## Advisor Manual Registration in Datatel



## Southwestern Community College Business Office Registration Policies

Please share the following information with your advisees:

- Students receiving financial aid <u>no longer</u> need to come to the business office to notify us. We do not need signatures from these students. If they have any questions regarding their financial aid, they should speak with the financial aid office.
- Business office cannot print schedules for students. Please provide the schedule to the student at registration. The Bookstore requires a schedule when purchasing books.
- The easiest payment method is online with a credit card at: <u>http://www.southwesterncc.edu/admissn/credit-card-auth.htm</u>
- Accepted credit card payment methods:
  - 1. Online
  - 2. In person
  - 3. Fax
- Sponsored students need to verify with Lesley Roper (ext. 395) that their sponsorship letter has been received. They can call or come to the cashier's window. If their letter is not received by final registration, then they forfeit their sponsorship payment.
- Full Time Employees taking classes:
  - 1. Need to contact Jody Woodring (ext 253) in Admissions for application status.
  - 2. Advisor needs to <u>be sure</u> to enter the class with the highest credit hours <u>first</u>.
  - 3. Pay fees.

To Begin:

**Double Click on the Datatel Icon** 

Login box appears

User ID:	(ID should be entered in lowercase)
Password:	(Password should be entered in lowercase)
Database: collive	(This will default for training purposes)

#### **Important Note:**

Please remember you will be prompted to change your password every 60 days

Datatel Login								
Enter a User ID, Password and Database:								
	User ID: Password: Database:	christyd collive						
	<u>0</u> K	Cancel						

After logging in an Alert Box will appear

**Click OK** 

Alert	
	Disclosure of information protected by privacy laws is prohibited. Unauthorized access and/or use of this system is prohibited.
	<u> </u>

Your access may open to the ST (Student) module.

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🕀	AM - Recruitment/Admissions Mgmt
🖶 💭 CU - Curriculum Management	📁 CU - Curriculum Management
	🤪 FI - Faculty Information
🕂 – 🤪 RG - Registration	😂 RG - Registration
📩 🏫 Favorites	

If it does not open to ST application, it will open to the UT (Utilities) application. You will need to click on APPS at the top of your screen and choose ST. You may have to do this twice. After your first initial log in from your desktop computer you will not have to set this APP again.

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After logging in the Alert Box will appear

Click OK

The Toolbar contains a series of icons at the top of the form.



Figure 2-14: The Toolbar

The icons are described in Table 2-11.

Icon	Description
1	Exit – Click this icon to exit from the system. It can only be used from the menu screen and cannot be used when an application screen is open. Note: This icon can be enabled by placing Y in the Enable UI Exit Button field in the by UIPR mnemonic in the UT application.
R	Save – Click this icon to save the information that has been entered on an application screen.
×	Cancel – Click this icon to return to the prior screen without saving any of the information entered for the current record.
R	Save All – Click this icon to save the information that has been entered on the application screen, automatically update the database record, and return to the Main Menu.
	Cancel All – Click this icon to return to the Main Menu without saving any of the data.
1	Delete – Click this icon to delete the current record.
1	Menu Tree – Click this icon to turn the menu tree on and off. When ON, the menu tree displays to the left of the application screen. When OFF, the menu tree does not display.
?	Help – Click this icon for field help for the selected field of an application screen. This icon behaves the same for field and process help.

Table 2-11: Toolbar Icon descriptions

The Exit icon is active only when the menu displays. The other icons are active only when an application screen (mnemonic) displays.

To view student demographics type in SPRO in the mnemonic box.



This allows you to see addresses, phone #, major, SS#, colleague #, etc.

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#### Student Lookup Box will appear

Type in student colleague #, or last name and first name, or SS #

**Press Enter or Click OK** 

SPRO-Student Profile						
Damon, Mr. Matt Sylva NC 28734	ID: 0514827 SSN: ### Home: 828-369-7331	1-##-9967				
Preferred Mailing Ad	dress			Preferred Re	esidence	
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Student SS#, Colleague ID#, and Phone # is located in the header of the record.

