

Advisor Manual Registration in Datatel



SOUTHWESTERN
COMMUNITY COLLEGE

Southwestern Community College Business Office Registration Policies

Please share the following information with your advisees:

- Students receiving financial aid no longer 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:
<http://www.southwesterncc.edu/admissn/credit-card-auth.htm>
- 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 be sure to enter the class with the highest credit hours first.
 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

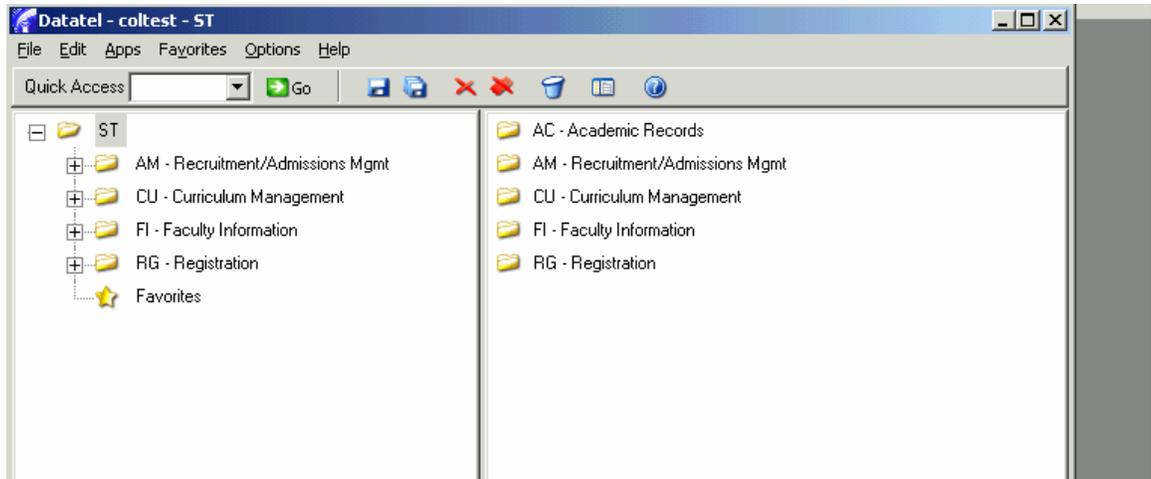


After logging in an Alert Box will appear

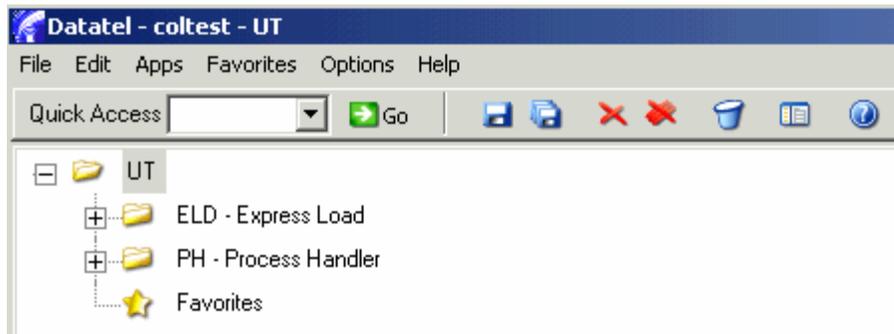
Click OK



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



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.



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

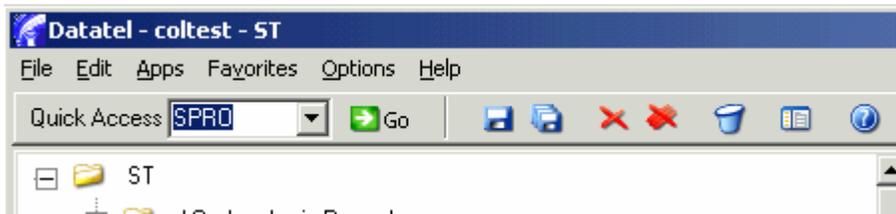
The icons are described in Table 2-11.

Icon	Description
	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 <i>Enable UI Exit Button</i> field in the by UIPR mnemonic in the UT application.
	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.
	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.
	Delete – Click this icon to delete the current record.
	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

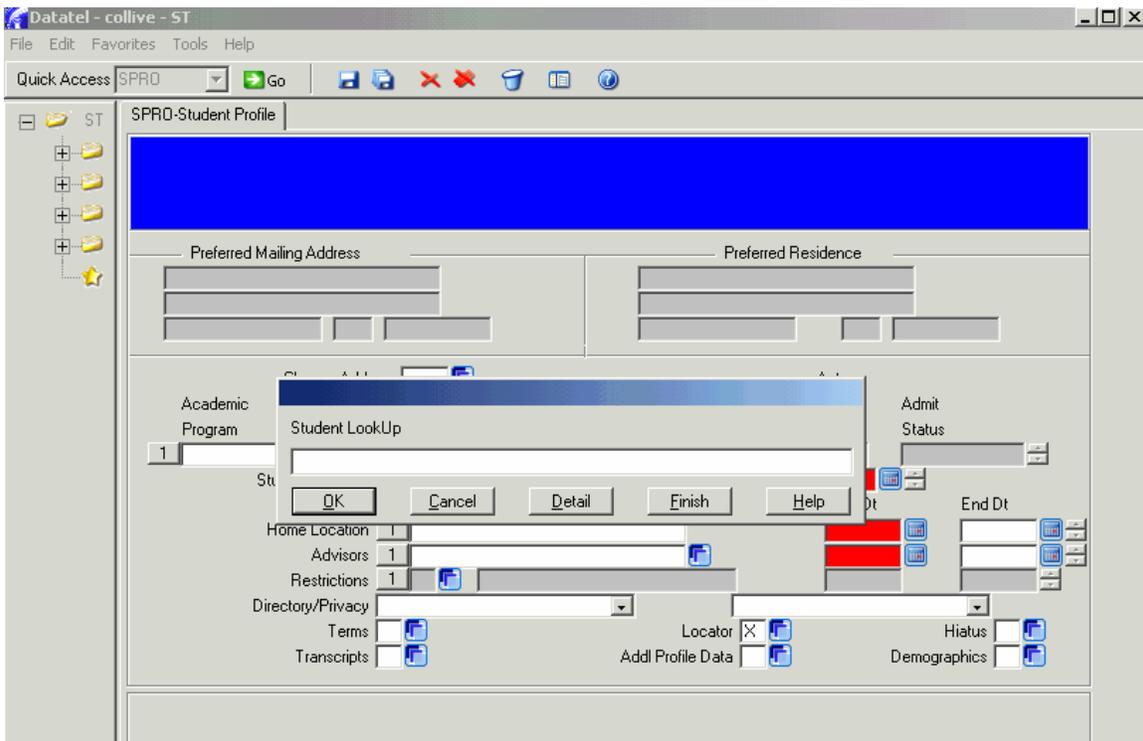
The **Exit** icon is active only when the menu displays. The other icons are active only when an application screen (mnemonic) displays.

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



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

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 ID: 0514827 SSN: ### ## 9967
 Sylva NC 28734 Home: 828-369-7331

Preferred Mailing Address Preferred Residence

111 College Dr 111 College Dr
 Sylva NC 28734 Sylva NC 28734

Change Address

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 SPECIAL	No	CU	Active	02/06/07		First Time F

Student Types/Date 1

Home Location 1 MC Main Campus - Jackson

Advisors 1

Restrictions 1 RO Registrar's Office

Directory/Privacy

Start Dt 01/05/07

End Dt

Terms

Transcripts

Locator

Addl Profile Data

Hiatus

Demographics

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.

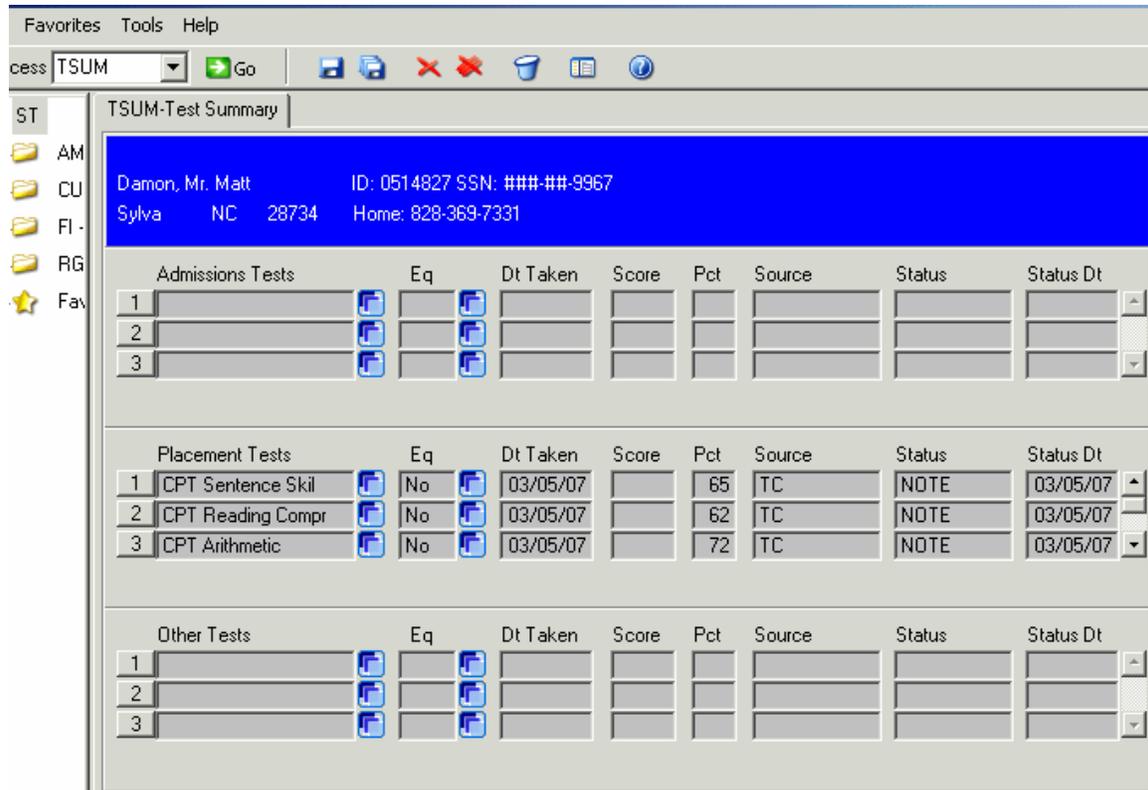
To view student placement test scores type in TSUM.

