

## How to Record Transcripts in Colleague

### Institution Record Entry

On the applicant's IASU (Institutions Attended Summary) screen, select the institution. If there are institutions already listed on the screen, find the one you are looking for and detail into the record. If the institution is not listed, perform an institution lookup. See the manual *How to Perform a Record Search in Colleague* for information on how perform an institution lookup.

*Note: When on the IASU screen if, after a thorough search, you are unable to find the correct institution record, and receive the option (A) to Add an Institution, cancel out of the screen and contact the ESC to create an institution record. Do not add an institution record via these screens.*

### Recording Unique High Schools Attended

- If the applicant received a GED, it will be recorded on the IASU screen as a high school attended titled "GED" (1109985).
- If the applicant lists two or more high schools record only the most recent high school attended.
- If the application lists both a high school attended and a GED received date, record only the GED
- If the applicant was home schooled, the high school institution attended would be "Home School" (1109986).
- If the applicant attended a high school outside of the United States, use the institution code for "Non-U.S. Schools – High School" (1109988).
- If you are unable to find a record for the student's high school, or the student doesn't list a high school on the application, use the institution code for "High School not Recorded" (1109989).

### Recording Unique Post-Secondary Schools Attended

If the applicant attended a post-secondary school outside of the United States, use the institution code for "Non-US Schools–Colleges" (1104744).

### Special Issues Regarding Post-Secondary Transcripts

- If the applicant is a readmit or has attended another SDBOR institution previously, we enter the institution on the IASU screen. All SDBOR institutions attended, or currently attending, should be listed with dates of attendance. Do not delete if already listed. If the student's attendance was prior to Fall 2003, print the student's transcript from Colleague and treat it as a post-secondary transcript.
- If an applicant states they were in the military, don't request transcripts except for specific indication of attendance at Community College of the Air Force.

- If the applicant has attended a post-secondary school and ESC has the transcript on file, request a copy of the transcript from ESC by sending an e-mail to [escapps@usd.edu](mailto:escapps@usd.edu).
- If an applicant has attended a post-secondary school and ESC does not have the transcript, but another SDBOR school is housing the transcript, e-mail that school's campus contact to request a copy of the transcript.

## Entering High School Attended (HSA)

Detail on the high school record on IASU to access the HSA screen.

The screenshot shows the 'IASU-Institutions Attended Summary' window with the 'HSA-High Schools Attended' tab selected. The form contains the following fields and values:

- Mansfield SD 57460-6831Home: Acct: X**
- Institution:** 1109574 Warner High School
- CEEB/FICE:** 421375
- Transcript Type:** 1 HS, 2 PHS Partial High Sch
- Date Recd:** 09/24/10, 09/23/10
- Status:** NR Not Received, OF Official
- Years Attended:** 1 2011, 2011
- Start/End Dates:** 1 05/31/11, 05/31/11
- Rank and/or Pct:** 6 / 20 30.00 %
- Graduation Type:** N Not Graduated
- Contact:** [Empty field]
- High School GPA:** [Empty field]
- Summary Credits:** [Empty field]
- Acad Credentials:** 1 [Empty field], 2 [Empty field]
- Credentials End Dt:** [Empty field]
- Comments:** 1 [Empty field]

**Transcript Type:** This is a multi-valued field. Enter each incoming type of transcript on a new line. The above screen print shows what a screen should look like for a first time freshman applicant (current high school student).

If an additional partial high school transcript is received and the only differences are to the GPA, class rank, and some additional grades the transcript will need to be received in and the GPA and rank can be updated on the HSA screen. However, you do not need to update the high school evaluation sheet at this time.

If you receive a copy of a transcript which was entered at another school, do not record another entry on HSA. You may enter a comment on the HSA screen that you (your school) received a copy of the transcript previously recorded by, and housed at, the other school. See instructions on how to enter comments in the comments field section below.

If you receive an official college transcript showing that a bachelor’s degree was awarded, you can waive the high school transcript if it has not yet been received. To waive the high school transcript, delete any NR lines in the Transcript Type field, delete the “N” from the Graduation Type field, and enter a comment that the high school transcript is waived because a degree (specify type of degree: BA, BS, etc.) was earned at a college (specify the name of the college or university at which the degree was earned). Make sure to also waive the request on CRI if applicable.

