

# View External Education

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Transfer Credit Evaluation** link.

[Transfer Credit Evaluation](#)

3. Click the **External Education** link.

[External Education](#)

4. Enter the desired information into the **ID** field.

5. Click the **Search** button.

[Search](#)

6. The student's information is now displayed. This includes previous school information, transcript status, transcript summary (incl. Term, GPA, Rank), and which course subjects were taken.

7. You may have to click "View All" to see additional schools if the student attended more than one institution prior to SMU.

8. The same applies for viewing information for each term in which the student was enrolled at an external institution.

9. Click the **Courses and Degrees** tab.

[Courses and Degrees](#)

10. The **Courses and Degrees** page contains information pertaining to individual external courses taken or attempted by the student and information about the student's performance in those courses, as well as any degrees received.

11. The **External Courses** section contains information about a student's course, grades, timing of study as well as information pertaining to transfer credit.

The **External Degrees** section contains any and all degrees acquired from the institution selected.

12. **End of Procedure**

