

Submitting a Pending Course (Student)

💡 What is a Pending Course?

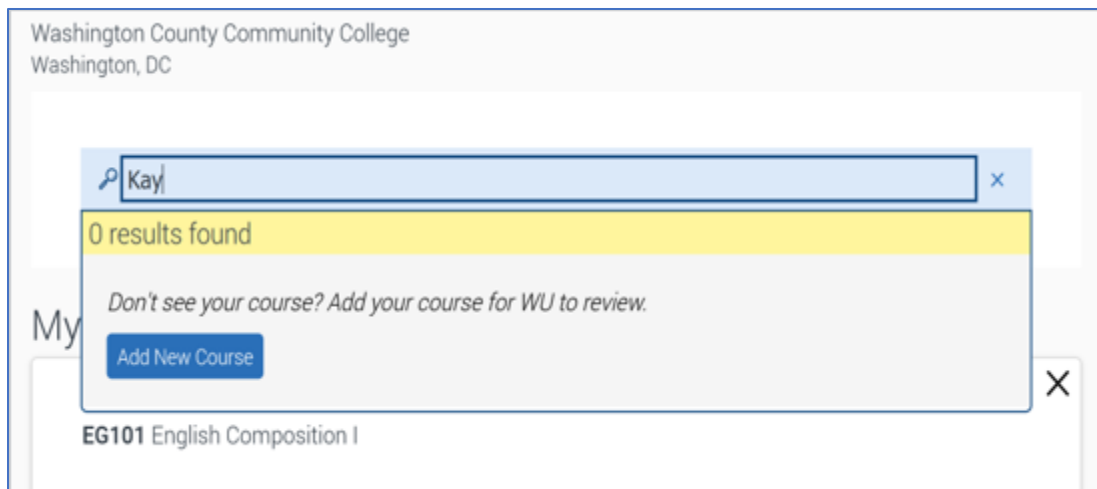
- A student is prompted to submit a Pending Course when they are unable to find a relevant match to their prior course work in the Colleges & Courses tab of Transfer Portal.

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Feature Overview

Overview and Navigation: All active course equivalencies are pulled from the partner's Student Information System (SIS). The course equivalencies are then searchable by the student on the Colleges & Courses tab of Transfer Portal. A student uses the predictive text search bar to find their course work, usually searching a course code (KAY101) or by course keywords (Kayaking). If the search bar returns 0 results, the student is then prompted to Add New Course for review by the partner. Similarly, if a student searches for a course and sees multiple results in the drop down, but none seem to match the course they are looking for, the student can Add a New Course for review.



After a student clicks Add New Course, they will be prompted to fill out a short form with course information. All fields are required.

***Reminder:** A student must create a profile to submit a course for review. If the student is logged in when they click 'Add New Course', they will proceed to complete the New Course form shown below. If a student is not logged in, they will be asked to log in or create a profile before proceeding.

New Course ✕

* Course Prefix * Course Number

Example: PSYC Example: 101

* Course Name

Example: Introduction to Psychology

* Term Taken * Year Taken * Credit Hours * Grade

Term Example: 2001 Example: 3 Grade

Confirm that this information exactly matches your transcript. You will not be able to edit after submission.

- **Course Prefix** – asks for the 3-4 letter prefix of the course code (ex: PSYC) at the institution the student took the course
- **Course Number** – asks for the 3-4 number suffix of the course code (ex: 101) at the institution the student took the course
- **Course Name** – asks for the full title of the courses (ex: Introduction to Psychology) at the institution the student took the course
- **Credit Hours** – asks for the credits awarded to a student for completing this course (ex: 3) at the institution the student took the course

Frequently Asked Questions

1. Can I edit the fields on the New Course form?
 - *No, the fields are standard.*
2. What happens after a student completes the form?
 - *After a student clicks 'Add', the process is kicked off for your institution's specific Pending Course Workflow. This can mean an email is sent to a specific person or shared inbox, or the manager of this process at your institution checks the Pending Course Dashboard for new courses.*

Related Articles

1. Pending Course Workflow (Staff facing)
2. College list