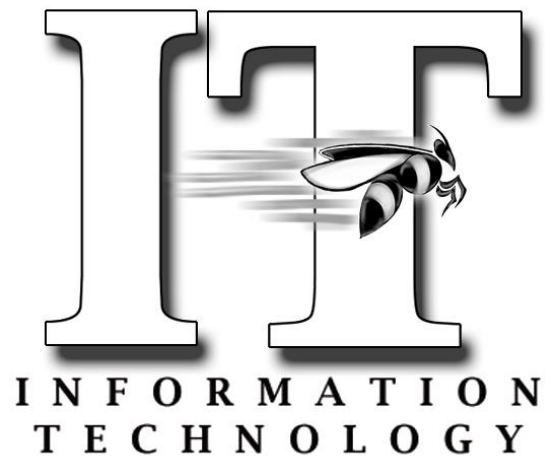


Colleague Users Manual ~Student System~



October 1, 2018

Latest version available at help.bw.edu

Table of Contents

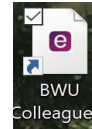
Colleague User Interface (UI)	4
Login Box	4
Logout	5
Settings Menu	6
Preferences: Fonts, Colors	7
Field Sequence	8
Set Form Scale Default	9
Favorites	10
Person Search	11
Context Area	14
Form Search	16
Types of Buttons	19
Report Browser	20
Help Menu	27
Keyboard Shortcuts	27
Date/Time/Login Stamp.....	29
Student Profile – SPRO	30
Name Resolution	31
Student Terms Summary – STRS	33
Student Academic Transcript – STAT	35
Locator – LOCR	37
Student Academic Program – SACP	39
Student Academic Program Additions – STPA	41
Student Advisor Listing – STAD	42

Course Availability – XCOI	43
Course Seating Inventory – XCSI	48
Registration – RGN	52
Student Schedule – STSC	57
Student Schedule – SCHD Office Mangers Only	59
Faculty Advisees – FADV	60
Academic Roster Inquiry – RSTR	61
Section Roster Inquiry - SRSI.....	63
Evaluate Student Program – EVAL	64
Batch Academic Evaluation – BEVL Office Managers Only	68
Proposed Student Program - PSPR	69
Transcript Course Listing – TRCL	72
Transfer Evaluation Summary – TEVS	74
Transfer Equivalency Report – TRER	76
Transfer Course Equivalencies – TCEQ	77
Custom Advising Reports Menu – XAVR	79
Advisee Information Report - XADE.....	80

Colleague User Interface (UI)

Log into the browser like Internet Explorer, Firefox, Safari, etc. and type colleague.bw.edu.
Be sure you have disabled pop-up blockers for this url address in your browser settings.

If you would like to create a shortcut, just right click in the background area, and left click on “Create Shortcut”. The next time you want to log into Colleague UI you can just click on this shortcut.



Click on the words **Launch Colleague** to open a login box.

BW
BALDWIN
WALLACE
UNIVERSITY

Colleague (PRODUCTION 5.6.1)

Before launching UI 5.6.1, please either disable all popup blockers or add this site as an exception to the popup blocker list in your browser. Be sure to also disable any third-party toolbars that may have additional popup blockers.

Launch Colleague

Colleague Resources:

[Colleague Support & Training](#)
[Colleague Login Request Form](#)
[FERPA Tutorial](#)

Baldwin Wallace University

Enter your user Colleague ID and password and click **OK**.

Secure | <https://colleague.bw.edu/ui/home/index.html>

Baldwin Wallace University UI5 Production

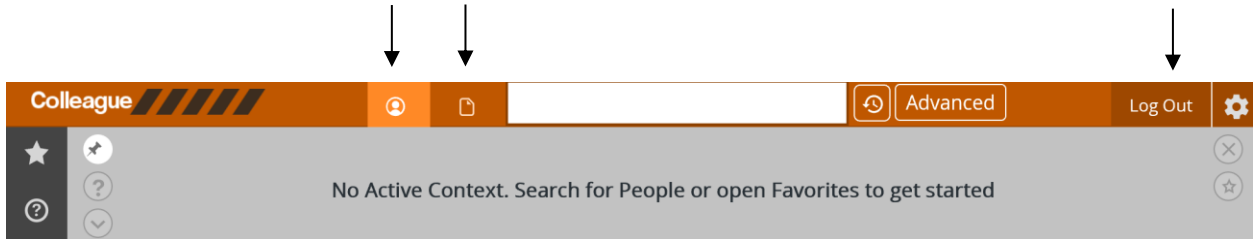
User name
mhawley

User Password


Log In

Colleague User Interface (UI) Continued...


When you first log into Colleague, you have the option to do a “Person Search” or a “Form Search”. Click on the correct button to access your current request.

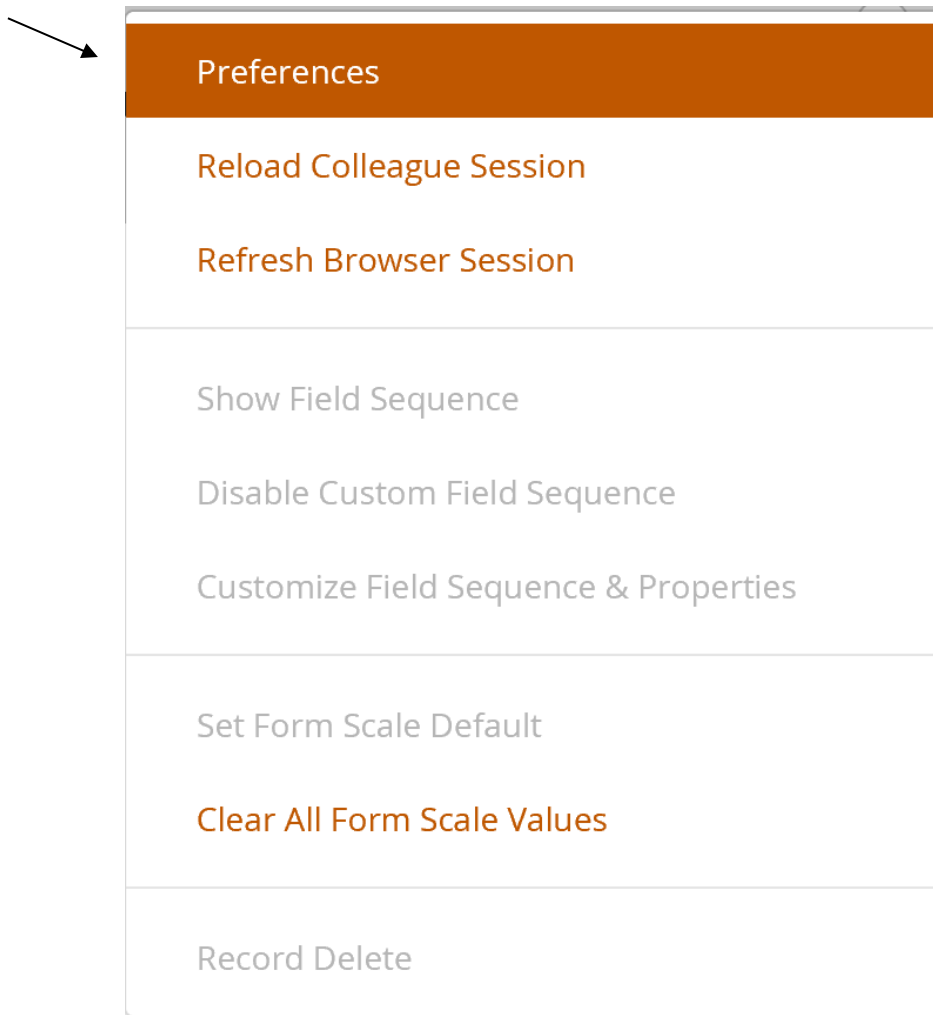


Logout

When you are finished working in Colleague, be sure you click on the  button located at the top right of the screen, to close your connection to the server. Do **not** just close the window on the desktop until after you have logged out.

SETTINGS MENU

The **Settings Menu** (gear icon)  allows you to set your Preferences, Reload Colleague Session, Show Field Sequence, Disable Custom Field Sequence, Customize Field Sequence & Properties, Set Form Scale Default, Clear All Form Scale Values, Clear All Form Scale Values, and Record Delete. It is located at the top right of the screen.



PREFERENCES

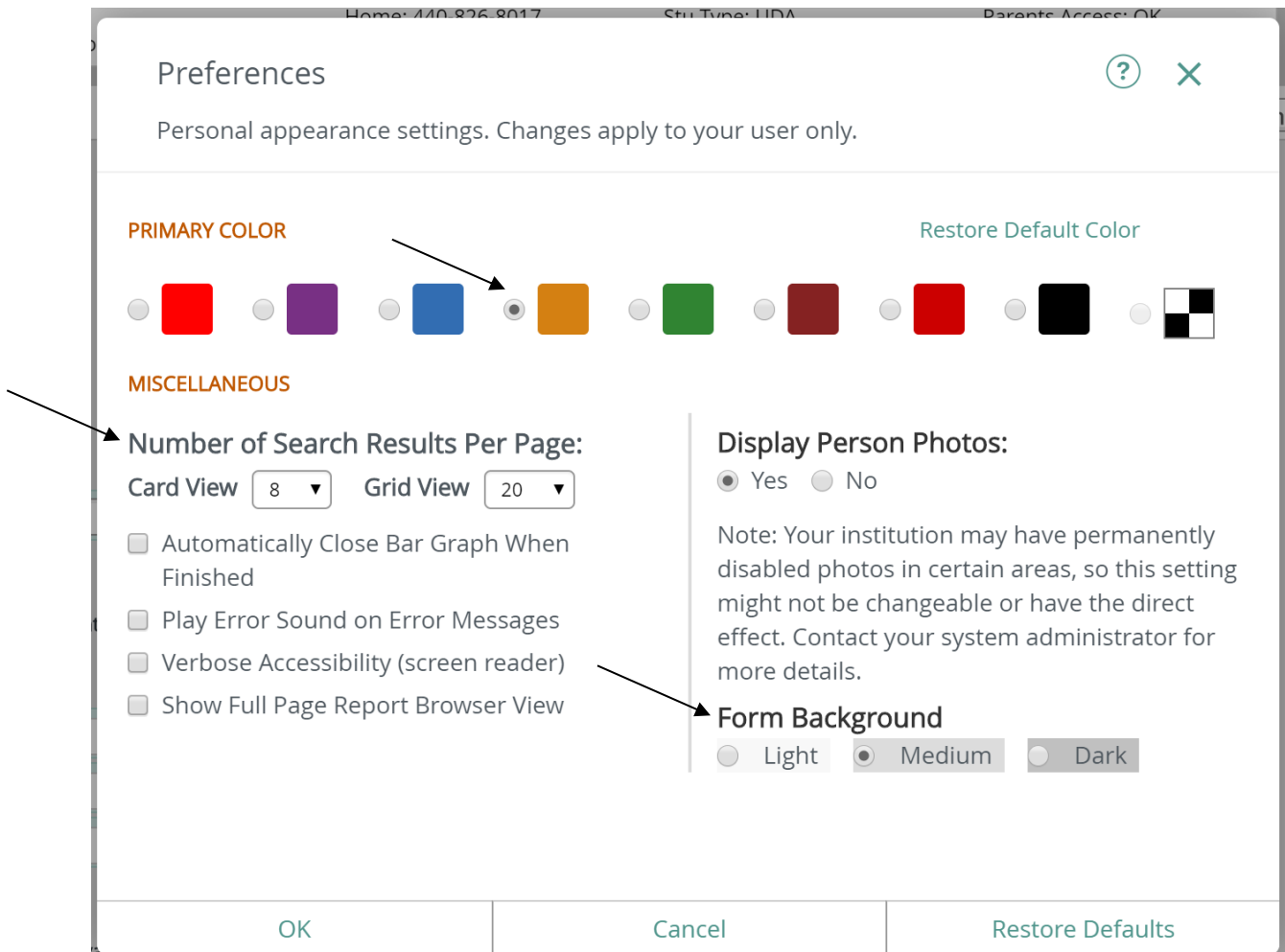
For the creative folks, you can modify some of your *Display and Operation Preferences*.

You can modify colors for various screens. Click on the primary color you prefer, then click on **OK**.

You can also change the number of result records you will see in **Card View** and **Grid View**.

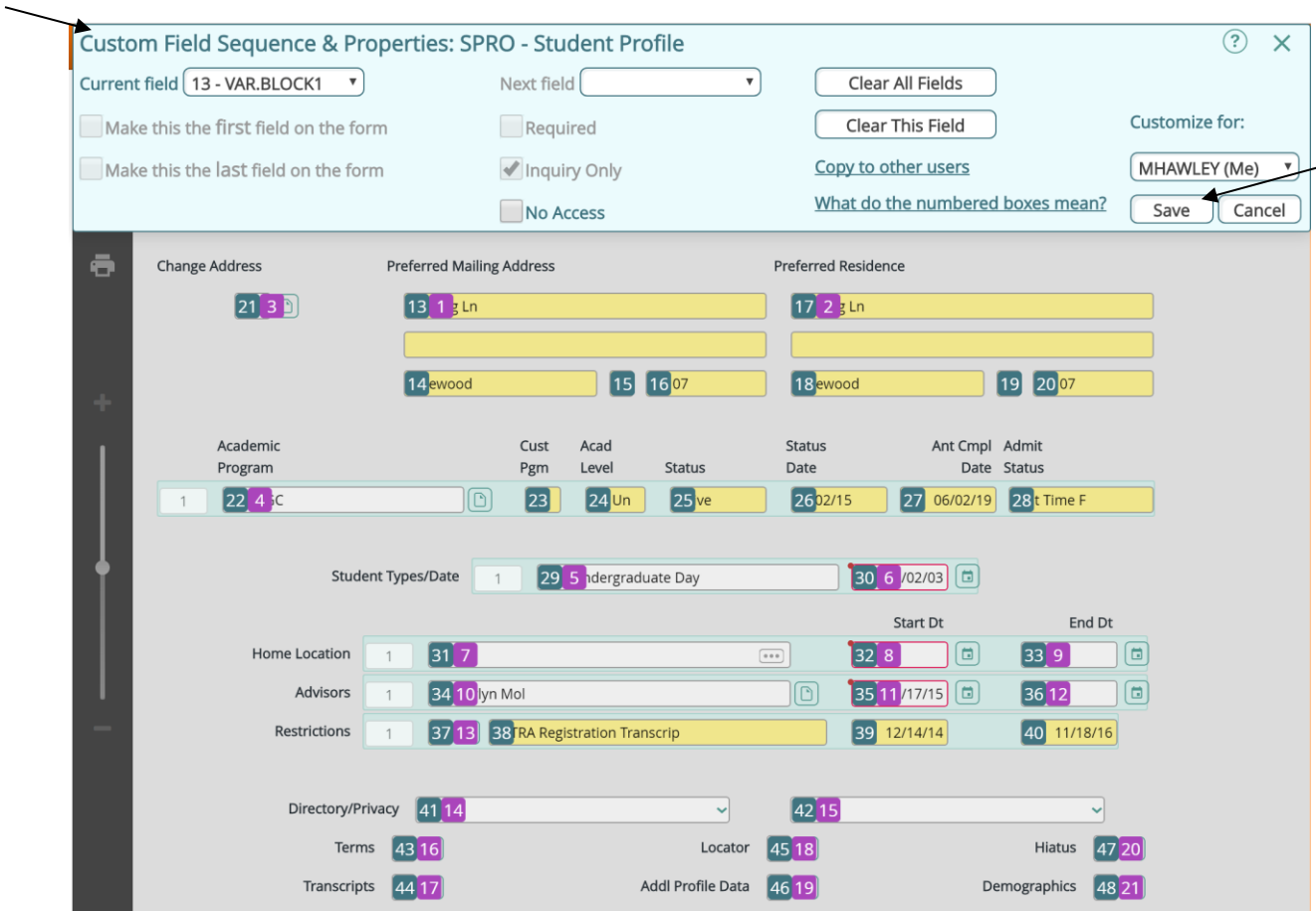
Viewing the person's photo is defaulted to Yes.

You have the option to change the darkness of the **Form Background**.



FIELD SEQUENCE

You can create your own **Field Sequence** for a screen. This is defined for each screen, for your username only. You need to be in the screen you want to modify, then choose **Customize Field Sequence & Properties**.



The first number is the field number. Then second number is the sequence the cursor will use when pressing Enter or Tab. Fields that have been modified are displayed in Red. **Clear This Field** will remove a customization; **Clear All Fields** removes all customizations for this screen and this user. You do not need to click **Save** after changing each field, only when you are finished with all your customizations.


To have screens modified for all users, or for multiple users, contact the I.T. Helpdesk.

You can show the current field sequence by going to **Show Field Sequence**. To enable or disable the custom sequence, choose **Disable Custom Field Sequence**. This setting is for the current session only.

SET FORM SCALE DEFAULT


Resize Your Screen
Slide the dot to the
size you prefer. It
will remember this
formatting.



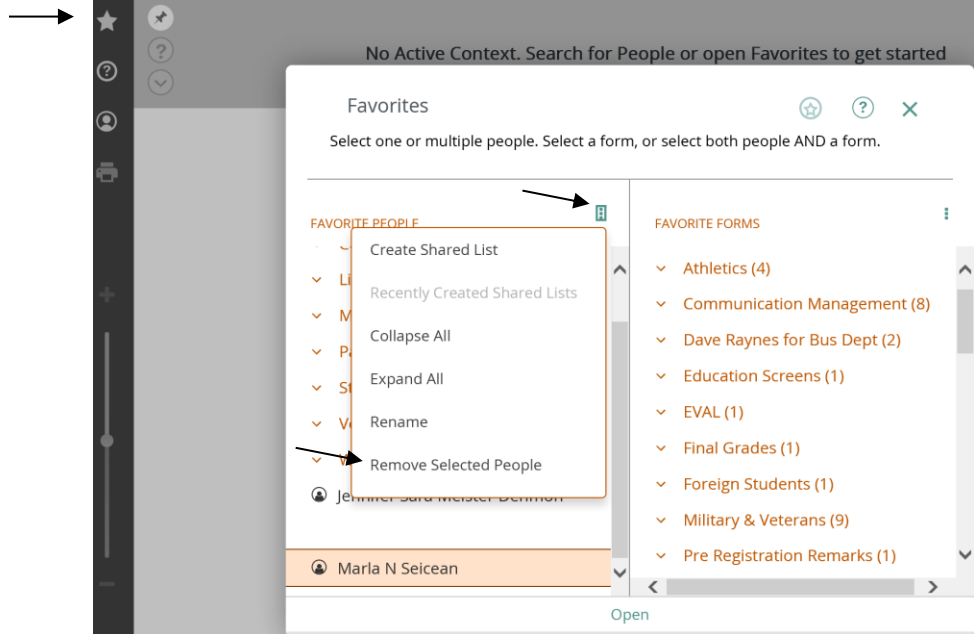
To reset the Form Scale Default click on the (gear icon)  then the “Clear All Form Scale Values”.

- Preferences
- Reload Colleague Session
- Refresh Browser Session
- Show Field Sequence
- Disable Custom Field Sequence
- Customize Field Sequence & Properties
- Set Form Scale Default
- Clear All Form Scale Values
- Record Delete

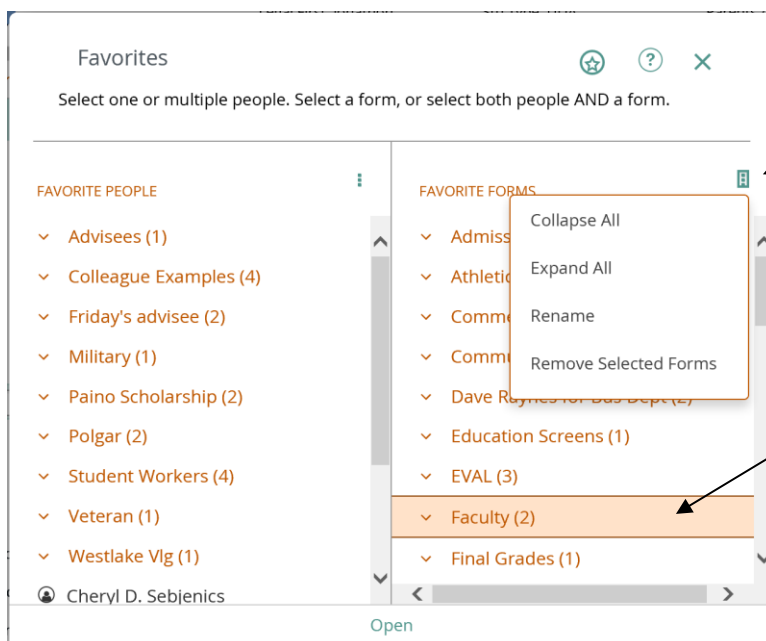
FAVORITES

Access your Favorites by clicking on the star icon  in the upper left corner. To add People to your “People Favorites” go to Page 14. To add Forms to your “Form Favorites” see page 18.

