
 Transcript Translation Req

School Codes

ATP Code: 040615 FICE Code:
ACT Code: IPEDS Code:
NCS:

Career Data Find | View All First 1 of 1 Last

Data Number: 1 *Career: High Schl
Term Type: External Term: FALL
Term Year: 2001 Academic Level: 12th Grade Dismissed from School
From Date: 8/5/2000 To Date: Comments

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	10/02/2014					

Transcript Summary Personalize | Find | View All | First 1 of 1 Last

Term	GPA/Units	Rank	External Term	Ext Year	Acad Level	Institution
1					Unknown	UAMS

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

*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1		UAMS			

This is the academic level that relates to the Transcript and GPA

https://cs.uams.edu/psp/CS/EMPLOYEE/HRMS/c/PROCESS_APPLICATIONS.ACAD_HISTORY_ADMA.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCAD_STUDENT_ADMISSIONS.HCAD_APPLICATION...

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External Education Courses and Degrees

Funky Monkey 3036322

School Information Find | View All First 1 of 1 Last

*External Org ID: 9007265 Dermott High School Checklist Item Update

School Details

Location: Dermott High School
Country: USA United States
Address: 525 East Speedway
Dermott, AR 71638

School Characteristics

School Type: Unknown
School District:
 Accredited
 Transcript Translation Req

School Codes

ATP Code: 040615 FICE Code:
ACT Code: IPEDS Code:
NCS:

Career Data Find | View All First 1 of 1 Last

Data Number: 1 *Career: High Schl
Term Type: External Term: FALL
Term Year: 2001 Academic Level: 12th Grade Dismissed from School
From Date: 8/5/2000 To Date: Comments

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	10/02/2014		Official/Unofficial			

Transcript Summary Personalize | Find | View All | First 1 of 1 Last

Term	GPA/Units	Rank	External Term	Ext Year	Acad Level	Institution
1					Unknown	UAMS

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

*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1		UAMS			

Date on which the transcript is printed

Date on which UAMS receives the transcript

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FOR MEDICAL SCIENCES

School Details

Location: Dermott High School
Country: USA United States
Address: 525 East Speedway
Dermott, AR 71638

ATP Code: _____
FICE Code: _____
ACT Code: _____
IPEDS Code: _____

Career Data

Data Number: 1

*Career: _____
External Term: _____
Term Year: 2001
Academic Year: 12th Grade
From Date: 08/05/2000
To Date: 05/08/2001

Transcript Status

*Action	Transcript Date	Date Entered	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	10/02/2014		Official	Final	School	Hard Copy

Transcript Summary

Term	GPA/Units	*Summary Type	*Type	Ext GPA	Conv GPA	Unit Type	Attempted	Completed
1	ALL UGRD							

External Subjects

GPA	Subject Totals	*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1				UAMS			

You can report multiple types of GPA

Make sure the Data Number of the External Org matches that of the Career Data

Enter the degree conferred at the institution

Make sure the Degree Status is Correct – it defaults to Complete

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External Education

Joseph Cotton 9044540

External Organization

External Org ID: _____

External Course Defaults

Data Number: _____

Data Source: Self-Rptd
Acad Level: Unknown
Institution: UAMS1 UAMS
Course Type: Course
Unit Type: _____
Grading Scheme: _____

External Career: _____
Term Type: _____
Begin Date: _____
End Date: _____
Course Level: _____
Units Taken: _____
Grading Basis: _____

External Courses

Course Seq	*School Subject	Description	*Course Nbr	*Course Name
1				

External Degrees

Degree	*Description	*Degree Date	*Data Source	*Degree Status	Honors Category
1			School	Complete	None