



COLLEGE CREDIT EARNED (CCE)  
STUDENT MANUAL

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The College Credit Earned form, or CCE, will let your orientation advisor know what college credits/test scores you may already have or will be transferring in; any career interests you have and will let you upload unofficial transcripts or test scores.

Information entered on this form is being saved as you navigate through the different pages. You will be able to enter information and upload any supporting documents (e.g., test scores, unofficial transcripts). Once you have provided all pertinent information, the last page will allow you to submit the form for your advisor to review and use to guide you forward. **Please submit the form even if you do not have any incoming college credits. Once submitted, the form will become unavailable, and you will not be able to make any further changes.**

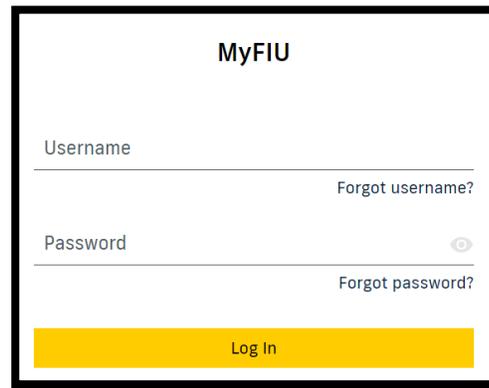
If you are not admitted to a fully online program, please register for an in-person orientation. More info at [orientation.fiu.edu](https://orientation.fiu.edu).

## Accessing the CCE Form:

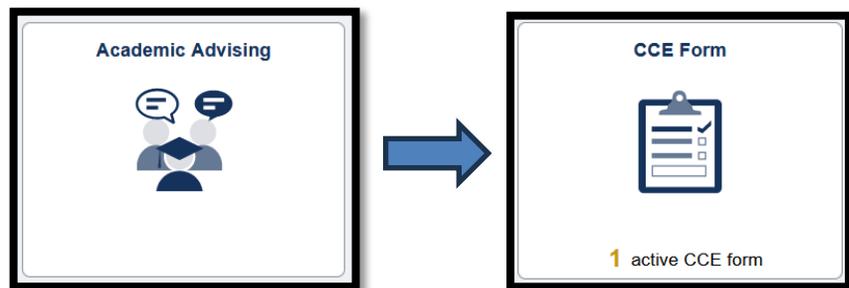
To access the CCE Form, login via [my.fiu.edu](https://my.fiu.edu) and proceed to log using your FIU username or Panther ID and password.

Once you have logged in, click on the Academic Advising tile. From there, then click on the CCE Form tile to start filling out the form.

(\*Note: Once you have completed the CCE Form, you will only be able to see it in Read-Only mode. If you need to add or edit any information, please let your advisor know at your appointment. If you cannot access your CCE Form, please contact [fiuadvising@fiu.edu](mailto:fiuadvising@fiu.edu))



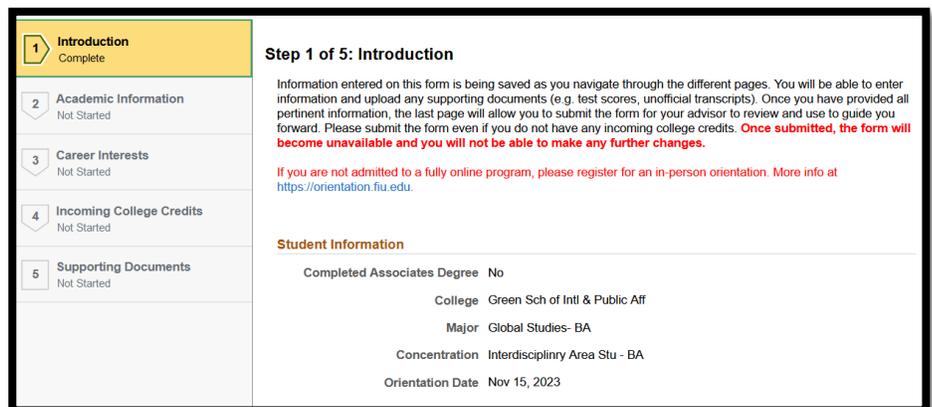
The image shows the MyFIU login interface. It features a white background with the title "MyFIU" at the top. Below the title are two input fields: "Username" and "Password". To the right of the "Username" field is a link that says "Forgot username?". To the right of the "Password" field is a link that says "Forgot password?". At the bottom of the form is a prominent yellow button labeled "Log In".



