

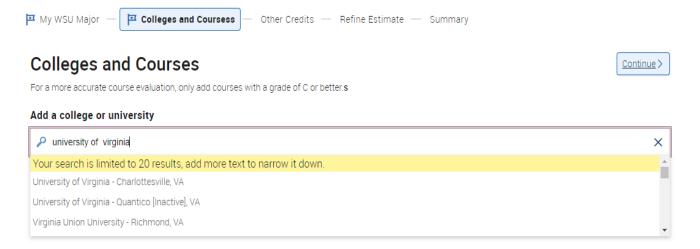
# Colleges & Courses

## What is the Colleges & Courses Tab?

The Colleges & Courses tab is where students can enter prior coursework. If there is no existing equivalency, they may also submit Pending Courses on this page.

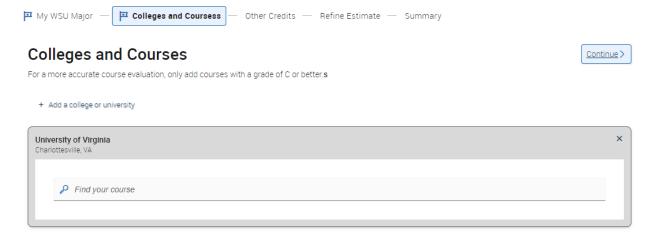
#### **Feature Overview**

Once a student has selected programs of interest and clicks Continue, they are taken to the Colleges & Courses tab. The student is prompted to add a college or university. Predictive text in the search bar will assist the student in locating any prior institution.



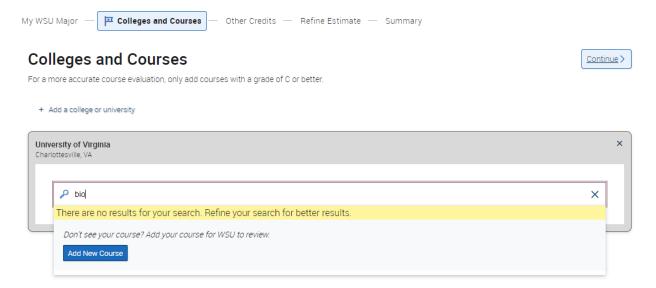
Students may add an unlimited number of colleges or universities.

Once the student has selected an institution, they may use the "Find your course" search bar to locate their coursework.

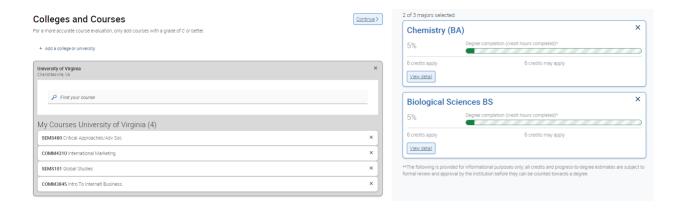


Only courses with active rules built in your SIS will show to the student. If the student does not see a course they have completed, they will be prompted to submit a Pending Course. For more information on Pending Courses, please see the Pending Course Workflow article.

Reminder: If a student has not yet created an account, they will need to do so before submitting a Pending Course.

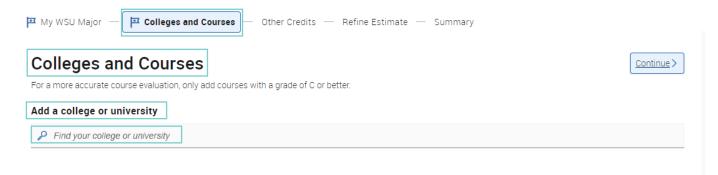


As the student adds prior coursework, the Degree completion bar for each program adjusts to reflect progress to degree.

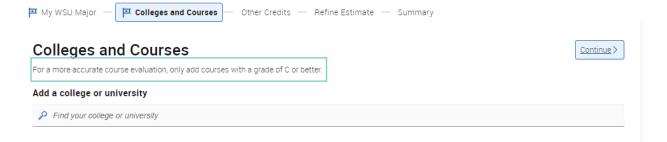


### **Colleges and Courses Custom Messages**

Colleges and Courses headers and descriptive text are configurable. The sections that can be customized are highlighted below.



Rich Text editing is enabled for the Colleges and Courses description (section highlighted below).



### **Frequently Asked Questions**

- 1. Where does the list of institutions on the Colleges and courses tab originate?
  - The list of institutions shown in your Portal site is reflective of the institution list in your SIS. Your technical team determined which institutions should be visible in the Portal during the College Cleanup process conducted in implementation. If you have questions regarding a missing or incorrect institution, please reach out to <a href="mailto:TransferTechSupport@eab.com">TransferTechSupport@eab.com</a>.

#### **Related articles**

- 1. Pending Course Workflow
- 2. Refine Estimate
- 3. Other Credits tab