#### Mailing address

Academic Program – Some students may have a double major - you will need to click in the small arrows to the right of the admit status to see other majors.

#### To view student placement test scores type in TSUM.

#### Person Lookup box will appear

#### Type Student SS#, or Colleague ID#, or last name and first name

#### **Press Enter or Click OK**

#### TSUM screen will appear

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Test and Test scores will populate Health Occupation Aptitude Exam scores may also be listed here

X to Exit Click Cancel Finish or enter another student

#### To view student transcripts received type in IASU in the mnemonic box.

This screen will allow you to view what transcripts have been received from other institutions. You will want to drill down beside the institution name to verify official transcript receipt. The transcript received may be only an unofficial or partial. Only official transcripts are evaluated for transfer credits.

#### Student lookup box will appear

Enter Student SS#, or Colleague ID#, or last name and first name on the "Students" line.

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	Arouffi Ma Evika I ID: 0097722			
⊕ 🎾	Whittier NC 28789 Home: 828-736-4849			
<b>₽</b>				
	Institutions Attended	Start Dt End D	Tran t Boyd Dt	
	1 0034322 Swain County High School	05/01/97 05/01/0	01 01/18/05 📐	
	2 0019890 Meredith College	11/30/04 12/01/0	04 01/18/05	
	3 0020060 Western Carolina University		07 03/04/08	
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#### To view student records type in STAC in the mnemonic box.

This allow you to see a list of graded courses, credit earned from placement tests and also what the student is currently taking.

Student lookup box will appear

Enter Student SS#, or Colleague ID#, or last name and first name

**Press enter or Click OK** 

Return

X to Exit Click Cancel Finish or enter another student

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👝 ሯ ST	STAC-Student Academic Credits
⊞ <sup>2</sup> At ⊞ <sup>2</sup> CL ⊞ <sup>2</sup> FI	M J Damon, Mr. Matt ID: 0514827 SSN: ####-##-9967 Sylva NC 28734 Home: 828-369-7331
⊞	G       Course Name       Title       Stat       Credits       CEUs       Term       Gr         1       CIS-111       Basic PC Literacy       A       2007SU       -         3       -       -       -       -       -       -         3       -       -       -       -       -       -       -         4       -       -       -       -       -       -       -       -         5       -       -       -       -       -       -       -       -       -         6       -

#### To view student transcript type in TRAN in the mnemonic box.

This screen will allow you to view a student's transcript. The transcript will consist of courses completed and those transferred into the college.

#### Student lookup box will appear

Enter Student SS#, or Colleague ID#, or last name and first name on the "Students" line.

In the transcript grouping box you can either select "CU" or "ADV." The CU format is the official transcript. The ADV will group the courses by prefix.

The following two boxes must be set to "No" so that it will not print out to the Registrar printer. You will not enter in or change any other information on this screen.

Click on the save button.



On this screen make sure you type "H" in the Output Device line. Hit enter and then save and update.

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Save through this next screen

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## Here is what you will see if you choose CU.