Click on the Star to view your Favorites

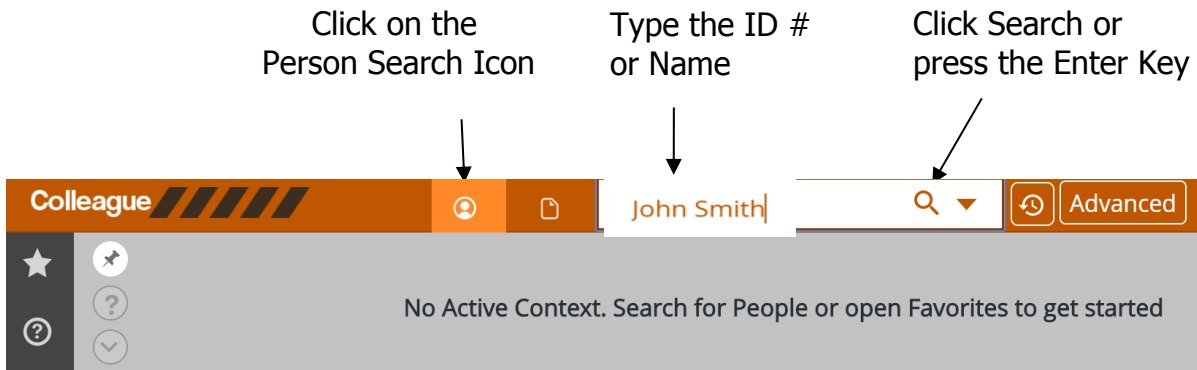


Click on this to remove a Person from your Favorites. Then click on “Remove Selected People”

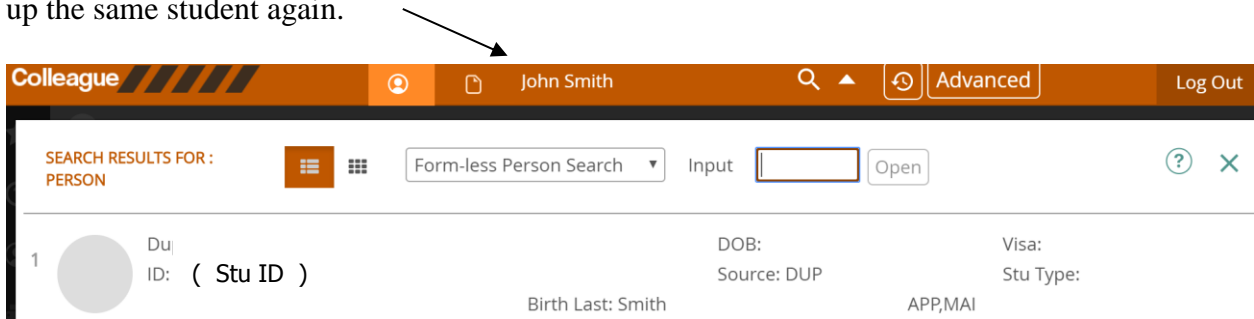


Click on this icon to remove a Form from your Form Favorites. Then click on “Remove Selected Forms”

PERSON SEARCH



To **Lookup a Person**, enter the Colleague ID# of the person, or enter firstname lastname (John Smith), or lastname, firstname (Smith, John). If you have just looked at information about this person on a previous screen, you can use the shortcut Shift 2, which is the @ symbol to bring up the same student again.



PERSON SEARCH (Continued)

The screen will look like this if you type a common name like “john smith”. If you don’t find the person/student you are looking for, move the scroll bar down to see records not visible, then you can click on the next button at the bottom of the screen to see more possible records.

Either double click anywhere on the row, or click on the row and then click on , or type the number of the person in the “Input” field at the top of this screen and hit Enter.

If you do not find the name or you need to leave the screen you can hit the Close icon .

The screenshot shows the 'Colleague' Person Search interface. At the top, there is a search bar with 'john smith' entered. Below the search bar, there are options for 'Form-less Person Search' and an 'Input' field containing the number '2'. An 'Open' button is next to the input field. The search results are displayed in 'Card View', showing a list of six records. Each record includes a profile picture, name, ID, address, birth last name, date of birth, source, and visa/stu type. The records are:

Record #	Name	ID	Address	Birth Last	DOB	Source	Visa	Stu Type
1	Duplicate of 0194771	0215079		Smith		DUP		
2	JoAnn Kahl	0075032	20790 Germantown Drive Fairview Park OH 44126-28...	Smith	08/13/1952			GBH
3	Gina Lindi-Smith	0329827	1849 Tombs Drive Akron OH 44306					
4	Gina Sheridan	0077604	12355 Woodbriar Circle Strongsville OH 44136	Smith	02/24/1961			UEV
5	Amanda Jane Smith	0194771	7165 Oberlin Rd Elyria OH 44035-1901		10/16/1984	ADM		UDA
6	Casey Jean Smith	0079670	682 King Ave. Marion OH 43302		07/01/1981	ADM		

At the bottom of the screen, there are navigation controls including '+ Add', '<', '>', '1 - 8 of 66', and an 'Open' button. There is also a 'Select All' checkbox and a '0 Selected' indicator.

NOTE: The default view of the context area is “Card View”.

Grid View


Below your Search Results are in Grid View. This resembles a row in an Excel spreadsheet.

NOTE: You can click on any column header to sort the results by that column,

The screenshot shows the 'Colleague' application interface. At the top, there's a search bar with 'Form-less Person Search' and an 'Input' field. Below the search bar is a table with the following columns: #, Name, ID, Nickname, Address Line, Address CSZ, and Source. The table contains 20 rows of data, including names like 'JoAnn Kahl', 'Gina Lindi-Smith', and 'Jane K. Smith'. At the bottom of the table, there are navigation buttons: '+ Add', 'M', '<', '1 - 20 of 66', '>', 'M', and an Excel icon. To the right of these buttons are 'Open', '0 Selected', and 'Select All' options. Below the screenshot, five labels are connected to the UI elements by arrows: 'First Page' points to the '<' button, 'Previous Page' points to the 'M' button, 'Next Page' points to the '>' button, 'Last Page' points to the 'M' button, and 'Excel Download' points to the Excel icon.


#	Name	ID	Nickname	Address Line	Address CSZ	Source
1	Duplicate of 0194771					DUP
2	JoAnn Kahl			20790 Germantown Drive	Fairview Park OH 44126-2860	
3	Gina Lindi-Smith			1849 Tombs Drive	Akron OH 44306	
4	Gina Sheridan			12355 Woodbriar Circle	Strongsville OH 44136	
5	Amanda Jane Smith			7165 Oberlin Rd	Elyria OH 44035-1901	ADM
6	Casey Jean Smith		Casey	682 King Ave.	Marion OH 43302	ADM
7	Dorothy June Smith		Dori	133 Blenheim Road	Columbus OH 43214	ADM
8	Gene A Smith			2996 Benjamin Drive	Brunswick OH 44212	
9	Gerald John Smith			9630 Kirtland Chardon Rd	Kirtland OH 44094-9557	PAR
10	Gina Smith			3925 West 140th Street	Cleveland OH 44111-4975	
11	Gina L Smith			1826 Stark Ave SW	Canton OH 44706-2951	
12	Janae Smith			800 Dogwood Trl	Cranberry Twp PA 16066-2818	
13	Janae J Smith			1380 E 171st St	Cleveland OH 44110-2526	
14	Janai Smith			1380 E 171st St	Cleveland OH 44110-2526	
15	Jane Smith			15906 Lucille	Cleveland OH 44111-3938	
16	Jane Smith			1 Neel Ct	Sayville NY 11782-1370	
17	Jane Smith		Jane	0000 St	Cincinnati OH 45240	
18	Jane Smith				OH	
19	Jane J Smith		Jane	624 Highland Dr Apt 209C	Lodi OH 44254-1275	ADM
20	Jane K. Smith			14219 Garfield Avenue	Lakewood OH 44107-6018	

If you need to go to the next page of person records, you can click on the next page arrow or if you want to go to the end you can click on the last page arrow. The reverse is also true. Click on the first page arrow to go first page arrow and click on the previous page arrow to go to the previous page.

If you need to download the list of names, just click on the Excel Icon  and then select where you would like to save your spreadsheet, H: drive, Desktop, or Shared drive, etc. This download feature is available anywhere in UI 5 you see the Excel icon.

CONTEXT AREA

Once you select a person/student the information is displayed in the *Context Area*.



Benjamin Robert Hawki... 0237631 CARD 1 of 1

123 Main St
Berea OH 44017







Cell: 216-555-3333
Home: 440-555-3333
DOB: 01/31/1990

SSN: xxx-xx-3333 Visa:
Stu Type: UDA
Email: brhawkins14@mail...

Where Used: APP,FIN,MAI,...
Parents Access: OK

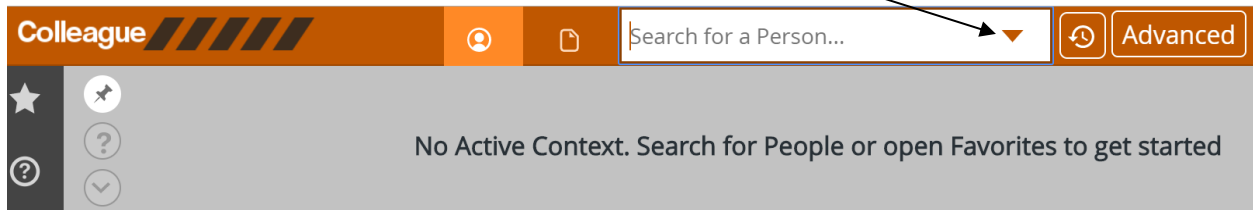
The *Context Area* includes the name, phone numbers, and other various fields for this person/student. As you do lookups for individuals, they are added to your context area, so multiple individuals can be available. When you bring up a form, it will automatically load the current person showing in your context area, and you can cycle through your list if desired.

There are various buttons available to you and they are shown on either side of the Context Area. A brief description of each button is listed below:

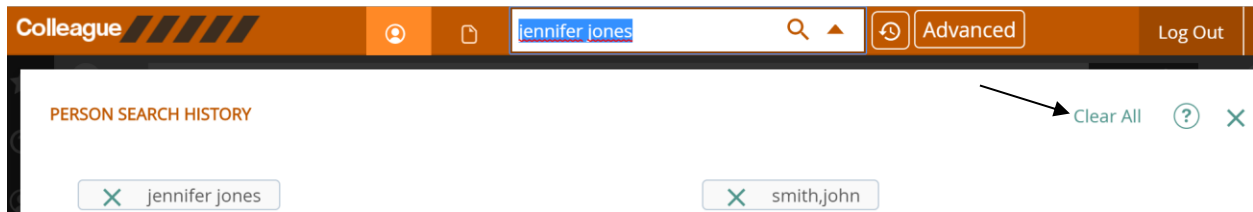
-  Context Open or Closed - This option allows Colleague to keep or close each record when you are saving or canceling out of a form.
-  Help – To access the Context Area help information.
-  Context Area – To view all records in the Context Area.
-  Close – To close a person record or clear all records from the context area.
-  Favorites – Add one or more students to your Favorite list.
-  Person History - If you have more than one context card loaded, you can click the down arrow to go to the various records.

PERSON SEARCH HISTORY

To see all the people in your person history just click on the arrow in the “Search for a Person...” box located at the right.

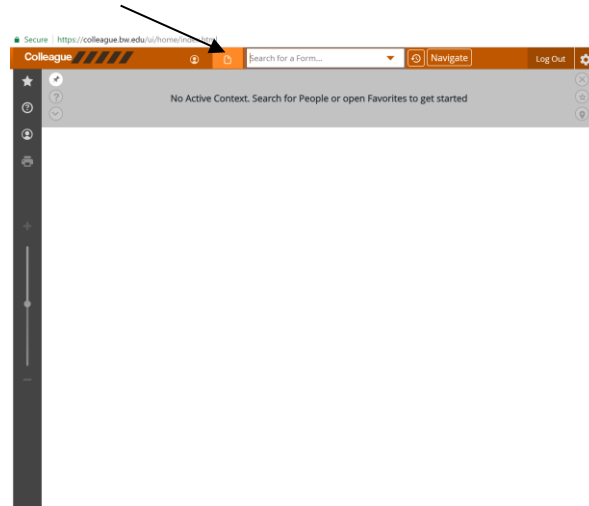


You can clear your Person Search History one person at a time by clicking on the X to the left of the name or you can clear all Persons by clicking of the “Clear All” button.

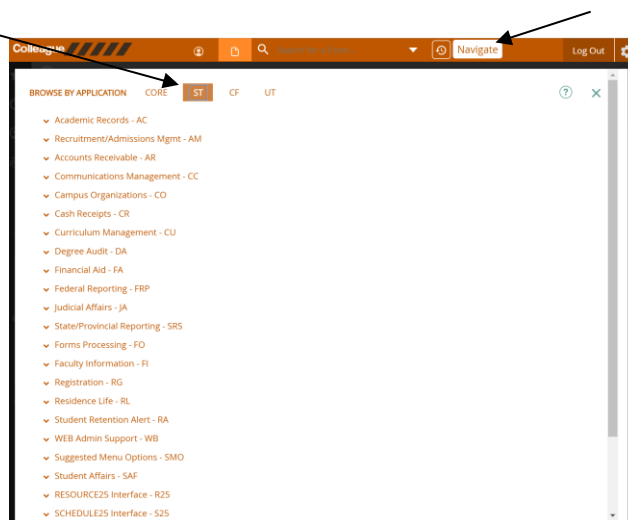


FORM SEARCH

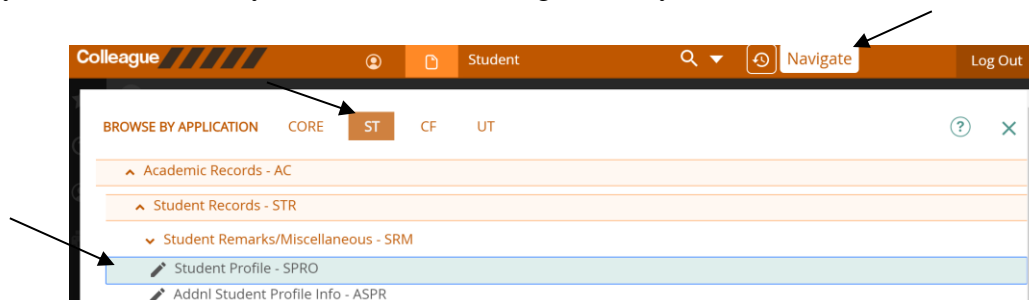
To search for forms and processes, click on the Form Search button. This is the starting point for accessing processes, reports or screens. You can type a mnemonic like SPRO to directly access a form/screen, or a type a word like Student in the “Search for a form...” field, and any Form/Screen with the word Student in it will be listed.



Click on the *Navigate* button. You will now see the *Main Navigation Screen*. Click on “ST” button for Student Processes.

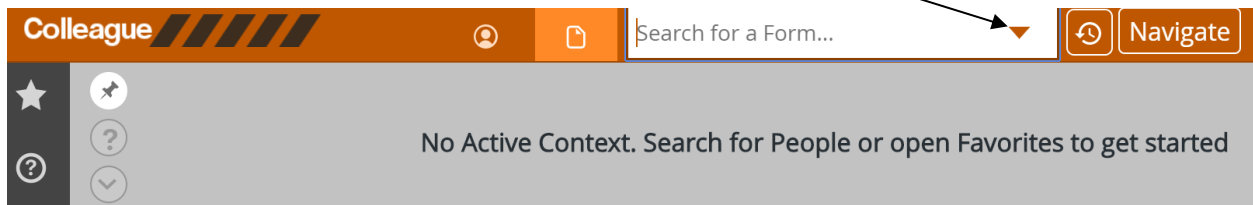


Now you can click on any form/screen list and go directly to it.



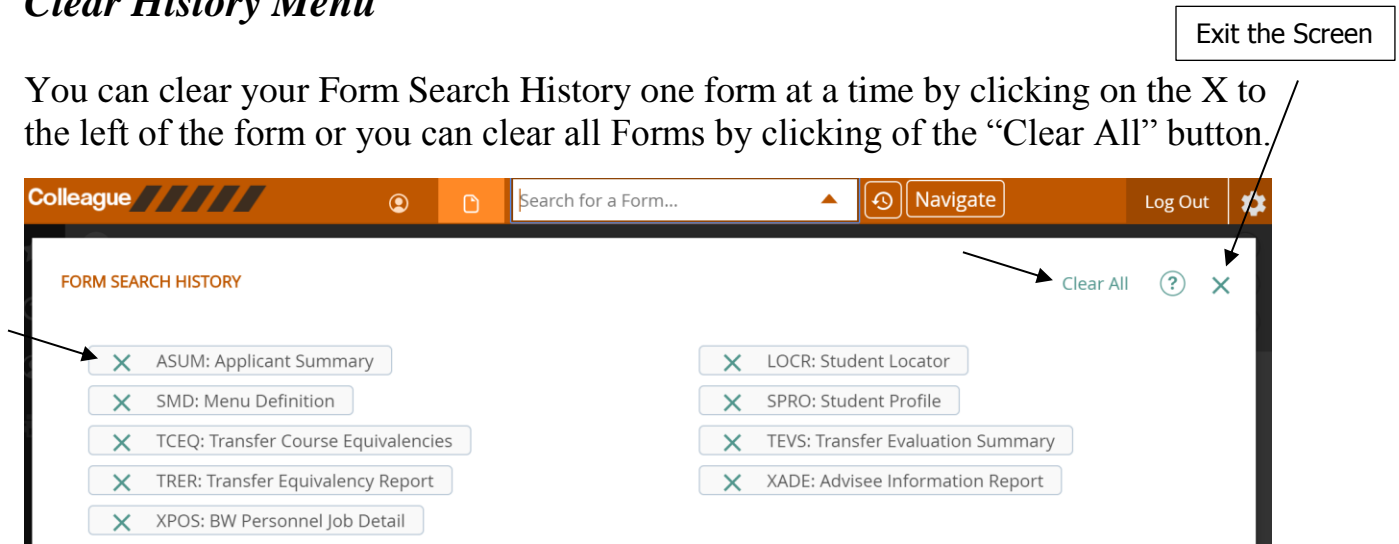
FORM SEARCH HISTORY

To see all the Forms in your form history just click on the arrow in the “Search for a Form...” box located at the right.



Clear History Menu

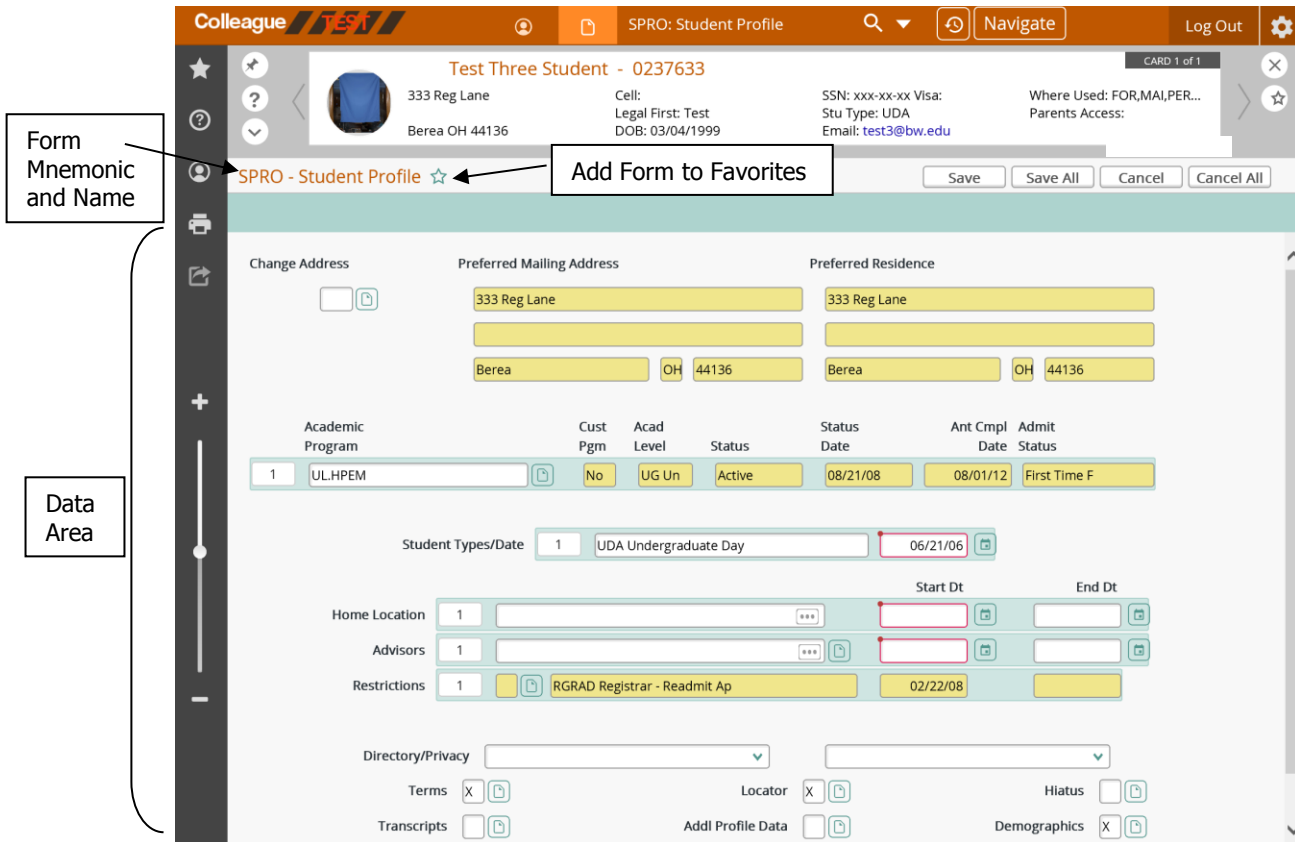
You can clear your Form Search History one form at a time by clicking on the X to the left of the form or you can clear all Forms by clicking of the “Clear All” button.



