

# Colleague Training Manual

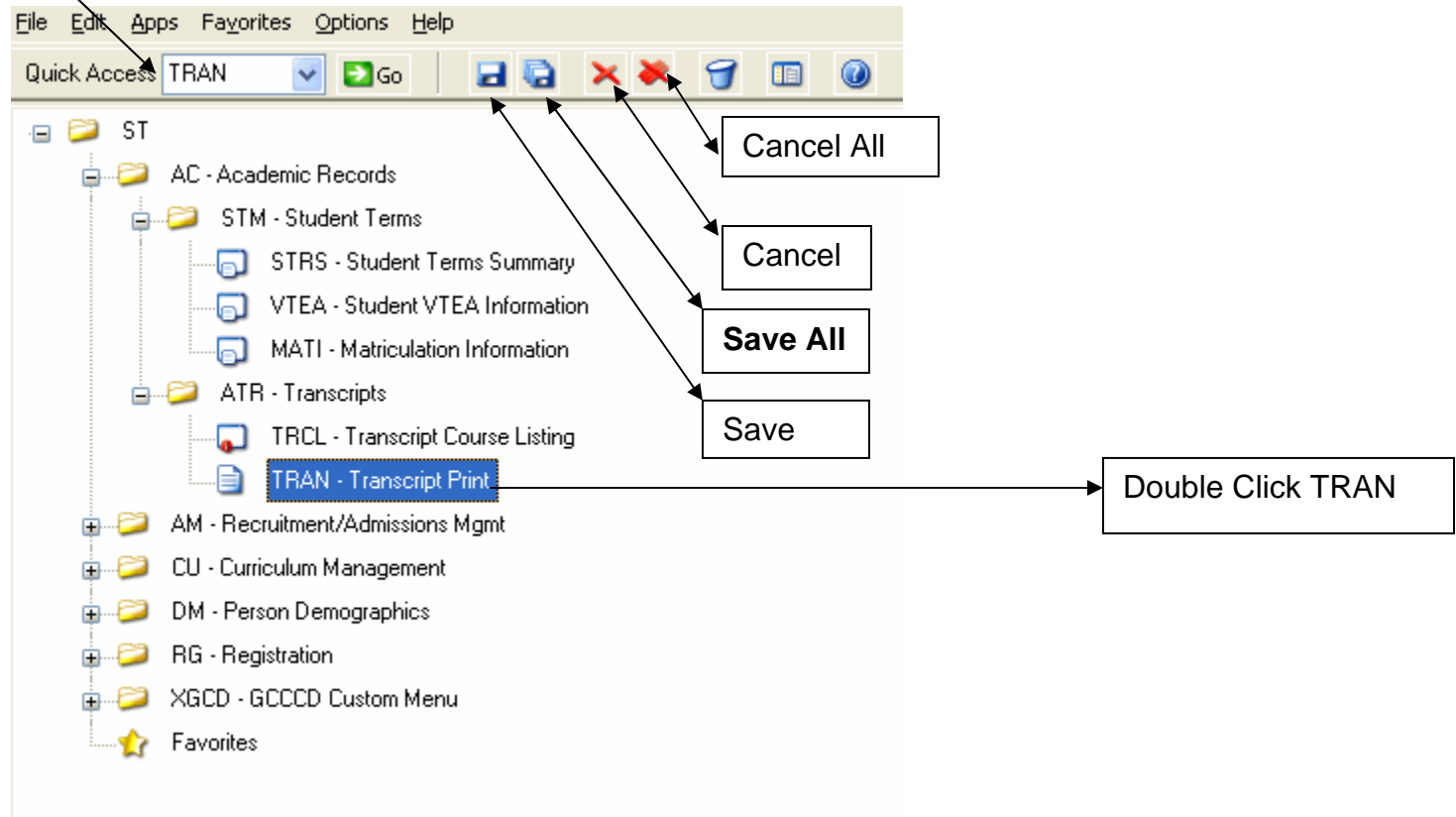
Cuyamaca College Counseling Department

Updated 07/28/09

<u>Topic</u>	<u>Page</u>
Transcripts	1 – 5
Prerequisite Summary	6 - 7
Clearing a Prerequisite	8 – 13
Assessment Test Raw Scores	14 – 16
Transcripts from other Schools	17 – 18
Student Email	18 – 20
Approve Unit Overload	21 – 24
Priority Registration Date & Time	25 – 27
Priority Wait Lists	28 – 30
Student Address, Phone	31
Student Schedule	32 - 33

Quick Access, type "TRAN" and click "GO"

TRAN – TRANSCRIPT VIEW AND/OR PRINT



To Look Up a Student Transcript

Verify these default settings:

- Trans Grouping: UNOFF
- Use Grouping Ptr: No
- Verify Prt Restrs: No
- Sort Order :By Student
- Add Hierarchy: PREFERRED

Type student name,  
(firstname lastname; or  
lastname,firstname),  
Colleague ID or SSN

CLICK ON "SAVE ALL"

Trans Grouping  UNOFF  
Use Grouping Ptr   
Verify Prt Restrs

Recipient   
Sort Order   
Add Hierarchy

Saved List Name

Students  student fak  
Acad Programs Incl   
Acad Programs Excl   
Academic Levels   
Home Locations Incl   
Home Locations Excl   
Departments Incl   
Departments Excl   
Divisions   
Schools   
Class Levels   
Advisors   
Acad Level Standing   
Addnl Select Criteria

Controller Students



Value 1/1

TRAN-Transcript Print    TRAN-Transcript Print

PERSON Lookup Screen  
using PERSON, View: Students

<input type="checkbox"/>	Seq: Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
<input type="checkbox"/>	1: Fake, Student II	8800 Grossmont College Dr	
	0070027	El Cajon, CA 92020	03/14/08
		APP,PER,STU,VEN	01/01/XX
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Controller LookUp Resolution    Page 1/1

Seq Number, (F)lag, (S)ort/Select:   

You may see more than one student with a similar name. Select the student from the left by typing the number in the box below and hitting "ENTER."