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



Test and Test scores will populate

Health Occupation Aptitude Exam scores may also be listed here

X to Exit

Click Cancel

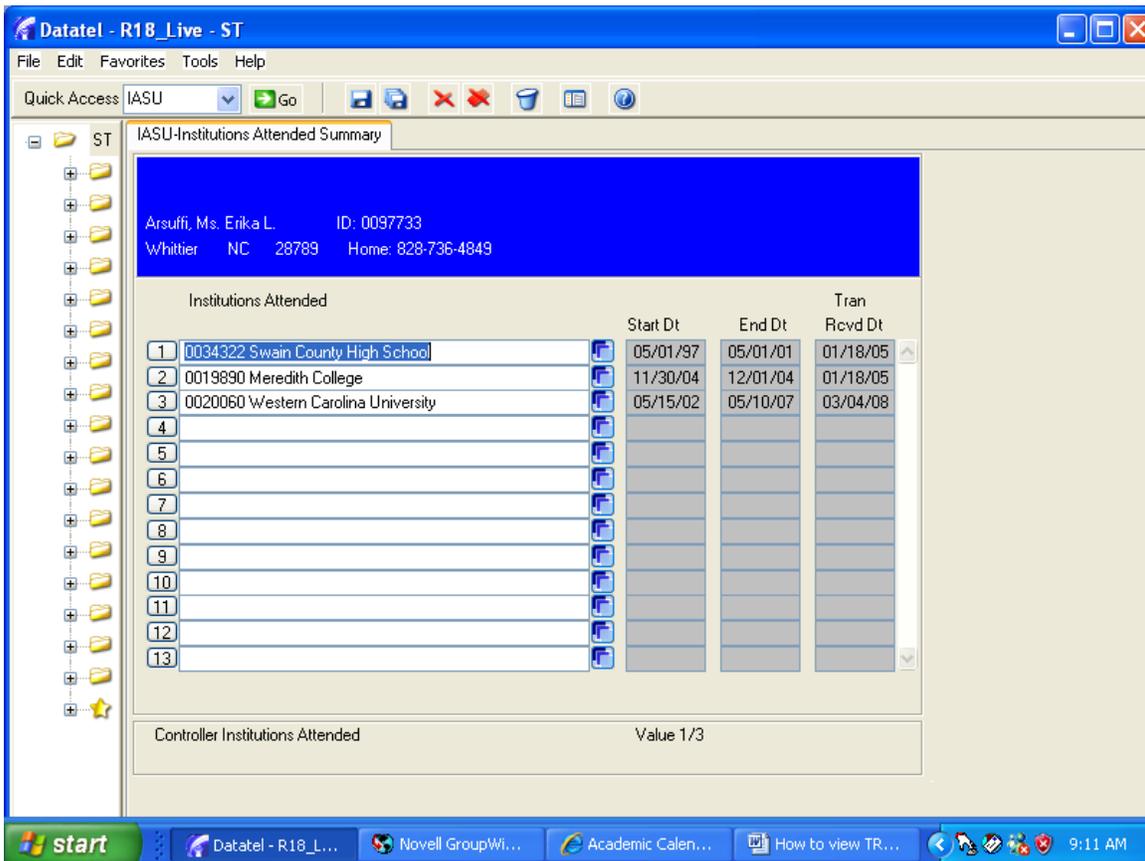
Finish or enter another student

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.



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

The screenshot shows a web browser window titled "STAC-Student Academic Credits". The address bar contains "STAC" and a "Go" button. The left sidebar shows a folder tree with "ST" selected. The main content area displays student information for "Damon, Mr. Matt" with ID "0514827 SSN: ###-##-9967" and "Sylva NC 28734 Home: 828-369-7331". Below this is a table with columns: Course Name, Title, Stat, Credits, CEUs, Term, and Gr. The first row shows "CIS-111" with title "Basic PC Literacy", status "A", and term "2007SU".

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
1	CIS-111	Basic PC Literacy	A			2007SU	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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.

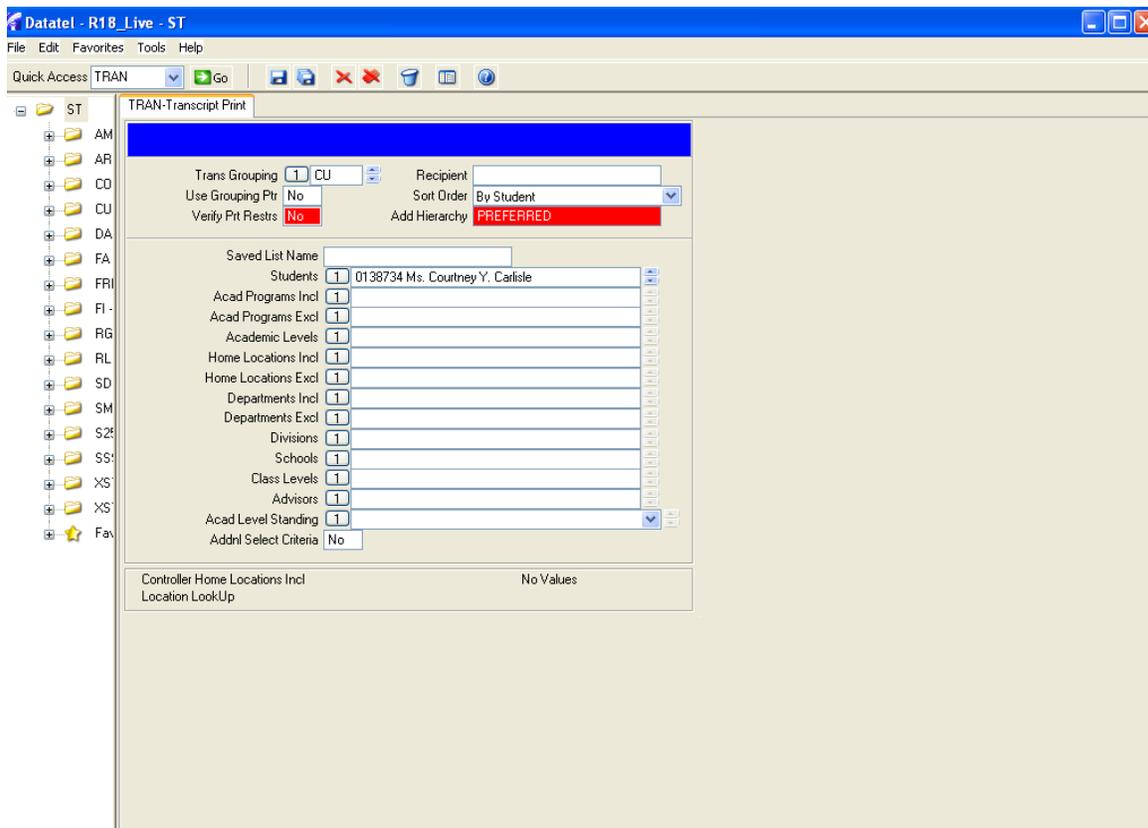
Student lookup box will appear

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

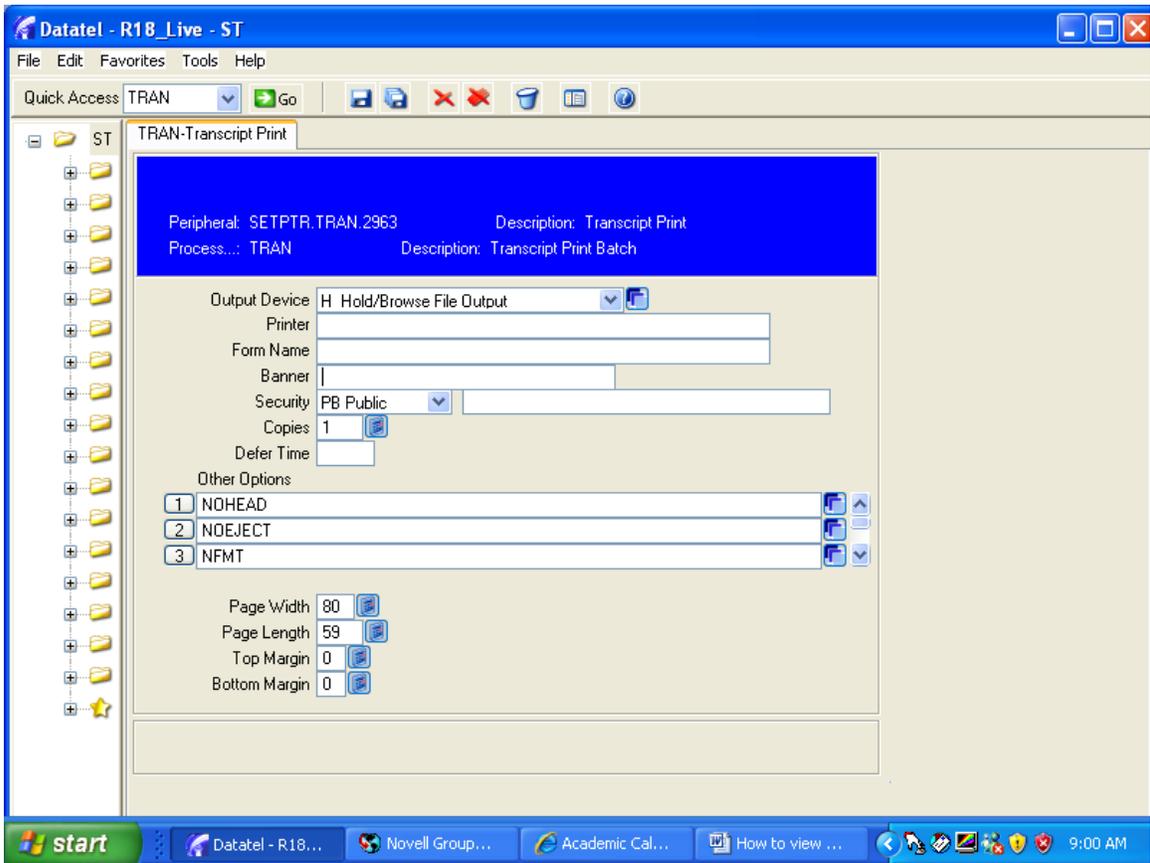
In the transcript grouping box you can either select “CU” or “ADV.” The CU format is the official transcript. The ADV will group the courses by prefix.

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.

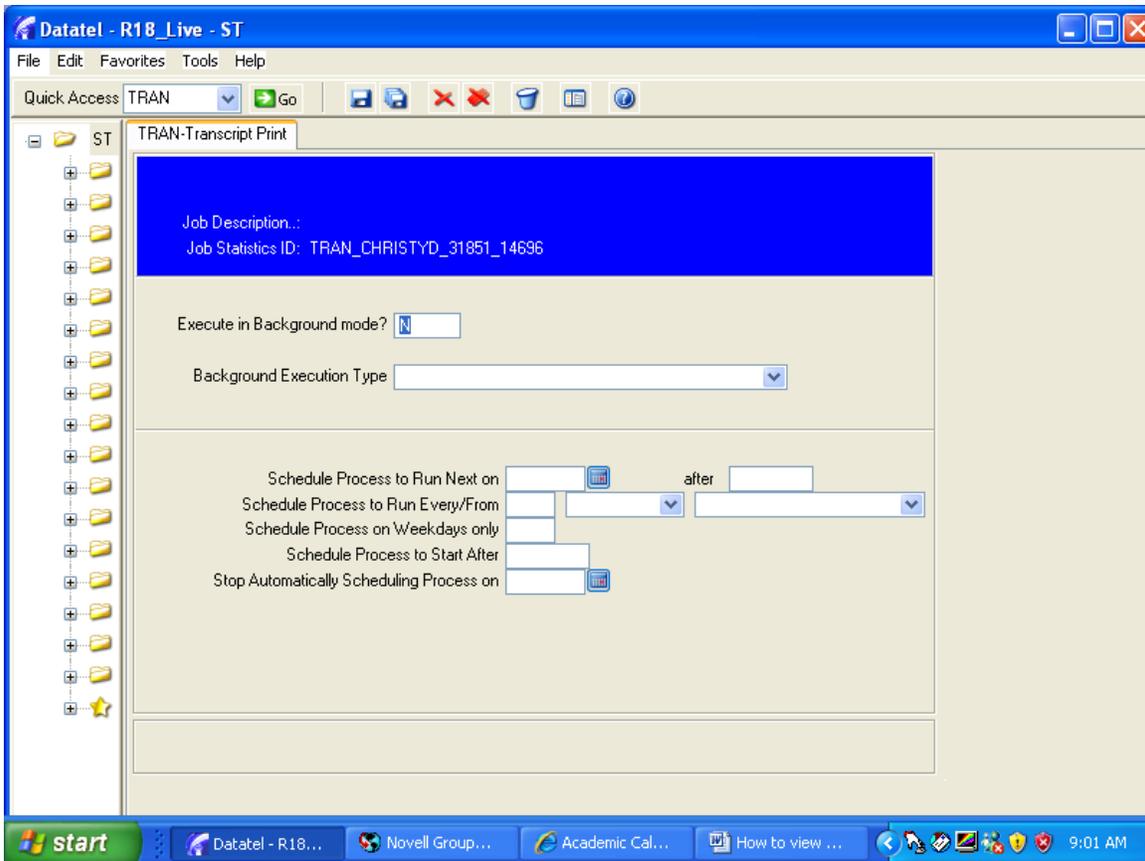
Click on the save button.