## Step 1 - Introduction

In this initial step, you will need to review that all your information is correct. If your orientation is blank and you are not a fully online student, please register for an in-person orientation. More info at [orientation.fiu.edu](https://orientation.fiu.edu). If any of your information is incorrect on this page, please contact [fiuadvising@fiu.edu](mailto:fiuadvising@fiu.edu).

Once everything has been verified, click on Next to continue to Step 2.



The image shows the "Step 1 of 5: Introduction" page of the CCE Form. On the left is a vertical sidebar with five steps: 1. Introduction (Complete), 2. Academic Information (Not Started), 3. Career Interests (Not Started), 4. Incoming College Credits (Not Started), and 5. Supporting Documents (Not Started). The main content area is titled "Step 1 of 5: Introduction" and contains the following text: "Information entered on this form is being saved as you navigate through the different pages. You will be able to enter information and upload any supporting documents (e.g. test scores, unofficial transcripts). Once you have provided all pertinent information, the last page will allow you to submit the form for your advisor to review and use to guide you forward. Please submit the form even if you do not have any incoming college credits. **Once submitted, the form will become unavailable and you will not be able to make any further changes.**" Below this is a red note: "If you are not admitted to a fully online program, please register for an in-person orientation. More info at <https://orientation.fiu.edu>." Under the heading "Student Information", the following details are listed: "Completed Associates Degree No", "College Green Sch of Intl & Public Aff", "Major Global Studies- BA", "Concentration Interdisciplinary Area Stu - BA", and "Orientation Date Nov 15, 2023".

## Step 2 – Academic Information

In this step, you will alert your advisor if you have an AA (Associate in Arts) transcript that is pending to be sent to FIU by toggling the button from No to Yes. You will then be prompted to enter the name of the institution if you change it to Yes.

If you do not have an AA Complete Transcript pending, leave the button set to No.

If you have been accepted to FIU Honors College, toggle the button from No to Yes.

Once everything has been verified, click on Confirm and then click on Next to continue to Step 3.

The screenshot shows a web form titled "Step 2 of 5: Academic Information" with a "Confirm" button in the top right corner. On the left is a vertical navigation menu with five items: 1 Introduction (Complete), 2 Academic Information (In Progress, highlighted in yellow), 3 Career Interests (Not Started), 4 Incoming College Credits (Not Started), and 5 Supporting Documents (Not Started). The main content area contains the following text: "Indicate below if you will be completing your AA degree prior to starting classes at FIU along with the name of the Institution that will be granting you the AA degree. Please indicate if you have been admitted to FIU's Honors college." Below this text are two toggle buttons: "AA Complete Transcript Pending" (set to "No") and "Admitted to FIU Honors College" (set to "No").

### Step 3 – Career Interests

In this 3<sup>rd</sup> step, you will be asked to select which Pre-Professional interest you may have, if any. Multiple selections are possible for certain combinations. Selecting Pre-Nursing will exclude all other options except Pre-Occupational Therapy. Likewise, Pre-Law will allow you to select any other career interest except Pre-Nursing.

To select your interests, first toggle the button to “Yes” and then do the same for each Pre-Professional interest you may have.

Once everything has been verified, click on Confirm and then click on Next to continue to Step 4.

**Step 3 of 6: Career Interests**

Please select which Pre-Professional interest you may have if any. Multiple selections are possible for certain combinations. Selecting Pre-Nursing will exclude all other options except Pre-Occupational Therapy. Likewise, Pre-Law will allow you to select any other career interest except Pre-Nursing.

Do you have career interests?  Yes  No

- No Pre-Health Medicine
- No Pre-Health Pharmacy
- No Pre-Law
- No Pre-Health Nursing
- No Pre-Health Veterinary Med
- No Pre-Health Dentistry
- No Pre-Occupational Therapy
- No Pre-Physical Therapy
- No Pre-Athletic Training
- No Other Interest

**Yes**  **Do you have career interests?**

## Step 4 – Incoming College Credits

In this 4<sup>th</sup> step, you will be reviewing which transfer and test scores the university has received and posted to your academic record, as of the moment you are filling out this form. If you notice you are missing any test or transfer course information, you are given the option to self-report these. In the next step you will be asked to upload any supporting documentation.

