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**Jenzabar CX**

# Registration



**JENZABAR**

**User Guide**

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JENZABAR. INC.  
REGISTRATION USER GUIDE

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# SECTION 1 – GETTING STARTED

## Overview

### Introduction

Registration is a product developed by Jenzabar, Inc. that allows you to enter and maintain registration information.

### Product Differences

This guide contains information for using all features developed for the Registration product. Your institution may or may not have all the features documented in this guide.

### Purpose of This Guide

This guide serves as a learning tool and a reference guide for adding, updating, and deleting registration information.

### Intended Audience

This guide is for menu users in the Registration office who perform data entry operations. Menu users include the application coordinator, administrative assistants, and operators.

### Learning Objectives

Using this guide, you will be able to:

- Select a student for registration
- Add a student to a course
- Drop and withdraw a student from a course
- Administratively void a course
- Maintain course enrollment and student registration information

### How to Use This Guide

If you are not familiar with how your institution maintains its registration information, read this guide for detailed information about how to use Registration.

If you are familiar with how your institution maintains this information and need information in a particular area of CX, review the table of contents or index; then refer to the pages you need.

### Structure of Jenzabar CX User Guides

CX user guides contain the following sections:

- Section 1 - An overview of general information
- Section 2 - A reference of the screens, fields, and commands for the application
- Sections 3 - 22 - Detailed procedures for using the application
- Section 23 - A procedure for producing reports and report reference information
- Section 24 - New features (e.g., the Academic Permission feature)
- Section 25- A reference of application error and warning messages
- Index

## Other Information Resources

### Introduction

This user guide contains information about the screens, options, and procedures that are specific to Registration. However, some of these may be used in other CX products. Documentation for these common features appears in the manuals or guides to which they most specifically relate.

### Resource List

The following provides references to other CX documentation for certain functions, screens, and options that are not described in this user guide.

<b><i>For more information about:</i></b>	<b><i>See:</i></b>
Registration reports Right-to-Know	<i>CX System Reference Technical Manual</i>
Online Registration screen flow diagram	
Common procedures Creating Contact records Creating contact resources Creating residence hall no show lists Displaying a class list on the screen Moving graduates to alumni Using the Forms Production System Viewing, updating, adding holds	<i>Communications Management User Guide</i> <i>Communications Management User Guide</i> <i>Student Affairs User Guide</i> <i>Grading User Guide</i>  <i>Getting Started User Guide</i> <i>Getting Started User Guide</i>
Common screens Contact Range Create Enrollment Data Create Enrollment Data – By Date Only Create Enrollment Data – Summary Create Enrollment Data - Traditional Create Program Enrollment Data Entry - Church Form Data Entry - Parent Form Data Entry - School Form Display A Class List - Grade Entry Parameters ID Query SAP Action Process SAP Compliance Process Select SAP IDs	<i>Financial Aid User Guide</i> <i>Accelerated Degree User Guide</i> <i>Accelerated Degree User Guide</i>  <i>Accelerated Degree User Guide</i> <i>Accelerated Degree User Guide</i> <i>Recruiting and Admissions User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Grading User Guide</i>  <i>Getting Started User Guide</i> <i>Financial Aid User Guide</i> <i>Financial Aid User Guide</i> <i>Financial Aid User Guide</i>
Common windows Holds ID Type/Associated Records	<i>Getting Started User Guide</i>
Communications management Print SDS Forms screen Producing letters	<i>Communications Management User Guide</i>
Detail windows Accomplishments Contacts Education	<i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i>



Employment/Work First Relationship GPA/Session GPA Totals Grade Message Holds Interests Involvements Other/Alternate Address Other Name Program Enrollment Residence Hall SAP Criteria Tests/Exams	<i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Student Affairs User Guide</i> <i>Student Affairs User Guide</i> <i>Student Affairs User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Getting Started User Guide</i> <i>Student Affairs User Guide</i> <i>Financial Aid Need Analysis User Guide</i> <i>Getting Started User Guide</i>
CX menus and menu options	<i>Getting Started User Guide</i>
CX universal commands: Help ID-type Query Scroll Table Lookup	<i>Getting Started User Guide</i>
PERFORM screens: Common commands General description Ring menus	<i>Getting Started User Guide</i>
Program screens: Common commands General description Toolbars	<i>Getting Started User Guide</i>
Query tools	<i>Getting Started User Guide</i>
QuickMate	<i>QuickMate Installation Guide</i> and QuickMate online help
Reporting tools	<i>Getting Started User Guide</i>
Registration tables and table maintenance	<i>Registrar: Tables and Table Reports</i>
Terminology	<i>Master Glossary</i>

### Menus and Menu Options

Menus are not illustrated in CX documentation because they may have been modified by your institution. For information about what menus you can access, as well as the menu options available from them, refer to the section, Using the Menus, in the *Getting Started User Guide*.