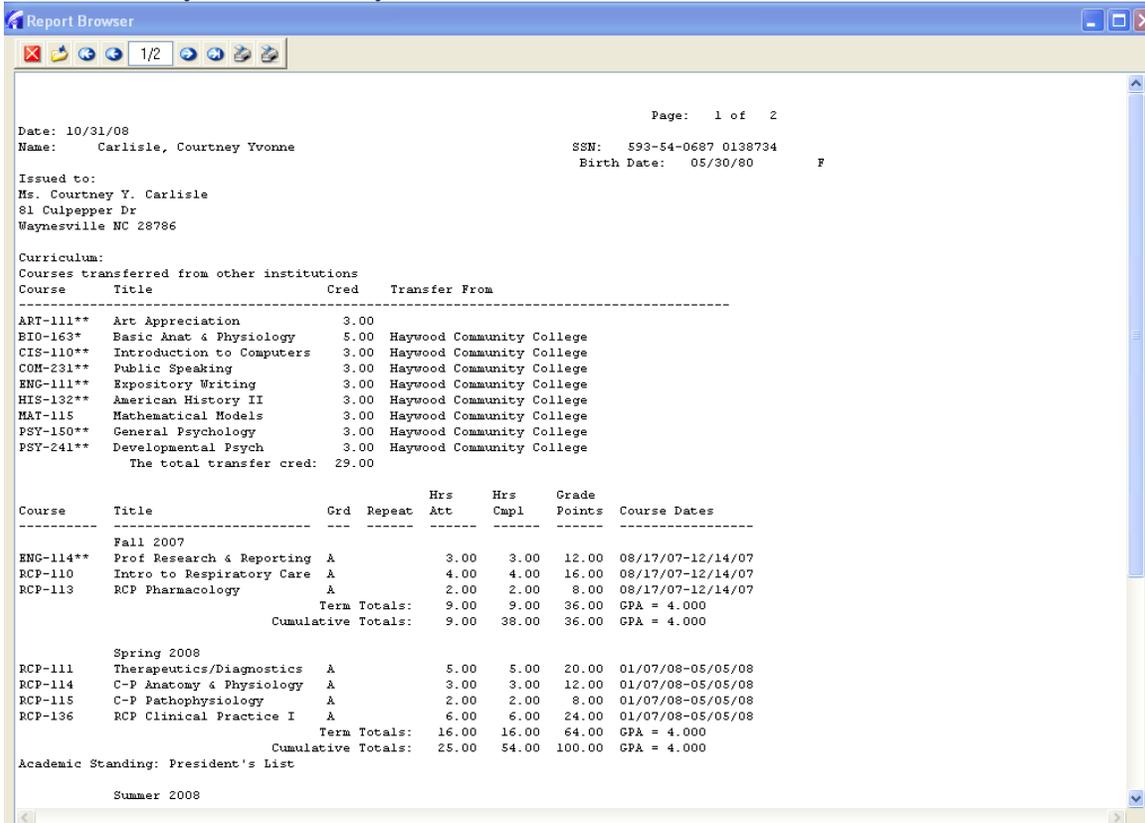
On this screen make sure you type “H” in the Output Device line. Hit enter and then save and update.



Save through this next screen



Here is what you will see if you choose CU.



Here is what you will see if you choose ADV.

10/31/08 Advising Transcript Page 1 of 2

Ms. Courtney Y. Carlisle ID Number: 0138734
 81 Culpepper Dr SSN: 593-54-0687
 Waynesville NC 28786 Birth Date: 05/30/80
 Birth Name:

Course	Title	Grd R	Hrs Att	Hrs Capt	Grade Points	Course Dates
ART 111	Art Appreciation	TR	0.00	3.00	0.00000	08/17/00-08/02/01
	Subject ART		Totals: 0.00	3.00	0.0000	GPA = 0.0000
			Cumulative Totals: 0.00	3.00	0.0000	GPA = 0.0000
EIO 163	Basic Anat & Physi	TR	0.00	5.00	0.00000	08/15/05-12/13/05
	Subject EIO		Totals: 0.00	5.00	0.0000	GPA = 0.0000
			Cumulative Totals: 0.00	8.00	0.0000	GPA = 0.0000
CIS 110	Introduction to Co	TR	0.00	3.00	0.00000	01/09/06-05/09/06
	Subject CIS		Totals: 0.00	3.00	0.0000	GPA = 0.0000
			Cumulative Totals: 0.00	11.00	0.0000	GPA = 0.0000
COM 231	Public Speaking	TR	0.00	3.00	0.00000	01/05/02-05/05/02
	Subject COM		Totals: 0.00	3.00	0.0000	GPA = 0.0000
			Cumulative Totals: 0.00	14.00	0.0000	GPA = 0.0000
ENG 111	Expository Writing	TR	0.00	3.00	0.00000	01/08/07-05/08/07
ENG 114	Prof Research & Re A		3.00	3.00	12.00000	08/17/07-12/14/07
	Subject ENG		Totals: 3.00	6.00	12.0000	GPA = 4.0000
			Cumulative Totals: 3.00	20.00	12.0000	GPA = 4.0000
HIS 132	American History I	TR	0.00	3.00	0.00000	05/15/02-08/01/02
	Subject HIS		Totals: 0.00	3.00	0.0000	GPA = 0.0000
			Cumulative Totals: 3.00	23.00	12.0000	GPA = 4.0000
MAT 115	Mathematical Model	TR	0.00	3.00	0.00000	01/08/07-05/08/07

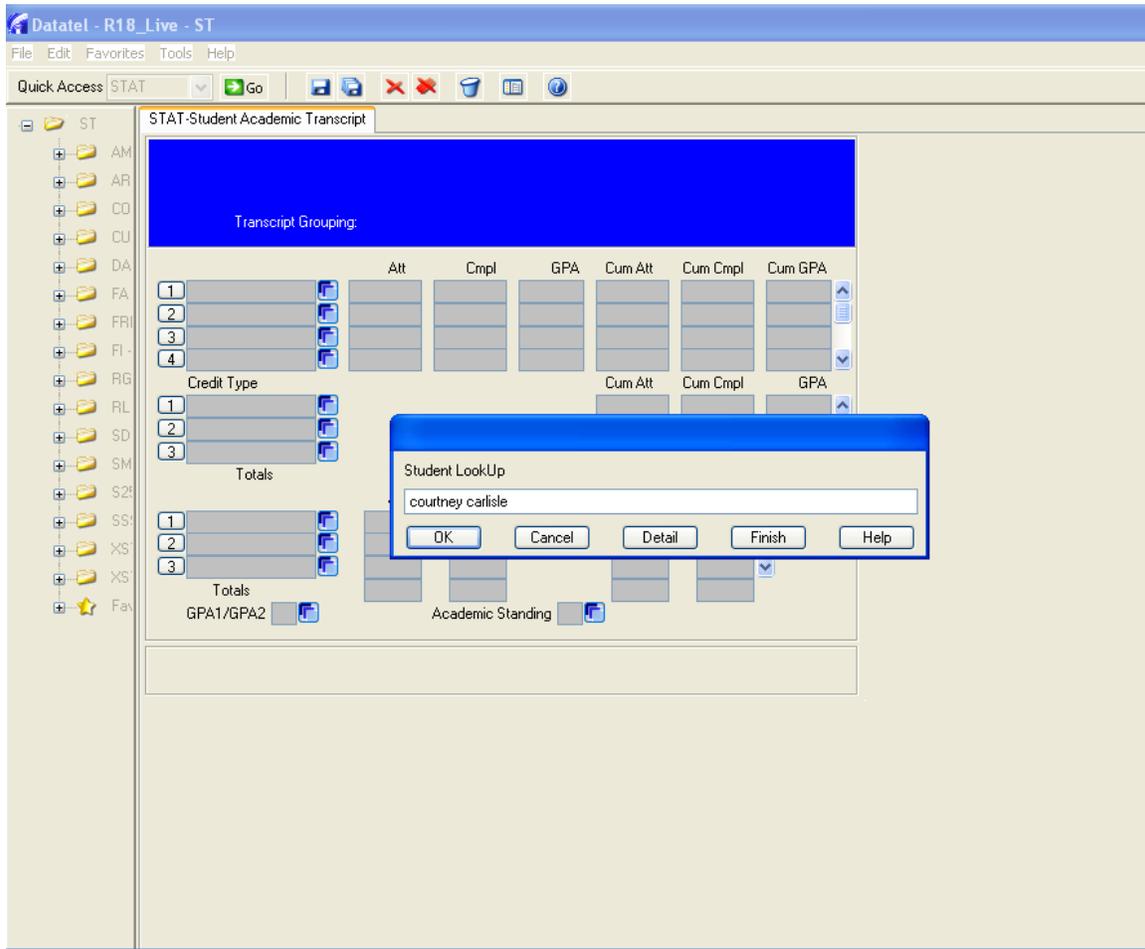
You can print a transcript by selecting the first printer button. This will print to your local printer.