To self-report a test or course information, toggle the button to “Yes.” This will change your screen and now display a new button that will allow you to add them one by one.

To make the most of your advising session, it is crucial you list out everything in this step even if you do not know your score or grade yet.

Please make sure to include any test credits (e.g., Advanced Placement (AP), Cambridge AICE, International Baccalaureate (IB)), and/or any Dual Enrollment courses, or college courses taken at other institutions. If your scores or grades are pending, enter the score or grade you think you earned. Be sure you mention this to your advisor.

To see possible course equivalents visit [transfer.fiu.edu/transfer-101/ted/](https://transfer.fiu.edu/transfer-101/ted/)

| Earned External Credits/Institution Granting Credits | External Designator/FIU Equivalency | Grade |
|--|-------------------------------------|-------|
| Course Credit<br>University Of Illinois At Urba      | ANTH102<br>TRF 1000                 | B     |
| Course Credit<br>Harvard University                  | ANTH1660<br>TRF 1001                | B     |

Yes Do you want to self report any credits?



Add Self-Reported credits

This option below will appear only AFTER you have self-reported your first course or test score. You would click on the + button to add more entries.

You will have the option to enter Course Credit or Test Credit by selecting the appropriate one from the drop-down menu next to Earned External Credits

If entering a **Course Credit** - a college course taken at a higher education institution other than FIU - please enter:

- Name of Institution → where the course is being transferred from
- Course → what is the course prefix and number. For example, ENC1101
- Grade → what grade did you receive or expect to receive in the course
- Grade/Score Status → this is defaulted to Final if you have completed the course. If you are In Progress, please toggle the button to In Progress

Once you have entered all the information, click on Save.

## Courses, Tests & Other Credits



**Add Self-Reported credits**

Earned External Credits

Name of Institution

Course

Grade

Grade/Score Status  Final

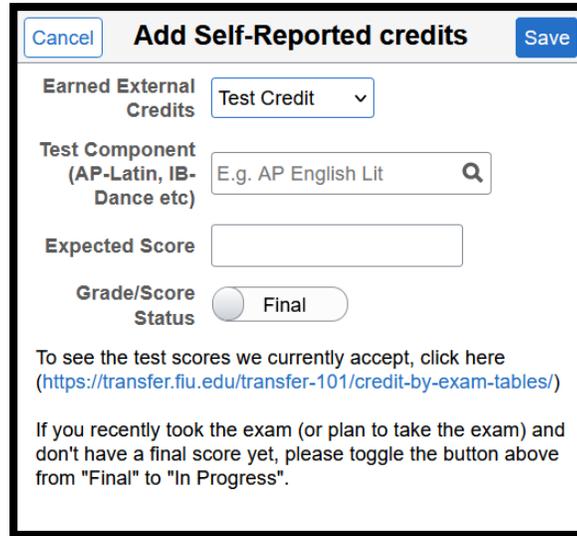
Please enter the name of the college/university through which you took the course(s) and your expected grade. To see possible course equivalents click here (<https://transfer.fiu.edu/transfer-101/ted/>)

If you are currently enrolled in the course and do not have a final grade, please toggle the button above from "Final" to "In Progress".

If entering a **Test Credit** – an advanced course taken at a high school, such as AP, IB, AICE, CAPE, and others - please enter:

- Test Component → what is the name of the test you took (see below for assistance on how to look up the test name)
- Expected Score → what score did you receive or expect to receive
- Grade/Score Status → this is defaulted to Final if you have completed the course. If you are In Progress, please toggle the button to In Progress

If you need assistance in looking up the Test Component name, click on the magnifying glass. You will be brought to a new page to help with your search. From the drop-down menu, change the option from begins with to contains. This will allow you to search for any part of the test name if you are unclear how it is spelled out. In this example, English was written in the search field and then the Search button was selected to show all the results with the word English somewhere in the title. Once you have found the correct test, simply select it and you will be brought back to the previous screen.

