# Human Resources Division

## Teacher Assistant Unit

As a condition of employment, you must be continuously enrolled and successfully complete 12 semester units (quarter unit equivalent) within each school year (Unit F Contract, Article VIII).
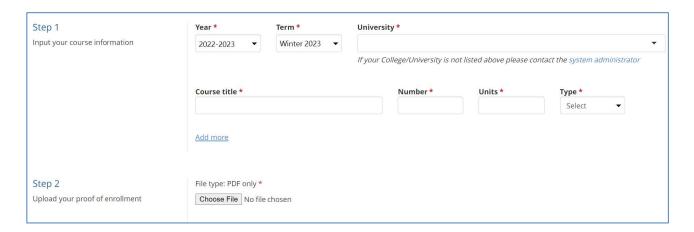
This portal must be used to meet the CBA requirement. It is a 2-step process.
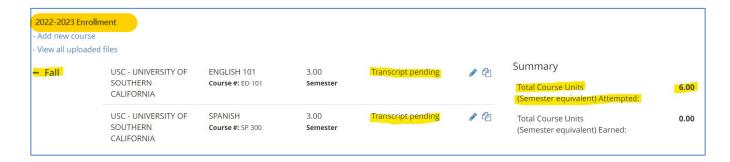
## **PROOF OF ENROLLMENT**

1. This is the page where you will list your courses. You will also see units attempted, and units earned. It also contains helpful links.  At the beginning of every term, you must list the classes that you will be taking and upload any supporting documents.  **The document must include the college name, your name and student number.**



2. After clicking on "Add new course", you will have the option to select the term, college/university and also to add the courses that you have enrolled in. Once you complete listing courses, upload a PDF of your proof of enrollment / class schedule.
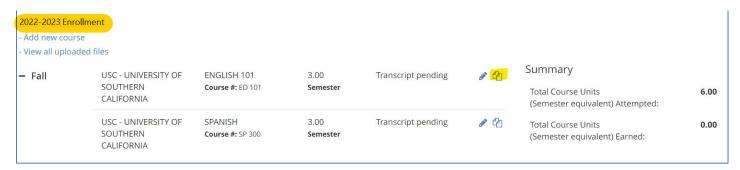
3. After adding your courses and uploading proof of enrollment, you will see what you have listed. You will see "Transcript pending" and a summary of the units entered as "Attempted".
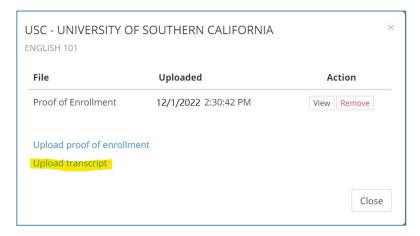


<div align="center">
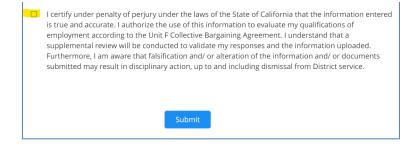
**TRANSCRIPTS**

</div>

4. At the end of the term, you are required to upload transcripts. They must contain your name, college name, student number and indicate completion of courses. You will need to click the icon in the image below.



5. A window will pop up listing your previous upload. At this point, click "Upload Transcript".



6. Next, you will see the information previously entered. You must indicate whether you passed or dropped/did not pass the courses. Then, you are to upload your PDF transcripts with your name, college name and student number.

7. You will also certify that all information provided is true and accurate.

8.  At this point, you have completed the submission of documents for the specific term. You can return to the home page to verify that your units have been updated to reflect "units earned" and "Total Course Units Earned". It should now list those courses that you passed as "Earned".

**2022-2023 Enrollment**

- Add new course
- View all uploaded files

| — Fall | USC - UNIVERSITY OF SOUTHERN CALIFORNIA | ENGLISH 101 **Course #:** ED 101 | 3.00 **Semester** | ✔ 3.00 units earned | |
| | USC - UNIVERSITY OF SOUTHERN CALIFORNIA | SPANISH **Course #:** SP 300 | 3.00 **Semester** | ✔ 3.00 units earned | |

Summary

Total Course Units (Semester equivalent) Attempted: **6.00**

Total Course Units (Semester equivalent) Earned: **6.00**