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



Datatel - R18_Live - ST

File Edit Favorites Tools Help

Quick Access STAT

STAT-Student Academic Transcript

Carlisle, Ms. Courtney Y. ID: 0138734
Waynesville NC 28786 Home: 828-734-6915
Transcript Grouping:

Creds	Att	Cmpl	GPA	Cum Att	Cum Cmpl	Cum GPA
1						
2						
3						
4						

Credit Type

	Cum Att	Cum Cmpl	GPA
1			
2			
3			

Totals

CEUs

1	
2	
3	

Totals

GPA1/GPA2 Academic Standing

Transcript Grouping LookUp

Datatel - R18_Live - ST

File Edit Favorites Tools Help

Quick Access STAT

ST-Student Academic Transcript

Carlisle, Ms. Courtney Y. ID: 0138734
 Waynesville NC 28786 Home: 828-734-6915
 Transcript Grouping: Curriculum Transcript

Term Creds	Att	Cmpl	GPA	Cum Att	Cum Cmpl	Cum GPA
5 2008SU	6.40	6.40	3.000	31.40	60.40	3.796
6 2008FA	3.00	0.00	0.000	34.40	60.40	3.796
7						
8						

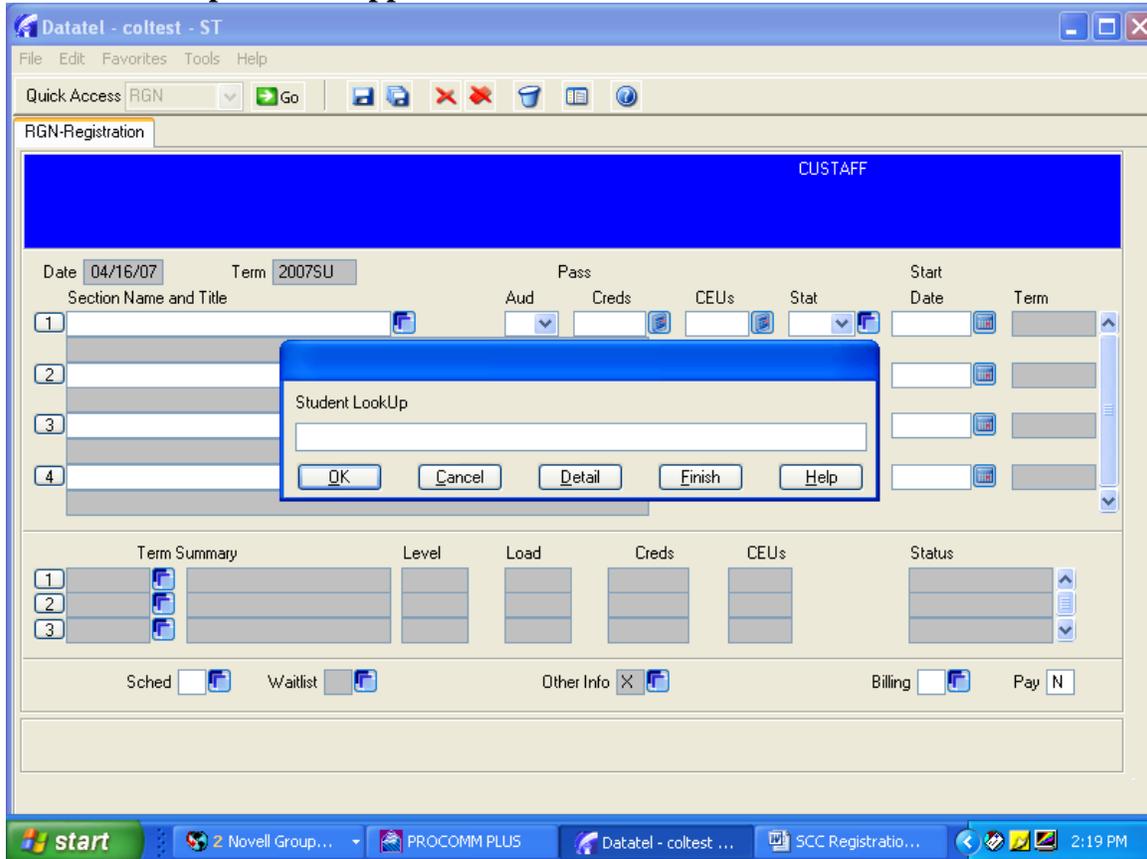
Credit Type	Cum Att	Cum Cmpl	GPA
1 Institutional	34.40	31.40	3.796
2 Transfer	0.00	29.00	0.000
3			
Totals	34.40	60.40	

Term CEUs	Att	Cmpl	Cum Att	Cum Cmpl
1				
2				
3				
Totals				

GPA1/GPA2 Academic Standing

Controller Term Credits Value 5/6

Student Lookup Box will appear



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

Press Enter or 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:

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

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

ST RGN-Registration

Damon, Mr. Matt ID: 0514827 SSN: ###-##-9967
 Sylva NC 28734 Home: 828-369-7331

Date 03/05/07 Term 2007SU Pass

Section Name and Title	Aud	Creds	CEUs	Stat	Date	Term
1 CIS-111-JD1 Basic PC Literacy		2.00		A	05/15/07	2007SU
2						
3						
4						

05/15/07 08/01/07 CACT 00005 CLAS F 08:30AM 12:15PM

Term Summary	Level	Load	Creds	CEUs	Status
1 2007SU Summer 2007	CU		2.00	0.00	Registered
2					
3					

Sched Waitlist Other Info Billing Pay N

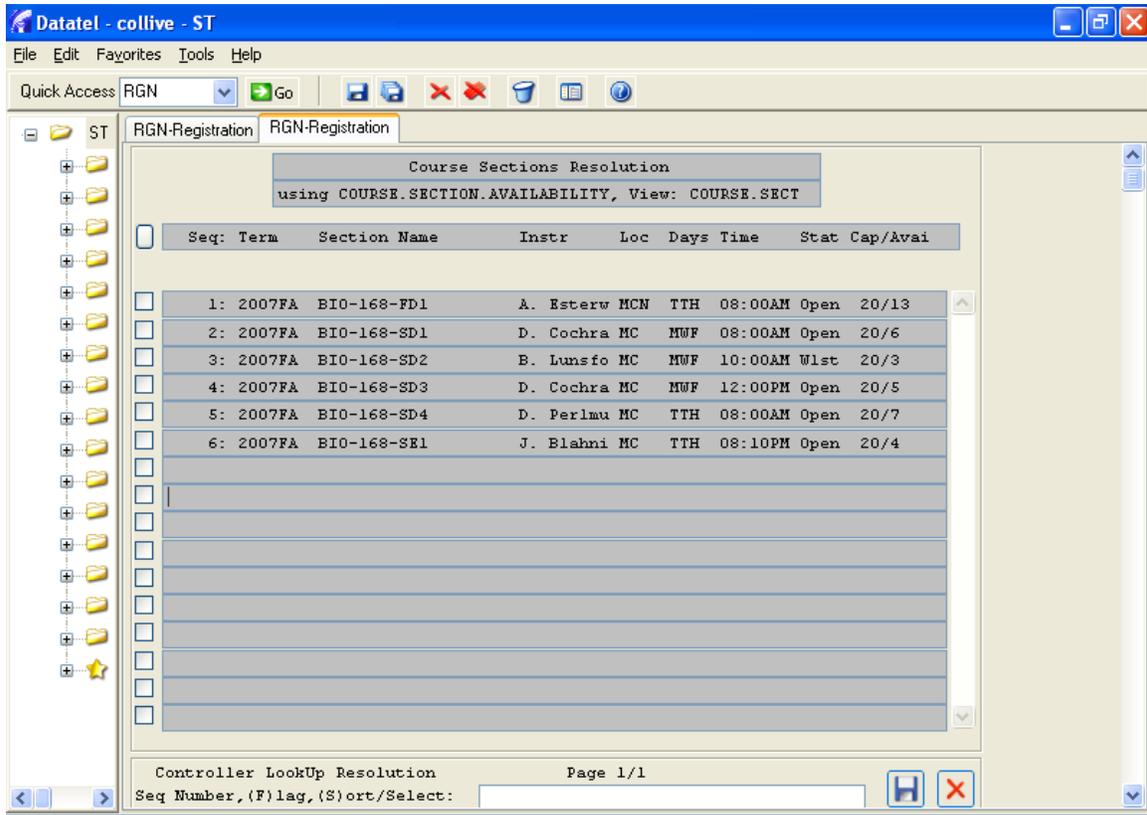
Controller Section Name Value 1/1

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.

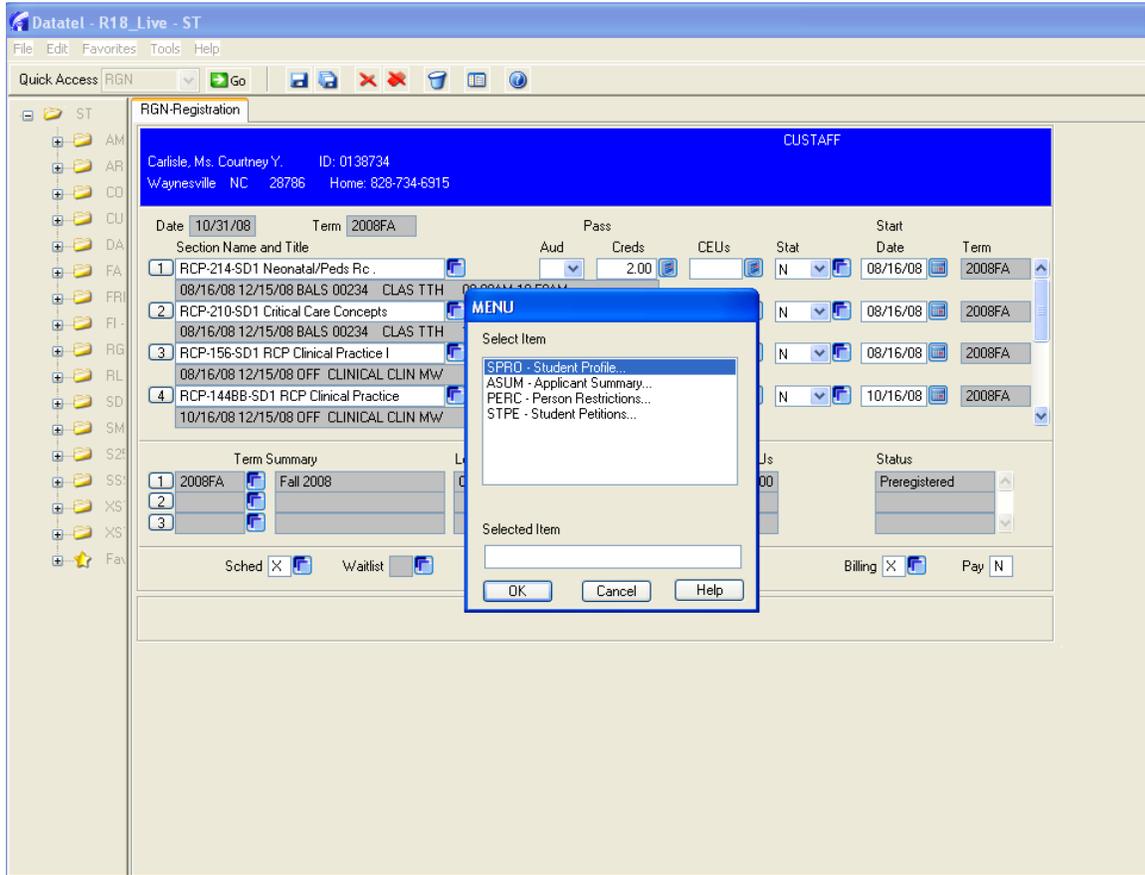


Under the status section if you see “Wlst” this means the course has a waiting list because it has met its capacity. The number under availability in this case is referring to the number of slots on the waitlist.

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.



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.

RGN-Registration PERC-Person Restrictions

Damon, Mr. Matt ID: 0514827 SSN: ###-##-9967
Sylva NC 28734 Home: 828-369-7331

Restrictions	Severity	Start Dt	End Dt	Office	Comm
1 RO Registrar's Office		01/05/07			
2 LF Library Fine		03/05/07			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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.