PARTS OF THE FORM

Once *The Form* is displayed on the screen, you can move around using standard Windows functionality – mouse clicks, tabs, etc.

The parts of a form are:



Menu Bar



You will see the Menu Bar once you are in a Form/Report/Screen, the menu bar offers the following options.



Form Favorites - Add the current Form to your Form Favorites.

SAVE - Save changes and return to previous screen.


SAVE ALL - Save changes on this screen and all previous screens displayed and return to the Main Menu.

CANCEL - Stop looking at the screen and/or abort changes and return to previous screen.

CANCEL ALL - Stop looking at the screen and/or abort changes on this screen all previous screens displayed and return to the Main Menu.


There are several *Types of Buttons* that perform various functions.

The screenshot shows the 'COMT - Campus Organizations' form for 'Alpha Sigma Lambda'. The form includes fields for Description, Type, Allow Portal Site Creation, Portal Site, Purpose, Default Role, Organization ID, Camp Org/Relationship Synchronization Status, Locations, Year Approved, Recharter Date, Max Members, Members/Advisors, Characteristics, Functions, Sponsors, Grouping, and Comments. Callouts identify several button types: 'Window Operation Button' (a small square with '1'), 'Detail Button' (a document icon), 'Date/Calendar Button' (a calendar icon), and 'Drop-Down Table Button' (a dropdown arrow icon).


Window Operation Button  - A Window Operation button enables you to insert or delete a row of data. When you click the Window Operation button, the Select Window Operation dialog box is displayed.

The dialog box titled 'Select Table Operation to Perform' has three buttons: 'Insert', 'Delete', and 'Cancel'.

Click **Insert** to insert a new row above the current row.
 Click **Delete** to delete the current row.
 Click **Cancel** to leave the row unchanged and return to editing.

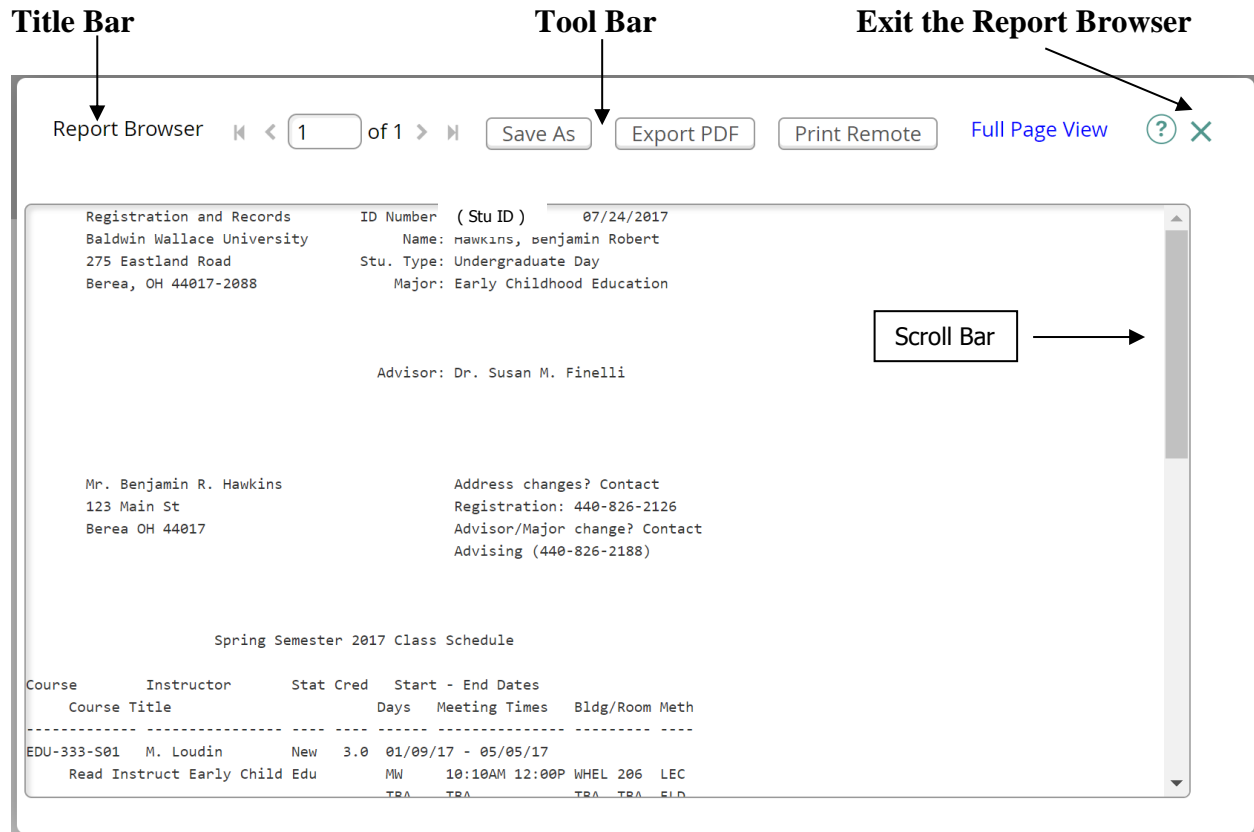
Detail  - Goes to another screen showing more details on that item.

Date/Calendar  This brings up a calendar for you to use to select a specific date.

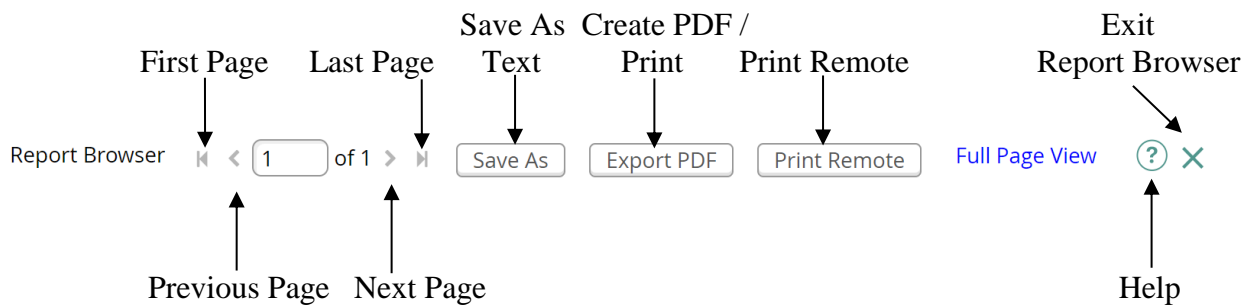
Drop-Down Table  This allows you to pick from a selection of correct items per field.

REPORT BROWSER

The **Report Browser** allows you to view reports easily in a Windows environment. The report browser is accessed whenever you choose **Hold/Browse** output for a report. During viewing, the browser imports the document one page at a time as requested, so that lengthy download times are avoided.

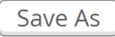


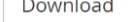
Using the Report Browser Toolbar



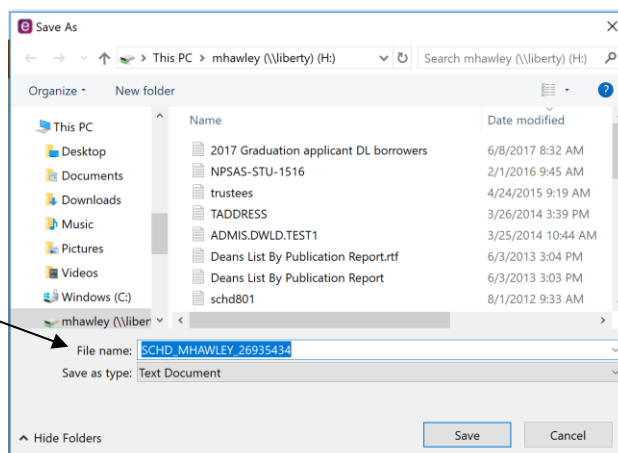
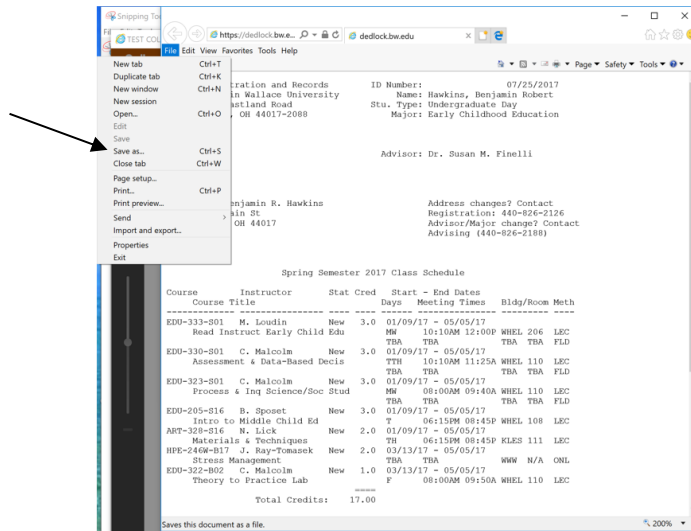
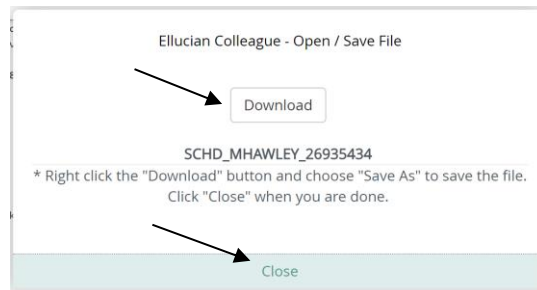
REPORT BROWSER (Continued)

Save As Text

Click on the  button.

The Download File screen will appear. *Left* Click on the  button.

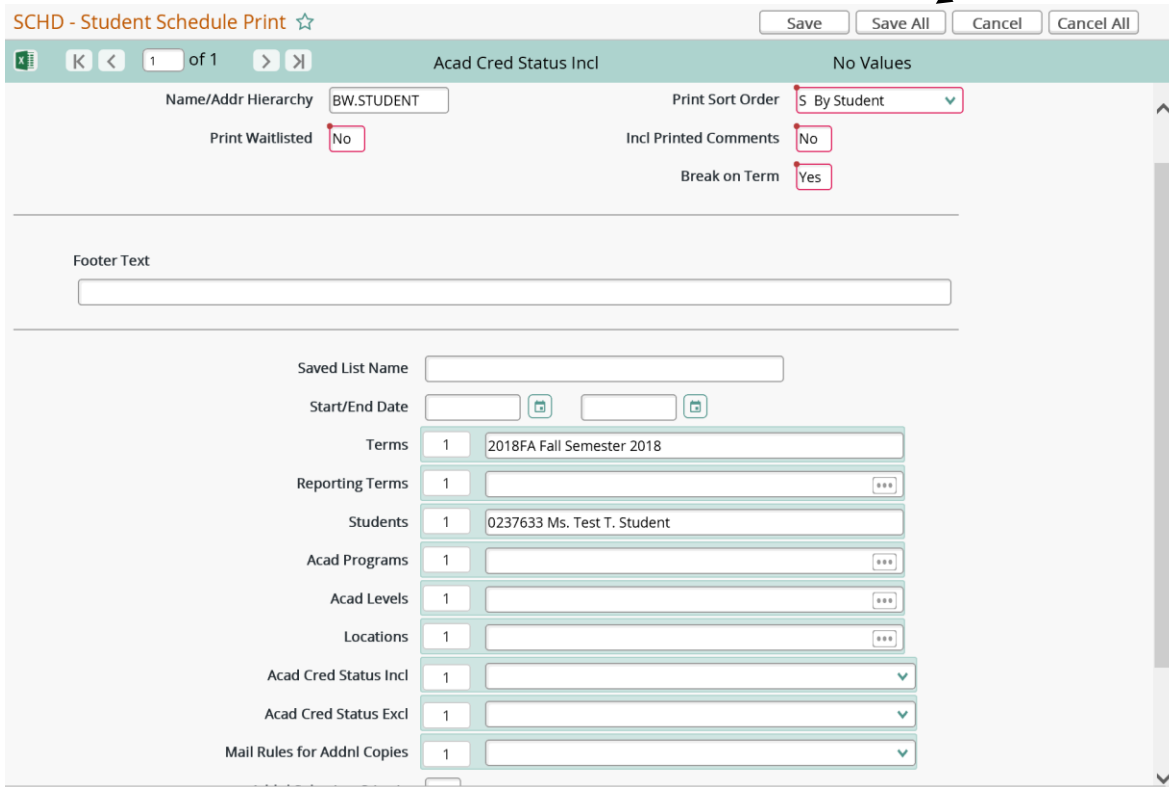
You can save a copy of the report to your H or local hard drive, or wherever you want to save it. Click on the Close button when you are done.



REPORT BROWSER (Continued)

Create PDF / Print the Report – (Export PDF)

To create a PDF or print the report to a Local Printer, click on the Save All icon  from your report process screen.



SCHD - Student Schedule Print ☆

Save Save All Cancel Cancel All

Acad Cred Status Incl No Values

Name/Addr Hierarchy BW.STUDENT Print Sort Order S By Student

Print Waitlisted No Incl Printed Comments No

Break on Term Yes

Footer Text

Saved List Name

Start/End Date

Terms 1 2018FA Fall Semester 2018

Reporting Terms 1

Students 1 0237633 Ms. Test T. Student

Acad Programs 1

Acad Levels 1

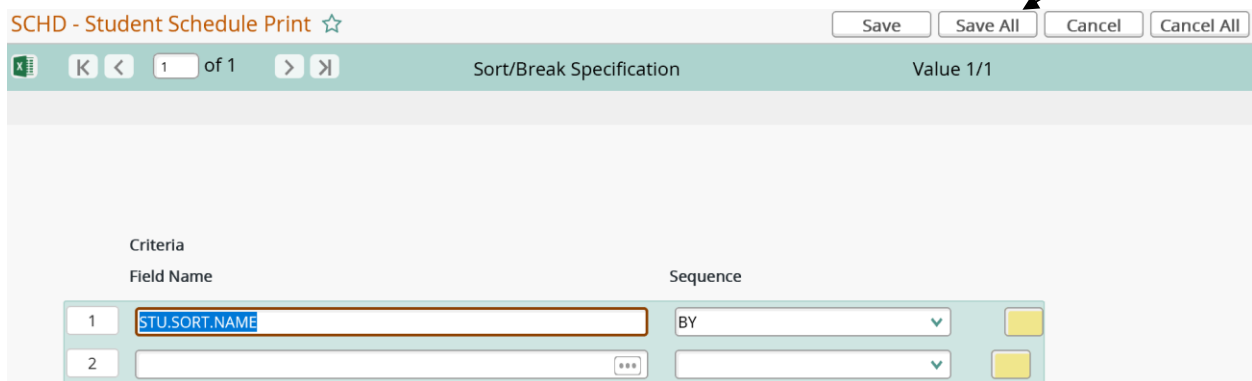
Locations 1

Acad Cred Status Incl 1

Acad Cred Status Excl 1

Mail Rules for Addnl Copies 1

If you get sort criteria, click on the Save All icon  to go to the next screen.



SCHD - Student Schedule Print ☆

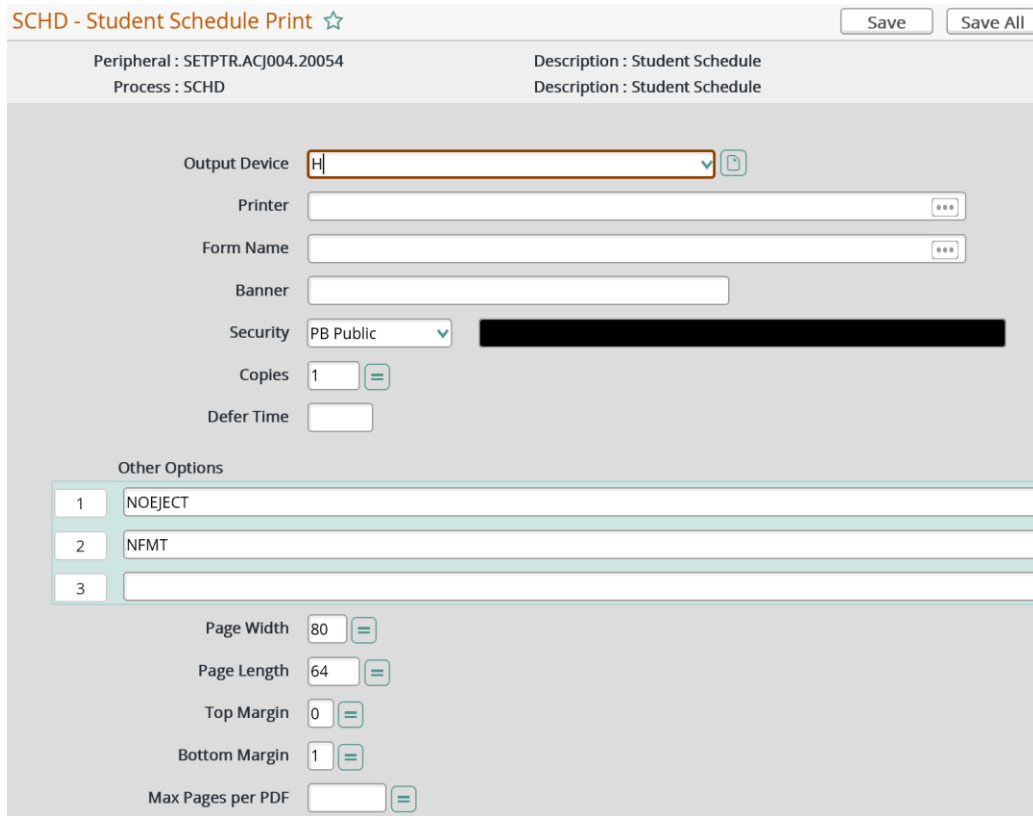
Save Save All Cancel Cancel All

Sort/Break Specification Value 1/1

Criteria	Field Name	Sequence
1	STU.SORT.NAME	BY
2		


REPORT BROWSER (Continued)


At this screen make sure it has “H” in the “Output Device” field, then click on Save All .




SCHD - Student Schedule Print ☆ Save Save All


Peripheral : SETPTR.ACJ004.20054 Description : Student Schedule
Process : SCHD Description : Student Schedule


Output Device 

Printer 

Form Name 

Banner


Security 


Copies 


Defer Time


Other Options


1	<input type="text" value="NOEJECT"/>
2	<input type="text" value="NFMT"/>
3	<input type="text"/>


Page Width 

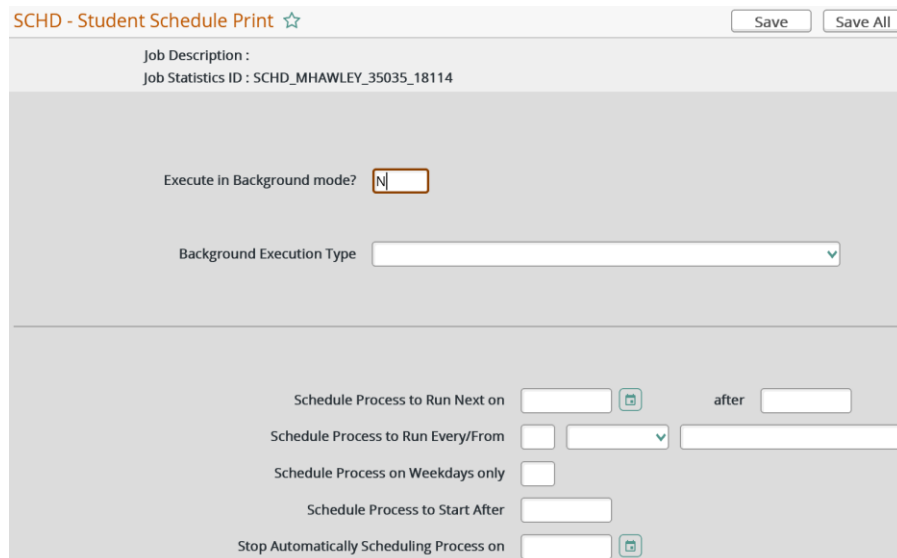
Page Length 

Top Margin 

Bottom Margin 

Max Pages per PDF 

At this screen make sure it has “N” in the “Execute in Background Mode” field, then click on Save All .





