

Four-Year User Guide to

COLLEGEFISH.ORG 

This guide, which offers quick steps and graphics, is your road map to the CollegeFish.org experience.

What is CollegeFish.org?

CollegeFish.org is a web tool created by Phi Theta Kappa International Honor Society to aid community college students as they plan their future after community colleges, either through transfer to a 4-year institution in pursuit of a baccalaureate degree, or by entering the workforce. Currently, CollegeFish.org is focused on providing transfer assistance to students.

Who can use CollegeFish.org and how much does access cost?

The CollegeFish.org student toolset is available to community college students at no cost, either as a benefit of membership in Phi Theta Kappa International Honor Society, or through a partnering community college.

Access to CollegeFish.org as a marketing tool for your 4-year institution is available to you at no charge. We encourage you to establish a maintenance account to ensure that the College Profile of your institution is complete and up-to-date, with the latest scholarships, links and calendar deadlines for transfer students. Data on each college profile provided by Thompson Peterson, College Board or the IPEDS Cutting Tool may not be modified with this account, and any error in these data elements should be reported directly to the organization responsible.

If you are interested in establishing a maintenance account, or learning about enhanced opportunities to recruit CollegeFish.org and Phi Theta Kappa members, please contact us by sending an email to support@collegefish.org.

Let's get started!

Marketing Your Institution to Prospective Transfer Students

COLLEGEFISH.org

Navigation

- Home
- Community College Partners
- Four-Year College & University Partners
- In the News
- Contact

Welcome to CollegeFish.org's Transfer Planning Tools!

Please log in to complete your profile and begin using the many transfer tools that are available to you. Phi Theta Kappa members and advisors can log in with their Phi Theta Kappa username and password, as provided to them.

Login to CollegeFish.org's

Login

Password

[Forgot your login? Get it reset.](#)

★ Phi Theta Kappa members and advisors use your Phi Theta Kappa username and password. Members that don't yet have an account [can request one](#).

If you do not yet have a CollegeFish.org account please contact support@CollegeFish.org or Phi Theta Kappa Scholarship Programs at 866.286.8453.

By

Questions or Comments? [Contact Us](#)

How do I market my institution to prospective transfer students using CollegeFish.org?

You will want to ensure the following information has been added to your college's profile in order to provide possible transfer students easy access to your institution's information. The following data may be added to your profile:

1. Links to specific areas of interest on your school's web site, such as your online application, online registration and housing sites. Many other links may be added at your discretion.
2. Scholarships of interest to transfer students. All Phi Theta Kappa scholarships are already available in the scholarship search engine, but you may report non-Phi Theta Kappa scholarships for transfer students as well.
3. Dates and Deadlines for events related to transfer and admissions for your institution, such as application deadlines and special transfer student preview days or orientations. If a student has selected you in their top 6 schools list, your dates will automatically be entered in the student's calendar and not just on the profile.
4. While not yet complete, you may post links related to articulation agreement information as well as indicate what types of agreements you have.

Adding Links of My Institution's Website to My Profile

The screenshot shows a web interface for managing profile links. On the left is a navigation menu with categories: Recruiting, Schools, Scholarships, Accounts, and Help. The main area is titled 'Manage Web Links' and includes a note: 'Fields marked with * are required.' The form is divided into sections: 'College' (with fields for College and Campus), 'Admissions' (with fields for Admissions Application URL and Special Text), 'Aid' (with a field for Financial Aid URL), 'Student Services' (with fields for Online Registration and Housing Info URL), and 'Other Links' (with a table for Description and URL Address). At the bottom of the 'Other Links' section are buttons for 'Add/Update', 'Remove', and 'Clear'. A footer contains a disclaimer and a 'Contact Us' link.

Recruiting
Search for Students
My Recruits

Schools
My Web Links
My Articulation Agreements
Search for Schools
Browse School List

Scholarships
Add/Update Scholarships
Search for Scholarships
Browse Scholarship List

Accounts
My Profile
Change Password/Username
Create New User
View/Edit User

Help
Guide to Recruiting Students

< June - 2008 >

Manage Web Links

Fields marked with * are required.

Manage Web Links

College

* College

* Campus

Admissions

Admissions Application URL

Special Text Displayed For Admissions

Aid

Financial Aid URL

Student Services

Online Registration

Housing Info URL

Other Links

Other Links URL

| Description | URL Address |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

By using this system, you are agreeing to the [TransferFis](#)
Questions or Comments? [Contact Us](#)

Web links specified will appear on the appropriate pages of your institution's profile.

Add as many links to your web site as desired. Simply enter a description of the link that will appear on the institution's profile and the URL, then click the "Add/Update" button. The links will appear at the bottom of the "General" tab of your institution's profile.