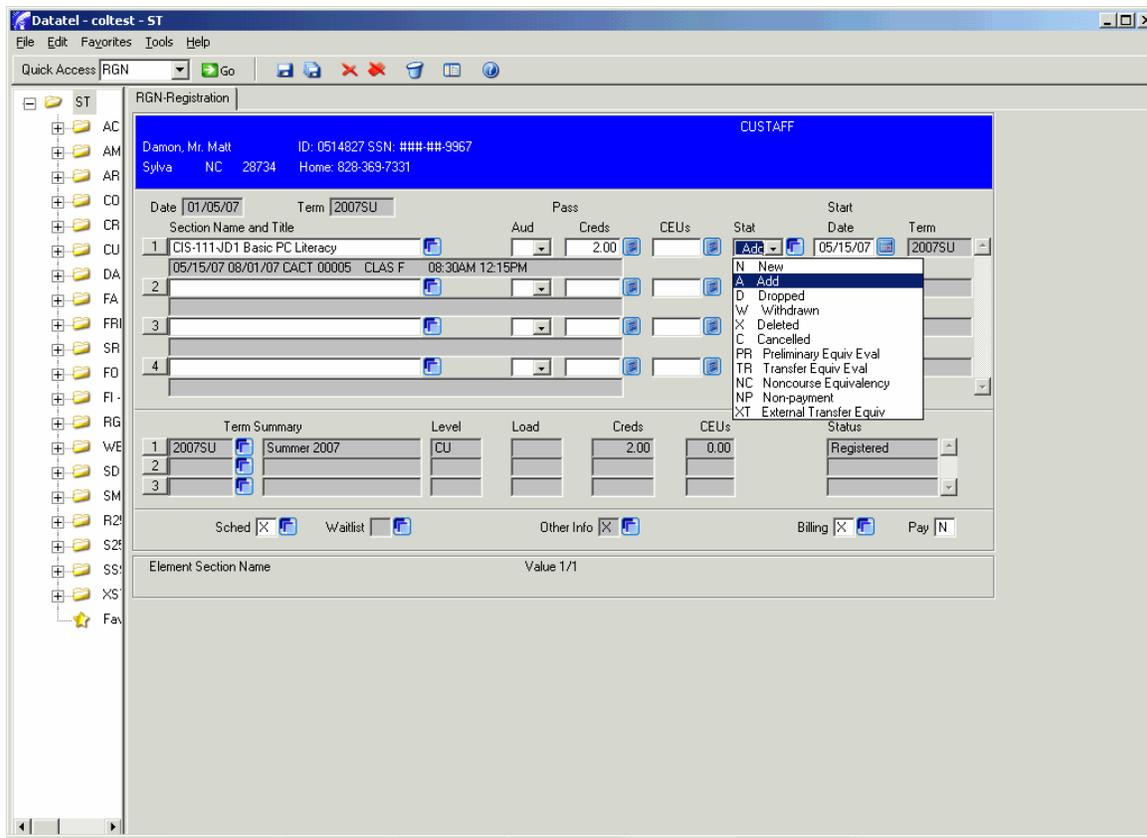
To drop classes for students:

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



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

The screenshot shows the RGN-Registration software interface. At the top, it displays the student's name 'Damon, Mr. Matt' and ID '0514827 SSN: ###-##-9967'. Below this, it shows 'Sylva NC 28734 Home: 828-369-7331'. The interface includes a header for 'CUSTAFF' and a section for 'Date' (04/16/07) and 'Term' (2007SU). A table lists classes with columns for Section Name and Title, Aud, Creds, CEUs, Stat, Start Date, and Term. The first class is 'CIS-111-JD1 Basic PC Literacy' with 2.00 credits. The second class is 'BUS-137-WC1 Principles of Managemen' with 3.00 credits. Below the class list is a 'Term Summary' table with columns for Term, Level, Load, Creds, CEUs, and Status. The summary shows 2007SU Summer 2007 with a level of CU, 5.00 credits, and 0.00 CEUs. At the bottom, there are checkboxes for 'Sched', 'Waitlist', 'Other Info', 'Billing', and 'Pay', and a field for 'Element Section Name' with the value '2/2'.

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 CIS-111-JD1 Basic PC Literacy 05/15/07 08/01/07 CACT 00005 CLAS F 08:30AM 12:15PM		2.00		A	05/15/07	2007SU
2 BUS-137-WC1 Principles of Managemen 05/15/07 08/01/07 WEB CENTERED CLAS TBA TBA		3.00		N	05/15/07	2007SU
3						
4						

Term Summary	Level	Load	Creds	CEUs	Status
1 2007SU Summer 2007	CU		5.00	0.00	Registered
2					
3					

Click SAVE

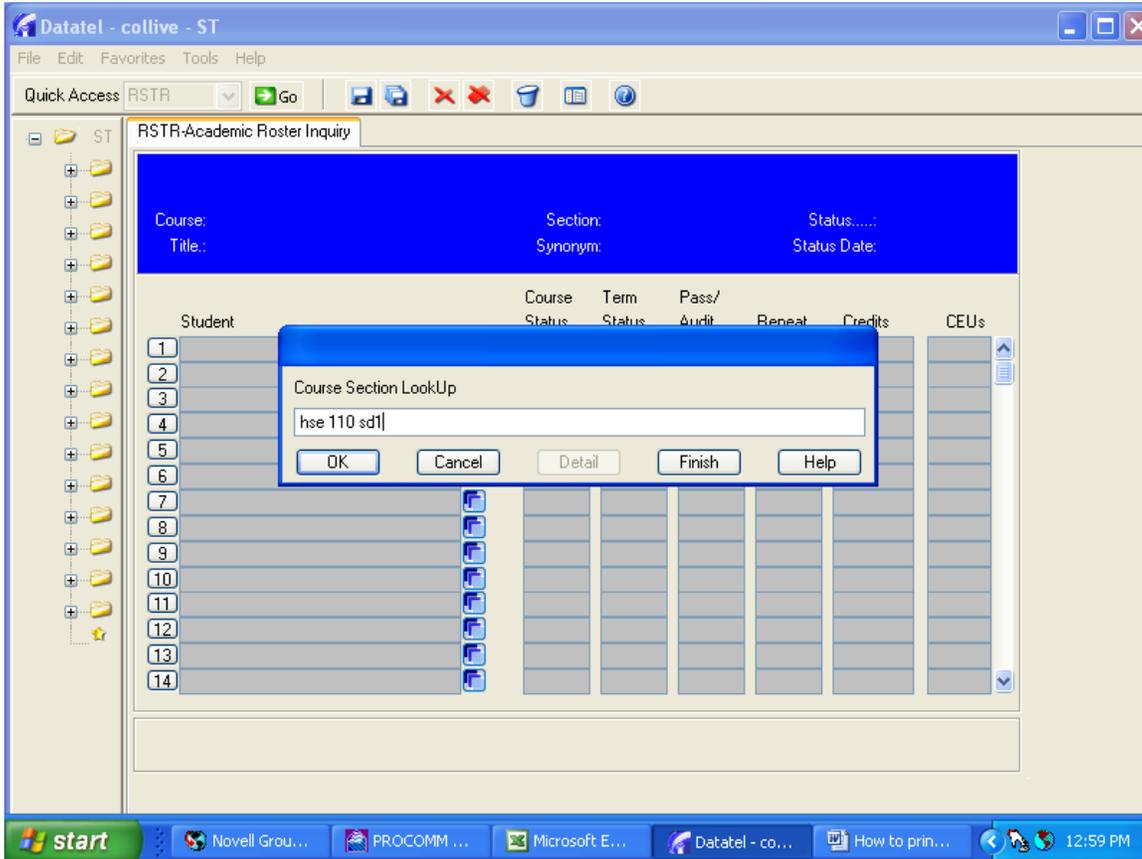
Click Update

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"

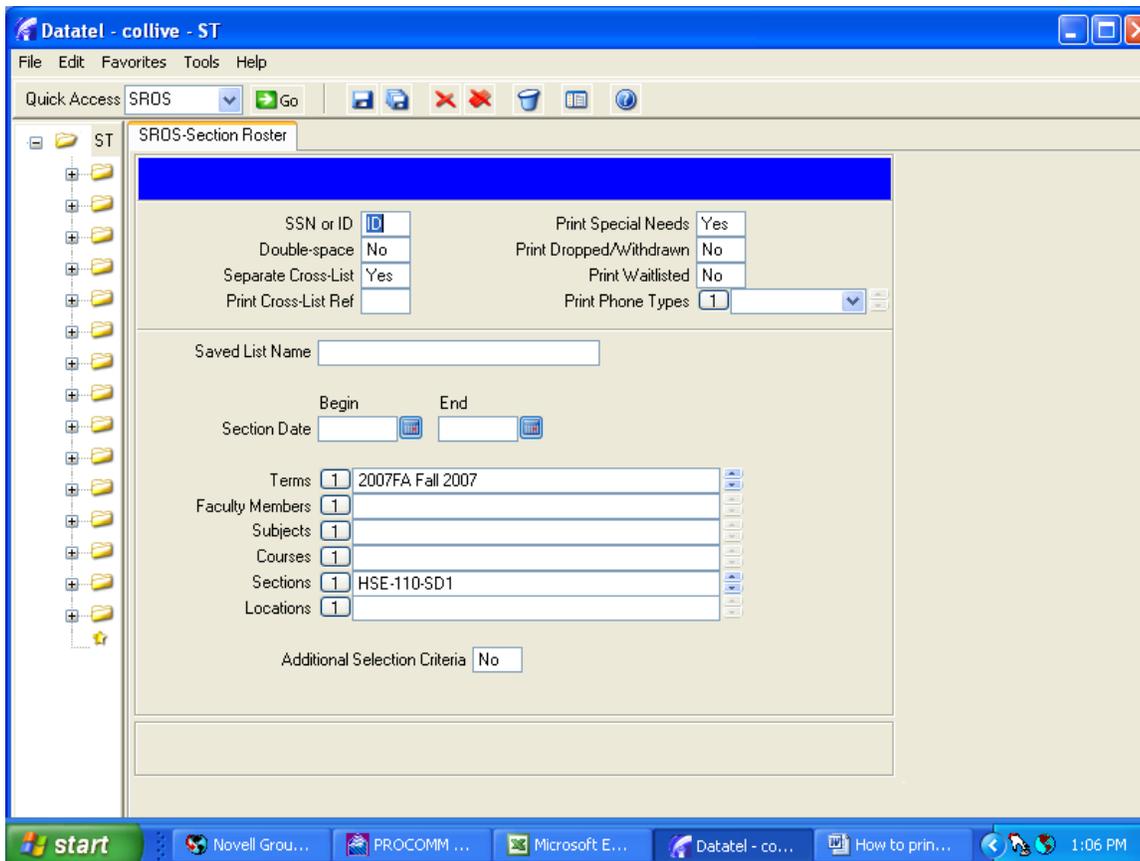


You should then be able to see a screen that lists the student names and Colleague ID numbers that are registered for the course.