# Before You Begin Registration

## Introduction

This section provides the following:

- A checklist of information you need to know and tasks you need to perform before using Registration
- Background knowledge you must possess to use Registration
- A summary of the Registration process

## Purpose of Registration

The primary purpose of Registration is to enable you to register students for courses, and to add and drop students from courses.

## Prerequisite Tasks

Use the following checklist to ensure that you have reviewed all required tasks before you begin using Registration:

- Identify the specific session(s) for which you are entering Registration information
- Identify the specific catalog(s) for which you are entering Registration information

## Background Knowledge

This list describes the necessary background information that you should know.

### Authorized personnel

Know answers to the following questions:

- Who is authorized to change Registration information?
- Who is authorized to access online Registration information?

### Important dates

Know when the following occur:

- Registration
- Open registration
- Late registration
- Drop dates
- Withdrawal dates

### Registration policies and procedures

Know answers to the following questions:

- Does your institution assess add fees, drop fees, or other registration fees?
- Which office at your institution is in charge of handling student accounts? (Contact this office when you have questions about which codes to apply to courses requiring special fees.)
- Does your institution register graduate students in undergraduate courses or register undergraduates in graduate courses?

## Reporting Tools

Jenzabar, Inc. provides several solutions to serve Registration reporting needs. In addition to standard reports located on the Registration menus, your institution can choose from a variety of reporting tools. The reporting tools are as follows:

### ACE Reports

The standard reports located in the CX menu system. You can access and run ACE reports from the menus to which they relate. For example, standard Registration reports appear on the Registrar: Reports menu.

The initial screen that appears when you select a report prompts you to enter any required parameters for producing it. For example, to produce the Cohort Status Summary report, you select Registrar from the Student Management: Main menu, then Reports, External Agencies, Right to Know, enter the password, then select Cohort Status Summary. The Cohort Status Summary screen appears with the cursor in the Session field. Enter the parameters you want to set in each of the fields on the screen, then select **Finish**. The Output Parameters and Scheduling window appears. Complete the fields on the window, then select **Finish**. CX is scheduled to produce the report according to the parameters you specified.

**Note:** For more information on running ACE reports, see *Producing Standard and Customized Reports* in the *Getting Started User Guide*.

### **Impromptu®**

A PC/Windows-based reporting tool intended for technical users. Using Impromptu and the CX ODBC driver, you can access CX data to produce reports. Impromptu organizes reporting information in *catalogs*. Jenzabar, Inc. has created catalogs for Admissions, Financial Aid, Institutional Advancement, and Registration.

**Note:** For more information on using Impromptu, see the online help provided with the product.

### **PowerPlay®**

A PC/Windows-based executive and management data analysis tool. Using static data files downloaded from CX, you can use PowerPlay to display and analyze data in a graphical, multilevel, drill-down structure.

**Note:** For more information on using PowerPlay, see the online help provided with the product.

### **Prism**

A PC/Windows-based reporting tool intended for nontechnical users. Using Prism and the CX ODBC driver, you can access CX data to produce reports. Prism contains specific information lookup and retrieval windows for Registration.

**Note:** For more information on using Prism, see the online help provided with the product.

## **Registration Process**

This list describes the overall process involved in using Registration:

**Note:** The process shown below is an example and is not intended as policy guidance. Your institution's Registration process may vary.

1. Complete the fields on the Online Registration - Registration Initialization screen.
2. Enter a student's identification number (or query to locate an identification number) to access a student's registration information using the Online Registration screen.
3. Select the Course Options command to maintain course enrollment information or select the Registration Options command to maintain student registration information.
4. Save the student's registration information.

# Conventions Used in This Guide

## Introduction

Jenzabar, Inc. has established a set of conventions to help you use this guide. The conventions presented below are not exhaustive, but they include the more frequently used styles and terms.

## Style Conventions

CX guides observe the following style conventions:

### **Boldface type**

Represents text that you type into the system (e.g., Type **UNDG**), command names (e.g., **Finish**), or keys you use to execute a command or function (e.g., **<Enter>**).

### **Bulleted lists**

Show items not ranked or without a sequential performance.

### **CAUTION:**

Indicates a caution or warning of a potential risk or condition.

### **<Enter>**

Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

### **Italic type**

Is used in any of these ways:

- To represent a new or key term
- To add emphasis to a word
- To reference another manual or a section within this guide
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate filename)

### **<Key name>**

Represents a key that you must press.

### **Note:**

Indicates a note, tip, hint, or additional information.

### **Numbered lists**

Show ranking of items or sequence of performance.

### **Parentheses**

When used around a field name, indicate the field is unlabeled. The field description includes the location of the field.

### **Quotation marks**

Represent information written in this guide exactly as it appears on the screen.

**Example:** The message, "Now Running..." appears.

## Jenzabar CX-Specific Terms

Some terms used in this guide may be unfamiliar to you, either because they are terms you have not used before or because Jenzabar, Inc. has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common CX-specific terms:

### **Application**

One or more software programs that enable you to perform a particular procedure (e.g., registering students).

