

TC3 Global Connections

TC3 Student Information Spreadsheet (SIS)

Updated 11/8/10

The Student Information Spreadsheet (SIS) is the primary tool for tracking all of the details in the process of recruiting and bringing students to the Global Connections Program at TC3. Following are detailed descriptions of the steps in this process.

Please Note: You MUST submit this to TC3 at least 3 to 5 business days BEFORE you intend to give the exam so that we have time to do the processing part on our end. In most cases it is better for you to wait to schedule the ACCUPLACER until after you have received the TC3 id numbers from us.

You List Student on the SIS:

The SIS starts at the IP (International Partner) university. You, as the university contact, will complete the following columns on the SIS.

- Family/Last name(s) - Enter the student's family name(s) (*exactly as it appears in their passport*) – Column B (**Please do NOT use all capital letters and do NOT use any accent marks – this will cause errors in our database and won't let us proceed**)
- Given/First name(s) – Enter the student's first name(s) (*exactly as it appears in their passport*) – Column C (**Please do NOT use all capital letters and do NOT use any accent marks – this will cause errors in our database and won't let us proceed**)
- Sex – Select “male” or “female” from the drop down menu – Column D
- Birthdate – Enter the student's birthdate, in **MONTH/DAY/YEAR** format – Column E
- Place of Birth – Enter **BOTH** the city and country of birth in CITY,COUNTRY format (exactly as it appears in their passport) – Column F
- Country of citizenship – Enter the name of the country – Column G
- Country of permanent legal residence (this may be the same or different from the country of citizenship) – Column H
- Mailing address – Enter the street address, city and country - Columns I, J& K
- Email address – Enter the full email address provided by the student – Column L
- Phone number – Enter the students phone number – Column M
- School name – Do not change the information we have provided in this column as it has been developed specifically to work with our computer system – Column N
- School code - Do not change the information we have provided in this column as it has been developed specifically to work with our computer system – Column O
- Arrival date at TC3 – Enter the arrival date the student would like to come to TC3, in **MONTH/DAY/YEAR** format – if it is not already provided – Column P

You Administer ACCUPLACER Examination (for second language English students):

You will administer an ACCUPLACER examination to each student. Once the last student is done taking the ACCUPLACER exam, **you must e-mail** TC3 (nelsonb@tc3.edu) and let her know that all the students have finished the exam and that you are awaiting our decisions. We will then evaluate the test, determine the ESL placement level, and record the placement in the “Section # (TC3) or Assigned Placement” column on the SIS. If we do not receive an e-mail from you then we don’t know that your students are done with the exam and are waiting to be evaluated. This e-mail is a very important step in the process in order for the evaluation to take place. Once everyone has been evaluated Barb will then e-mail you with the placement levels of each student using this spreadsheet.