SCHD - Student Schedule Print ☆ Save Save All

Job Description :
Job Statistics ID : SCHD_MHAWLEY_35035_18114

Execute in Background mode?


Background Execution Type

Schedule Process to Run Next on  after

Schedule Process to Run Every/From 

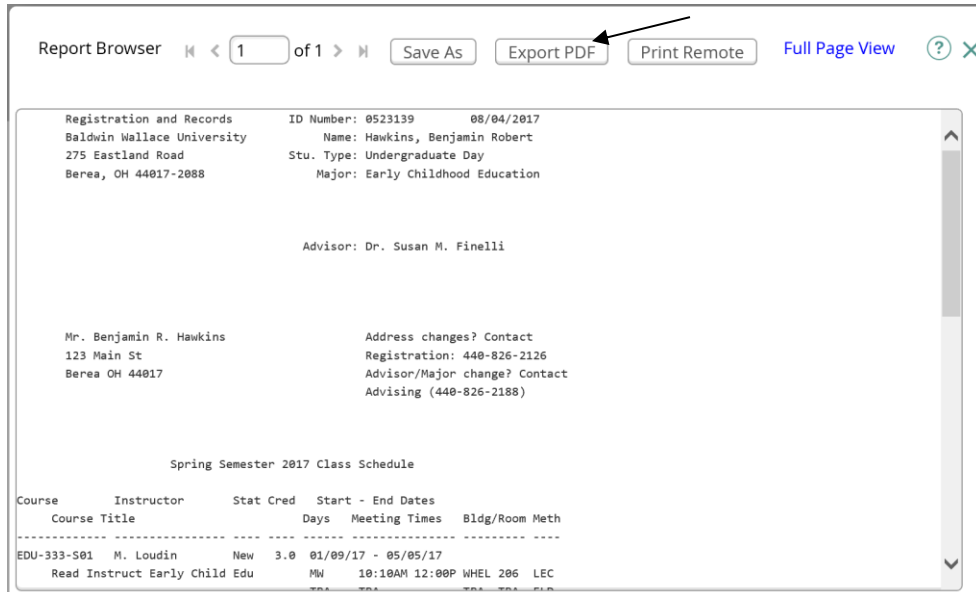
Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on 

REPORT BROWSER (Continued)

Left click on the  button.



Report Browser 1 of 1 Save As Export PDF Print Remote Full Page View

Registration and Records ID Number: 0523139 08/04/2017
Baldwin Wallace University Name: Hawkins, Benjamin Robert
275 Eastland Road Stu. Type: Undergraduate Day
Berea, OH 44017-2088 Major: Early Childhood Education

Advisor: Dr. Susan M. Finelli

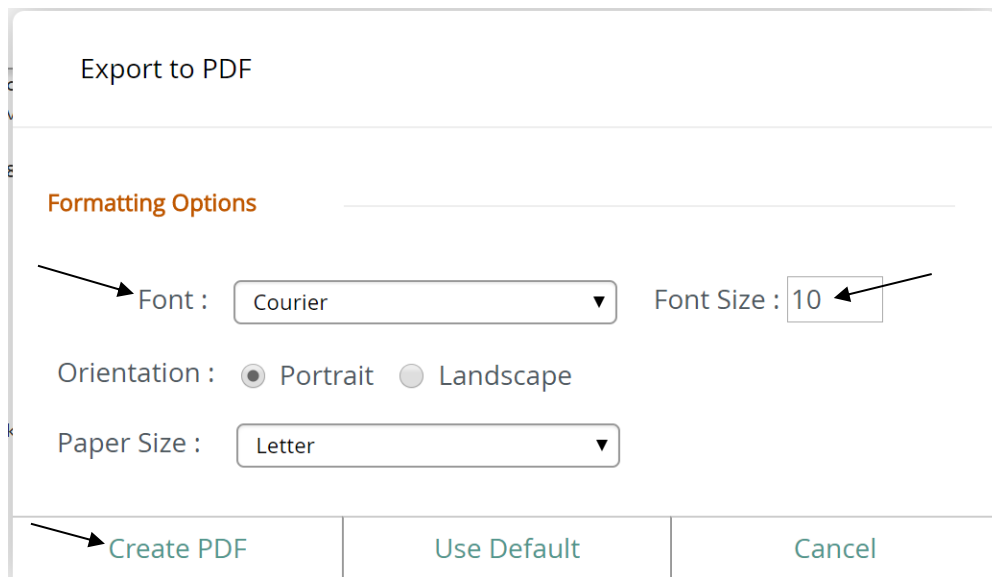
Mr. Benjamin R. Hawkins Address changes? Contact
123 Main St Registration: 440-826-2126
Berea OH 44017 Advisor/Major change? Contact
Advising (440-826-2188)

Spring Semester 2017 Class Schedule

Course	Instructor	Stat	Cred	Start - End Dates	Days	Meeting Times	Bldg/Room	Meth
Course Title								
EDU-333-S01	M. Loudin	New	3.0	01/09/17 - 05/05/17				
Read Instruct Early Child Edu					MW	10:10AM 12:00P	WHEL 206	LEC

On the “Export to PDF” screen you have the option to change the Font, Font Size, the Orientation, and/or the Paper Size. Portrait reports display best with a font of 10, landscape reports require font size of 8.

Then click on .



Export to PDF

Formatting Options

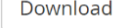
Font : Courier Font Size : 10

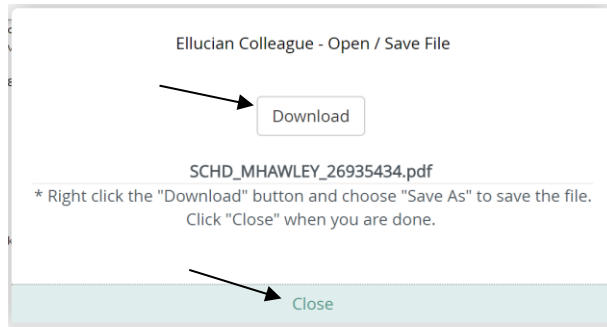
Orientation : Portrait Landscape

Paper Size : Letter

Create PDF Use Default Cancel

REPORT BROWSER (Continued)

The Download File screen will appear. **Left** Click on the  button. Click on the Close button when you are done.










To print, click on the Printer Icon  located at the bottom of the screen.

Registration and Records Baldwin Wallace University 275 Eastland Road Berea, OH 44017-2088	ID Number: 07/25/2017 Name: Hawkins, Benjamin Robert Stu. Type: Undergraduate Day Major: Early Childhood Education
Advisor: Dr. Susan M. Finelli	
Mr. Benjamin R. Hawkins 123 Main St Berea OH 44017	Address changes? Contact Registration: 440-826-2126 Advisor/Major change? Contact Advising (440-826-2188)

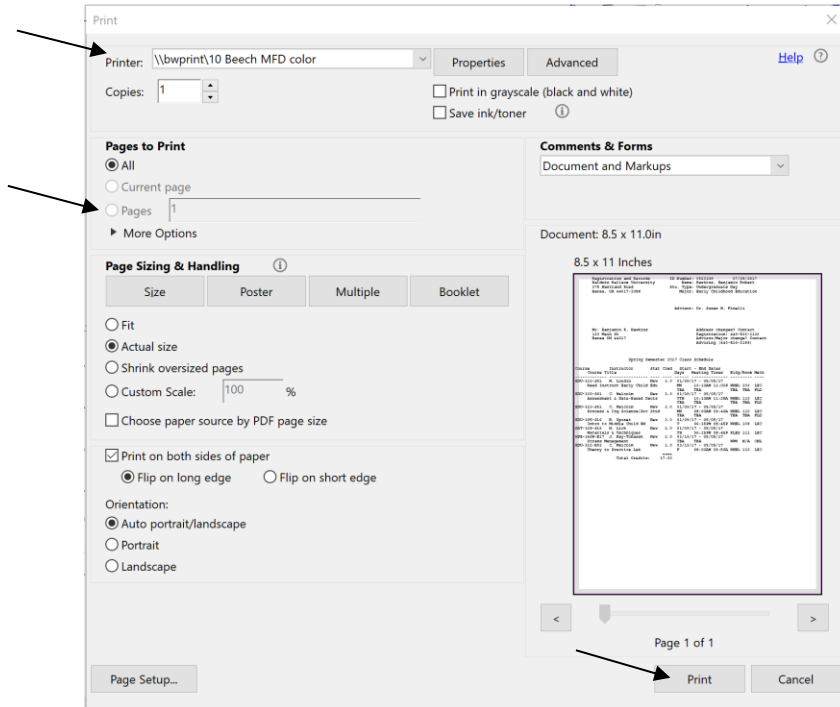
Spring Semester 2017 Class Schedule

Course	Instructor	Stat	Cred	Start - End Dates	Bldg/Room	Meth
Course Title				Days Meeting Times		
EDU-333-S01	M. Loudin	New	3.0	01/09/17 - 05/05/17		
Read Instruct Early Child Edu				MW 10:10AM 12:00P TBA TBA	WHEL 206	LEC FLD
EDU-330-S01	C. Malcolm	New	3.0	01/09/17 - 05/05/17		
Assessment & Data-Based Decis				TTH 10:10AM 11:25A TBA TBA	WHEL 110	LEC FLD
EDU-323-S01	C. Malcolm	New	3.0	01/09/17 - 05/05/17		
Process & Inq Science/Soc Stud				MW 08:00AM 09:40A TBA TBA	WHEL 110	LEC FLD
EDU-205-S16	B. Sposet	New	3.0	01/09/17 - 05/05/17		
Intro to Middle Child Ed				T 06:15PM 08:45P	WHEL 108	LEC
ART-328-S16	N. Lick	New	2.0	01/09/17 - 05/05/17		
Materials & Techniques				TH 06:15PM 08:45P	KLES 111	LEC
HPE-246W-B17	J. Ray-Tomasek	New	2.0	03/13/17 - 05/05/17		
Stress Management				TBA TBA	WWW N/A	ONL
EDU-322-B02	C. Malcolm	New	1.0	03/13/17 - 05/05/17		
Theory to Practice Lab				F 08:00AM 09:50A	WHEL 110	LEC

====
Total Credits 17.00

 
 
1 / 1
 


REPORT BROWSER (Continued)



Print the Report – (Print Remote)

Not recommended as output can be out of alignment. To print the report to a printer that is accessible from the host. This option uses the operating system on the host to print the report without downloading it to your PC.

Print Remote

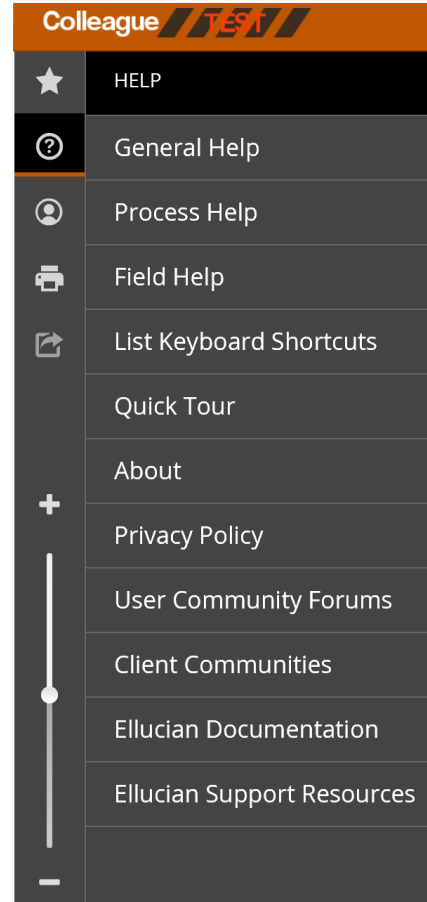
Click on the button.
Enter your printer name, i.e. itland, regland, etc.

HELP MENU

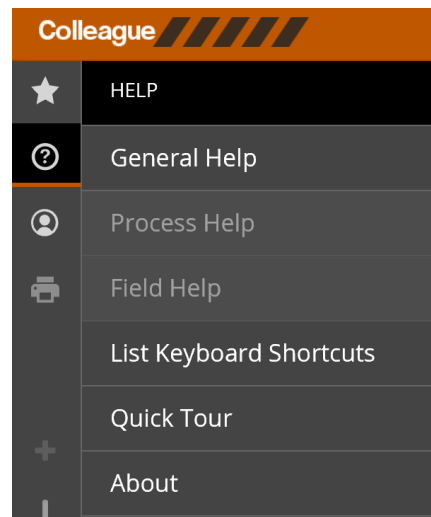
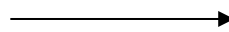
Help Menu  →

Field Help
Allows you to click in a field and then click on Field Help. →

Quick Tour
Provides a 7 ½ min video regarding Colleague →



Help for UI Keyboard Shortcuts



HELP MENU (Continued)


Field Help

To access Field help while working in a form, click in the field for which you would like help:

- Click on the Help icon  then click on **Field Help**.


Process Help

Process help provides you with an overall description of the purpose of the selected form. It does not provide detailed information about specific fields on a form. To access Process help from any location within a form,

- Click the Help icon  then click on **Process Help** on the drop down menu.

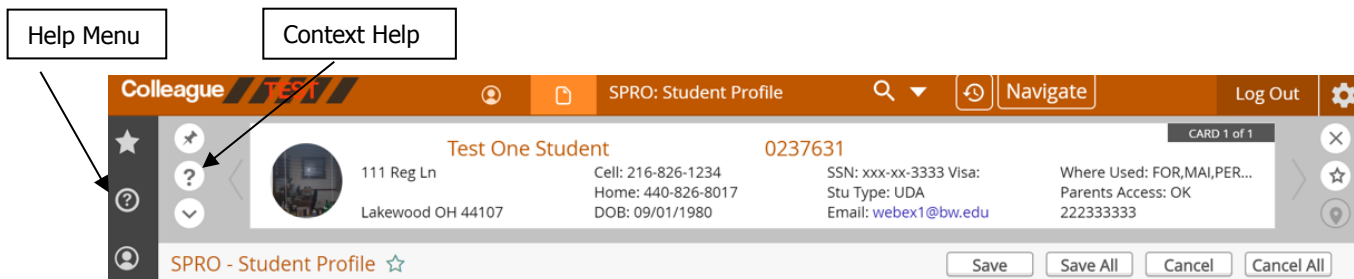
Application Help

Application help provides a document of the overall help for the Colleague User Interface.

- You can access it by clicking on the Help icon  then click on **About**.

Context Help

- Context help provides information on the Context area.



Date / Time / Login Stamp

On comment screens, you can enter a ***Date/Time/Login Stamp***.

Example: Go to the “SPRO” screen. Click on “Add'l Profile Data” detail button.

Click on the “Comment/Remarks” detail button.

Click on the detail button under “Type/”.

The screenshot shows the SPRO Student Remarks interface. At the top, there are navigation buttons: Save, Save All, Cancel, and Cancel All. Below that, a header bar displays 'Element Student Remarks' and 'Value 1/1'. A student profile summary is shown: Student, Ms. Test T., ID: 0237633, UDA, Berea OH 44136, Home: 123-456-7890. The main area contains a table with the following columns: Type/, Author, Reference, and Date. The first row has a '1' in the 'Type/' column, a dropdown menu, a text input field, a dropdown menu, and a date field containing '09/28/18'. The second row has a '2' in the 'Type/' column, a dropdown menu, a text input field, a dropdown menu, and an empty date field. An arrow points to the 'Type/' column header.

Click on the Timestamp button and

type your notes regarding your meeting with the student. Then click on Save button.

The screenshot shows a 'Student Remarks' dialog box. At the top right, there are icons for help (?) and close (X). Below the title bar, there are several buttons: Save, Cancel, Timestamp, Download, Find..., and Find Next. An arrow points to the 'Timestamp' button. Below the buttons is a large orange rectangular area. At the bottom, there is a text area containing the text: 'July 25 2017 11:10 AM Mardele A Hawley Met with Benjamin and confirmed his decision to change his major.'

STUDENT PROFILE

SPRO

Choose SPRO from the Navigation menu or type SPRO in the Form box.

Colleague // Student

FORM SEARCH RESULTS FOR: STUDENT Input Open

121	Student Packaging	SPKI	SI
122	Student Packaging Definition	SPCK	ST
123	Student Petitions	STPE	ST
124	Student Planning Related Programs for Fastest Path	SPRP	ST
125	Student Populations Parameters	CGRP	ST
126	Student Profile	SPRO	ST
127	Student Record Creation	AMF014_ELLUCIAN	ST
128	Student Record Creation	SRCR	ST
129	Student Registration Priority	SREP	ST
130	Student Registration by Date	SRBD	ST
131	Student Remarks	STRK	ST
132	Student Requests Print	STRQ	ST
133	Student Requisite Waivers Summary	SRWS	ST
134	Student SG Data	SSGD	ST

The Student Lookup Box will now appear. Enter the student's ID number or their name in the "Student LookUp" field and hit Enter or click on OK.

Student LookUp

Student LookUp

OK Cancel Finish Help

STUDENT PROFILE

Name Resolution

Colleague SPRO: Student Profile

SEARCH RESULTS FOR: PERSON

Combined Input: 1 Open

1	Test One Student ID: 0237631 Test	111 Reg Ln Lakewood OH 44107 Birth Last:	DOB: 09/01/1980 Source:	Visa: Stu Type: UDA FOR,MAI,PER,STU,APP,FIN
2	Test Three Student ID: 0237633	333 Reg Lane Berea OH 44136 Birth Last:	DOB: Source:	Visa: Stu Type: UDA FOR,MAI,PER,STU,FIN,APP
3	Test Two Student ID: 0237632	222 Reg Lane Berea OH 44136 Birth Last:	DOB: Source:	Visa: Stu Type: UEV MAI,STU,APP

+ Add 1 - 3 of 3 Open 0 Selected Select All

If more than one person matches the name you enter, you will get a Name Resolution screen.

You have three options to select your person:

- 1) Type the number of the person you want and hit the ENTER or
- 2) Double Click anywhere on that row or
- 3) Click once anywhere on that row and then click on the Open button
- 4) If you do not find the name or you need to leave the screen you can hit the exit icon .

STUDENT PROFILE

SPRO

Colleague TEST SPRO: Student Profile Log Out Settings

Test Three Student - 0237633 CARD 1 of 1

333 Reg Lane
Berea OH 44136

Cell:
Legal First: Test
DOB: 03/04/1999

SSN: xxx-xx-xx Visa:
Stu Type: UDA
Email: test3@bw.edu

Where Used: FOR,MAI,PER...
Parents Access:

SPRO - Student Profile Save Save All Cancel Cancel All

Change Address Change

Preferred Mailing Address

333 Reg Lane
Berea OH 44136

Preferred Residence

333 Reg Lane
Berea OH 44136

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 UL.HPEM	No	UG Un	Active	08/21/08	08/01/12	First Time F

Student Types/Date

1 UDA Undergraduate Day 06/21/06

Home Location

1 [] [] [] [] [] []

Advisors

1 [] [] [] [] [] []

Restrictions

1 [] [] RGRAD Registrar - Readmit Ap 02/22/08 [] []

Links

Directory/Privacy [] [] [] [] [] []

Terms [X] [] [] [] [] [] [] []

Transcripts [] [] [] [] [] [] [] []

Locator [X] [] [] [] [] [] [] []

Addl Profile Data [] [] [] [] [] [] [] []

Hiatus [] [] [] [] [] [] [] []

Demographics [X] [] [] [] [] [] [] []

The Student Profile – SPRO screen provides a lot of student information, i.e. addresses, Academic Programs, Student Types, Advisors, etc. It also has a lot of links to other screens that are very helpful to many users.