TRAN-Transcript Print

Peripheral: SETPTR.TRAN.24930      Description: Transcript Print  
 Process...: TRAN      Description: Transcript Print Batch

Output Device

Printer

Form Name

Banner

Security

Copies

Defer Time

Other Options

<input type="checkbox"/>	NOHEAD	<input type="button" value="f"/>	<input type="button" value="v"/>
<input type="checkbox"/>	NOEJECT	<input type="button" value="f"/>	<input type="button" value="v"/>
<input type="checkbox"/>	"FF_TRAN UNOFFICIAL"	<input type="button" value="f"/>	<input type="button" value="v"/>

Page Width

Page Length

Top Margin

Bottom Margin

If you wish to print a *formatted* version of the transcript, leave "P" in the Output Device and the name of your *network printer* in "Printer." The name listed in example is network printer in the general Counseling Dept.

Click on "**SAVE ALL.**"

OR

TRAN-Transcript Print

Peripheral: SETPTR.TRAN.24930      Description: Transcript Print  
 Process...: TRAN      Description: Transcript Print Batch

Output Device: H Hold/Browse File Output

Printer:

Form Name:

Banner:

Security: PB Public

Copies: 1

Defer Time:

Other Options

1 NOHEAD

2 NOEJECT

3 "FF\_TRAN UNOFFICIAL"

Page Width:

Page Length: 64

Top Margin: 0

Bottom Margin: 0

Printer LookUp

If you wish to view the transcript, or print an *unformatted* version of the transcript from your local printer, type an "H" in the Output Device box and click on "SAVE ALL"

TRAN-Transcript Print

Trans Grouping: 1 UNOFF

Use Grouping Ptr: No

Verify Prt Restrs: No

Recipient:

Sort Order: By Student

Add Hierarchy: PREFERRED

Saved List Name:

Students: 1 0070027 Student Fake, II

Acad Programs Incl: 1

Acad Programs Excl: 1

Academic Levels: 1

Home Locations Incl: 1

Home Locations Excl: 1

Departments Incl: 1

Departments Excl: 1

Divisions: 1

Schools: 1

Class Levels: 1

Advisors: 1

Acad Level Standing: 1

Addnl Select Criteria: No

Alert

Update record, Cancel record or Return to editing

Update    Cancel    Return

Click "Enter," or click on "update."

TRAN-Transcript Print

Job Description...  
Job Statistics ID: TRAN\_DHAJJ\_45381\_14904

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on  after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

Do nothing with this screen, just click on **“SAVE ALL.”**

Transcript Print Batch

Started 13:15:10 Oct 20 2008  
Current 13:15:12

Total Elapsed 00:00:02  
Est. Completion 13:15:12 Oct 20 2008  
Ended 13:15:13 Oct 20 2008

Processed 1 of 1

Close automatically when complete

Finish

1 records retrieved to list 0.  
Overwriting existing saved list.  
1 key(s) saved to 1 record(s).  
1 records retrieved to list 0.

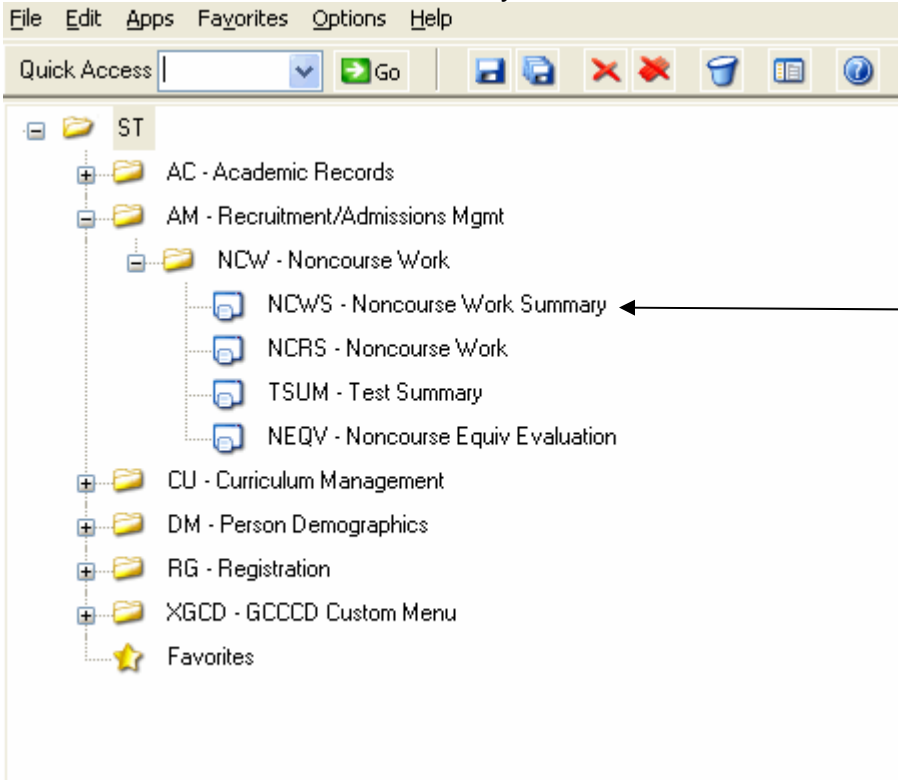
Click FINISH to complete...Now BROWSE the HOLD Files

Click on check box to close box automatically when finished. After clicking this box, it will automatically close each time you request a transcript to print to the network printer. However, each day you log on to Colleague, you will have to check this box.

