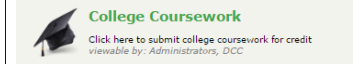


# College Coursework Instructions for Student


## Instructions for a Student/User

1. Student will log into ECE-TRIS and click on **College Coursework**
2. If user has no previous College Coursework Records submitted through this online system, they will be sent directly to the form to enter their course details.
3. If a user has previously submitted records, they will have the option to search for them to check status or they can submit a new request.




## 4. SUBMIT COLLEGE COURSEWORK

### College Coursework Management

**Student Name \***    
Choose the person who this course work is intended

**Pre-approved Course? \***  Yes  No  
Is this a pre-approved course?

**Course Program** [Search Programs](#)   
Search for a template to populate the course fields

**Course Number**   
Enter the course number

**Course Name \***   
Enter the course name

**Delivery Method \***  [\(Delivery Types\)](#)  
Select the delivery method of the training

**Semester/Term \***   
Specify the semester or term for this training.

**Class Start Date \* - End Date \***  -   
Enter the semester start and end dates in the mm/dd/yyyy format.

**Total Credit Hours \***   
Specify the total number of clock hours for completing this training

**Part of Director's Credential? \***  Yes  No  
Was this course completed as part of a Director's Credential

**Part of CDA Credential? \***  Yes  No  
Was this course completed as part of a CDA Credential

**Partial semester Credit? \***  Yes  No  
You must attach a letter from your instructor documenting the hours.

**Grade \***  A  B  C  D  F  
Letter grades D and F require a letter from the college.

**Course Description/Overview \***   
Character Count: 0/1,500  
Specify the description or overview of this training.

**Field Study/Observational Hours Required? \***  Yes  No  
If a field study or observational hours were completed as part of the course, provide the details of the placement in the fields

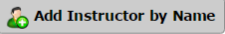
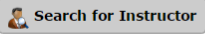
Student can search system for courses with Pre-approval status. This will pre-populate the course title and description

- a. **Pre-Approved Course** – If set to Yes, then a Search Programs link appears so that the user can search for Pre-Approved IECE Courses.
- b. **If Pre-approved Course is found and selected when searched;**
  - i. all of the details stored in the system for that Course will pre-populate to save data entry time for the student/user.
  - ii. This will also save the DCC approver time as well because they will only need to verify they have met the required grade.
- c. **If not a pre-approved IECE Course the user will just enter the required data for the request**

## College Coursework Instructions for Student

- d. Continue with entry of fields related to the course.
- e. A Transcript and Course Syllabus is required for approval. So Users must use the Attach/Upload Document Options.

**Instructor(s) Information**

**University Information**

College/University \*   
Select the school or university from which this degree was received.


Major Field of Study   
Specify the major field of study




**Other Information**

Notes/Comments   
Enter any extra comments or notes about this class.

Status   
Select the status by which to filter

**File Attachments**

  
Upload your Class Syllabus, Transcript, etc. by clicking the upload button. Once this file is uploaded you will be able to upload another file.

- f. The record can be saved and completed at a later date or if ready to seek approval, Save and Submit to DCC is used.
- g. When **Save and Submit to DCC** is chosen, an email notification will be sent to the student, the appropriate DCC approver and a copy to ECE-TRIS.
- h. Student/User can log in at any time after submitting to see the status of the request.
- i. Users will also receive automatic notifications when DCC makes a decision on approval and when credit has been added to ECE-TRIS.

For Technical Assistance on using the online College Coursework Approval System



### Contact Us

Eastern Kentucky University  
ECE-TRIS  
521 Lancaster Ave.  
133 Stratton Bldg.  
Richmond, KY 40475-3102

[ecetris@eku.edu](mailto:ecetris@eku.edu)  
Phone: (859)622-8811  
Toll Free: 1-877-312-TRIS (8747)  
Fax: (859)622-6838

8:00 AM to 4:30 PM EST, M-F