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Waynesville	e NC 28786							
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ART-111**	Art Appreciation	3.00						
BI0-163*	Basic Anat & Physiology	5.00	Hayw	ood Comm	unity Co	llege		
CIS-110**	Introduction to Computers	3.00	Hayw	ood Comm	unity Co	llege		
CUM-231**	Public Speaking	3.00	Hayu	ood tomm	unity Co	llege		
HIG-102++	Axpository writing	3.00	наую	ood Comm	unity Co	llege		
MAT-115	Methemetical Models	3.00	Hoyu	ood Comm	unity Co	llege		
PSY-150**	General Psychology	3 00	Hayw	ood Comm	unity Co	llege		
PSY-241**	Developmental Psych	3.00	Havw	ood Comm	unity Co	llege		
	The total transfer cred:	29.00			-	-		
				Hrs	Hrs	Grade		
Course	Title	Grd Re	peat	Att	Cmpl	Points	Course Dates	
	Fall 2007							
ENG-114**	Prof Research & Reporting	A		3.00	3.00	12.00	08/17/07-12/14/07	
RCP-110	Intro to Respiratory Care	A		4.00	4.00	16.00	08/17/07-12/14/07	
RCP-113	RCP Pharmacology	A		2.00	2.00	8.00	08/17/07-12/14/07	
		Term Tot	als:	9.00	9.00	36.00	GPA = 4.000	
	Cumuls	ative Tot	als:	9.00	38.00	36.00	GPA = 4.000	
	Spring 2008							
RCP-111	Therapeutics/Diagnostics	A		5.00	5.00	20.00	01/07/08-05/05/08	
RCP-114	C-P Anatomy & Physiology	A		3.00	3.00	12.00	01/07/08-05/05/08	
RCP-115	C-P Pathophysiology	A		2.00	2.00	8.00	01/07/08-05/05/08	
RCP-136	RCP Clinical Practice I	A		6.00	6.00	24.00	01/07/08-05/05/08	
	c	Term Tot	als:	16.00	16.00	64.00	GPA = 4.000	
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BIO	163	Basic .	Anat & Phy	si TR	0.00	5.00	0.00000	08/15/	05-12/13/05		
		Subject :	BIO	Totals:	0.00	5.00	0.0000	GPA =	0.0000		
			Cumulative	Totals:	0.00	8.00	0.0000	GPA =	0.0000		
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		Subject	CIS	Totals:	0.00	3.00	0.0000	GPA =	0.0000		
			Cumulative	Totals:	0.00	11.00	0.0000	GPA =	0.0000		
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			Cumulative	Totals:	3.00	20.00	12.0000	GPA =	4.0000		
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Here is what you will see if you choose ADV.

You can print a transcript by selecting the first printer button. This will print to your local printer.

**To view student GPA** type in STAT in the mnemonic box.

This will allow you to see a student's GPA by semester.

Student lookup box will appear

Enter Student SS#, or Colleague ID#, or last name and first name

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<b>u</b> 🛃 (d)	GPA1/GPA2	Academic Standing			





#### **Registering a Student**

To Register a Student type RGN in the mnemonics box.

Select, CUPRINT by checking the box beside it and clicking on the save button at the bottom of the screen.

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A copy of the student schedule will print automatically after you register a student by entering the schedule and clicking the save and update buttons. The schedule will print to the printer you have labeled as default under the printer folder in the control panel of your computer. Make sure this is changed to the appropriate local printer before you register a student.



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#### Student Lookup Box will appear

Type the Student SS#, or Colleague ID#, or last name and first name

**Press Enter of Click OK** 

(Check to see if the correct term is shown, see Term Box) If the correct term is showing, enter the desired courses (example: ENG 111 SD1

You may search for courses several ways:

<i>a</i> .	By semester, ex. 2006FA or 2007SP -this will show all the
	courses for that semester which are offered
<i>b</i> .	By course prefix, ex. ENG -this search will limit results to
	courses with only that prefix
с.	By course prefix and number, ex. ENG 111 -this search will list
	all the sections for that particular course
<i>d</i> .	By course prefix, number, and section, ex. ENG 111 SD1- this
	will show this specific course only

X

If a different term is showing, enter the correct term, on the first available line, space, and then the Courses to be registered.

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2	АМ	Damon, Mr. Matt ID: 0514827 SSN: ###-##-9967
2	AR	Sylva NC 28734 Home: 828-369-7331
2	со	Date 03/05/07 Term 2007SU Pass Start
2	CR	Section Name and Title Aud Creds CEUs Stat Date Term
2	CU	1 CIS-111-JD1 Basic PC Literacy 🚺 🔽 2.00 🗐 🚺 A 🖵 🗗 05/15/07 🔤 2007SU 🖂
2	DA	05/15/07 08/01/07 CACT 00005 CLAS F 08:30AM 12:15PM
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Continue entering courses until all courses have been entered.