STUDENT PROFILE

Student Terms Summary - STRS

Colleague **TEST** SPRO: Student Profile Search Refresh Navigate Log Out Settings

Test Three Student - 0237633 CARD 1 of 1

333 Reg Lane Cell: SSN: xxx-xx-xx Visa: Where Used: FOR,MAI,PER...
 Berea OH 44136 Legal First: Test Stu Type: UDA Parents Access:
 DOB: 03/04/1999 Email: test3@bw.edu

SPRO - Student Profile Save Save All Cancel Cancel All

Change Address **Preferred Mailing Address** **Preferred Residence**

333 Reg Lane 333 Reg Lane
 Berea OH 44136 Berea OH 44136

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 ULHPEM	No	UG Un	Active	08/21/08	08/01/12	First Time F




Student Types/Date 1 UDA Undergraduate Day 06/21/06




Home Location 1 Start Dt End Dt

Advisors 1 Start Dt End Dt

Restrictions 1 RGRAD Registrar - Readmit Ap 02/22/08

Directory/Privacy

Terms  Locator  Hiatus 

Transcripts  Add Profile Data  Demographics 

You can Detail on any Field that has a Detail Icon to the right of it by clicking on the  icon.

Click on the Detail icon to the right of the field ‘Terms’ to go to the STRS - Term Summary Information screen.

STUDENT PROFILE

Student Terms Summary – STRS (Continued)

SPRO | STRS - Student Terms Summary ☆

Save Save All Cancel Cancel All

K < 1 of 1 > X Terms Value 1/10

Student, Ms. Test T. ID: 0237633 UDA
Berea OH 44136 Home: 123-456-7890

Acad Level UG Undergraduate

Terms	Reg Date	Term Stat	Reg Creds	Att Creds	Cmpl Creds	GPA Creds	Acad Load	Start Date	End Date
1	2009SP	X					Part	01/12/09	05/08/09
2	2008FA	X					Part	08/25/08	12/12/08
3	2008SU	X						05/27/08	07/27/08
4	2008SP	X						01/14/08	05/09/08
5	2007FA	X						08/27/07	12/14/07
6	2004FA	X					Part	08/23/04	12/10/04
7	2004SP	X					Part	01/12/04	05/07/04
8	2003FA	X					Part	08/25/03	12/12/03
9	2003SU	X					Full	05/19/03	08/08/03
10	2003SP	X						01/13/03	05/09/03
11									

You are now at the “STRS – Student Terms Summary” Screen for this student and you can see all the Terms this Student has attempted or completed, starting with the most recent term.

This is also available directly from the main menu using the STRS mnemonic.

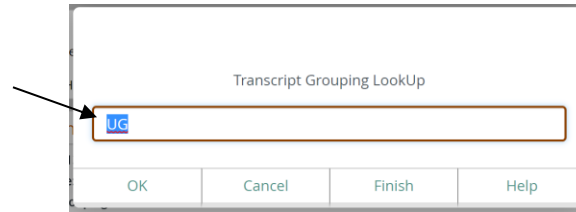
NOTE: There is one page of records for this sample student.
You can click on the next arrow to go to the next page.

K < 1 of 1 > X Terms Value 1/10

Click on the Cancel Icon to return to the “SPRO” Screen.

STUDENT PROFILE

Student Academic Transcript – STAT (Continued)



Enter UG for Undergraduate or GR for Graduate and hit Enter or click “OK”.

SPRO | STAT - Student Academic Transcript ☆ | Save Save All Cancel

Hawkins, Mr. Benjamin R. ID 0237631 UDAPAR:OK
 Berea OH 44017 Home: 440-555-3333
 Transcript Grouping : Undergraduate

1 of 2 Term Credits Value 1/7

Term Creds	Att	Cmpl	GPA	Cum Att	Cum Cmpl	Cum GPA
1	0.00	25.00	0.000	0.00	25.00	0.000
2 2016FA	14.00	14.00	4.000	14.00	39.00	4.000
3 2017SP	17.00	17.00	4.000	31.00	56.00	4.000
4 2017SU	2.00	2.00	4.000	33.00	58.00	4.000

Credit Type	Alt:Cum Att	Cum Cmpl	Cum GPA
1 Institutional	61.00	61.00	3.967
2 Transfer	0.00	9.00	0.000
3 Other	0.00	16.00	0.000
Totals	61.00	86.00	

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

GPA1/GPA2 X Academic Standing X

Once this student completes a term, there will be GPA information on this screen. Detail on a Term or Credit Type to see related courses and grades on the ACTD screen. This is also available directly from the main menu using the STAT mnemonic.

Click on the Cancel Icon Cancel to return to the “SPRO” Screen.

LOCATOR – LOCR

Benjamin Robert Hawki... 0237631

123 Main St
Berea OH 44017

Cell: 216-555-3333
Home: 440-555-3333
DOB: 01/31/1990

SSN: xxx-xx-3333 Visa:
Stu Type: UDA
Email: brhawkins14@mail...

Where Used: APP,FIN,MAI,...
Parents Access: OK

SPRO - Student Profile ☆

Change Address Preferred Mailing Address Preferred Residence

123 Main St 123 Main St

Berea OH 44017 Berea OH 44017

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 ULE.DUC	Yes	UG Un	Active	03/04/15	05/05/18	First Time F

Student Types/Date 1 UDA Undergraduate Day 04/30/14

Home Location	Start Dt	End Dt
1 BWC Inactive (Berea Campus)	01/17/14	
1 Dr. Susan M. Finelli	03/31/15	

Restrictions 1

Directory/Privacy

Terms Locator Hiatus

Transcripts Add Profile Data Demographics

Use Locator –LOCR to find a student for an emergency or for any reason. Click on the Detail icon to go to the Locator Screen.

NOTE: Some users have the ability to access LOCR from the Main Menu.

Enter date to locate the student

07/18/17

OK Cancel Finish Help

Colleague will default to today's date, but you can change the date, then click OK or hit Enter.

LOCATOR – LOCR (Continued)

NOTE: The listed courses are not in any order. Carefully find the correct course.

Click on the Emergency Contact/Health Info Detail Button. At the Menu Click 

If something were to happen to the student, you have an Emergency contact name and phone number to call on the “EMER – Emergency Information” Screen.

STUDENT PROFILE

Student Academic Program - SACP

Benjamin Robert Hawkins 0237631

123 Main St
Berea OH 44017

Cell: 216-555-3333
Home: 440-555-3333
DOB: 01/31/1990

SSN: xxx-xx-3333 Visa:
Stu Type: UDA
Email: brhawkins14@mail...

Where Used: APP,FIN,MAI...
Parents Access: OK

SPRO - Student Profile ☆

Change Address

Preferred Mailing Address
123 Main St
Berea OH 44017

Preferred Residence
123 Main St
Berea OH 44017

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 UL.EDUC	Yes	UG Un	Active	03/04/15	05/05/18	First Time F

Student Types/Date
1 UDA Undergraduate Day 04/30/14

Home Location	Start Dt	End Dt
1 BWC Inactive (Berea Campus)	01/17/14	


Advisors	Start Dt	End Dt
1 Dr. Susan M. Finelli	03/31/15	

Restrictions	Start Dt	End Dt
1		

Directory/Privacy

Terms Locator Hiatus

Transcripts Add Profile Data Demographics

Once you are back at the “SPRO” screen, you can view the Academic Program Information by clicking on the Detail Icon  to the right of the “Academic Program” field.

STUDENT PROFILE

Student Academic Program – SACP (Continued)

SPRO | SACP - Student Academic Program ☆ | Save Save All Cancel Cancel All

Hawkins, Mr. Benjamin R. ID 0237631 UDAPAR:OK
 Berea OH 44017 Home: 440-555-3333
 Acad Program : ULE.EDUC Early Childhood Education

Academic Lvl Class Lvl Acad Lvl Standing

Status/Dt/Opr

Location/Catalog

Admit Status

Dept/Div/School

Acad Standing/Dt

Start/End Dt Ant Cmpl Dt

Degree

CCDs	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="2"/>	<input type="text" value=""/>
Majors	<input type="text" value="1"/>	<input type="text" value="EDUC Early Childhood Ed"/>	<input type="text" value="2"/>	<input type="text" value=""/>
Minors	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="2"/>	<input type="text" value=""/>
Specializations	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="2"/>	<input type="text" value=""/>


Program Additions Advisors

DA Eval/Cust Counselors Printed Comments

Comments

You are now at the “SACP-Student Academic Program” screen showing the Academic Program details.

Only the primary Major information will show on this screen.

Click on the Detail icon  to the right of ‘Program Additions’ to look at the student’s additional academic information.

STUDENT PROFILE

Student Academic Program Additions - STPA

SPRO | SACP | STPA - Student Acad Program Addition ☆ | Save Save All Cancel

Hawkins, Mr. Benjamin R. ID 0237631 UDAPAR:OK
 Berea OH 44017 Home: 440-555-3333
 Acad Program : UL.EDUC Early Childhood Education

Catalog	2014 2014 Catalog		Start Dt	End Dt
Addnl CCDs	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Addnl Majors	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Addnl Minors	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Addnl Specs	1	LECG Early Childhood Generalist	03/23/16	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Honors Code	<input type="text"/>			
Custom Program Title	<input type="text"/>			

CCDs	1	<input type="text"/>	2	<input type="text"/>
Majors	1	EDUC Early Childhood Educ	2	<input type="text"/>
Minors	1	<input type="text"/>	2	<input type="text"/>
Specs	1	<input type="text"/>	2	<input type="text"/>

You are now at the “STPA-Student Academic Program Additions” screen showing additional Majors, Minors, and Specializations.

Click on the Cancel Icon Cancel to return to the “SACP” Screen.

STUDENT PROFILE

Student Advisor Listing – STAD

Benjamin Robert Hawki... ID 0237631

123 Main St
Berea OH 44017

Cell: 216-555-3333
Home: 440-555-3333
DOB: 01/31/1990

SSN: xxx-xx-3333 Visa:
Stu Type: UDA
Email: brhawkins14@mail...

Where Used: APP,FIN,MAJ,...
Parents Access: OK

SPRO - Student Profile

Change Address:

Preferred Mailing Address: 123 Main St, Berea OH 44017

Preferred Residence: 123 Main St, Berea OH 44017

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
1 ULE.EDUC	Yes	UG Un	Active	03/04/15	05/05/18	First Time F

Student Types/Date: 1 UDA Undergraduate Day 04/30/14


Home Location	Start Dt	End Dt
1 BWC Inactive (Berea Campus)	01/17/14	
1 Dr. Susan M. Finelli	03/31/15	

Restrictions: 1

Directory/Privacy: [Dropdown]

Terms: Locator: Hiatus:

Transcripts: Addl Profile Data: Demographics:

You can detail in on the Student's Advisors(s) by clicking on the Detail icon  to the right of the "Advisors" Field.

SPRO | FADT - Faculty Advisee Detail

Career Goals: No Values

Advisee: 0542538 Mr. Jonathon P. Smith

Career Goals: 1

Educational Goals: 1

Counselor/Type/Dt: 1 Dr. Mark S. Mattern 05/23/16

Start Date: 08/11/16

End Date: [Empty]

Type: [Dropdown]

Reg Release Date: [Empty]

Reg Release Time: [Empty]

Acad Program: [Dropdown]

Academic Level: [Dropdown]

Graduation Date: [Dropdown]

Registration/Info:

Student Term Info:

E-Mail:

Comments:

To go back to the Main Menu, you can click on the Cancel All Icon

COURSE AVAILABILITY

XCOI

SELECT A SPECIFIC COURSE

XCOI - Course Availability ☆ Save Save All Cancel Cancel All

Section LookUp Adding Value 2

Term (i.e. 1998FA) 2018FA Fall Semester 2018

Subjects

1	Any
2	
3	

Core Requirements

1	Any
2	
3	

Schedule Types

1	Any
2	
3	

Open Sections Only Yes Day of the Week Any

Course Start Time End Time

Courses

1	MTH-101-S01
2	
3	

Choose XCOI from the Navigation menu or type XCOI in the Form box.

Notice that the Term field has a **RED** border. This indicates a required field. Enter the term and hit Enter.

Move to the Courses field and type in the Course number you want to review.

Then click on the Save All icon .

COURSE AVAILABILITY -XCOI

Review the selected Course

The screenshot shows the XCOI Course Detail Screen for 'Math Model. & Quant. Analysis'. At the top right, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. An arrow points to the 'Cancel' button. The course details include: Course Title: Math Model. & Quant. Analysis, Course Number: MTH-101-S01, Instructor: Mr. John Domanski, and Credit Hours: 3.0. The 'Meetings' section shows a table with columns for Meeting Times and Classroom. The first meeting is on MWF from 01:00PM to 01:50PM, Lecture, in Math & Computer Science, with MACS*146. Below this is a table for Student Types and Levels. The 'Status' is 'Open', 'Cap/Rem' is '24/ 1', 'Day' is '20', 'Eve' is '1', 'Cns' is '2', 'Grd' is '0', 'Oth' is '0', 'Frs' is '14', 'Sop' is '4', 'Jr' is '3', 'Sr' is '2', 'Grd' is '0', and 'Oth' is '0'. The 'Core Requirements Fulfilled' section shows a list of requirements, with the first one being '(Catalog:All) Mathematics'. The 'Schedule Information' section shows 'Pre-requisites : Take 0 credits;'. An arrow points to the 'Cancel' button in the top right corner.

Meeting Times	Classroom
1 MWF 01:00PM 01:50PM Lecture	Math & Computer Science MACS*146
2	*
3	*

Status	Cap/Rem	Day	Eve	Cns	Grd	Oth	Frs	Sop	Jr	Sr	Grd	Oth
Open	24/ 1	20	1	2	0	0	14	4	3	2	0	0

Core Requirements Fulfilled: (Please scroll through to view entire list)
1 (Catalog:All) Mathematics
2
3
4

Schedule Information
1 Pre-requisites : Take 0 credits;

At the Course Detail Screen, you can review the details of this Course. You can see how many seats are remaining, you can see the breakdown of the Student Type, Classes, and Levels. You can see if there are any “Core Requirements” and/or “Pre-requisites”.

Click on the Cancel Icon to go back to the XCOI Screen and run another Course.

COURSE AVAILABILITY –XCOI

SELECT A SUBJECT

XCOI - Course Availability ☆

Save Save All Cancel Cancel All

Subjects Adding Value 2

Term (i.e. 1998FA) 2018FA Fall Semester 2018

Subjects

1	ENG English
2	...
3	...

Core Requirements

1	Any
2	...
3	...

Schedule Types

1	Any
2	...
3	...

Open Sections Only Yes

Day of the Week Any

Course Start Time

End Time

Courses

1	...
2	...
3	...

Type in the Term (Required Field, i.e. 2018FA)

Type in the Subject (i.e. MTH).

NOTE: If you don't remember the correct Subject, you can just enter the first letter like M and then three dots, i.e. M... and this will bring up a selection of subjects that begin with the letter you typed.

Type in any other Requirements you may have.

Click on the Save All icon to find the Courses you requested.

COURSE AVAILABILITY -XCOI

SELECT A SUBJECT














Select a Specific Course


XCOI | UNKNOWN - Course Selection Screen ☆

Save Save All Cancel Cancel All

K < 1 of 3 > X Course Summary Value 1/37

!=Core Course #=Freshman Course

	Flgs	Course No.	Cred	Meeting Time 1	Meeting Time 2	Cap/Rem
1	<input type="checkbox"/> 	ENG-111-S01	3.0	MWF	9:05-9:55	20/ 2
2	<input type="checkbox"/> 	ENG-111-S02	3.0	MWF	9:05-9:55	20/ 3
3	<input type="checkbox"/> 	ENG-111-S03	3.0	MWF	10:10-11:00	20/ 3
4	<input type="checkbox"/> 	ENG-111-S04	3.0	MWF	10:10-11:00	20/ 2
5	<input type="checkbox"/> 	ENG-111-S06	3.0	TTH	10:10-11:25	20/ 3
6	<input type="checkbox"/> 	ENG-111-S09	3.0	TTH	10:10-11:25	20/ 1
7	<input type="checkbox"/> 	ENG-111-S11	3.0	MWF	11:15-12:05	20/ 2
8	<input type="checkbox"/> 	ENG-111-S12	3.0	MWF	1:00-1:50PM	20/ 2
9	<input type="checkbox"/> 	ENG-111-S13	3.0	TTH	1:15-2:30PM	20/ 1
10	<input type="checkbox"/> 	ENG-111-S14	3.0	TTH	1:15-2:30PM	20/ 2
11	<input type="checkbox"/> 	ENG-125-S01	3.0	MWF	11:15-12:05	26/ 1
12	<input type="checkbox"/> 	ENG-129-B16	3.0	T	6:15-9:15PM	20/ 5
13	<input type="checkbox"/> 	ENG-129-BE1	3.0	T	6:15-9:15PM	6/ 6
14	<input type="checkbox"/> 	ENG-131-S02	3.0	TTH	8:00-9:15	15/ 1

You can click on the Detail Icon  to the right of a Course to see more information about the course.

To see additional Courses, click in one of the Course fields. A field will appear that allows you to move between pages.

K < 1 of 3 > X Course Summary Value 1/37

COURSE AVAILABILITY –XCOI

SELECT A SUBJECT

Review the Selected Course

The screenshot displays the XCOI Course Detail Screen for XSTI12 - Course Detail Screen. At the top, there are navigation buttons: Save, Save All, Cancel, and Cancel All. Below this is a header bar with 'Meetings' and 'Value 1/1'. The course details are as follows:

Course Title : College Composition	Course Number : ENG-111-S01
Instructor : Mr. Richard A. Peterson	Credit Hours : 3.0

Meeting Times

	Meeting Times	Classroom
1	MWF 09:05AM - 09:55AM Lecture	Marting Hall MART*211
2		*
3		*

Student Types

Status	Cap/Rem	Day	Eve	Cns	Grd	Oth	Frs	Sop	Jr	Sr	Grd	Oth
Open	20/ 2	17	0	1	0	0	17	0	1	0	0	0

Core Requirements Fulfilled: (Please scroll through to view entire list)

1	
2	
3	
4	

Schedule Information

1	Core Academic Skill: Critical Thinking
---	--

At the Course Detail Screen, you can review the details of this Course. You can see how many seats are remaining, you can see the breakdown of the Student Type, Classes, and Levels. You can see if there are any “Core Requirements” and/or “Pre-requisites”.

To go back just one Screen, click on the Cancel Icon .

To go back to the XCOI Screen, click on the Cancel All Icon .

COURSE SEATING INVENTORY

XCSI

XCSI - BW Course Seating Inventory ☆ Save Save All Cancel Cancel All

K < 1 of 1 > X Subjects No Values

Term 2018FA Fall Semester 2018

Start Date 08/20/2018 End Date 12/07/2018

Subjects to Include

1	MTH Mathematics
2	

Subjects to Exclude

1	
2	

Schedule Types to Include

1	
2	

Schedule Types to Exclude

1	F Field Experience
2	I Independent Study

Sections to Include

1	
2	

Sections to Exclude

1	
2	

Core Requirements to Include 1 Any

Open Sections Only? No

Academic Level UG Undergraduate

Section Status A Active

Include Student Type Counts..? Yes

Type XCSI in the Form box or choose XCSI from the Navigation menu.

The Term field has RED border and this means that it is a required field. Type in the term needed by typing the year then the first two letters of the Term. i.e., SP = Spring, SU = Summer, and FA = Fall.

Hit the Enter Key or Tab Key to move to the next field.

The Start Date and End Date will automatically populate.

COURSE SEATING INVENTORY

XCSI

XCSI - BW Course Seating Inventory ☆

Save Save All Cancel Cancel All

K < 1 of 1 > X

Subjects No Values

Term 2018FA Fall Semester 2018

Start Date 08/20/2018 End Date 12/07/2018

Subjects to Include

1	MTH Mathematics
2	

Subjects to Exclude

1	
2	

Schedule Types to Include

1	
2	

Schedule Types to Exclude

1	F Field Experience
2	I Independent Study

Sections to Include

1	
2	

Sections to Exclude

1	
2	

Core Requirements to Include 1 Any


Open Sections Only? No

Academic Level UG Undergraduate

Section Status A Active

Include Student Type Counts..? Yes

Options:

- 1) Leave the “Subjects to Include” and the “Sections to Include” blank if you want to run all the courses that are being offered for the term you entered.
- 2) Select one or more “Subjects” at one time by typing in the 3-Letter subject of by clicking on the drop down arrow  and selecting the subject you need.
- 3) Select one “Subject” and the specific “Section(s)” you need. (See above example)
- 4) You can choose to get a printed report or a download of the data.

Make sure the first time you run the Course Seating Inventory that “No” is in the “Additional Selection Criteria” field located at the bottom of the screen.

Click on the Save All icon  to run the report.

