To: High School Registrars and Counselors
From: Joyce Woodburn
Date: December 12, 2005
Re: Recording ECEP Grades

There are several 11th and 12th grade students participating in the Early College Enrollment Program (ECEP) program at Faulkner State Community College. ECEP students will receive their grade reports from FSCC, not the local high schools. However, registrars at each base school must record FSCC courses/grades onto high school transcripts.

Please complete the following steps in order to record FSCC courses and grades onto transcripts:

(1) Go into “Transcripts”.
(2) Insert new term (2005-2006 1st term).
(3) In the “Course” box, enter the following:
   (a) ECEP
   (b) The 3-letter prefix for the FSCC course the student completed
       (example: MTH is the abbreviation for a math course)
   (c) The number of the FSCC course

   • Course prefixes and numbers are available in the FSCC catalog.

   Example: ECEP MTH 125

(4) Click on “Standard”. The following points apply:
   A = 4
   B = 3
   C = 2
   D = 1

(5) Click on “Credit” and enter “1”.

(6) Click on “Attempted” and enter “1”.

(7) In the “School” category, select “Faulkner State Community College”. (To add FSCC to your school list, go into “utilities”, then “transcripts”, and finally “schools”. Type in Faulkner State Community College.)