**Click Save** 

**Click Update** 

To look up a course to see what sections are available type in only the course prefix and number, and it will show the capacity and availability on the right side of the screen.

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<u>∎</u>		3: 2	007FA	BI0-168-	-SD2	в.	Lunsfo	мс	MWF	10:00AM	Wlst	20/3		
÷22		4: 2	007FA	BI0-168-	SD3	D.	Cochra	мс	MWF	12:00PM	Open	20/5		
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Under the status section if you see "Wlst" this means the course has a waiting list because it has met its capacity. The number under availability in this case is referring to the number of slots on the waitlist.

If you choose a course that has a waitlist the following screen will appear. If there are spaces available on the waitlist then you will have the option to click on "W." If there are not spaces available then it will prompt you that the course cannot be registered.

Alert									
Section is "V	Section is "Waitlisted". (R)egister, (W)aitlist or (C)ancel								
<u> </u>	<u> </u>	<u> </u>							

From the RGN Screen you can access other screens by detailing on Other Info



If you have a student that has a registration flag, you may click on Other Info on the RGN screen and choose PERC (Person Restriction) and click OK.

The PERC screen will appear. Then you can detail on the restriction and know what the restriction is. Send the student to the specified office.

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RGN-Registration	PERC-Person Re	strictions						
AC AM Damon, Mr. Matt Sylva NC	ID: 051 28734 Home:	4827 SSN: 3 828-369-733	###-##-996 31	7				
CO Restrictions			Se	verity	Start Dt	End Dt	Office	Comm
Image: Second system       Image: Second system         Image: Second	rar's Office Fine							

X to Exit Cancel Finish **VERY IMPORTANT NOTE:** When completing a drop/add of classes with the same number of hours, please remember to do both (drop/add) in the same session to prevent the student from incurring a 25% charge for the drop.

#### To drop classes for students:

Go to RGN

Student Lookup box will appear

Enter Student SS#,or Colleague ID#, or last name and first name

Click on the Stat field, for the class or classes to be dropped

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<u>File Edit</u> Fayorites	ites Iools Help	
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🖃 🞾 ST	RGN-Registration	
🕀 😂 🕀	CUSTAFF	
庄 😂 AM	M Damon, Mr. Matt ID: 0514827 SSN: ###-##-9967	
🛨 😂 AB	3 39MM MC 20734 MUILE 020/305/7331	
🕂 😂 CO	Date 01/05/07 Term 2007SU Pass Start	
🕀 🥔 CR	Section Name and Title     Aud Creds CEUs Stat Date	Term
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	G Term Summary Level Load Creds CEUs Status	
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A box will populate and choose "X" for Delete during Pre-registration and on Registration Day. Press enter. During the Drop-Add period, you will need to choose "D" in the stat box.

**Click SAVE** 

**Click Update** 

This will generate another printout for the student at your local printer.

To add classes for students:

Go to RGN

Student Lookup box will appear

Enter Student SS#, or Colleague ID#, or last name and first name

Click on the line below the last class listed and enter the class to be added and return

RGN-Registration			
		CUSTAFF	
Damon, Mr. Matt ID: 0514827 SSN: ###-##-99	967		
Sylva NC 28734 Home: 828-369-7331			
Date 04/16/07 Term 2007SU	Pass	Start	
Section Name and Title	Aud Creds	CEUs Stat Date Term	1
1 CIS-111-JD1 Basic PC Literacy 🚺	2.00 📝	🗾 👩 🖌 🖵 🗗   05/15/07 🗔   200	7SU 🔄
05/15/07 08/01/07 CACT 00005 CLAS F 08:30	IAM 12:15PM		
2 BUS-137-WC1 Principles of Managemen	3.00 🚺	🧾 🔊 🔽 💽 🚺 💷 💷	7SU
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Sched 🔀 💼 🦷 💼	Other Info 🔀 💼	Billing 🔀 🛅 Pay	N
Element Section Name	Value 2/2		