The same also applies to GED score reports. If a bachelor’s degree was earned we can waive the GED. Follow the instructions for waiving a high school transcript to waive the GED.

**Partial High School Transcript:** Transcripts that are not complete or where the student is still enrolled.

Transcript Type	PHS; Partial High School
Date	Date transcript was received
Status: OF	The transcript is an original, does not appear to be tampered with and is not a fax.
Status: UN	The transcript appears to be tampered with or is a fax
Status: NR	Transcript was not received

**Final High School Transcript:** A complete transcript received from the high school, not the student, which is complete with a graduation date.

Transcript Type	HS; Final High School
Date	Date transcript was received
Status: OF	The transcript is an original (must have a signature and/or a seal), does not appear to be tampered with and is not a fax. Electronic transcripts transmitted and received via Infinite Campus are considered official.
Status: UN	The transcript appears to be tampered with or is a fax
Status: NR	Transcript was not received

*Note:* If the applicant has already graduated, make sure there is no entry on the screen requesting a partial high school transcript (“PHS - NR”). If there is one with status NR, delete it.

**GED:** The student received a GED.

Transcript Type	GED
Date	Date the GED documentation was received
Status: OF	The certificate is an original (must have a signature and/or a seal), does not appear to be tampered with, and has a combined score of at least 2250 and a minimum of 410 on each test, or met state requirements for the high school equivalency certificate. Record the last test date if date of issue is not listed.
Status: UN	The certificate appears to be tampered with
Status: NR	Certificate was not received

Home School: The student was home schooled.

Transcript	HS
Date	Date transcript was received
Status: OF	The transcript is an original (must have a signature and/or a seal), does not appear to be tampered with and is not a fax.
Status: UN	The transcript appears to be tampered with or is a fax
Status: NR	Transcript was not received

*The Date Received date should be the date the transcript was received at your office, as indicated by your office date-stamp.*

**Years Attended:** Enter the graduation year of the applicant for both the start and end years. For example, for high school seniors graduating in May of 2014, enter 2014 for both the start and end year.

*Note:* If a GED certificate was received, enter the year the certificate was issued in both elements.

**Start/End Date:** Enter the same date for both the start and end dates. If only the month and year of graduation are known, use the last day of the month for the day of graduation. For a 2014 graduating senior, the start and end dates would both be 05/31/14.

If a GED certificate was received, enter the date the certificate was issued in both elements.  
If the individual was home schooled, enter the date provided by the individual in both elements.

**Rank and/or Percent:** Enter the rank, where the first field is the student's ranking and the second field is the number in their class. The percent field will auto populate. The unweighted rank should be used, if available.

**Graduation Type:** Enter the appropriate graduation type.

Y - Graduated                      O – Other Equivalency  
N - Not Graduated                H - Home School  
G – GED

*Note:* Enter (N) Not Graduated until a final transcript, with the graduation date, is received.

**High School GPA:** Enter cumulative high school GPA based on a 4.0 scale, using three decimal places only. The unweighted GPA should be used, if available. If the GPA is not based on a 4.0 scale, do not input GPA.

**Acad Credentials:** Detail on this field to go to HSAC and complete only after the final official high school transcript with a graduation date is received.

**Degree MM/YR:** Enter HS as the degree and mm/yy of the graduation date, e.g. 05/14. This is needed for IPEDs reporting.

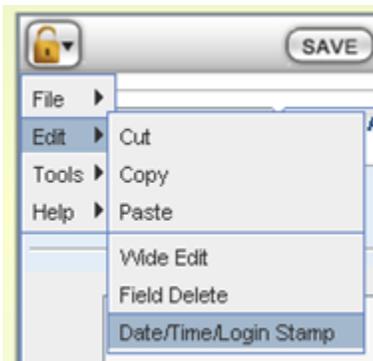
*Note:* For GED and Home School, enter the value of HS and the date of the certificate or home school dates.

**Comments:** Enter a comment as to where the original transcript is housed. Any university keeping the transcript will enter a comment as to where the original transcript is housed. It will not be notated if the transcript is housed at ESC.