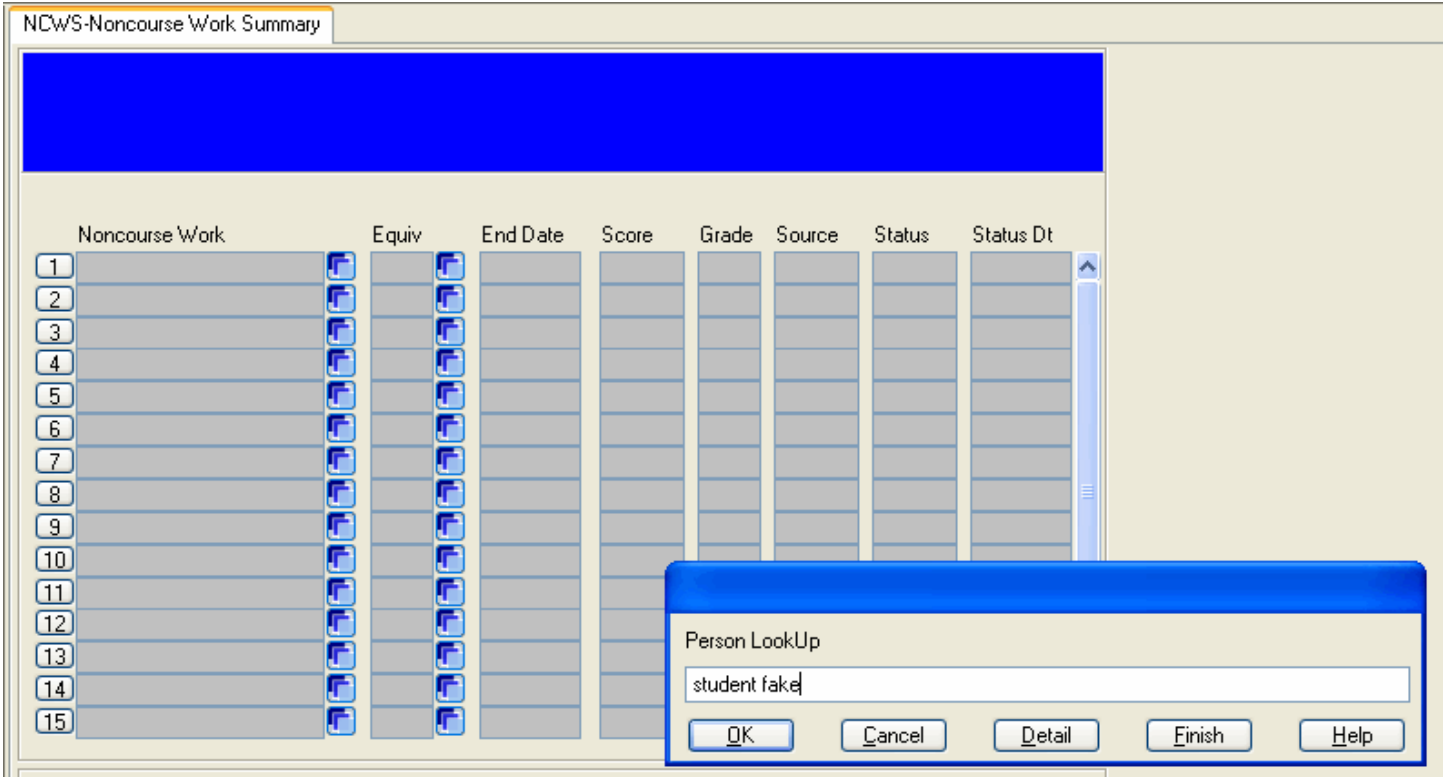
Your transcript should print at your networked printer. You can also request to print multiple transcripts. To do this, enter multiple student names or ID numbers.

# NCW – Noncourse Work

## NCWS – Noncourse Work Summary



This screen shows you a list of prerequisites that have *already been cleared* for the student. If you have cleared a prerequisite, you might wish to go to this screen to be certain the clearance was processed.



NCWS-Noncourse Work Summary

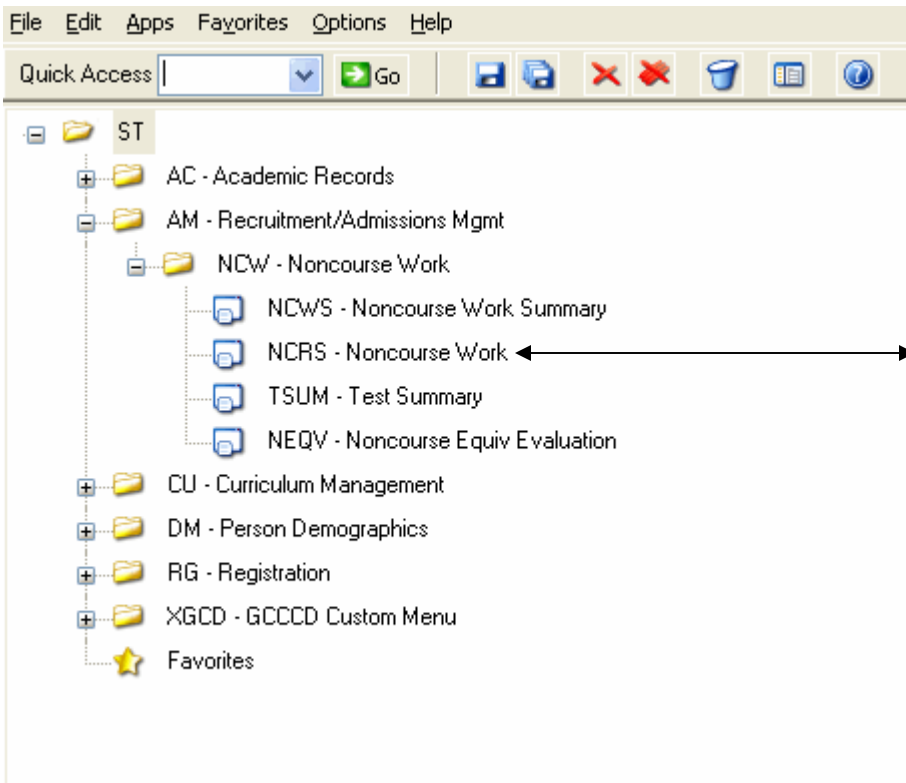
Fake II, Student ID: 0070027  
 El Cajon CA 92020 Home: 619-644-7544