COURSE SEATING INVENTORY - XCSI

XCSI - BW Course Seating Inventory ☆

Peripheral : SETPTR.GREENBAR.265 Description : Greenbar Printer
Process : XCSI Description : Sort Course Sections by Name

Output Device: H Hold/Browse File Output

Printer: []

Form Name: []

Banner: []

Security: PB Public

Copies: 1

Defer Time: []

Other Options

1	NOEJECT	[]
2	NHEAD	[]
3		[]

Page Width: 132
Page Length: 60
Top Margin: 3
Bottom Margin: 3
Max Pages per PDF: []

Change the output device from P – Printer Spooler to H – Hold/Browse File Output.

Then click on Save All icon .

XCSI - BW Course Seating Inventory ☆

Job Description :
Job Statistics ID : XCSI_MHAWLEY_45050_18097

Execute in Background mode? No

Background Execution Type: []


Schedule Process to Run Next on [] after []

Schedule Process to Run Every/From [] [] []

Schedule Process on Weekdays only []

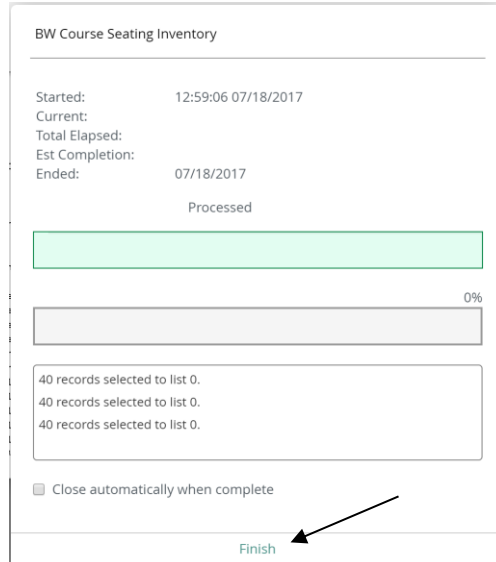
Schedule Process to Start After []

Stop Automatically Scheduling Process on []

Do not change anything on this screen, just click on Save All icon .

COURSE SEATING INVENTORY

XCSI



When the report completes, click  to continue.

Report Browser

⏪ < 1 of 2 > ⏩

Save As

Export PDF

Print Remote

Default Page View



? X

BALDWIN WALLACE UNIVERSITY
REGISTRATION SEAT INVENTORY FOR 2018FA

PAGE 1
14:54:22 09-28-18

!=Core Course *=Freshman Course

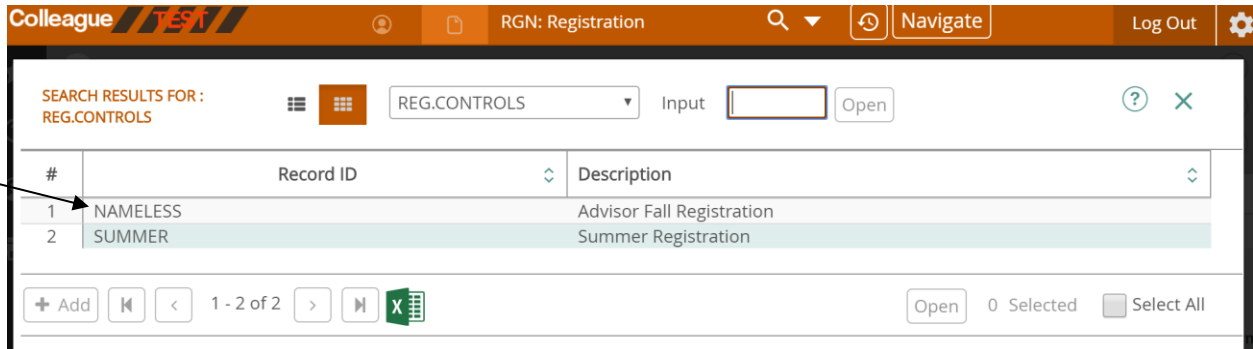
Scd	Pre	Start	End	Class	Class	Class	Class	DY	EW	NR	GR	St	St	St	St	Opn
Flg Course Sect... Loc Course Section Title....	Crđ req Instructor..	Time... Time...	Bldg. Room...	Days..	Cap..	Ct	Ct	Ct	Ct	Ct	Ct	Ct	Ct	Ct	Ct	Ct
MTH-021-S01	BWU Refresher Algebra	2 P. Slavik	09:05AM 09:55AM	MACS 171	MWF	40	34	1	0	0	0	5				
MTH-021-S02	BWU Refresher Algebra	2 M. Mathews	10:10AM 11:00AM	MACS 171	MWF	40	27	1	0	0	0	12				
MTH-021-S03	BWU Refresher Algebra	2 M. Mathews	10:10AM 11:25AM	MACS 171	TTH	40	35	0	0	0	0	5				
MTH-021-S04	BWU Refresher Algebra	2 M. Mathews	01:15PM 02:30PM	MACS 171	TTH	40	23	0	0	0	0	17				
MTH-021-S05	BWU Refresher Algebra	2 P. Slavik	03:10PM 04:00PM	MACS 171	MWF	40	12	0	0	0	0	28				
MTH-021-SE1	BWU Refresher Algebra	2 B. Aylward	06:15PM 08:45PM	MACS 171	T	24	2	5	0	0	0	17				
MTH-022-S01	BWU Refresher Algebra II	2 X P. Slavik	09:05AM 09:55AM	MACS 171	MWF	0	0	0	0	0	0	0				
MTH-022-S02	BWU Refresher Algebra II	2 X M. Mathews	10:10AM 11:00AM	MACS 171	MWF	0	0	0	0	0	0	0				
MTH-022-S03	BWU Refresher Algebra II	2 X M. Mathews	10:10AM 11:25AM	MACS 171	TTH	0	0	0	0	0	0	0				
MTH-022-S04	BWU Refresher Algebra II	2 X M. Mathews	01:15PM 02:30PM	MACS 171	TTH	0	0	0	0	0	0	0				
MTH-022-S05	BWU Refresher Algebra II	2 X P. Slavik	03:10PM 04:00PM	MACS 171	MWF	0	0	0	0	0	0	0				
MTH-022-SE1	BWU Refresher Algebra II	2 X B. Aylward	06:15PM 08:45PM	MACS 171	T	0	0	0	0	0	0	0				

- 1) You can either review the report,
- 2) You can Print the report and send it to your printer by clicking on ,
- 3) When you have completed what you need to do, click on the “Close” icon  and return to the Main Menu.
- 4) See Page 20 for more information regarding the Report Browser.

REGISTRATION

RGN

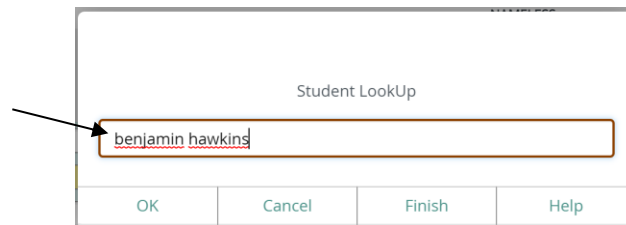
Select RGN from the Navigation menu or type RGN in the Form box.
Select the correct Term.



The screenshot shows the Colleague RGN: Registration interface. The top navigation bar includes the Colleague logo, a search icon, the text "RGN: Registration", a search dropdown, a "Navigate" button, and a "Log Out" button. Below the navigation bar, the search results are displayed for "REG.CONTROLS". The search results table has the following data:

#	Record ID	Description
1	NAMELESS	Advisor Fall Registration
2	SUMMER	Summer Registration

Below the table, there are navigation controls including "Add", "Previous", "1 - 2 of 2", "Next", and "Excel" icons. At the bottom right, there are buttons for "Open", "0 Selected", and "Select All".



The screenshot shows the "Student LookUp" dialog box. The search field contains the text "benjamin hawkins". Below the search field, there are four buttons: "OK", "Cancel", "Finish", and "Help".

The Student Look Up Box will now appear.

Type in the Student's Colleague ID Number or Name.

Then Hit the ENTER Key or click on "OK".

If more than one person matches the name you enter, you will get a name resolution screen.
Select the correct student.

REGISTRATION

ADD A COURSE

The screenshot shows the RGN - Registration interface. At the top, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below this, the user's name 'NAMELESS' is displayed. The main area contains a table of courses with columns for 'Section Name', 'Creds', 'CEUs', 'Stat', and 'Date'. The table has 8 rows. Row 5 contains 'EDU-348-S16 Read in Content Area' with 3.00 credits. Row 6 contains 'HPE-321-B01 Adapted Physical Activi' with 2.00 credits. Row 7 contains 'mth-13d'. Row 8 is blank. A 'Pass' button is located above the table. A 'Term Summary' table is located below the main table, with columns for 'Term', 'Level', 'Load', 'Creds', 'CEUs', and 'Status'. The first row of the Term Summary table shows '2017FA', 'Fall Semester 2017', 'UG', 'Full', '15.00', '0.00', and 'Registered'. At the bottom, there are checkboxes for 'Sched', 'Waitlist', 'Other Info', 'Billing', and 'Pay'.

Section Name	Creds	CEUs	Stat	Date
5 EDU-348-S16 Read in Content Area	3.00		N	08/21/17
08/21/17 12/08/17 WHEL 206 LEC M 06:15PM 08:45PM				
6 HPE-321-B01 Adapted Physical Activi	2.00		N	10/16/17
10/16/17 12/08/17 HIGG 204 LEC TTH 10:10AM 11:50AM				
7 mth-13d				
8				

Term Summary	Level	Load	Creds	CEUs	Status
1 2017FA	UG	Full	15.00	0.00	Registered
2					
3					

To go to the last Courses, click in one of the Course fields. A field will appear that allows you to move between pages.

The screenshot shows a navigation bar with the text 'Section Name' and 'Value 1/6'. To the right of the text are navigation icons: a left arrow, a right arrow, a double left arrow, a double right arrow, and a refresh icon.

Go to the last page. Click into the first blank course field and type in the Course the student needs to take.

Hit the ENTER key.

REGISTRATION

SEARCH RESULTS FOR : COURSE.SECTION.AVAILABILITY

COURSE.SECTIONS Input 2 Open

1	Section: MTH-136-S01 Term: 2017FA Days: Monday, Wednesday, Friday	Title: Appl College Math Status: Open Time: 08:00AM - 08:50AM	Instructor: S. Sikorski Location: Berea Campus Cap/Avail: 27/7
2	Section: MTH-136-S02 Term: 2017FA Days: Monday, Wednesday, Friday	Title: Appl College Math Status: Open Time: 09:05AM - 09:55AM	Instructor: D. Fedorchak Location: Berea Campus Cap/Avail: 27/2
3	Section: MTH-136-S03 Term: 2017FA Days: Tuesday, Thursday	Title: Appl College Math Status: Open Time: 10:10AM - 11:25AM	Instructor: S. Sikorski Location: Berea Campus Cap/Avail: 27/3
4	Section: MTH-136-S04 Term: 2017FA Days: Monday, Wednesday, Friday	Title: Appl College Math Status: Open Time: 11:15AM - 12:05PM	Instructor: D. Fedorchak Location: Berea Campus Cap/Avail: 27/5
5	Section: MTH-136-S05 Term: 2017FA Days: Monday, Wednesday, Friday	Title: Appl College Math Status: Open Time: 01:00PM - 01:50PM	Instructor: B. Aylward Location: Berea Campus Cap/Avail: 27/4
6	Section: MTH-136-S06 Term: 2017FA Days: Tuesday, Thursday	Title: Appl College Math Status: Open Time: 01:15PM - 02:30PM	Instructor: S. Sikorski Location: Berea Campus Cap/Avail: 27/3

+ Add 1 - 8 of 10 Open 0 Selected Select All

Now click in the box to the left of the Course you want to select,

then click on the Open icon to make your selection.

OR

Type the number listed to the left of the Course you want to select and hit Enter.

OR

If you do not find a course you want you can hit the Close icon .

This new course will be added into the blank row, unless there is a conflict with their schedule or if there is some reason they cannot take the course, like there is a prerequisite, etc.

REGISTRATION

RGN - Registration ☆ Save Save All Cancel Cancel All

NAMELESS

Date 07/18/17 Term 2017FA Pass Start

Section Name Value 7/7 2 of 2

	Section Name	Creds	CEUs	Stat	Date	Term
5	EDU-348-S16 Read in Content Area 08/21/17 12/08/17 WHEL 206 LEC M 06:15PM 08:45PM	3.00		N	08/21/17	2017
6	HPE-321-B01 Adapted Physical Activi 10/16/17 12/08/17 HIGG 204 LEC TTH 10:10AM 11:50AM	2.00		N	10/16/17	2017
7	MTH-136-S02 Appl College Math 08/21/17 12/08/17 MACS 146 LEC MWF 09:05AM 09:55AM	3.00		N	08/21/17	2017
8						

Term Summary	Level	Load	Creds	CEUs	Status
1 2017FA Fall Semester 2017	UG	Full	18.00	0.00	Registered
2					
3					

Sched Waitlist Other Info Billing Pay

To approve or modify the newly added course, click on the Detail button in the STAT Column.

You may type in the appropriate code for this student, or
 You may click on the drop-down arrow and select the appropriate code

Then click on the Save Icon to save your updates. Then click on “Update”.

Update record, Cancel record or Return to editing

REGISTRATION

A copy of the student's schedule will now pop up in a browser window where you can either view or print it as necessary.

Report Browser 1 of 1 Save As Export PDF Print Remote Full Page View ? X

Registration and Records ID Number: 07/18/2017
Baldwin Wallace University Name: Hawkins, Benjamin Robert
275 Eastland Road Stu. Type: Undergraduate Day
Berea, OH 44017-2088 Major: Early Childhood Education

Advisor: Dr. Susan M. Finelli

Mr. Benjamin R. Hawkins Address changes? Contact
123 Main St Registration: 440-826-2126
Berea OH 44017 Advisor/Major change? Contact
Advising (440-826-2188)

Fall Semester 2017 Class Schedule

Course	Instructor	Stat	Cred	Start - End Dates	Days	Meeting Times	Bldg/Room	Meth
EDU-337-S01	G. Christie	New	3.0	08/21/17 - 12/08/17	MWF	10:10AM 11:50A	WHEL 305	LEC
	Math Instruct	Early Child Edu			MWF	10:10AM 11:50A	TRA TRA	ELD

Once you are done, it will take you back to the start of RGN and it will ask you for another Student Name or ID.

RGN - Registration ☆ Save Save All Cancel

Date 07/18/17

Section Name

1

2

Stat

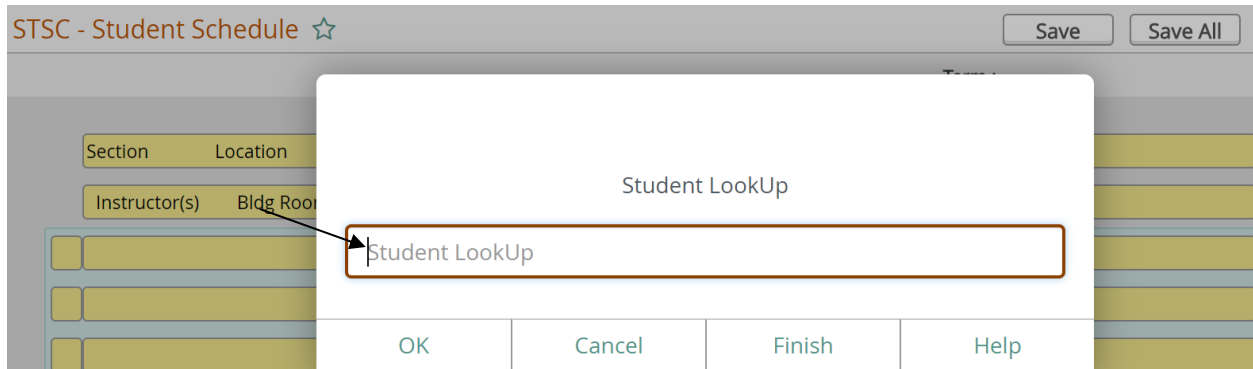
Student Lookup

Student Lookup

OK Cancel Finish Help

STUDENT SCHEDULE SCREEN

STSC

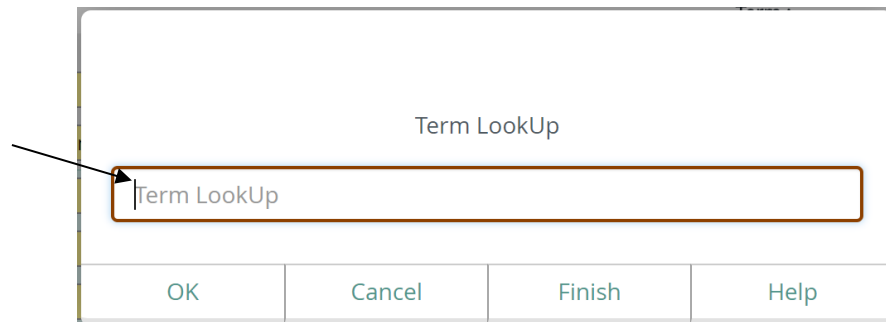


Choose STSC from the main menu.

Type in the Student's ID or Name.

NOTE: If you already have a student record up, you will just need to type in the Term, i.e. 2017FA, then hit Enter or click on "OK".

If more than one person matches the name you enter, you will get a name resolution screen. Select the proper student (see page 31).



Type the Term and then Hit Enter or click on "OK"

STUDENT SCHEDULE

STSC (Continued)

STSC - Student Schedule ☆ Save Save All Cancel

Student Schedule Value 1/9

Term: 2018FA

Section	Location	Status	Creds	Start/End Date	Term
AST-121-S02	Berea Campus	New	3.00	08/20/18 12/07/18	2018FA
A. Sgondea	TELF 217	LEC	M	06:15PM 08:45P	
PSY-281X-S01	Berea Campus	New	3.00	08/20/18 12/07/18	2018FA
Jennifer Perry	MC 214	LEC	MWF	10:10AM 11:00A	
PSY-463-S01	Berea Campus	New	4.00	08/20/18 12/07/18	2018FA
Debora Esty	MC 212	LEC	M	02:00PM 04:00P	

This will display the Courses for which this Student has registered for the specified Term.

NOTE: This student has 18 classes that they have registered for Fall 2018 so to see all of his classes you will have to click into a course field and then click on the right arrow.

Student Schedule Value 1/9

See above.

Click on the Cancel Icon to Cancel out of this Screen.

STUDENT SCHEDULE

SCHD – FOR ADMINISTRATIVE SPECIALISTS ONLY

SCHD - Student Schedule Print ☆ Save Save All

Students Value 1/1

Break on Term Yes

Footer Text

Saved List Name _____

Start/End Date _____

Terms 1 2018FA Fall Semester 2018

Reporting Terms 1 _____

Students 1 Benjamin R. Hawkins

Acad Programs 1 _____

Acad Levels 1 _____

Locations 1 _____

Acad Cred Status Incl 1 _____

Acad Cred Status Excl 1 _____

Mail Rules for Addnl Copies 1 _____

Addnl Selection Criteria No

The first time you run this report you will need to type in the above information. From then on it will remember what you have typed.

In the “Terms” field, type in the Term.

In the “Students” field, type in the Student’s ID or Name. You can enter up to 10 student IDs or Names at a time until the Silverlight issue is resolved.

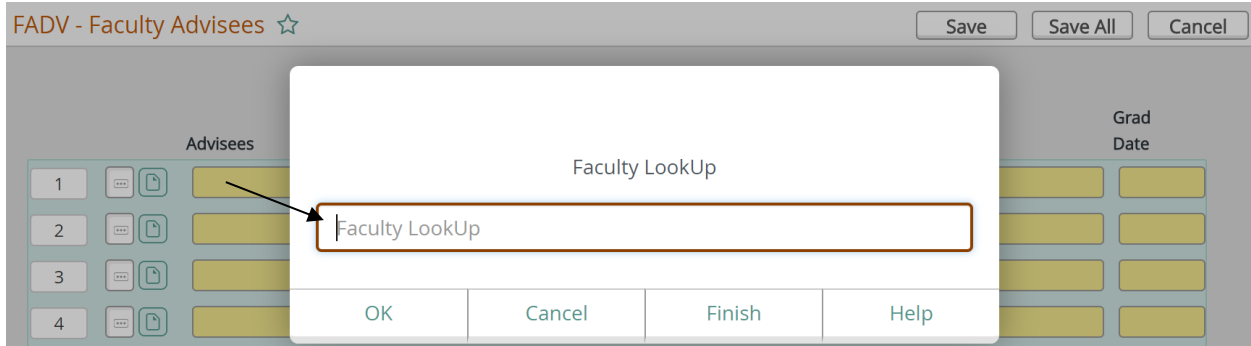
If more than one person matches the name you enter, you will get a name resolution screen. Select the proper student (see page 31).

Make sure the last field “Addnl Selection Criteria” has a “No” in it, if not please type it in.