Add / Update My Institution's Scholarship Listings

Scholarships reported will be available in the scholarship search immediately, and will appear on browse listings within 24 hours. You are welcome to report as many transfer-relevant scholarships your school may offer.

The screenshot shows a web interface for "Scholarship Maintenance" with four tabs: Program Information, Eligibility Requirements, Application Requirements, and Contact Information. The "Program Information" tab is active. On the left is a navigation menu with sections: Recruiting, Schools, Scholarships, Accounts, and Help. The "Scholarships" section has "Add/Update Scholarships" highlighted. Below the menu is a calendar for June 2008. The main form area contains a "Program Information" section with a required field for "Campus Name" (a drop-down menu), a "Description" text area, and a "URL" field. Below this are radio buttons for "Fellowship" and "Forgivable Loan", and another set for "Need" and "Merit-Based" (with "Merit-Based" selected). At the bottom, there are "Application Deadlines" for "Rolling", "Fall", and "Spring", each with "Yes/No" radio buttons and "Month/Day/Year" input fields. Two callout boxes provide additional information: one points to the "Add/Update Scholarships" link, and another points to the "Campus Name" field.

Recruiting
Search for Students
My Recruits

Schools
My Web Links
My Articulation Agreements
Search for Schools
Browse School List

Scholarships
Add/Update Scholarships
Search for Scholarships
Browse Scholarship List

Accounts
My Profile
Change Password/Username
Create New User
View/Edit User

Help
Guide to Recruiting Students

< June - 2008 >
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Scholarship Maintenance
Fields marked with * are required.

Program Information

* Campus Name
Please Select A Campus

Description

URL

Fellowship Forgivable Loan

Award Basis Need Merit-Based

Rolling Yes No
Month Day Year

Fall

Application Deadlines
Spring

After updating existing scholarships, you may add a scholarship by clicking here.

We would be happy to speak with you if you do not offer exclusive Phi Theta Kappa scholarships. To learn about the benefits of recruiting Phi Theta Kappa members and become a scholarship partner, please contact Sarah Reynolds at Sarah.Reynolds@ptk.org

Scholarships reported will appear in a drop-down box. After a scholarship is selected, the information about that scholarship will populate the page.

Help Transfer Students Meet Your Institution's Deadlines and Remind Them of Transfer Events Using an Institution CollegeFish.org Calendar

Once your profile has been completed, your home page will automatically display the current month's view of events and deadlines that have been entered onto your institution's CollegeFish.org calendar.

Each event and deadline you enter on your institution's calendar will automatically appear on the personal calendar of each student who adds your institution as one of the top 6 schools they are considering, allowing them to be automatically reminded of events and notifying them of changes in event information.

Placing deadlines for critical tasks such as applications, housing information and financial aid applications on your calendar automatically adds these deadlines to their "Transfer Steps" lists on their home page.

Ohio State University - Columbus

Ohio State University - Columbus June 2008

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|--------|---------|------------------------------------|----------|--------|----------|
| 1 Week 23 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 Week 24 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 Week 25 | 16 | 17 | 18 10:00 AM OSU Transfer Day | 19 | 20 | 21 |
| 22 Week 26 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 Week 27 | 30 | 1 | 2 | 3 | 4 | 5 |

All times displayed relative to US/Central.

Adding Articulation Agreement Information to My Institution's Profile

You may enter a URL to your main articulation section of your web site, as well as specify community colleges with which your institution has agreements.

Recruiting
Search for Students
My Recruits

Schools
My Web Links
My Articulation Agreements
Search for Schools
Browse School List

Scholarships
Add/Update Scholarships
Search for Scholarships
Browse Scholarship List

Accounts
My Profile
Change Password/Username
Create New User
View/Edit User

Help
Guide to Recruiting Students

< June - 2008 >
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Articulation Agreements

Fields marked with * are required.

Articulation Agreements

* College Ohio State University

* Campus

Articulation Agreement Link

* Do you have articulation agreements for associate degrees? Yes No

Degrees

Associate of Applied Arts
 Associate of Applied Business
 Associate of Applied Science
 Associate of Arts
 Associate of General Studies
 Associate of Nursing
 Associate of Science
 Certificate (Canada)
 Diploma (Canada)
 Other
 University Transfer (Canada)

Community Colleges

Search by Name

We invite you to sign up for a maintenance account so you can market your school to thousands of prospective transfer students. In addition, if you are interested in learning more about how you can recruit CollegeFish.org and Phi Theta Kappa members, please feel free to contact us at support@collegefish.org or at 866.286.8453.