	Noncourse Work		Equiv	End Date	Score	Grade	Source	Status	Status Dt
1	ART-124 - W		Yes			EQ		A	01/01/08
2	Engl-098 - W		Yes			EQ		A	01/01/08
3	ENGL-110 - W		Yes			EQ		A	01/01/08
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

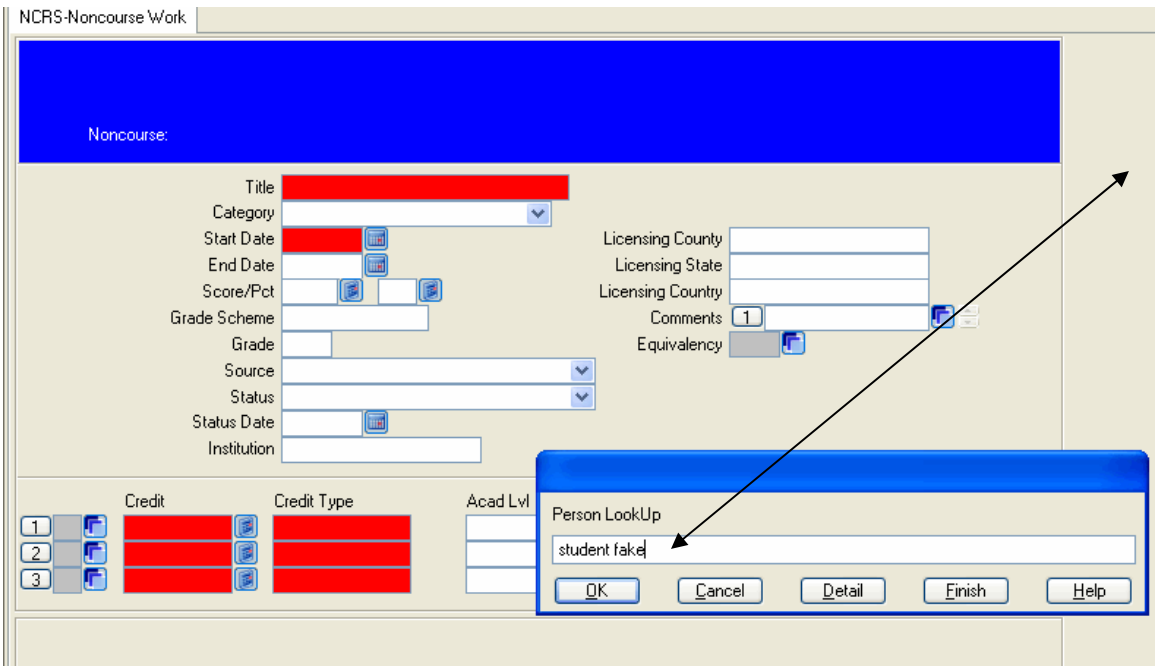
Controller Noncourse Summary

Value 1/3

# NCRS – Noncourse Work – CLEARING PREREQUISITES



Type NCRS in “Quick Access” Box, or double click on NCRS.





Type student name, Colleague ID or SSN.  
Hit “enter” or Click OK

NCRS-Noncourse Work    NCRS-Noncourse Work

PERSON Lookup Screen  
using PERSON, View: Applicants

<input type="checkbox"/>	Seq: Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
<input type="checkbox"/>	1: Fake, Student II	8800 Grossmont College Dr	
	0070027	El Cajon, CA 92020	03/14/08
<input type="checkbox"/>		APP,PER,STU,VEN	01/01/XX
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Controller LookUp Resolution    Page 1/1

Seq Number, (F)lag, (S)ort/Select:   

Select student by typing the number in box and hit "enter." In this example, the number "1" would be typed here and then hit "enter."

NCRS-Noncourse Work NCRS-Noncourse Work

Student Noncourses Resolution  
using STUDENT.NON.COURSES, View: STUDENT.NON.COURSES

Seq	Title	Category	Description	Score	Dt Taken
Status	Status	Description	Status	Dt	Non Course
<input type="checkbox"/>	1: ART-124 - W	Other Noncourse Work		01/01/08	
	A	Accepted		01/01/08	ART-124
<input type="checkbox"/>	2: Engl-098 - W	Other Noncourse Work		01/01/08	
	A	Accepted		01/01/08	ENGL-098
<input type="checkbox"/>	3: ENCL-110 - W	Other Noncourse Work		01/01/08	
	A	Accepted		01/01/08	ENGL-110
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Controller LookUp Resolution Page 1/1  
Seq Number, (F)lag, (S)ort/Select, (A)dd:

In this example, the student already has a few prerequisite clearances entered. Therefore, type "A" to add additional clearances.  
Hit "enter."