*Note on Comments:* Always date-stamp your comments. Your date-stamp should be in the line immediately above your comment at the top of the comment area.

There are two ways to enter your date-stamp in Datatel UI Desktop. You can type ALT+E, S or use your mouse to click Edit →Date/Time/Login Stamp. Any new comments should be inserted above earlier comments, so that the most recent comment is at the top of the comment area. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen and type CTRL+I.

To enter your date-stamp in Datatel UI Web, click on the padlock in the upper left corner of your screen. Then click on Edit →Date/Time/Login Stamp. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen, and hit the Enter key.



Update the HSA screen and return to ISAU.

## Entering External Institutions Attended (INAT)

To access INAT, first go to IASU and then detail to INAT by detailing on a college or university record. Before you can detail to INAT, an institution must be listed on IASU. If more than one record exists for an external institution, you must take care to choose the correct institution record.

For example, if you look up Western Iowa Technical Community College (WITCC) in Sioux City, IA, Colleague will display two records for that institution. You would select the proper institution record by determining when the student attended WITCC. If the student attended WITCC in summer 1998 or earlier, you would select record 1102841. If the student attended WITCC in fall 1998 or later, you would choose record 1102842.

1: Western Iowa Tech Com Col	4647 Stone Ave	JC-Q 1988SU
1102841, Inactive	PO Box 5199	07/22/98
	Sioux City, IA 51102	COR,INS
2: Western Iowa Tech Comm Col	4647 Stone Avenue	JC-S
1102842	PO Box 5199	12/12/97
	Sioux City, IA 51102-5199	COR,INS

Most institution records have a Standard Industry Code (SIC) which is displayed on an institution lookup in the top right corner of the record lookup results, such as in the WITCC example above.

The SIC code will tell you the type of school.

- BOR = South Dakota Board of Regents institution
- CU = four-year (or more) college/university
- IT = international institution
- JC = two-year college
- VT = vocational technical institute
- VTS = South Dakota vocational technical institute

The SIC code will also tell you the type of credit hours used for that particular record.

- O = Unit credit hours
- Q = Quarter credit hours
- S = Semester credit hours

The SIC code also tells you, if applicable, when that particular version of that institution ended.

In the WITCC examples above, record 1102841 shows a SIC code of JC-Q 1998SU. This means that particular record is a two-year college (JC), on the quarter-credit hour system (Q), and that record ended after 1998 summer (1998SU). Any classes taken 1998 fall or later should not be entered to that record.

Record 1102842 shows a SIC code of JC-S. This means that the institution is a two-year college (JC) on the semester-credit hour system (S). The lack of an end-date on the SIC codes indicates this record is still

active and should be used for any classes taken since 1998SU (based on the end-date of the other WITCC record).

Once you have selected the proper institution record on IASU, detail on that record to INAT.

*Note:* If an institution record loaded to IASU in an ECAP import, or if someone else entered the application, you should verify that the correct record is listed prior to receiving a transcript and entering any transfer credit.

INAT screen:

The screenshot shows the INAT screen with the following fields and values:

- Institution: 1103255 Western Dakota Technical Inst
- CEEB/FICE: 010170
- Transcript Type: 1 PS Final Post-Second
- Date Recd: 08/23/10
- Status: OF Official
- Years Attended: 1, 2
- Start/End Dates: 1 09/01/08, 12/31/09
- Non Credential GPA: [empty]
- Equivalent: 0.00
- Transfer: 0.00
- Acad Credentials: 1, 2
- Credentials End Dt: [empty]
- Contact: [empty]
- Comments: 1 [empty]

**Transcript Type:** This is a multi-valued field. Enter each incoming type of transcript on a new line. New transcripts should be received in above any previously received transcripts. To insert a blank line above a previously entered line, position your cursor on the previously entered line and then type CTRL+I.

*Note:* Do not overwrite transcripts already received in. Make sure you enter your transcript on a new line, or by overwriting an NR (not received) line.