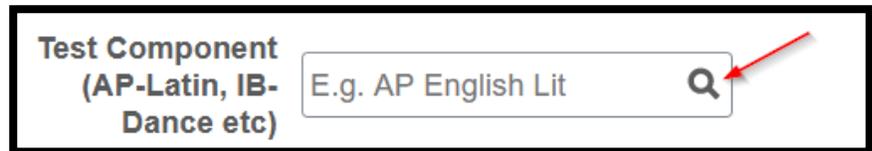


The screenshot shows a form titled "Add Self-Reported credits" with a "Cancel" button on the left and a "Save" button on the right. The form contains the following fields and options:

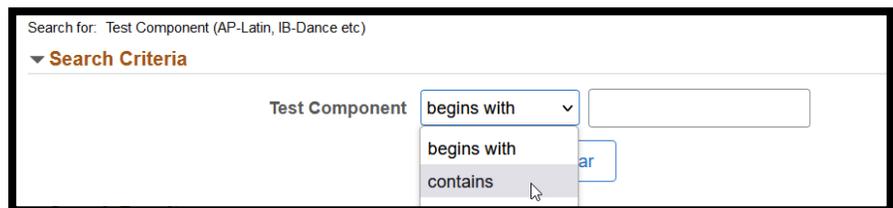
- Earned External Credits:** A dropdown menu currently set to "Test Credit".
- Test Component (AP-Latin, IB-Dance etc):** A search input field containing "E.g. AP English Lit" with a magnifying glass icon on the right.
- Expected Score:** An empty input field.
- Grade/Score Status:** A radio button labeled "Final" which is currently selected.

Below the form, there is a link: "To see the test scores we currently accept, click here (<https://transfer.fiu.edu/transfer-101/credit-by-exam-tables/>)".

At the bottom, there is a note: "If you recently took the exam (or plan to take the exam) and don't have a final score yet, please toggle the button above from 'Final' to 'In Progress'".



This is a close-up of the "Test Component" search field. The label reads "Test Component (AP-Latin, IB-Dance etc)". The input field contains the text "E.g. AP English Lit" and has a magnifying glass icon on the right. A red arrow points to the magnifying glass icon.



This screenshot shows the search criteria dropdown menu. The search field above it contains "English". The dropdown menu is open, showing the following options:

- Search for: Test Component (AP-Latin, IB-Dance etc)
- ▼ Search Criteria
- Test Component begins with [input field]
- begins with [input field]
- contains [input field]

The "contains" option is highlighted with a mouse cursor.

Once you have entered all the information, click on Save.

Once you are done reviewing and/or entering self-report credits, click on Confirm and then click on Next to continue to Step 5.

The screenshot shows a search interface with the following elements:

- Search for: Test Component (AP-Latin, IB-Dance etc)
- Search Criteria**
- Test Component: contains (dropdown menu)
- english (input field)
- Search (button)
- Clear (button)
- Search Results**
- Grid and List view toggle buttons
- Test Component (dropdown menu)
- A-LVL - English Lang. or Lang. & Lit
- A-LVL - English Literature
- ALP - English (highlighted result with a mouse cursor)

## Step 5 – Supporting Documents

In this last step, you must submit supporting documentation to your advisor for any course credits or test scores that you just self-reported. Accepted file types are .pdf, .png and .jpg. Please do not upload high school transcripts on this page; only college transcripts or score certificates are required.

Once you click the Submit button, the form will no longer be available for editing, and you will not be able to make any changes.

(\*Note: if you self-reported any course credits or test scores, you will be required to upload supporting documentation before clicking on Submit)

Once everything has been submitted if needed, click on Submit to complete your CCE Form.

**Step 5 of 5: Supporting Documents** Submit

**Do not click the Submit button until you have verified that all the information you entered on this and all previous pages is complete.** Once you click the Submit button, the form will no longer be available to you and you will not be able to make any changes. Below please upload any available documentation you have (such as unofficial transcripts and/or test scores) that will support the courses, tests and/or AA information you reported. Accepted file types are .pdf, .png and .jpg

No supporting documents

[Add a supporting document](#)

If you have questions after reviewing this tutorial, please contact [fiuadvising@fiu.edu](mailto:fiuadvising@fiu.edu).