NCRS-Noncourse Work

Fake II, Student ID: 0070027  
 El Cajon CA 92020 Home: 619-644-7544  
 Noncourse:

Title

Category

Start Date

End Date

Score/Pct

Grade Scheme

Grade

Source

Status

Status Date

Institution

Licensing County

Licensing State

Licensing Country

Comments

Equivalency

	Credit	Credit Type	Acad Lvl
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Noncourse LookUp

ENGL-110

OK Cancel Detail Finish Help

Type the *prerequisite course*. Be sure to use a hyphen between subject and number.

Hit "enter," or click OK.

This screen requires you to type in defaults for "Grade Scheme," "Grade," and "Status". You must type these same defaults each time you clear a prerequisite for a student.

Fake II, Student ID: 0070027  
El Cajon CA 92020 Home: 619-644-7544  
Noncourse: ENGL-110 ENGL-110 - W

Title **ENGL-110 - W**  
Category N Other Noncourse Work  
Start Date **10/28/08**  
End Date  
Score/Pct  
Grade Scheme **UG Undergradua**  
Grade **EQ**  
Source  
Status **A Accepted**  
Status Date **10/28/08**  
Institution

Licensing County  
Licensing State  
Licensing Country  
Comments **1**  
Equivalency **No**

Click to type comments

“UG”  
“EQ”  
“A”

	Credit	Credit Type	Acad Lvl	Subject	Course Lvl	Dept	Status
1							
2							
3							



## Comments

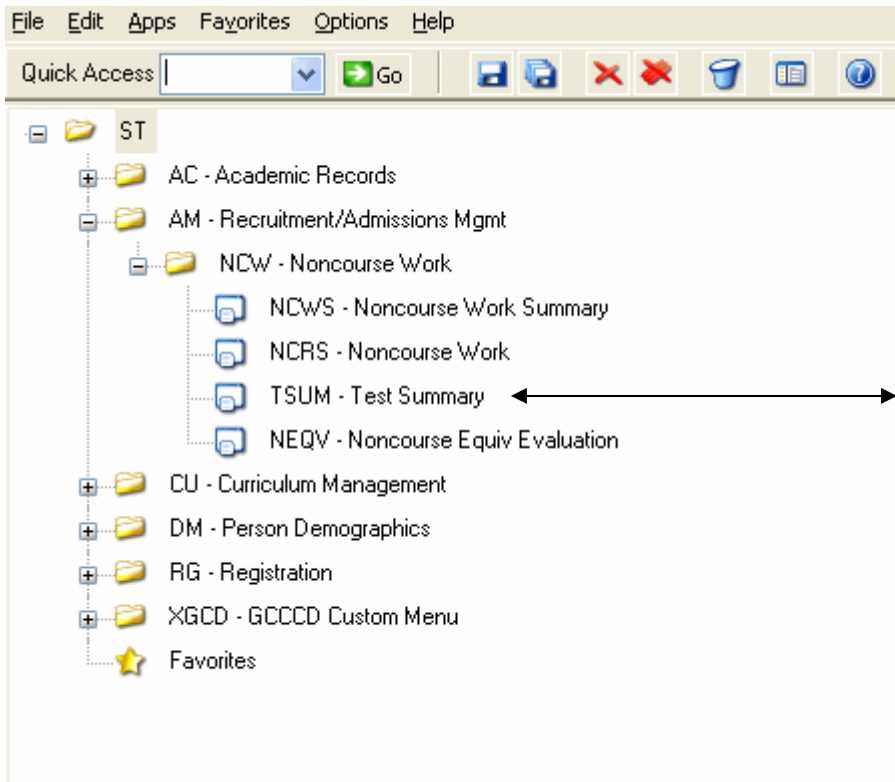
Student took English 114 at Southwestern College. dhajj|



Type  
Comments  
and use  
initials. Click  
“Save All” to  
return to root  
menu. At  
that time, the  
prerequisite  
will be  
cleared.

## TSUM – Test Summary

This screen will give you information math and English placement recommendations based on student test scores. It will also give you the raw scores for each test.



Type TSUM in  
"Quick Access" box  
and click "Go," or  
double click here.

TSUM-Test Summary

[Redacted]								
Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Other Tests		Eq	Dt Taken	Score
1				
2				
3				

Person LookUp

OK Cancel Detail Finish Help

Enter Student name, Colleague ID or SSN. Hit "enter" or click "OK"

TSUM-Test Summary

**Fake II, Student** ID: 0070027  
 El Cajon CA 92020 Home: 619-644-7544

[Redacted]								
Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status
1	Rec. Math Placeme	Yes	06/01/07	60			A
2	Rec. English Plac	Yes	06/01/07	10			A
3							

Other Tests		Eq	Dt Taken	Score	Pct	Source	Status
1	APS Reading	No	06/01/07	17			A
2	APS Writing	No	06/01/07	20			A
3	APS Total English	No	06/01/07	37			A

Placement Tests: Recommended Math and English placement Score. See Chart to determine placement level.

Raw Scores for APS Reading and Writing Test. See Total APS English for cut raw score.

Controller Admissions Tests No Values

Fake II, Student ID: 0070027  
 El Cajon CA 92020 Home: 619-644-7544

	Admissions Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

	Placement Tests	Eq	Dt Taken	Score	Pct	Source	Status
1	Rec. Math Placeme	Yes	06/01/07	60			A
2	Rec. English Plac	Yes	06/01/07	10			A
3							

	Other Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
4	MDTP Intermediate	No	05/30/07	34			A	05/30/07
5	MDTP Pre-Calculus	No	06/01/07	17			A	06/01/07
6	Not Prepared for	No	06/01/07	5			A	06/01/07

Controller Other Tests Value 4/12

Find raw scores for MDTP by scrolling down. This student took MDTP Intermediate and Pre-Calculus tests.

