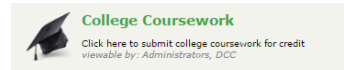


College Coursework Instructions for User


Instructions for a User




1. User 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


User 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 User


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

Instructor(s) Information

 Add Instructor by Name

 Search for Instructor


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

Attach/Upload Document...

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 user, the appropriate DCC approver and a copy to ECE-TRIS.
- h. 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

Website: <https://ece.trc.ky.gov>

Email: ecetris@ky.gov

Phone: (502)564-0104, Ext. 8