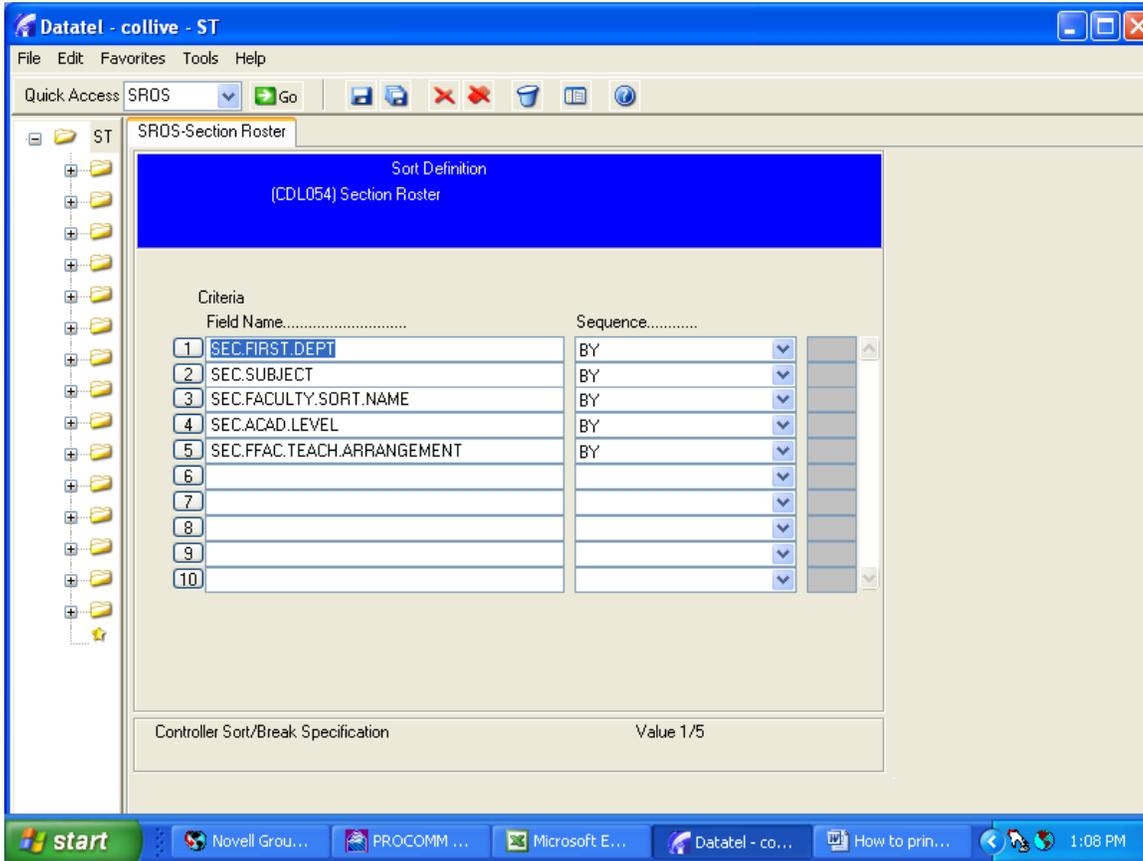
The screenshot shows the 'Datatel - collive - ST' application window. The title bar includes 'File Edit Favorites Tools Help' and a 'Quick Access' bar with 'RSTR' and a 'Go' button. The main content area is titled 'RSTR-Academic Roster Inquiry' and features a blue header with course details: Course: HSE 110, Section: SD1, Status: Active, Title: Intro to Human Services, Synonym: 76, and Status Date: 02/08/07. Below this is a table with columns for Student, Course Status, Term Status, Pass/Audit, Repeat, Credits, and CEUs. The table lists four students: Kelly L. Berding (ID 0120237), Julie E. Dailey (ID 0092462), Jeffrey H. Tollerfson (ID 0138373), and Tawana F. Valentine (ID 0150043). All are registered for 3.00 credits. The bottom of the window shows a taskbar with the start button and several open applications, including 'Novell Grou...', 'PROCOMM ...', 'Microsoft E...', 'Datatel - co...', and 'How to prin...'. The system clock shows 1:00 PM.

Student	Course Status	Term Status	Pass/Audit	Repeat	Credits	CEUs
1 0120237 Berding, Kelly L.	N	P			3.00	
2 0092462 Dailey, Julie E.	N	P			3.00	
3 0138373 Tollerfson, Jeffrey H.	N	P			3.00	
4 0150043 Valentine, Tawana F.	N	P			3.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

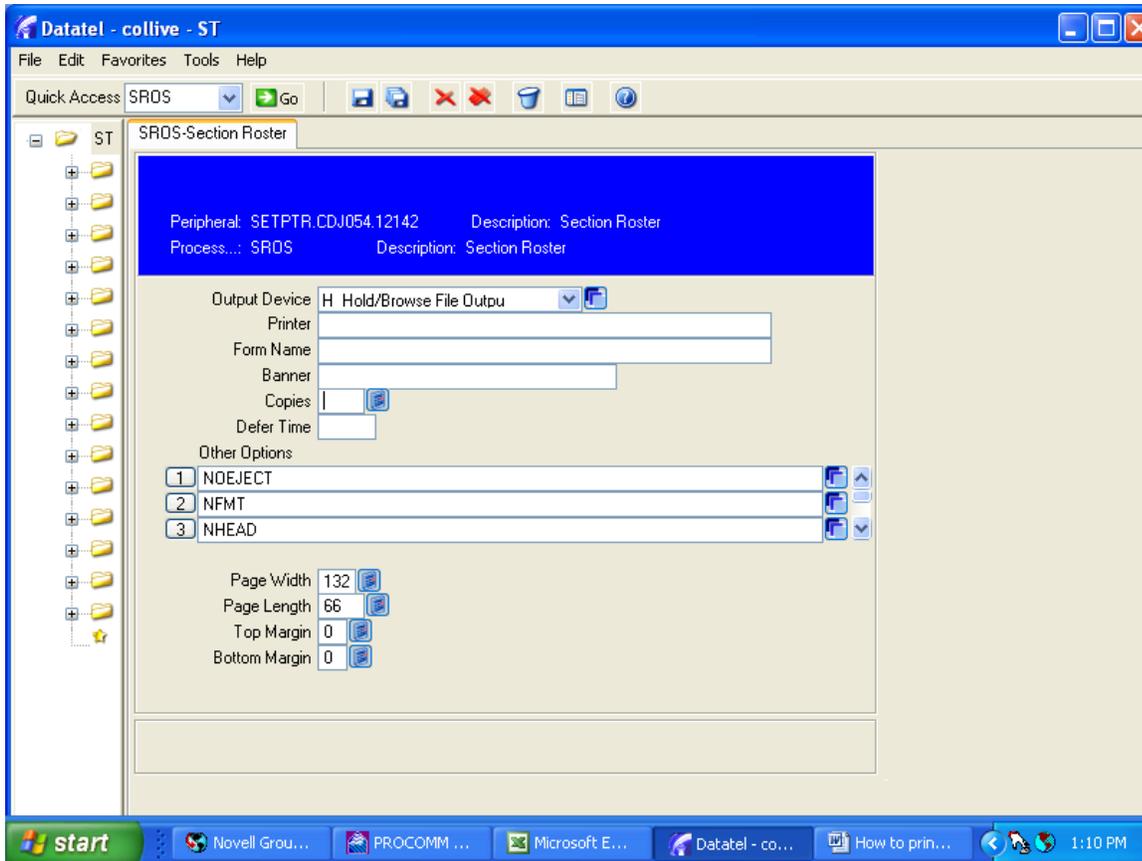
To Print a roster you will need to go to the SROS (Section Roster) mnemonic. This screen offers you various different criteria to enter on the screen. The simplest way is to type in the term 2007FA and then under sections list the course and then save and update.



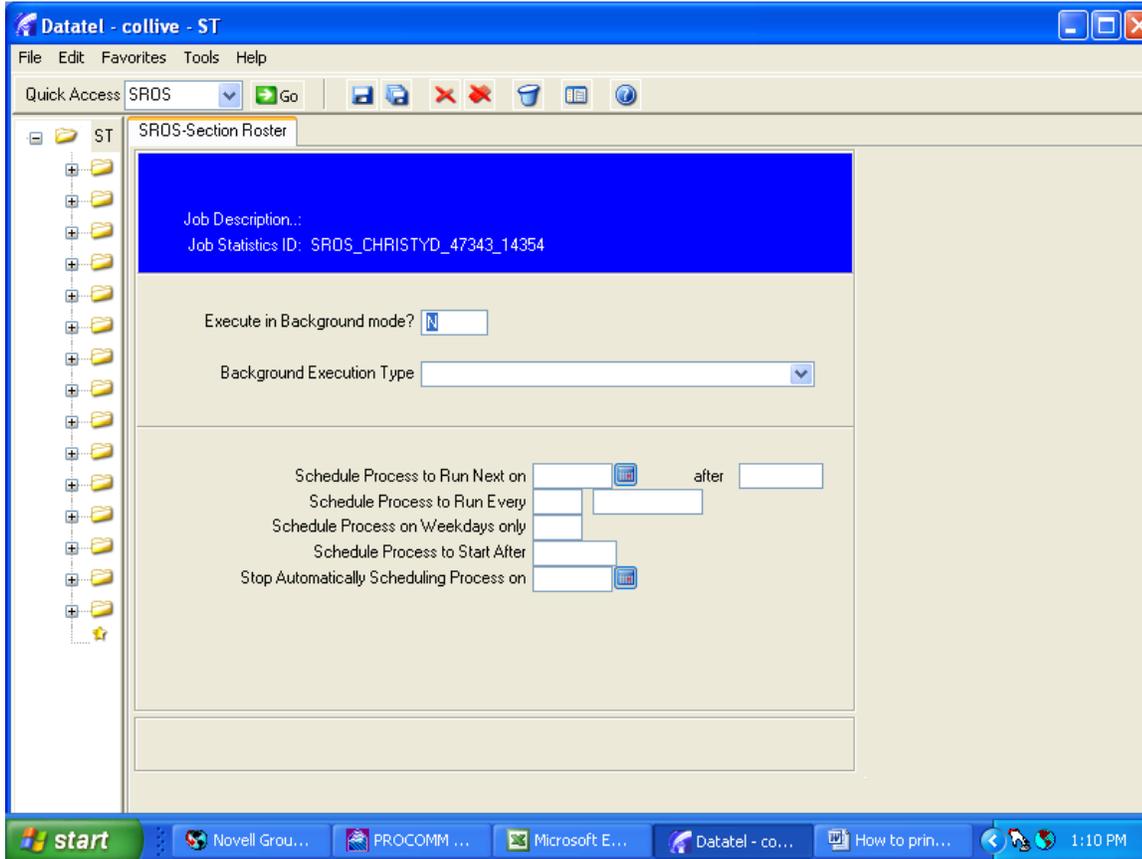
Once you save it will take you to another screen that shows you how it will be sorted by just save and update through this screen.