FACULTY ADVISEES

0237631

FADV



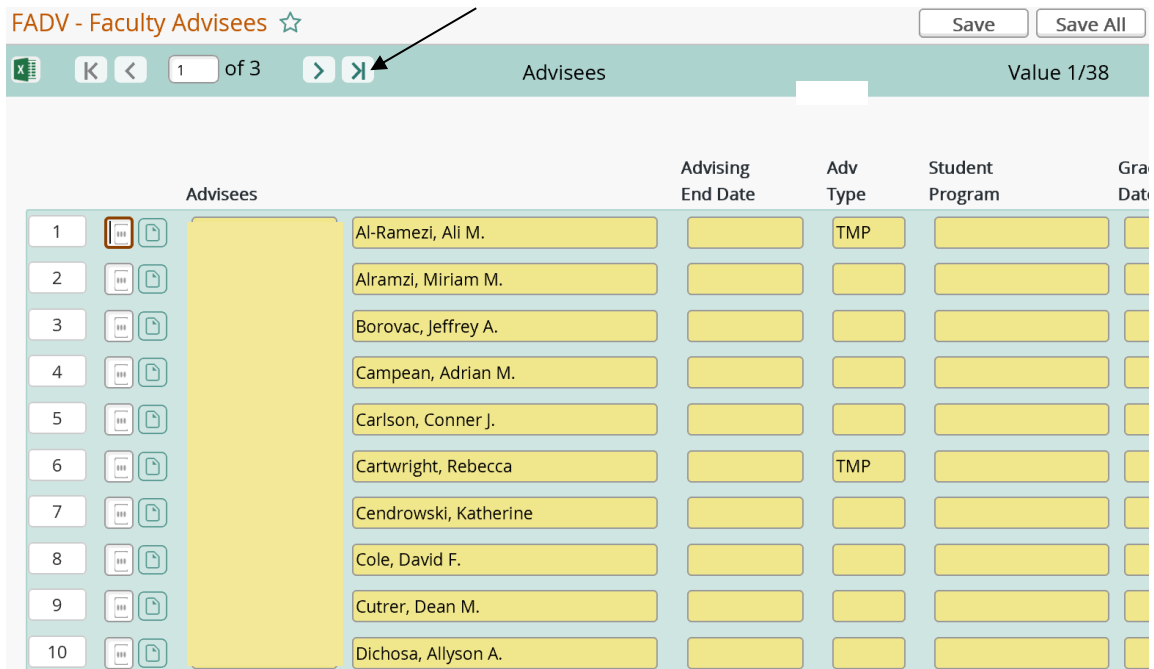
Select FADV from the Main menu.

The Faculty Look up box will now appear.

Enter the Faculty Person's Name or Colleague ID number.

Click "OK" or just Hit ENTER.

If more than one person matches the name you enter, you will get a name resolution screen. Select the proper person (see page 31).



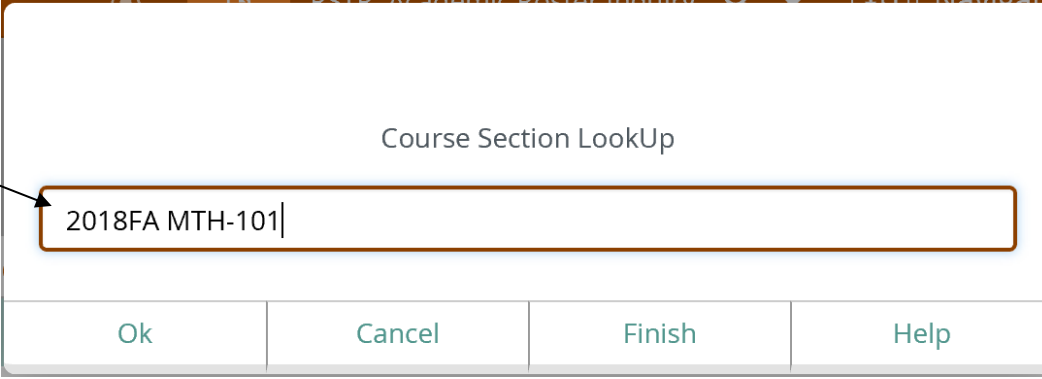
All of the advisees for this faculty member will now appear. This Faculty Advisor has 34 Advisees.

To go back to the Main Menu Screen, click on the Cancel All Icon.



ACADEMIC ROSTER INQUIRY

RSTR



Course Section LookUp

2018FA MTH-101

Ok Cancel Finish Help

Choose RSTR from the main menu.

Type in the Term and Course Number for which you need a Roster and hit Enter or click “OK”.

If more than one course matches what you entered, you will get a course resolution screen.

NOTE: For a printed copy of the roster you can run SROS.

ACADEMIC ROSTER INQUIRY (Cont...)

RSTR - Academic Roster Inquiry ☆ Save Save All Cancel

1 of 2 Name Value 1/24

Course : MTH 101 Section : S01 Status : A
 Title : Math Model. & Quant. Ana Synonym : Status Date : 02/14/18

Student	Course Status	Term Status	Pass/Audit	Repeat	Credits	CEUs
1 Anderson, Ashley G.	N	R			3.00	
2 Castilla, Chad M.	N	R			3.00	
3 Chaney, Colton C.	N	R			3.00	
4 Day, Amanda M.	N	R			3.00	
5 Evans, Zachary M.	N	R			3.00	
6 Fraley, Mary B.	N	R			3.00	
7 Hahn, Lance A.	N	R			3.00	
8 Hall, Makenzie R.	Y	R			3.00	
9 Hubbard, Marisa N.	N	R			3.00	
10 Martin, Marcus M.	N	R			3.00	

This is a good report to use to look at the students in a specific class. But we suggest that you use Informer to run a report of these students.

NOTE: There are 26 students in this class so to see all of the students you will have to click into a student field and then click on the right arrow.

1 of 2 Name Value 1/24

See above.

SECTION ROSTER INQUIRY

SRSI

Choose SRSI from the Main menu.

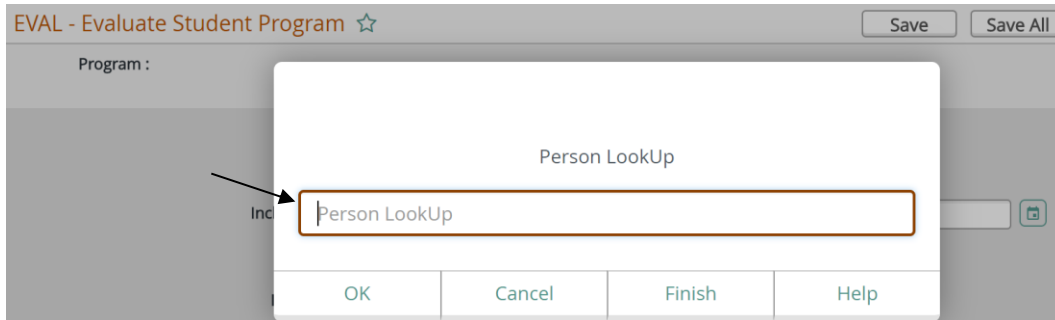
Type the Term and then the Course that you want to request. If more than one course matches what you entered, you will get a course resolution screen. (See page 31) Select the proper course.

Student	Home Loc	Stu Type	Special Needs	Creds	CEUs
1 Anderson, Ashley G.	BWU	UDA		3.00	
2 Castilla, Chad M.	BWU	UDA		3.00	
3 Chaney, Colton C.	BWU	UDA		3.00	
4 Day, Amanda M.	BWU	UDA		3.00	
5 Evans, Zachary M.	BWC	UDA		3.00	
6 Fraley, Mary B.	BWU	UDA		3.00	
7 Hahn, Lance A.	BWC	UCN		3.00	
8 Hall, Makenzie R.		UDA		3.00	
9 Hubbard, Marisa N.	BWU	UDA		3.00	

NOTE: There are 9 students in this class. To see the remaining students, click in a student's field and then click on the right arrow. See Above

EVALUATE STUDENT PROGRAM

EVAL

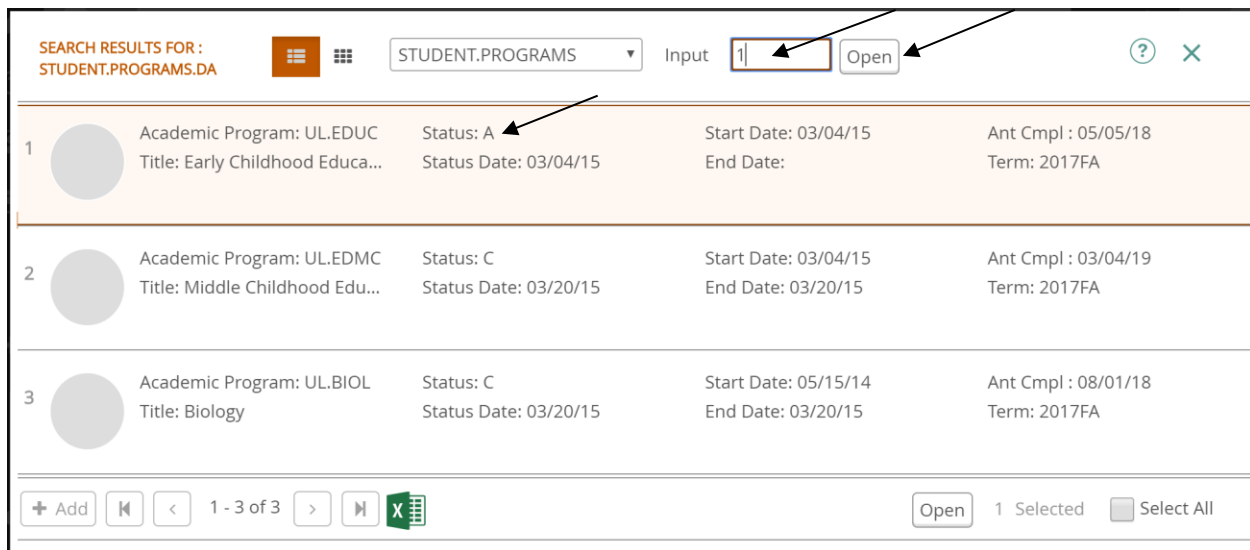


Choose EVAL from the Main menu.

The Student Lookup box will now appear.

Type in the Student's ID or Name then hit Enter or click on "OK"

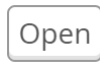
If more than one person matches the name you enter, you will get a name resolution screen. Select the proper person (see page 31).



If the student has changed their Academic Program this screen will appear. Select the Academic Program that is still active, in other words, the one that does not have an "End Date".

Type number of the Academic Program you want in the Select box and Hit the Enter Key

Or click on the box to the left of the Academic Program and then click on the Open Icon



EVALUATE STUDENT PROGRAM

EVAL

EVAL - Evaluate Student Program ☆

Program : Early Childhood Education
UL.EDUC

Catalog : 2014

Include Code/Cutoff Date: R Registered/Preregistered

Format: 2

Related Courses Policy: 1 Single-column Report, 2 Double-column Report, H HTML Report

Always Show Extra Courses:

Ignored Statuses:

1	W Withdrawn
2	D Dropped
3	X Deleted

Buttons: Save, Save All, Cancel, Cancel All

You have the option to print the Student Evaluation Report with a single column text, double-column text, or HTML (same as WebExpress). Double-column is the default.

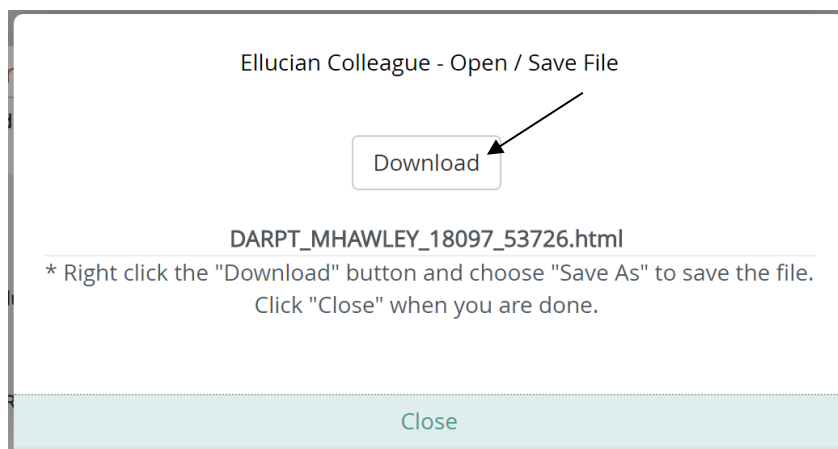
Now you may click on the Save All icon.

Save All

EVALUATE STUDENT PROGRAM

SAMPLE OF A HTML

Click on the Download button.



Baldwin Wallace University Academic Evaluation Report Date: 07/18/17					
Student: Mr. Benjamin R. Hawkins (0237631)					
Program:	Early Childhood Education (UL.EDUC)				
Catalog:	2014				
Anticipated Completion Date:	2018SP				
E-Mail Address:	brhawkins14@mail.bw.edu				
Advisor(s): S. Finelli					
ALEKS-111 Score:					
ALEKS-136 Score:					
Program Summary: (In Progress)					
	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	32.00	95.00	0.00	22.00	0.00
Institutional GPA:	2.000	3.783	Met		
Overall Credits:	124.00	107.00	17.00	22.00	0.00
Overall GPA:	2.000	3.783	Met		
(*) Anticipates completion of in-progress and registered courses					

EVALUATE STUDENT PROGRAM

EVAL

Report Browser

1 of 4

Save As Export PDF Print Remote Default Page View ? X

07/18/17 Baldwin Wallace Univer Page 1
Academic Evaluation - For Mr. Benjamin R. Hawkins (Stu ID)

Program: Early Childhood Education (UL.EDUC)
Catalog: 2014 Ant Completion Term: 2018SP E-Mail Address: brhawkins14@mail.bw.edu

Advisor(s): S. Finelli
ALEKS-111 Score:
ALEKS-136 Score:

Program Status: In Progress

	Required	Current Earned	Remaining	Anticipated(*)	Additional Remaining
INSTITUTIONAL					
Credits:	32.00	95.00	0.00	22.00	0.00
GPA....:			Met		
COMBINED					
Credits:	1		17.00	22.00	0.00
GPA....:			Met		

(*) Anticipates completion of in-progress and registered courses

Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity

C) 1: CORE: GENERAL EDUCATION REQUIREMENTS
Credits: 15.5
Complete all 5 subrequirements:

C) A: MATHEMATICS

- > Take MTH-135 or higher depending on major and minor.
- > Students should complete their math core requirement during their first two semester at BW if they meet the prerequisite upon entry, or within their first three semesters if the prerequisite must be completed first.
- > Students majoring in Mild/Moderate Educational Needs take MTH-111 & 112 for core. Students majoring in Early Childhood Education take MTH-111 & 113 for core.
- > Mild/Moderate and Early Childhood majors must complete Childhood majors take MTH-135 or higher (except those with a Math Concentration or the optional 4-6

C) D: PERSONAL WELLNESS

- > Take HPE-110W.
- HPE-110W Personal Wellnes 2015SP S 3

C) E: EXP LEARNING

- > Experiential Learning Requirement- This approved experience is required for graduation and should be completed within the students first 90 hours. The requirement may be fulfilled by ONE of the following:
 - > X OR E COURSE= Complete one experiential learning (X) exploration (E) designated course. OR
 - > SERVICE LEARNING= Complete two Service Learning (S) designated courses. OR
 - > EDUCATION STUDENTS= Take EDU-101X & EDU-103DX. OR
 - > INDIVIDUALLY DESIGNED EXPERIENCE= Student submits contract to the Academic Affairs Office prior to beginning the individually designed experience. The student is registered in EXP-300X and graded S upon submitting the EXP evaluation and successful completion of the approved experience.
- Credits: 5

C) EDUCATION STUDENTS


- EDU-103D Edu Child Spec N 2015FA A+ 2
- EDU-101X Intro Educ & Tea 2015FA A 3


I) 2: CORE: DISTRIBUTIVE REQUIREMENTS
Credits: 49
Complete all 8 subrequirements:

I) A: HUMANITIES

This is Page 1 of this Student's EVAL Report.
Use the scroll bars to view other parts of this page.

To see the next page of this Student's EVAL Report you can hit the "Page Down" button on your keyboard

You can click on the black "Next Page" Button at the top of this Screen. 

To print this EVAL Report just click on the "Export PDF" Button. 

To Exit click on the "Exit Browser" Button at the top right of your Screen. 

See Page 20 for more information regarding the Report Browser.

EVALUATE STUDENT PROGRAM

BATCH EVAL – BEVL

For Office Managers and Secretaries ONLY

Choose BEVL from the Main menu.

Note: The top of the screen is identical to the EVAL screen. The difference is that you have the ability to print many students at one time.

BEVL - Batch Academic Evaluation ☆

Save Save All Cancel Cancel All

Include R Registered/Preregistered

Report Format 2 Double-column Report

Related Courses Policy N Not Displayed

Always Show Extra Courses No

Ignored Statuses

- 1 W Withdrawn
- 2 D Dropped
- 3 X Deleted

Update Graduates file No

Saved List Name

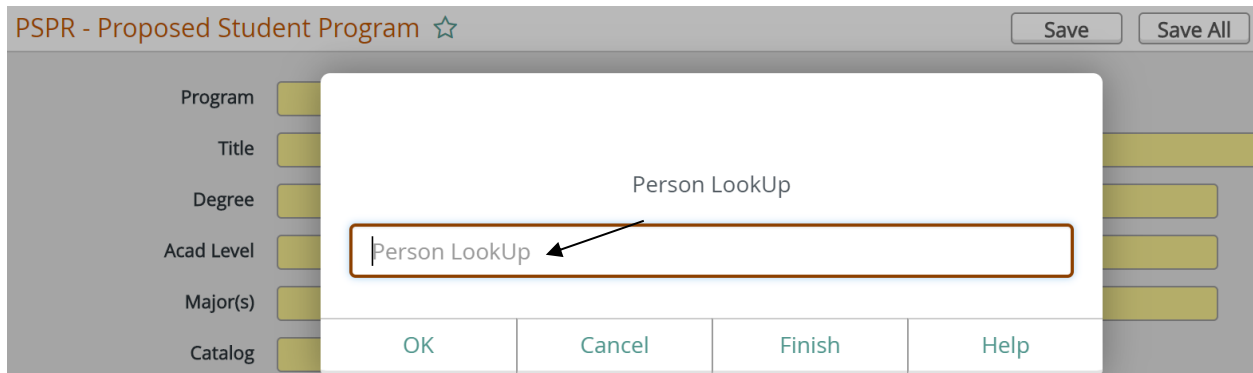
Student	Programs
1 Mr. Benjamin R. Hawkins	UL.EDUC
2 Ms. Sarah A. Smart	UL.HIST
3	
4	
5	
6	
7	

Additional Selection Criteria No

See the previous page for instructions on how to view and/or print the EVALs.

PROPOSED STUDENT PROGRAM

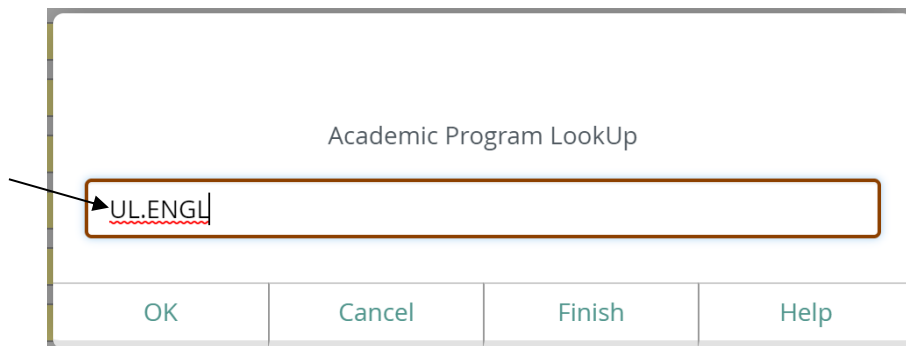
PSPR



Choose PSPR from the Main menu.

Enter the Student's Colleague ID or Name, then hit Enter or click on "OK".

If more than one person matches the name you enter, you will get a name resolution screen. Select the proper person (see page 31).



Enter the student's Proposed Academic Program, then hit Enter or click on "OK".

PROPOSED STUDENT PROGRAM

PSPR

SEARCH RESULTS FOR : CATALOGS

CATALOGS Input 5 Open

#	Catalog ID	Description
1	2018	2018 Catalog
2	2017	2017 Catalog
3	2016	2016 Catalog
4	2015	2015 Catalog
5	2014	2014 Catalog
6	2013	2013 Catalog
7	2012	2012 Catalog
8	2011	2011 Catalog
9	2010	2010 Catalog
10	2009	2009 Catalog
11	2008	2008 Catalog
12	2007	2007 Catalog
13	2006	2006 Catalog
14	2005	2005 Catalog
15	2004	2004 Catalog
16	2003	2003 Catalog
17	2002	2002 Catalog
18	2001	2001 Catalog
19	2000	2000 Catalog
20	1998	1998-2000 Catalog

+ Add 1 - 20 of 34 Open 1 Selected Select All

Double click on the row of the correct catalog year, or

Enter the number shown to the left of the Catalog you want to review and then hit the Enter Key or

Click on the row of the Catalog you want and then click on the Open Icon.