**Click SAVE** 

**Click Update** 

This will generate another printout for the student at your local printer

#### How to View/Print a Section Roster

**To View** a roster on Colleague if you do not need to print you can go to the RSTR (Academic Roster Inquiry) mnemonic.

After typing the RSTR mnemonic in the quick access box at the top of the screen you will see a lookup box for course section. You will then enter in the course prefix number and section. Select "Ok"

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😑 😂 ST	RSTR-Academic Ro	ster Inquiry					
	Course: Title.:		Section: Synonym:	sta	Status: atus Diate:		
	Student		Course Term Status Status	Pass/ Audit Beneat	Credits	CEUs	
<ul> <li>■</li> <li>■</li></ul>	2	Course Section LookUp [hse 110 sd1]					
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You should then be able to see a screen that lists the student names and Colleague ID numbers that are registered for the course.

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		Course	Term	Pass/				
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**To Print** a roster you will need to go to the SROS (Section Roster) mnemonic. This screen offers you various different criteria to enter on the screen. The simplest way is to type in the term 2007FA and then under sections list the course and then save and update.

File Edit Favorites Tools Help     Quick Access SROS     SROS-Section Roster     SSN or ID        Print Special Needs   Yes   Double-space   No   Separate Cross-List   Yes   Print Dropped/Withdrawn   No   Print Cross-List Ref   Print Phone Types     Saved List Name     Begin   End   Section Date     Terms   2007FA Fall 2007
Quick Access SRDS     ST     SRDS-Section Roster     SSN or ID        Print Special Needs        SSN or ID        Print Special Needs   Yes   Double-space   No   Separate Cross-List   Yes   Print Dropped/Withdrawn   No   Separate Cross-List   Yes   Print Phone Types     Saved List Name     Begin   End   Section Date     Terms   2007FA Fail 2007     Faculty Members   Subjects
ST SROS-Section Roster  SSN or ID  SSN or ID  Print Special Needs Yes  Double-space No Print Dropped/Withdrawn No Separate Cross-List Yes Print Waitlisted No Print Cross-List Ref Print Phone Types Saved List Name Saved List Name Terms 2007FA Fall 2007 Faculty Members 1 Print
Courses 1 Sections 1 Locations 1 Additional Selection Criteria No

Once you save it will take you to another screen that shows you how it will be sorted by just save and update through this screen.

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File Edit Favo	prites Tools Help		
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😑 🧼 ST 🛛	SROS-Section Roster		
	Sort Definition (CDL054) Section Roster		
	Criteria Field Name	Sequence	_
	SEC.FIRST.DEPT     SEC.SUBJECT     SEC.FACULTY.SORT.NAME     SEC.ACAD.LEVEL	BY  BY BY BY BY BY BY BY BY BY BY BY BY BY	
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On the next screen the first line will state "Output Device" change that "P" to an "H" because the "P" status sets it to print to a line printer and you want to print it to a local one. Once you have done this select save and update.

🔏 Datatel - o	collive - ST							
File Edit Fav	vorites Tools Help							
Quick Access	SROS 💌 🔁 Go		7 🗉 🤍					
😑 🧭 ST	SROS-Section Roster							
	Peripheral: SETPTR.CI Process: SROS	0J054.12142 Des Description: Sect	scription: Section Roste ion Roster	er				
	Output Device H Printer Form Name Banner Copies Defer Time	Hold/Browse File Outp	u 💌 🖻					
	Other Options 1 NOEJECT 2 NFMT 3 NHEAD							
	Page Width 1 Page Length 6 Top Margin 0 Bottom Margin 0	32 (8) 6 (8) 6 (8)						
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😑 😂 ST 📑	SROS-Section Roster
÷ 😂	Job Statistics ID: SROS CHRISTYD 47343 14354
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÷	Schedule Process to Run Next on after
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Next save and update through the next screen that comes up.