DM – Person Demographics

IASU – High School and College previously attended & transcript received date

PCIN – Student name, phone and Email

Quick Access  Go

- ST
  - AC - Academic Records
  - AM - Recruitment/Admissions Mgmt
  - CU - Curriculum Management
  - DM - Person Demographics**
    - IASU - Institutions Attended Summary
    - PCIN - Person Contact Information
  - RG - Registration
  - XGCD - GCCCD Custom Menu
  - Favorites

Use this screen to find out if transcripts have been received.

Use this screen for student phone or email address.

IASU - Institutions Attended Summary

Institutions Attended		Start Dt	End Dt	Tran Rcvd Dt
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Person LookUp

student fake

OK Cancel Detail Finish Help

Student name, Colleague ID or SSN. Hit "enter" or click "OK"

Ganey, Camille V. ID: 0421015 SSN: XXXXX-2972  
Alpine CA 91901 Home: 619-277-1577

Transcripts received date.

Institutions Attended		Start Dt	End Dt	Tran Rcvd Dt
1	0045325 Granite Hills High School	1997	2001	
2	0059525 Skagit Valley College	05/01/07	08/01/08	08/06/08
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Controller Institutions Attended

Value 1/2

PCIN – Student name, phone and email.

PCIN-Person Contact Information

**Address Phone Number**    **Extension**    **Type**

1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Personal Phone Number**    **Extension**    **Type**

1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

**E-Mail Type**    **E-Mail Address**

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Primary Language

Secondary Language 1

**Person LookUp**

OK    Cancel    Detail    Finish    Help

Enter student name, Colleague ID or SSN. Hit "enter" or click OK.

PCIN-Person Contact Information

Fake II, Student ID: 0070027  
El Cajon CA 92020 Home: 619-644-7544

	Address Phone Number	Extension	Type
1	619-644-7544		Business
2			
3			

	Personal Phone Number	Extension	Type
1	619-644-7544		Home
2			
3			

	E-Mail Type	E-Mail Address	Pref
1	PRI	mariann.nagel@gcccd.edu	
2			
3			

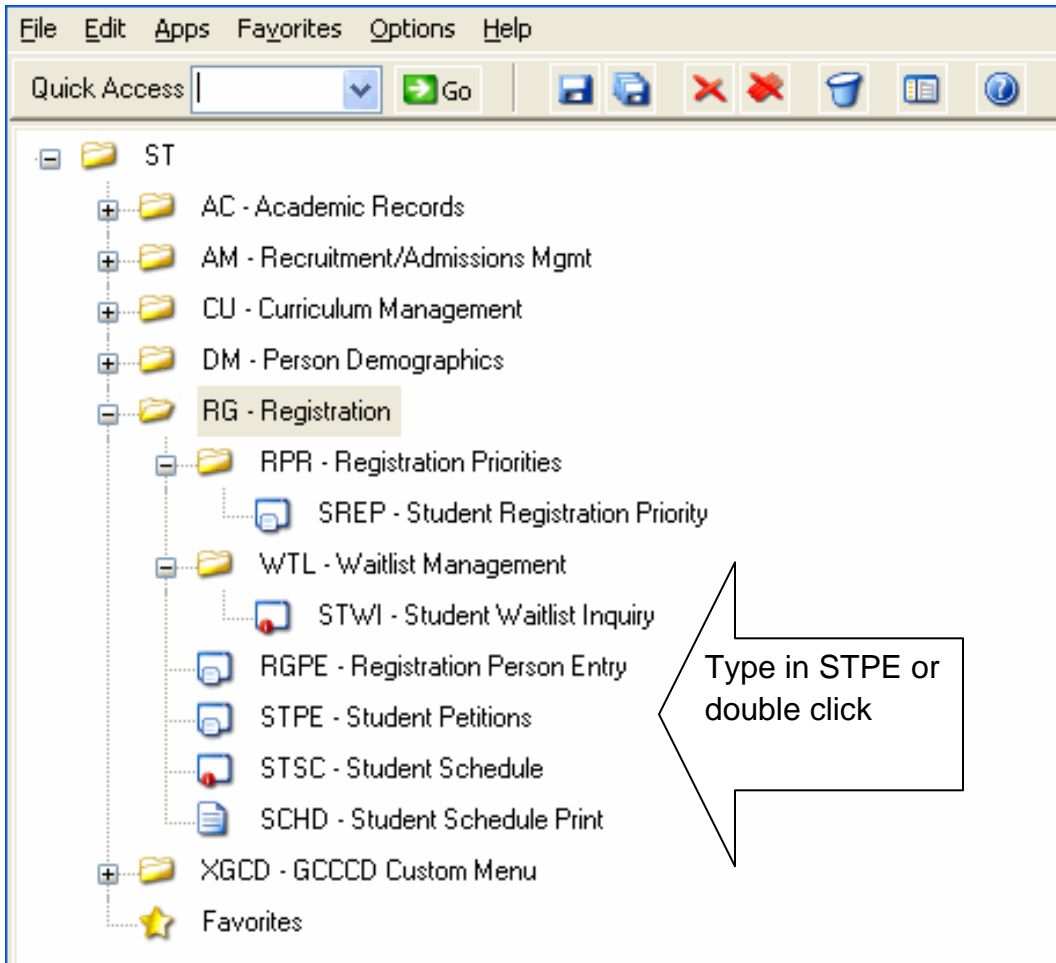
Primary Language English


Secondary Language 1

Controller Address Phones

Value 1/1

# Clearing Unit Overload





	Registration	Priorities		Start Date	Start Time	End Date	End Time
	Term	Priority					
1	-						
2	-						
3	-						
4	-						
5	-						
6	-						
7	-						
8	-						
9	-						
10	-						
11	-						
12	-						