*Note:* A transcript will not be needed from any SD Regental school. If a student has attended another SDBOR school, you should print a copy of their transcript in order to enter their pre-merge transfer credit. If the student's record is old enough that their credits are not in Colleague, you will need to contact their former school to request a pre-computer transcript – and then enter transfer credit from that transcript. The student does not need to request or pay for a transcript from a SDBOR school when applying to another SDBOR school.

How to Enter a Partial Post-Secondary Transcript (PPS): Transcripts that are not complete or where the student is still enrolled.

Transcript Type	PPS (Partial Post-Secondary)
Date	Date transcript was received; should match office date-stamp on transcript
Status: OF	The transcript is an original (must come directly from the issuing institution and be addressed to one of the six SDBOR schools or ESC – not the student), does not appear to be tampered with and is not a fax. (The only exception is if it is a fax of an official transcript from one of the six SDBOR schools and the original, official transcript is housed at that school.)
Status: UN	The transcript was issued to student, appears to be tampered with or is a fax
Status: NR	Transcript was not received

How to Enter a Final Post-Secondary Transcript (PS): A complete transcript received from the post-secondary institution, not the student, which is complete and includes all classes taken at that institution.

Transcript Type	PS (Final Post-Secondary)
Date	Date transcript was received; should match office date-stamp on transcript
Status: OF	The transcript is an original (It must come directly from the issuing institution and be addressed to one of the six SDBOR schools or ESC. It cannot be issued to the student), does not appear to be tampered with and is not a fax. (The only exception is if it is a fax of an official transcript from one of the six SDBOR schools and the original, official transcript is housed at that school.)
Status: UN	The transcript was issued to student or appears to be tampered with or is a fax
Status: NR	Transcript was not received

*Note:* A transcript with the “I” grade, indicating a grade of incomplete, should be treated as the final transcript, as long as there are no other current or future enrollments listed on the transcript, and the student is no longer enrolled at that school.

**Years Attended :** Leave blank. This field is not entered for post-secondary institutions.

**Start/End Date:** Enter the date the applicant started attending the institution. Enter the end date if the student has left the institution, or listed a projected end date on their application. Use the standardized dates as follows:

	Start	End
Fall quarter/semester	09/01/xxxx	12/31/xxxx
Spring semester	01/01/xxxx	05/31/xxxx
Winter quarter	01/01/xxxx	03/15/xxxx
Spring quarter	03/16/xxxx	05/31/xxxx
Summer term	06/01/xxxx	08/31/xxxx

If there are term dates listed on the transcript that conflict with the standardized start- and end-dates, you should still use the standardized dates.

Enter start- and end-date information for all applicants, including those who are applying as special students.

**Acad Credentials:** For any transcript that has a degree posted on it, detail from this field to AACR (Academic Credentials) and enter degree information. Enter the type of degree (e.g. BA, BS, BSED, AS, AA, AAS) that is posted on the transcript and the date (month and year) it was awarded.



The screenshot shows a form with the following fields: Institution: Oglala Lakota College; Degree MM/YR: BA Bachelor of Arts; and Majors: 1. There is also a date field showing 06/10 and a small icon to its right.

*Note:* If the specific degree type is not available from one of our schools (for example a BD – Bachelor of Divinity degree), enter a comment on the INAT screen specifying the type of degree received and the date it was awarded. Colleague will not allow you to enter a degree that our schools do not offer on AACR.

*Note:* If an official college transcript is received showing that a bachelor’s degree was awarded; we can waive the high school transcript if it has not yet been received. To waive the high school transcript, detail from the IASU screen to the HSA (High School Attended) screen, delete any NR lines in the Transcript Type field and enter a comment on HSA that the HS transcript is waived because a degree (specify type of degree – BA, BS, BSED, etc.) was earned at a college (specify which college/university at which the degree was earned).

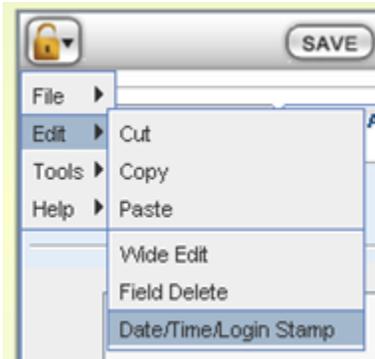
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Update out of the screen to a menu to save the information you have entered.