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You will then see a box come up that says processed.

Select the finish button.

You will then see a report browser that shows the list of the students registered for the course you selected. Then you can print that to your local printer by selecting the first printer (Print Local) button. When the print screen pops up you will want to change your font size to 9 point and the layout to landscape. It is recommended to make these changes so that the information viewable on the screen will print out in its entirety. Once you have printed the report you then will close this window by clicking on the red box in the upper left hand corner of the browser.

🔏 Report Browser							
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April 19 2007 13:11 Section: HSE-110-SD1 Intro 9 Instructors: T. Quiring	200 to Human Services 08/17/07 12/14,	SECTION ROST 7FA - Main Campus Sched /07 BALS 00322	ER - Jacks ule CLAS MW	50n  J	10:00AM 11:	 50AM	Credi Conta Deliv Censu
ID Student Name 	Phone Num 	Fin ber Aid	Ac Vet Pr  A4 A4 A4	ad ogram 5380 5380 5388	Adviso Quiring, Quiring,	or Timoth Timoth	₽pt Crs 
0150043 Valentine, Tawana F 4 Students currently enroll	ed		λ4	15380	Quiring,	Timoth	
Start Novell Grou		nsoft F	tel - co		w to prip		1:12 PM

# TROUBLESHOOTING

## Restriction Message: Inactive Program

Look up student to register

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•	Date 01/05/07 Term 2007SP Section Name and Title	Pass Start Aud Creds CEUs Stat Date
	2     Student LookUp       3     daffy duck       4     DK	Image: Enclosed state     Image: Enclosed state       Image: Enclosed state     Image: Enclosed state <t< th=""></t<>
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This alert lets you know this student does not have an active application on file in admissions.



After previous alert, you will be sent to a list of academic program history for this student.

- Review the academic programs listed. If you do not see the student's intended program of study, you may email the Registrar's Office and make a request to change the start date for the program. This will re-activate that major and should allow you to continue on RGN. You may also include address changes
- If you do not see the program code listed that the student is enrolling for, you may email the Registrar's Office to change the program of study if the student has not enrolled for 1 or 2 semesters. We will make the change and you should be able to register the student on RGN. We will use that email as the change of major form to eliminate the student from completing more paperwork.
- If you do not see the program code listed and it has been more than 2 semesters...the student must go to the Admissions Office to complete a new application which will update any demographic information. You may complete the registration form and send it with the student and the Registrar's Office will process it.



Should you select one of the previous programs listed it will give you this Alert letting you know the student's major is not active.



## Restriction Message: Alert for Academic Level Continuing Education Student

This error occurred because she is only listed with Con Ed. She does not have a current academic program for CU.

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😑 😂 ST	RGN-Registration	
🖨 😂 AC	CUSTAFF	
🕀 😂 🕀	M Medin, M. Meissa J. ID: 0075330 SSN: ###-##7294	
🕀 📁 AR	Tuckasegee NL 26763 Home: 626-233-3420	
🖨 😂 CO	Date         01/05/07         Term         2007SP         Pass         Start	
E CR	Section Name and Title Aud Creds CEUs Stat Date Term	
	2 ACC-3107-C8002 Accounting Fundament 📳 🔍 🥑 2.40 🕖 N 🗸 🗗 09/21/06 🖬 2006CE3	
	09/21/06 10/28/06 WEB CENTERED CLAS TBA TBA	
	09/25/06 09/30/06 SUMM 00128 CLAS MTWTHF 08:00AM 10:00AM	
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🗊 😂 Fl-	Alert 🛛	
🕀 😂 RG	G Term Summary Warning: Student's academic level doesn't match the course ACC-120-FD1. Status	
🖶 😂 WE	E 1 2006CE3 Fall 2006 C Edit Control C	
🗊 🔁 SD		
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😑 🞾 ST	RGN-Registration	
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њ📁 АМ	Medim, Ms. Melissa J. ID: 0075330 SSN: ###+##-7234 Tuckasegee NC 28783 Home: 828-293-3420	
	Date 01/05/07 Term 2007SP Pass Start	
	1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported Occ  F 300  Section Name and The 1 SEF-3001-1234 Receipt Supported O	
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€	Alert V	
	ACC-120-FD1: Failed course eligibility rules for this registration.	
	Term Summary Status	
🗓 🥏 SD		
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After you see this rule, save & update...you will return to RGN...the course you tried to enter will disappear from the schedule. This student needs to go to Admissions and submit a curriculum application.