Student  
Look up

Student LookUp

OK Cancel Detail Finish Help

Fake II, Student ID: 0070027  
El Cajon CA 92020 Home: 619-644-7544

Term   
Start/End Date

	Course	Section	Petition Status	Faculty Consent Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Overload Petition Status

Type "A" to add new petition

Enter (A)dd for new Petition

Fake II, Student ID: 0070027  
El Cajon CA 92020 Home: 619-644-7544

Term 2008FA Fall 2008  
Start/End Date 08/25/08 12/22/08

Type YYYYFA, YYYYSP or YYYYSU  
Dates will default. Alter if necessary

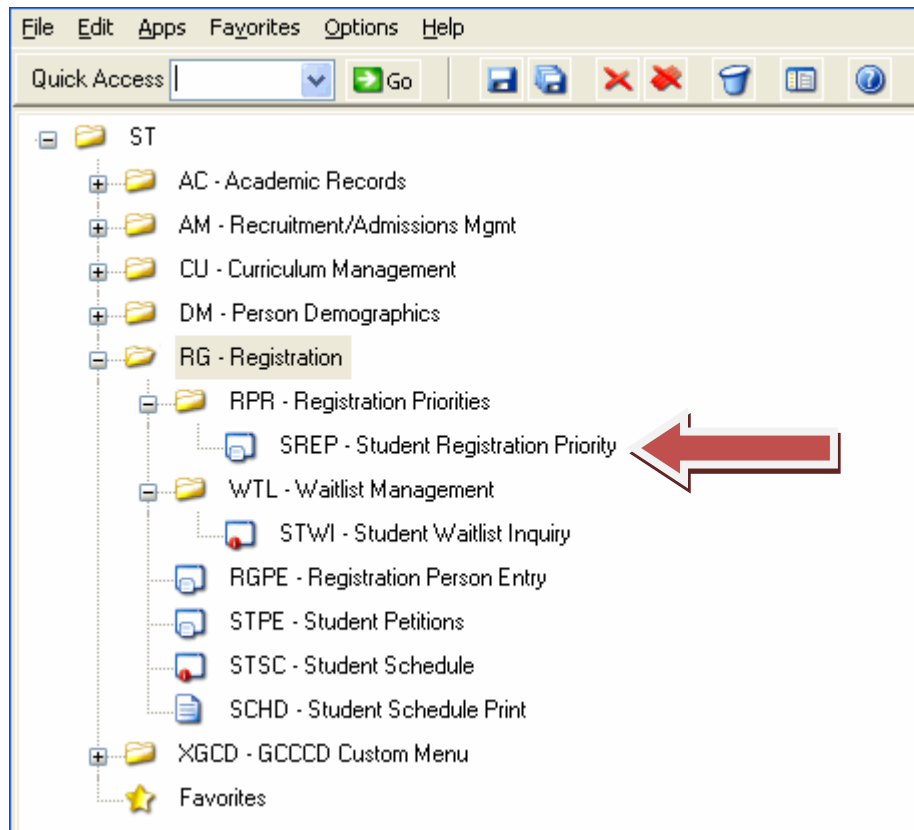
	Course	Section	Petition Status	Faculty Consen
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Overload Petition Status A

Petition Status LookUp

Click "save all" to approve overload. Note that you cannot approve a specific number of units for overload. Use SARS notes to indicate advising with student.

## Priority Registration Appointment – SREP



Prefix [dropdown]  
Name LFM [text]  
Address [1] [text]  
City/St/Zp/Cnty [text]  
Res Cnty/State [text]  
Country [text]  
Phone/Ext/Type [1] [text]  
Origin/Date [dropdown]  
SSN/DOB [text]  
High School [text] St Year [text] End Year [text] CCDs [text] MM/YR [text] Grad Type [dropdown]  
Ethnic/Gender [text]  
Directory/Priv [dropdown]  
Stu Types/Date [1] [text]  
Res Status/Date [1] [text]  
Acad Program [1] [text] Cat [text] Stat [text] Adm S [text]  
Educ Goals/Date [1] [text]  
Home Location [1] [text]

Student Look Up

Person LookUp  
student fake  
[OK] [Cancel] [Detail] [Finish] [Help]