Open

PROPOSED STUDENT PROGRAM

PSPR

PSPR - Proposed Student Program ☆ Save Save All Cancel Cancel All

Program

Title

Degree Minor(s)

Acad Level Spec(s)

Major(s) CCD(s)

Catalog

Desc

Student Programs	Catalog	Status	Start Dt	End Dt	Changed By
1 <input type="text" value="UL.BIOL"/>	<input type="text" value="2014"/>	<input type="text" value="Changed Mi"/>	<input type="text" value="05/15/14"/>	<input type="text" value="03/20/15"/>	<input type="text" value="SFEE"/>
2 <input type="text" value="UL.EDUC"/>	<input type="text" value="2014"/>	<input type="text" value="Active"/>	<input type="text" value="03/04/15"/>	<input type="text"/>	<input type="text" value="MHAWLEY"/>
3 <input type="text" value="UL.EDMC"/>	<input type="text" value="2014"/>	<input type="text" value="Changed Mi"/>	<input type="text" value="03/04/15"/>	<input type="text" value="03/20/15"/>	<input type="text" value="SFEE"/>

Evaluate

Last Eval Date

Last Eval Status

Program Customization

Save Current Program Loc

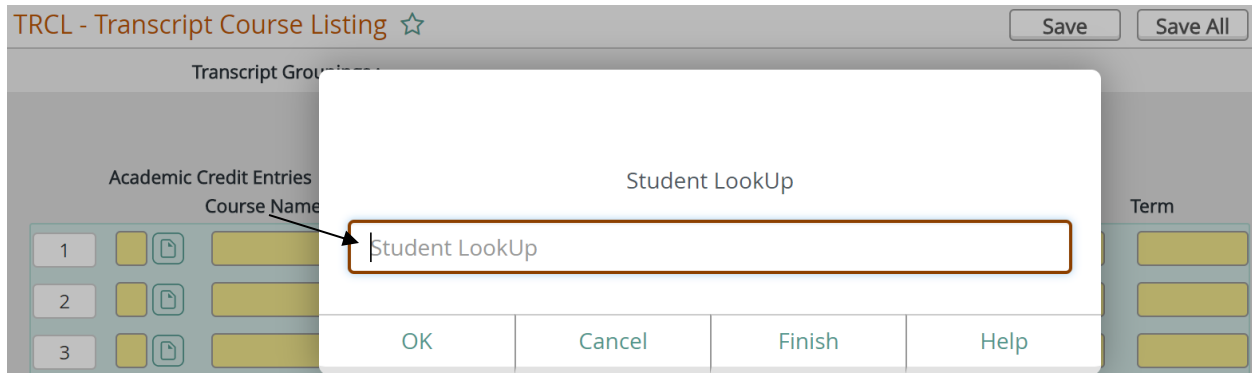
Detail on “Evaluate” to run a Program Evaluation for this academic program (see page 56).

Be sure to answer ‘**No**’ to “Save Current Program” when you are finished (this is the default, just do not change it).

NOTE: Any permanent program changes must be handled through the normal change procedures and processes with the Registrar.

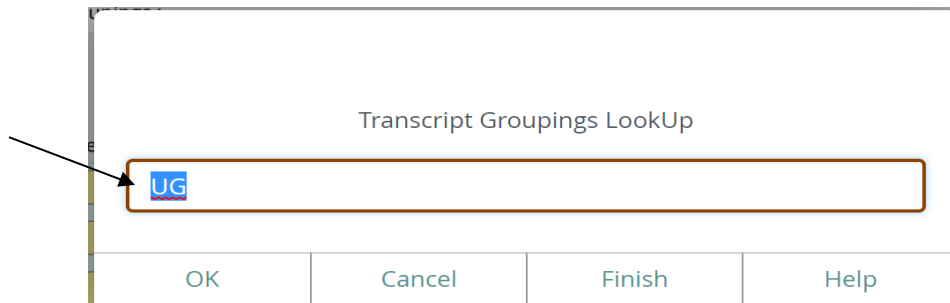
TRANSCRIPT COURSE LISTING

TRCL



Enter the student's Colleague ID or name and then hit Enter or click on "OK".

If more than one person matches the name you enter, you will get a name resolution screen. Select the proper person (see page 31).



Enter UG for Undergraduate or GR for Graduate, then hit Enter or click on OK.

The TRCL Screen will show all the grades for each course taken at BW.

TRANSCRIPT COURSE LISTING

TRCL

TRCL - Transcript Course Listing ☆ Save Save All

K < 1 of 4 > X Academic Credit Entries Value 1/45

Transcript Groupings : Undergraduate

Academic Credit Entries		Course Name	Sect	Grade	Cred Att	Cred Cmpl	Cred Calc	Term
1		PSY-100			0.00	3.00	0.00	
2		PHL-101			0.00	3.00	0.00	
3		ART-102I			0.00	3.00	0.00	
4		ENG-111			0.00	3.00	0.00	
5		ENG-131			0.00	3.00	0.00	
6		SOC-201			0.00	3.00	0.00	
7		ART-216F			0.00	3.00	0.00	
8		HIS-260			0.00	3.00	0.00	
9		GEN-ELE			0.00	4.50	0.00	
10		GEN-ELE			0.00	4.50	0.00	
11		GEN-ELE			0.00	4.50	0.00	
12		FLL-LAN			0.00	4.50	0.00	
13		BIO-110	S02		3.00	3.00	3.00	2002FA
14		MTH-136	S07		3.00	3.00	3.00	2002FA

NOTE: There are 45 courses that this student took, so to see the other courses you will have to click into a Course Name field and then click on the right arrow.

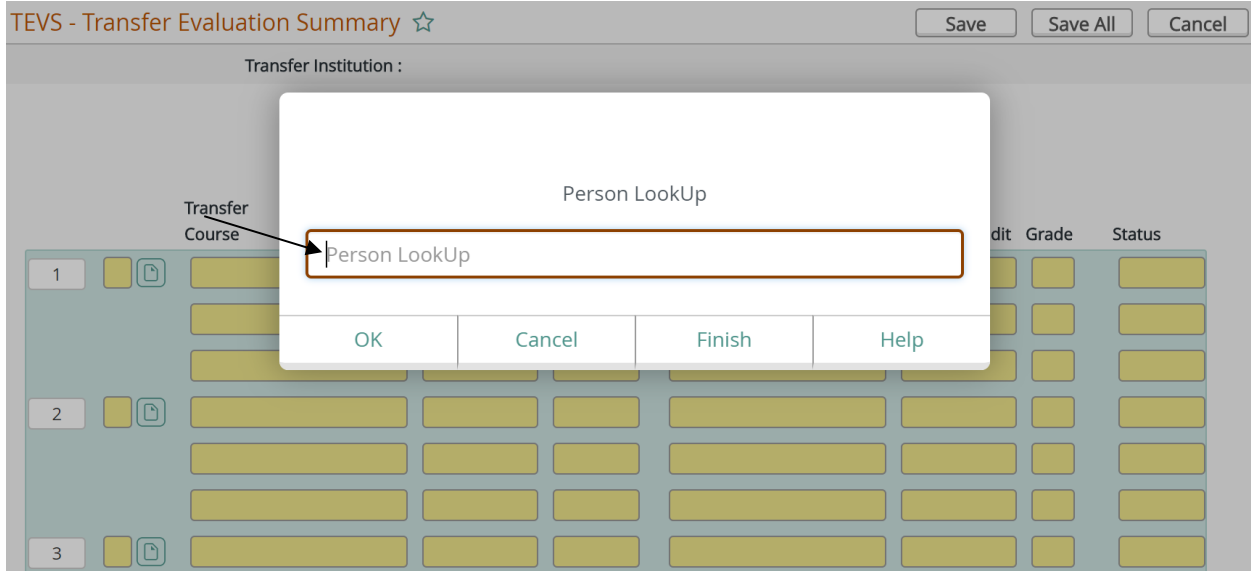
K < 1 of 4 > X Academic Credit Entries Value 1/45

See above.

Click on the Cancel All icon  to Cancel out of this Screen and go back to the Main menu.

TRANSFER EVALUATION SUMMARY

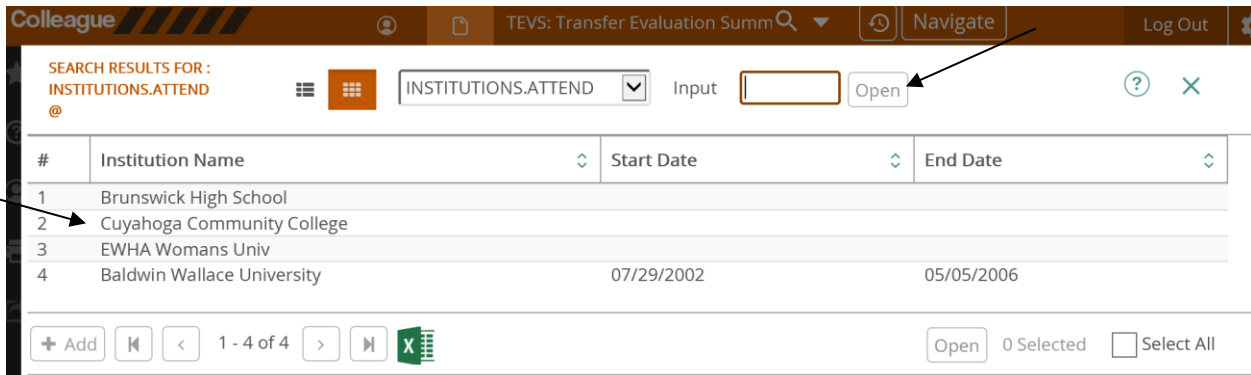
TEVS



Type TEVS at the Main menu or select it from the Navigation tab.
It is under ECT – External Courses & Transfers.

Enter the student’s Colleague ID or Name, then hit Enter or click “OK”.

If more than one person matches the name you enter, you will get a name resolution screen.
Select the proper person (see page 31).




Type the number of the Institution you would like to review in the Select # field and hit Enter or
Click in the row of the Institution and then click on the Open icon.

TRANSFER EVALUATION SUMMARY

TEVS

Transfer Course	Credit	Grade	Equivalent Course	Credit	Grade	Status
1 ENG 1010	3.00		ENG-111	3.00		Transf
2 PHIL 1010	3.00		PHL-101	3.00		Transf
3 PSY 1010	3.00		PSY-100	3.00		Transf

You can detail  into an individual Course for further information.


Transfer Course	Title	Credit	Gr	Cmpl Dt
1 ENG 1010	College Composition	3.00	C	12/14/01

Status	Equivalent Course	Title	Course Level	Credit	Gr Scheme	Gr
1	ENG-111	College Composi	100 100 Level	3.00000		
TR	TR Transfer Credi	UG Undergraduat	12/14/01			

You can click on the next arrow to look at the next page of courses.

Transfer Course	Credit	Grade	Equivalent Course	Credit	Grade	Status
1	3.00		ENG-111	3.00		Transf

See above.

When you have gotten the information you need, just click on the Cancel All button  to go back to the Main Menu.

TRANSFER EQUIVALENCY REPORT

TRER

TRER - Transfer Equivalency Report ☆ Save Save All

Print Equiv Desc Name/Address Hierarchy

Print Address No

Saved List Name

Applicants/Students

1	<input type="text" value="Mr. Benjamin R. Hawkins"/>
2	<input type="text"/>

Institutions

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

Equiv Courses

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

Statuses

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

Additional Selection Criteria No

Type TRER at the Main menu or select it from the Navigation tab.
It is under ECT – External Courses & Transfers.

Enter the student's Colleague ID or Name, then hit Enter or click "OK".
If you need to get transfer information on more than one student, you can enter the next student's ID or Name on line 2.

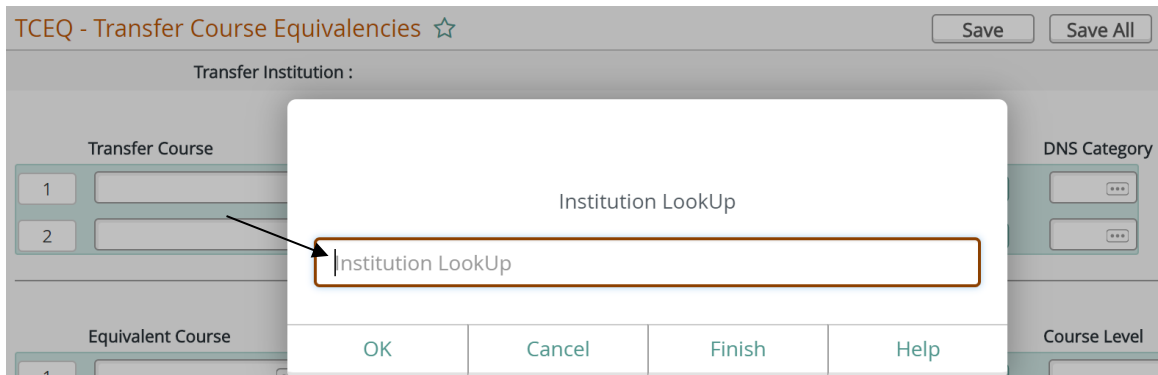
If more than one person matches the name you enter, you will get a name resolution screen.
Select the proper person (see page 31).

Click on the Save All icon to run this request.

See Page 20 for more information regarding using the Report Browser.

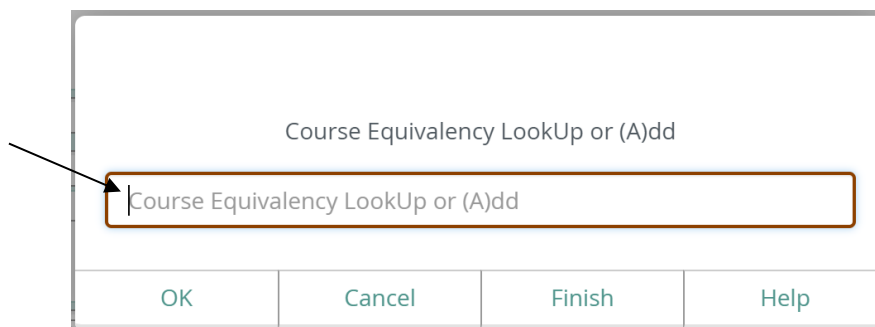
TRANSFER COURSE EQUIVALENCIES

TCEQ



Type TRER at the Main menu or select it from the Navigation tab.
It is under ECT – External Courses & Transfers.

Enter the Name of the Institution (Cuyahoga Community College) or its' Colleague ID Number, (7512) then hit Enter or click "OK".
If more than one institution matches the name you enter, you will get a name resolution screen.
Select the proper institution (see page 31).



Enter the Course name (ENG 1010) from the other institution, or ... (3 dots) to list all courses for this institution.

Then hit Enter or click on "OK".

TRANSFER COURSE EQUIVALENCIES

TCEQ

TCEQ - Transfer Course Equivalencies Save Save All Cancel

Transfer Course Value 1/1

Transfer Institution : 0007512 Cuyahoga Community College

Transfer Course	Title	Credit	DNS Category
1 ENG 1010	College Composition	3.00000	
2			

Equivalent Course	Title	Credit	Course Level
1 ENG-111	College Composition	3.00000	100100 Level
2			
3			

Credit	Subject	Course Level	Department
1			

Start Date: 08/01/70 Default Status: TR Transfer Equiv Eval

End Date: Description:

Acad Level: UG Under Acad Programs: 1

Credit Type: TR Trans Comments: 1

Grade Scheme: UG Undergrad

The BW equivalency information will display.

If you need to look at more than one course, you can click in the Transfer Course field and then click on the right arrow.

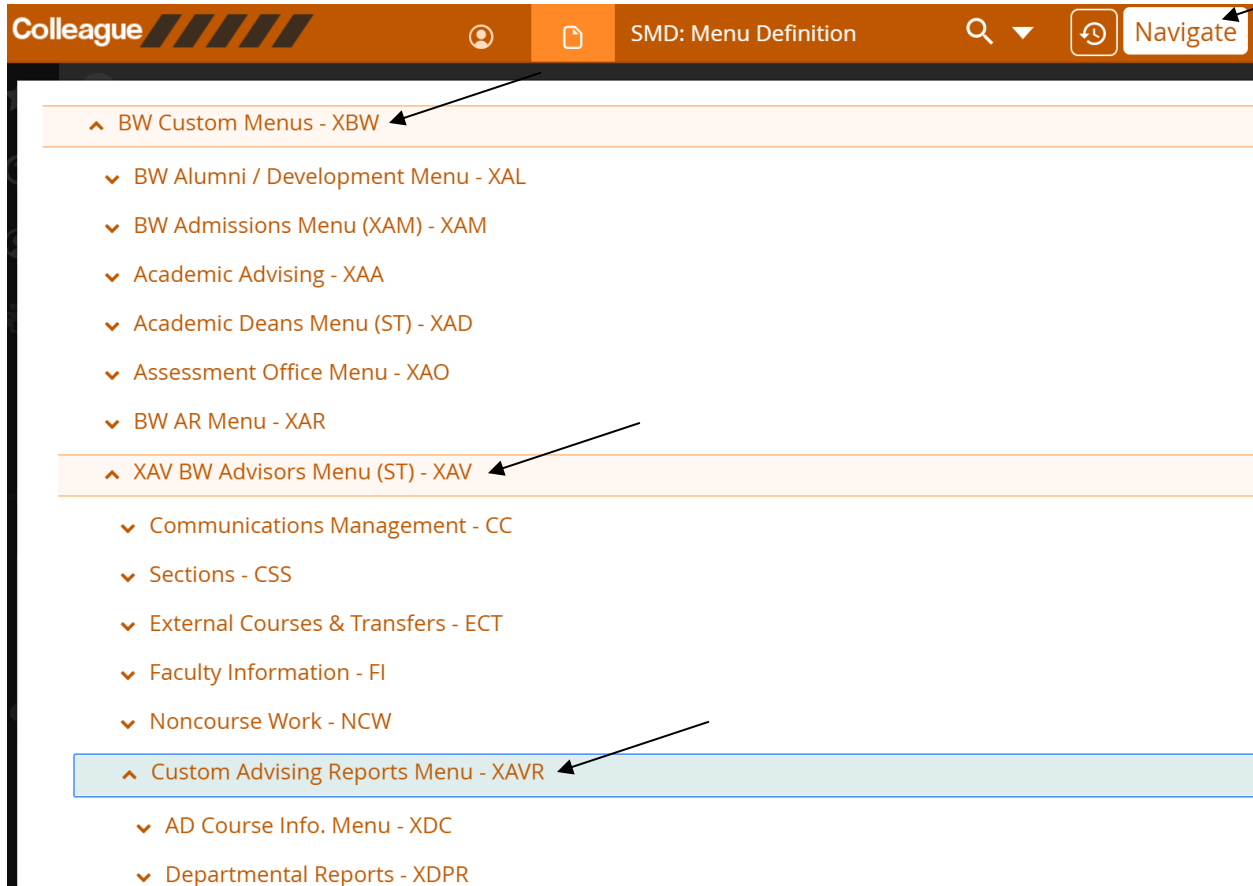
Transfer Course Value 1/1

Once you are done, click on the Cancel All icon Cancel All to back to the Main Menu.

CUSTOM ADVISING REPORTS

XAVR

The reports on this menu have been developed by BW to extract specific data for faculty and advisors.



Click on the Navigation tab and click on “BW Custom Menus – XBW”, then click on “XAV BW Advisors Menu (ST) – XAV, then click on “Custom Advising Reports Menu – XAVR.

You will see a list of custom reports that you can run.

ADVISEE INFORMATION REPORT

XADE

XADE - Advisee Information Report ☆

Save Save All

K < 1 of 1 > Faculty IDs Adding Value 2

Faculty ID

1	Dr. Jodi L. Tims
2	
3	
4	

Report or Download (R/D) R

Additional Criteria N

Download will create ADVDOWNLOAD.CSV on your network drive

Type XADE at the Main menu or click on XADE under XAVR in the Navigation Tab.

Enter at least one faculty ID or name in the Faculty ID field.

In the Report or Download field, enter “R” for a printed Report, or “D” for a downloaded file.

Make sure there is a “N” in the Additional Criteria field then click the Save All icon

Save All

XADE DOWNLOAD

If you decide to create a downloaded file for this report, the last line of the screen indicates that will find the file ADVDOWNLOAD.csv on your H:\ or network drive.