## **Restriction Message: Petitions for Health Programs**

When you receive the alert below, please contact the Admissions Office to take care of removing the petition if appropriate.

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File Edit Favorites Tools Help						
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RGN-Registration						
Smith Ma Maranda D ID: 0462705 SSN: #	## ## 4244	CUFACAUX				
Waynesville NC 28786 Home: 828-452-568	6					
Date 04/16/07 Term 2007SU	Pass	Start				
Section Name and Title	Aud Creds CEUs	Stat Date Term				
1 NUR-101-SD1 Practical Nursing I	00-004M 02-20PM	IØ N ▼ C 01/08/07 III 2007SP				
2 put 101 sd1	08:00AM 02:20PM					
Alert						
3 A	Granted Petition is required for registration in NUR-1	01-SD1.				
	<u> </u>					
Term Summary	Level Load Creds	CEUs Status				
1 2007SP 🚺 Spring 2007	CU 11.00	0.00 Registered				
3 6						
Sched X 🔽 Waitlist	Other Info 🗙 📭	Billing X 🔽 Pay N				
Controller Section Name	Adding Value 2					
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### **Additional Restrictions**

This is a few Message/Rules you may see when you go to register a student who has a library fine, parking fine, transcript hold, etc... The student must go to the appropriate department or the advisor must contact the department to take care of restrictions before he/she may register.



PEF	PERC-Person Restrictions PERC-Person Restrictions					
			Restriction LookUp			
using RESTRICTIONS, View: RESTRICTIONS						
U	Seq:	Code	Description	Office Code Severity		
	1:	ACAD	Academic Suspension	RG	No.	
	2:	ADMIN	Administrative - Weast	AD ) RG		
	3:	ADMSS	Admissions Office	AD ) RG		
	4:	APPR	Applicant for Perm Residency	RG)AD		
	5:	BKST	Bookstore			
	6:	BSP	Basic Skills Hold			
	7:	BUS	Business Office Hold	BU) AD		
	8:	CE	Continuing Education Hold			
	9:	CONCR	Concurrent HS - Dyke			
	10:	DISP	Disciplinary	RG		
	11:	DNP-B	Do Not Purge-Business Office	BU) RG		
	12:	DNP-F	Do Not Purge-Financial Aid	FA)RG)BU		
	13:	DNP-R	Do Not Purge - Registrar	RG)AD		
	14:	FA	Financial Aid			
	15:	GRAD	Graduation	RG)AD		
	16:	IF	Incomplete File		- <b>·</b>	
	17:	LF	Library Fine			
	18:	ORIEN	Orientation	AD } RG		
	19:	PF	Parking Fine			
	20:	READM	Readmission Required	AD ) RG		
	21:	RO	Registrar's Office Hold	RG		
	22:	SP	School Property			
	23:	SSS	Student Support Services			
	24:	UAA	Underage Approval	AD } RG } PR		
	25:	VISA	Visa (International Student)	RG		
Controller LookUp Resolution Page 2/2						
Sed	Number	,(F)lag,(	S)ort/Select:			