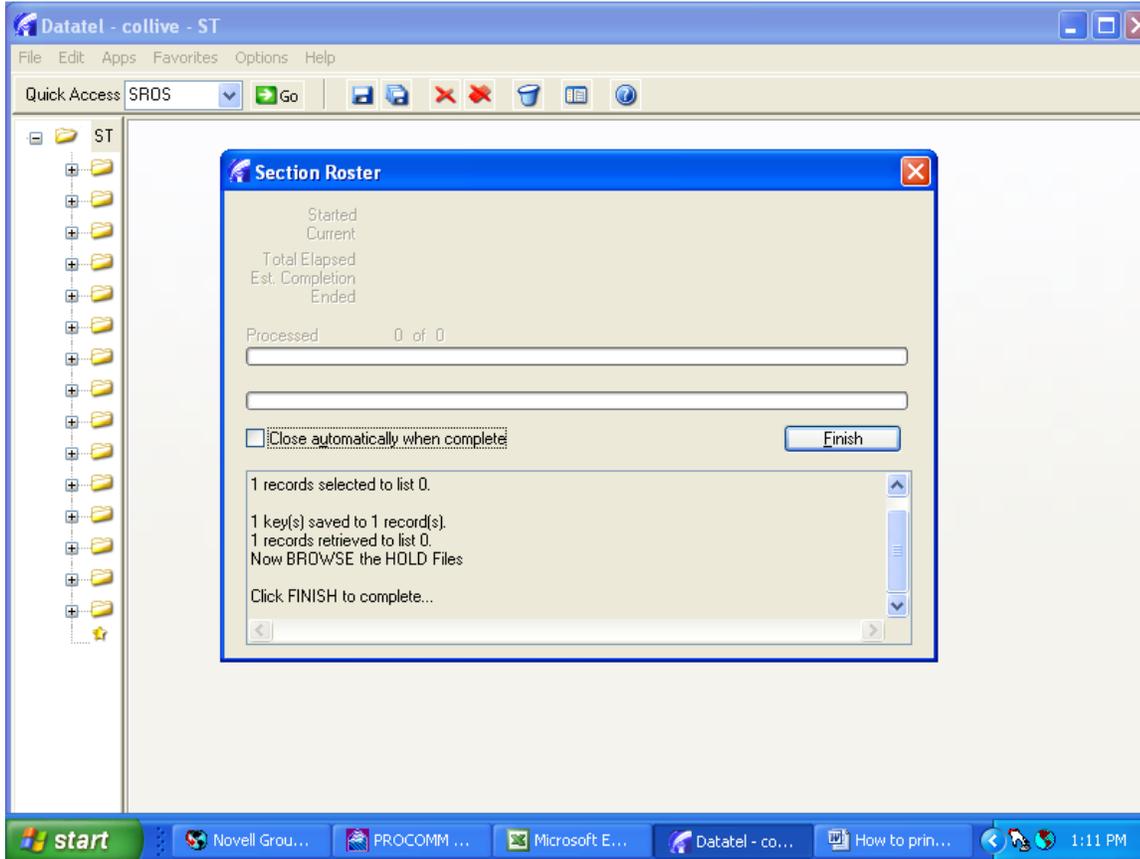
On the next screen the first line will state "Output Device" change that "P" to an "H" because the "P" status sets it to print to a line printer and you want to print it to a local one. Once you have done this select save and update.



Next save and update through the next screen that comes up.

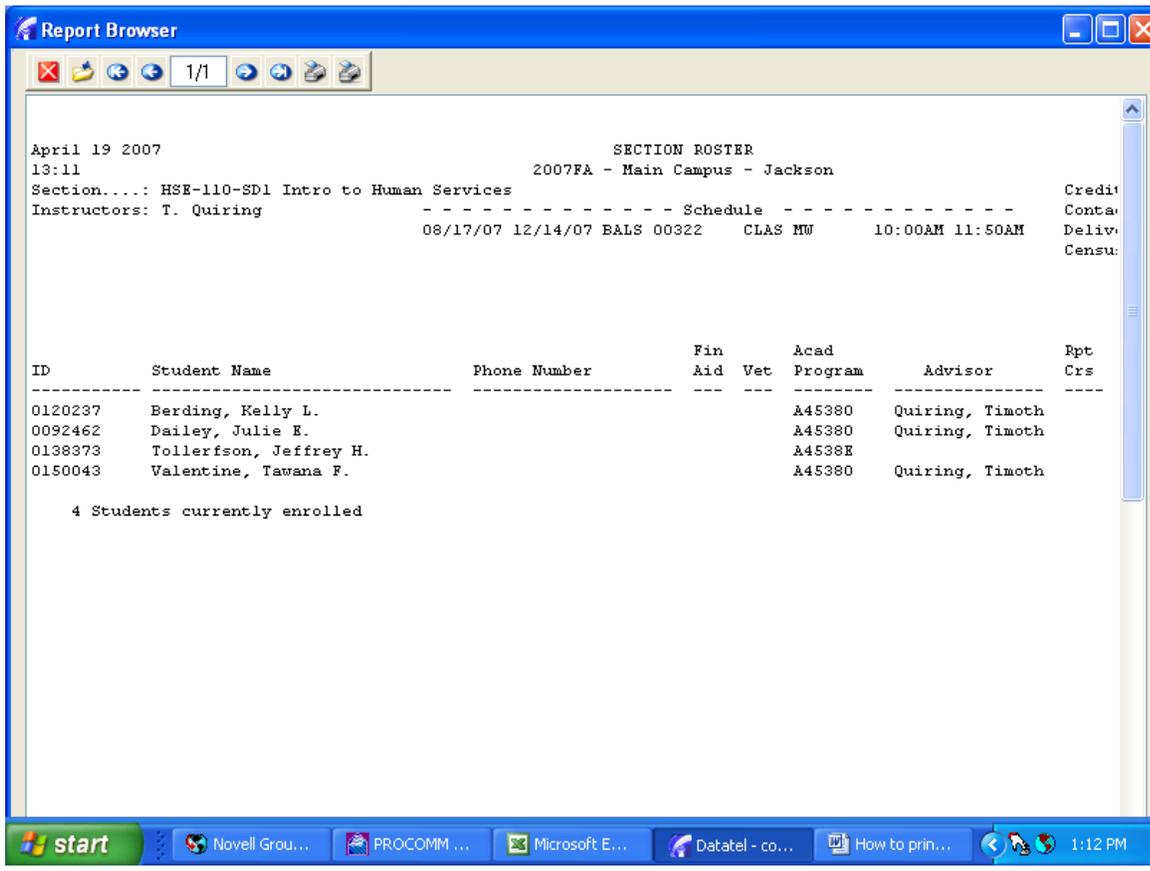


You will then see a box come up that says processed.



Select the finish button.

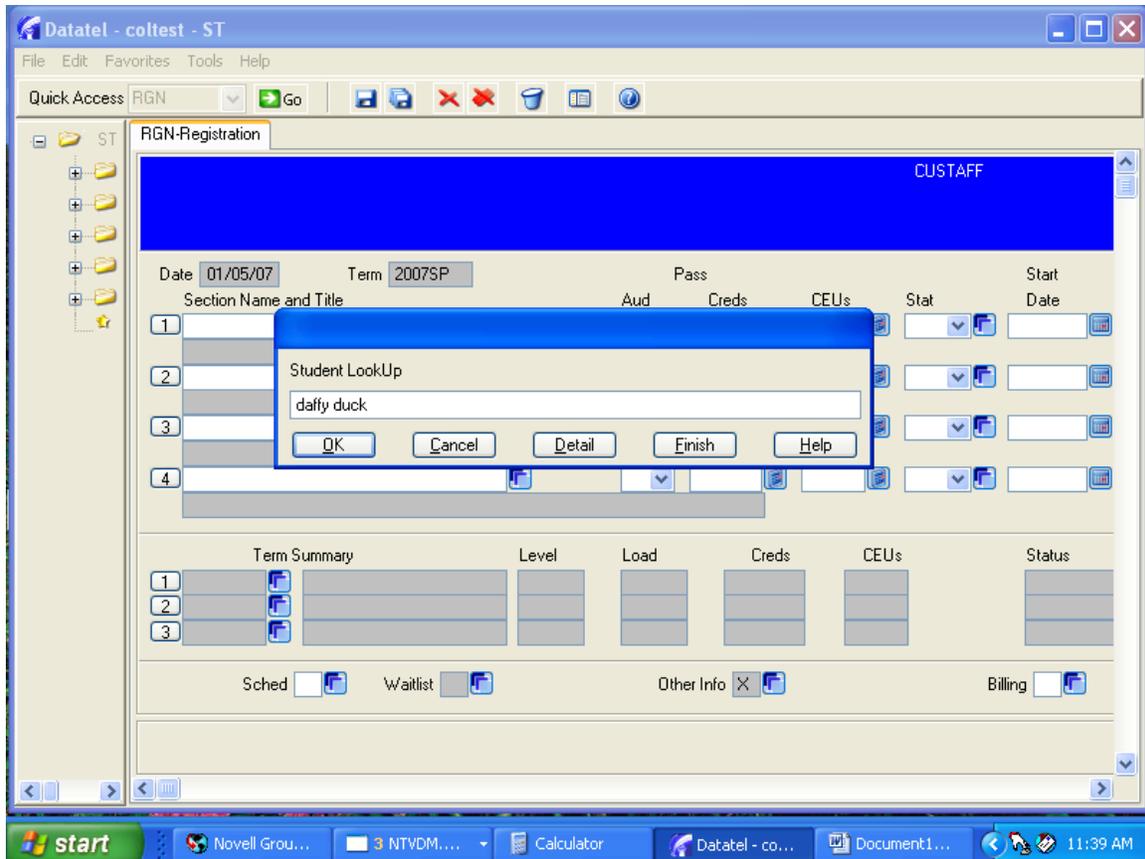
You will then see a report browser that shows the list of the students registered for the course you selected. Then you can print that to your local printer by selecting the first printer (Print Local) button. When the print screen pops up you will want to change your font size to 9 point and the layout 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.