Fake II, Student ID: 0070027  
El Cajon CA 92020 Home: 619-644-7544

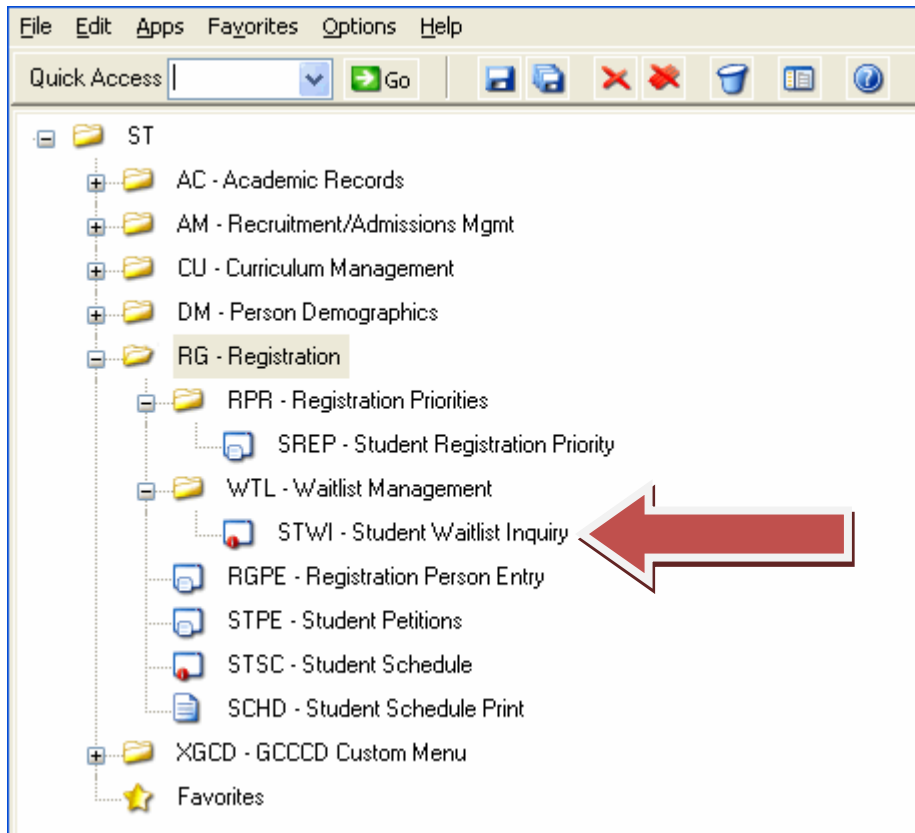


	Registration	Priorities	Start Date	Start Time	End Date	End Time
	Term	Priority				
1	2009SP	20406	11/05/08	08:00AM		
2	-					
3	-					
4	-					
5	-					
6	-					
7	-					
8	-					
9	-					
10	-					
11	-					
12	-					

Controller Registration Priorities

Value 1/1

# Priority Wait List Look Up



Course Section	Title	Term	Status	Active WL Students	Section Capacity
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Student Look Up

Student LookUp

OK Cancel Detail Finish Help

Fake II, Student ID:  
El Cajon CA 92020 H

Courses that a student is on a Priority Wait List.

Course Section	Term	Status	Active WL Students	Section Capacity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Controller Waitlisted Course Sections

No Values

## Student Name, Address & Phone

RGPE-Registration Person Entry

NAMELESS

Prefix	<input type="text"/>												
Name LFM	<input type="text" value="Fake"/>	<input type="text" value="Student"/>		<input type="text"/>		<input type="text"/>							
Address	<input type="text" value="1 8800 Grossmont College Dr"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>							
Cty/St/Zp/Cnty	<input type="text" value="El Cajon"/>	<input type="text" value="CA"/>	<input type="text" value="92020"/>	<input type="text"/>		<input type="text"/>							
Res Cnty/State	<input type="text"/>		<input type="text" value="CA California"/>		<input type="text"/>		<input type="text"/>						
Country	<input type="text"/>												
Phone/Ext/Type	<input type="text" value="1 619-644-7544"/>	<input type="text"/>		<input type="text" value="BU"/>		<input type="text"/>							
Origin/Date	<input type="text"/>												
SSN/DOB	<input type="text"/>		<input type="text" value="01/01/1980"/>		<input type="text"/>		<input type="text"/>						
High School	<input type="text" value="Patrick Henry High School"/>	St Year	<input type="text" value="1995"/>	End Year	<input type="text" value="1998"/>	CCDs	<input type="text"/>	MM/YR	<input type="text"/>	Grad Type	<input type="text" value="Y"/>		
Ethnic/Gender	<input type="text" value="W. White"/>		<input type="text"/>		<input type="text" value="M"/>		<input type="text"/>		<input type="text"/>				
Directory/Priv	<input type="text"/>												
Stu Types/Date	<input type="text" value="1 AB540"/>	<input type="text"/>		<input type="text" value="08/01/08"/>		<input type="text"/>		<input type="text"/>		Student Info	<input type="text"/>		
Res Status/Date	<input type="text" value="1 AB540 AB540 Non-Re"/>	<input type="text"/>		<input type="text" value="11/27/07"/>		<input type="text"/>		<input type="text"/>		App Info	<input type="text"/>		
Acad Program	<input type="text" value="1 UNDECIDED"/>	Cat	<input type="text" value="CNVRS"/>	Stat	<input type="text" value="P"/>	Adm Stat	<input type="text" value="RET"/>	Load Intent	<input type="text"/>	FA Intent	<input type="text"/>	St Term	<input type="text"/>
Educ Goals/Date	<input type="text" value="1 J Educational"/>	<input type="text"/>		<input type="text" value="01/21/02"/>		<input type="text"/>		Start Date	<input type="text"/>	End Date	<input type="text"/>	<input type="text"/>	
Home Location	<input type="text" value="1"/>	<input type="text"/>											

# Student Schedule Look Up

The screenshot shows the 'STSC-Student Schedule' application window. At the top, there is a blue header bar with the text 'Term:'. Below this is a large, empty table with multiple rows and columns. A speech bubble on the right side of the window contains the text 'Student Look up'. In the foreground, a 'Student LookUp' dialog box is open. It has a text input field containing 'student fake' and five buttons: 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'.

The screenshot shows the 'STSC-Student Schedule' application window. The blue header bar now displays student information: 'Fake II, Student ID: 0070027' and 'El Cajon CA 92020 Home: 619-644-7544'. The 'Term:' label is still present. The table below is still empty. A speech bubble on the right side of the window contains the text 'Type in term: YYYYFA, SP, SU'. In the foreground, a 'Term LookUp' dialog box is open. It has a text input field containing '2008FA' and five buttons: 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'.