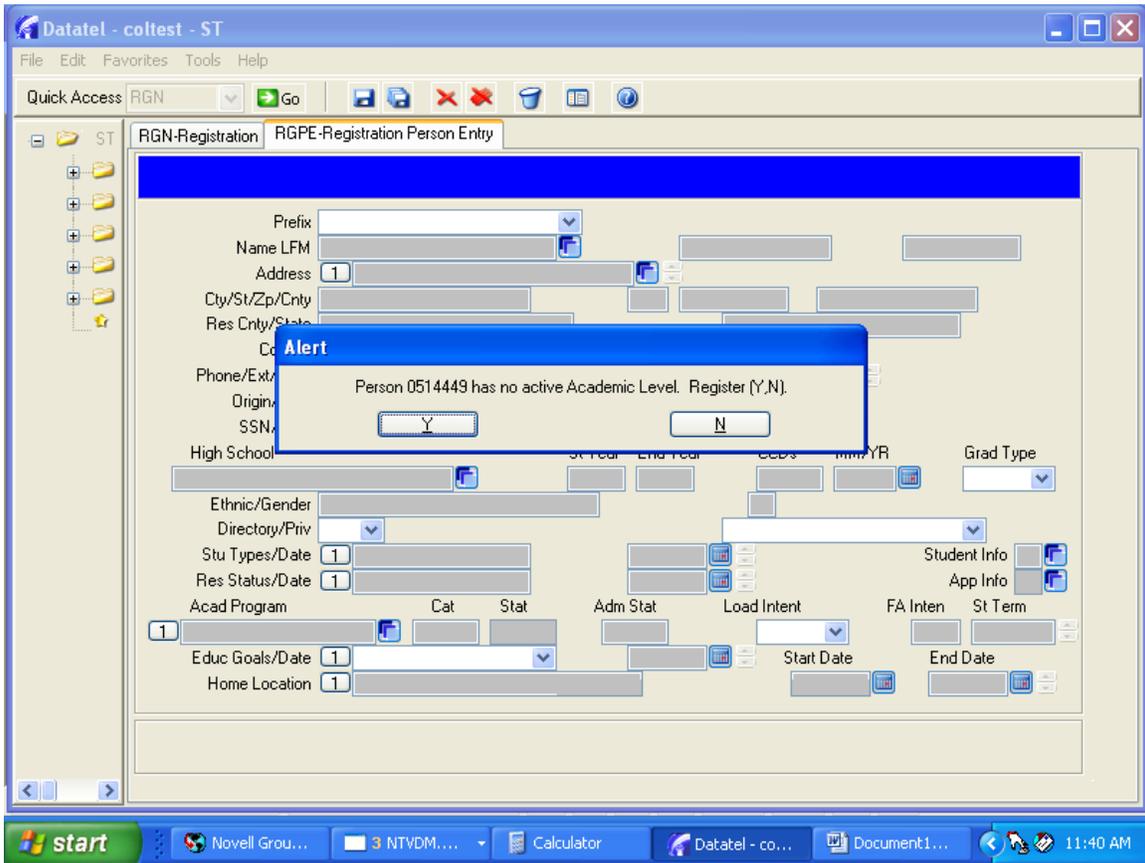
TROUBLESHOOTING

Restriction Message: Inactive Program

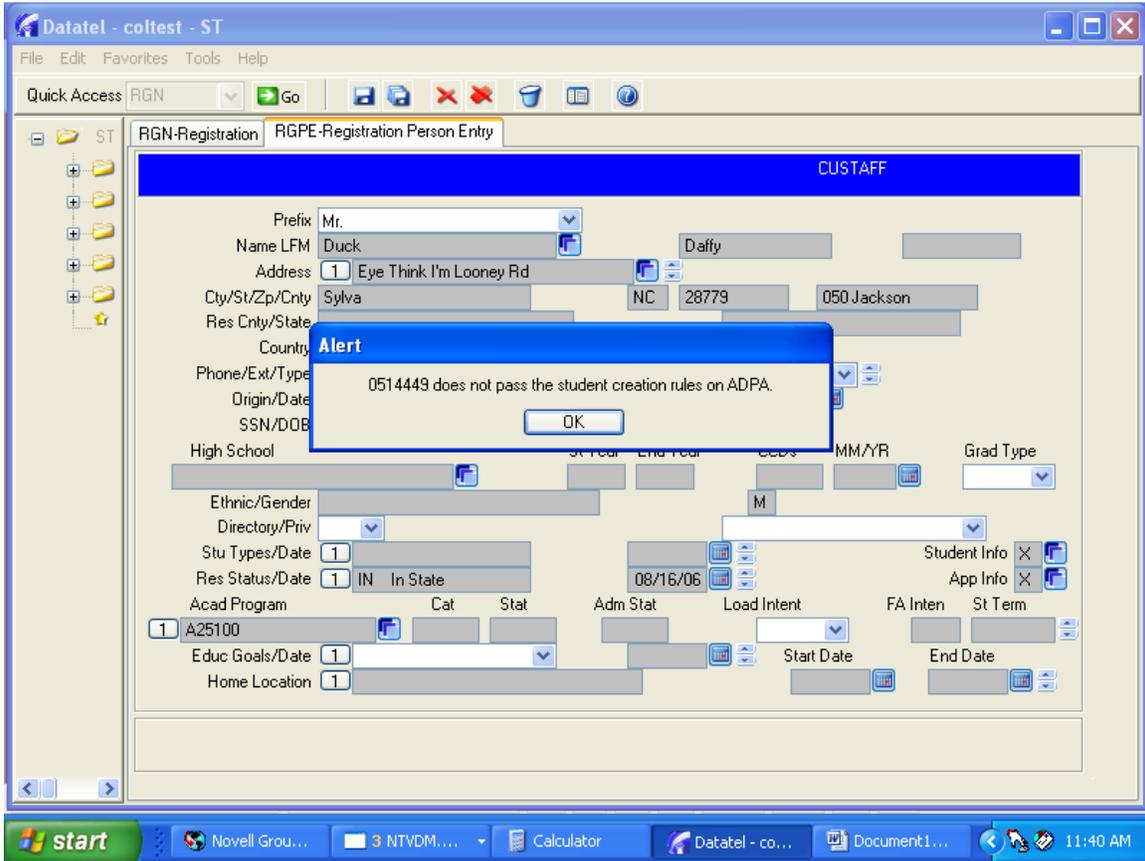
Look up student to register



This alert lets you know this student does not have an active application on file in admissions.



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.

The screenshot shows the Datatel - coltest - ST application interface. The main window displays the registration details for a student. The student's name is Melissa J. Medlin, Ms., with ID 0075330 and SSN ###-##-7294. She is currently listed as a CUSTAFF member. The registration is for the term 2007SP, starting on 01/05/07. The student is registered for four sections:

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 SEF-3001-1234 Receipt Supported Occ		3.00		N	08/15/06	2006CE3
2 ACC-3107-C8002 Accounting Fundament 09/21/06 10/28/06 WEB CENTERED CLAS TBA TBA			2.40	N	09/21/06	2006CE3
3 CAS-3120-12346 Computer Training CI 09/25/06 09/30/06 SUMM 00128 CLAS MTWTHF 08:00AM 10:00AM		10.00		N	09/25/06	2006CE3
4 acc 120 fd1						

An alert message is displayed over the registration details, stating: "Warning: Student's academic level doesn't match the course ACC-120-FD1." The alert has a "DK" button. Below the alert, the "Term Summary" shows the student is registered for the Fall 2006 term. The "Status" is "Registered". The "Controller Section Name" is "Adding Value 4".

Datatel - coltest - ST

File Edit Favorites Tools Help

Quick Access RGN

RGN-Registration

Medlin, Ms. Melissa J. ID: 0075330 SSN: ###-##-7294
Tuckasegee NC 28783 Home: 828-293-3420

CUSTAFF

Date: 01/05/07 Term: 2007SP Pass

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 SEF-3001-1234 Receipt Supported Occ		3.00		N	08/15/06	2006CE3
2 ACC-3107-C8002 Accounting Fundament 09/21/06 10/28/06 WEB CENTERED CLAS TBA TBA			2.40	N	09/21/06	2006CE3
3 CAS-3120-12346 Computer Training Cl 09/25/06 09/30/06 SUMM 00128 CLAS MTWTHF 08:00AM 10:00AM		10.00		N	09/25/06	2006CE3
4 acc 120 fd1						

Alert
ACC-120-FD1: Failed course eligibility rules for this registration.

Term Summary

Term	Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 2006CE3	Fall 2006 Ce						
2							
3							

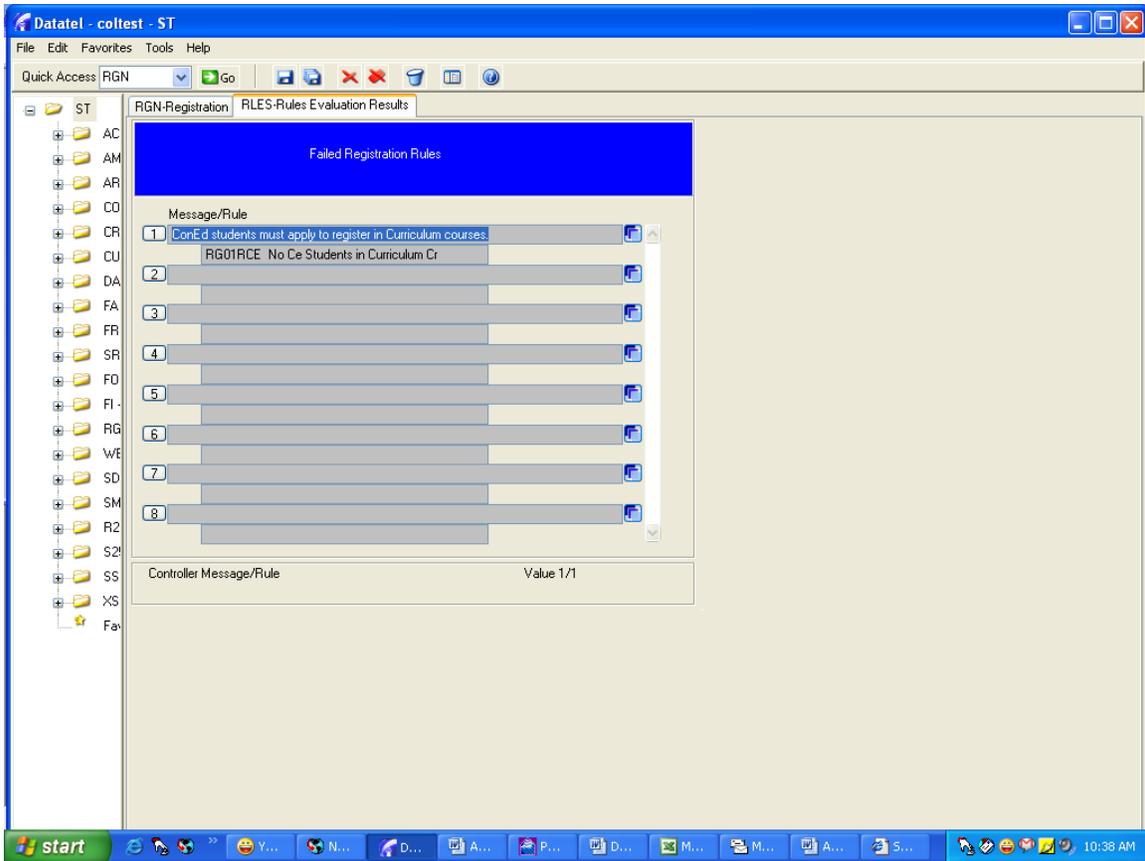
Status: Registered

Sched Waitlist Other Info Billing Pay

Controller Section Name Adding Value 4

start | Yah... | Nov... | Data... | Alert... | PRO... | Doc... | Micr... | Mail... | 10:33 AM

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.

The screenshot shows the Datatel - coltest - ST application interface. At the top, the user is identified as Smith, Ms. Maranda D. with ID: 0462795 SSN: ###-##-4244. The address is Waynesville, NC 28786, and the home phone is 828-452-5686. The user is logged in as CUFACAUX.

The main section displays registration details for the term 2007SU, starting on 04/16/07. The section name is NUR-101-SD1 Practical Nursing I, with 11.00 credits and 0.00 CEUs. The status is 'N'. The start date is 01/08/07, and the term is 2007SP. The section is scheduled for 01/08/07 to 05/09/07, BALS 00250, CLAS M, 08:00AM to 02:20PM.

An alert box is displayed over the registration details, stating: "Alert: A Granted Petition is required for registration in NUR-101-SD1." with an OK button.

Below the registration details is a Term Summary table:

	Term Summary	Level	Load	Creds	CEUs	Status
1	2007SP Spring 2007	CU		11.00	0.00	Registered
2						
3						

At the bottom, there are buttons for Sched, Waitlist, Other Info, Billing, and Pay. The Pay button is set to 'N'. The Controller Section Name is empty, and the Adding Value 2 is 2.

The taskbar at the bottom shows the start button, the application window, and the system clock at 11:55 AM.

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.