### **Data**

Specific information you enter into fields on a particular data entry screen.

**Enter**

To type information on a keyboard and execute by doing one of the following actions:

- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**

**F key**

Any of the function keys located on your keyboard (e.g., **<F1>**).

**Hot key**

The capitalized and highlighted letter of a command on a command line, menu bar, or ring menu.

**ID**

The number assigned to each student or organization associated with your institution (e.g., 12345).

**Parameter**

A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

**Select**

To execute a command by any of the following actions:

- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing **<Enter>**
- Clicking the mouse

**System**

The Jenzabar, Inc. product, CX.

**Keystrokes**

When you see two keys separated by a dash, (e.g., **<Ctrl-c>**), hold down the first key (**<Ctrl>**) while pressing the second (**<c>**).



## SECTION 2 – USING THE REGISTRATION SCREENS

### Overview

#### Introduction

This section shows each screen and window you use in Registration and provides explanations for each of their fields. This section also provides a reference of the commands and options you use to perform procedures in Registration. These include such major procedures as registering a student. They also include simpler but important procedures such as viewing financial aid.

Refer to this section when you have questions about a specific field or command, or when you are performing procedures associated with Registration.

#### Organization

The screens, windows, fields, and commands are listed in alphabetical order (unless otherwise noted) so you can locate the information quickly.

#### Screen Differences

The screen and window examples in this section represent those contained in the CX standard product in GUI format unless otherwise noted. Screen examples show question marks (?) for the Table Lookup option where space permits. If your institution changes these screens and windows to meet its specific needs, yours will differ from those shown in this section. Your screens and windows will also look different if you use CX in character-based format.

#### Privacy Code Feature

Some screens in the Registration product contain the Privacy code feature. The Privacy code indicates the field or group of fields containing information that a student does not want released. These fields appear in reverse video in the screen. Examples of Privacy codes are:

- ADDR - Address fields
- BRTH - Birthdate fields
- PHONE - Telephone fields

**Note:** When you enter a Privacy code in a student's record using the Data Entry - Student Data Form screen, the fields containing privacy information in the student's record appear in reverse video in every form screen of Student Entry. See the *CX System Reference* for additional information about how to use this feature.

# Advisement Holds Screen

## Purpose

The Advisement Holds screen enables you to add advisory holds based on the current number of hours taken by the student.

**Note:** Only those students whose admitted session and year is on or after that specified and who earn no more than the specified hours will be selected.

## Access

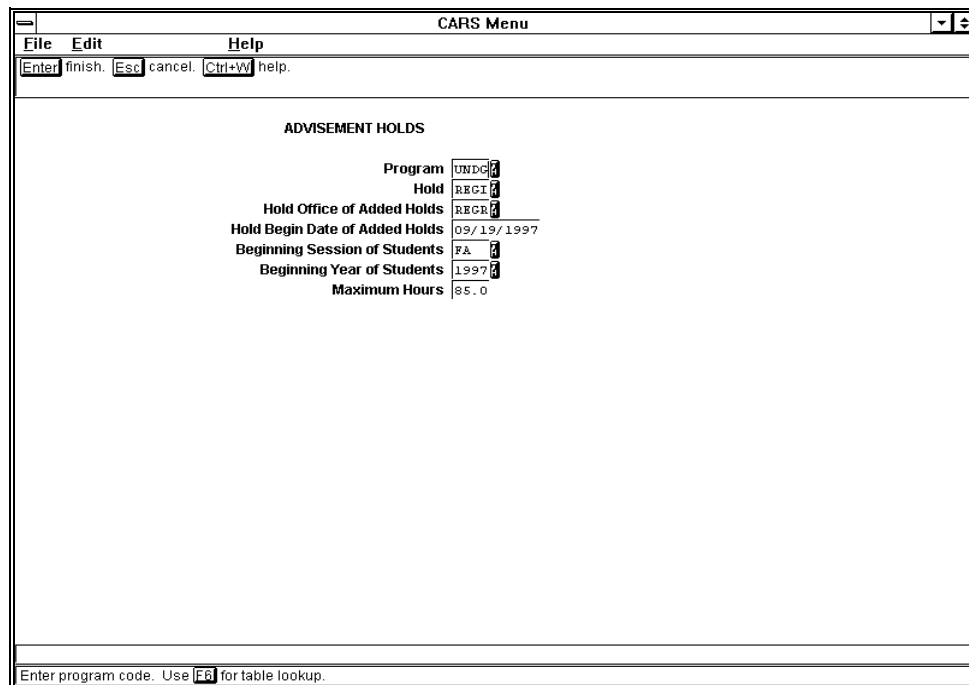
Access the Advisement Holds screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Session Processing, then enter the password
3. Holds Processing
4. Advisement Holds

**Note:** Other access paths can exist.

## Example

Following is an example of the Advisement Holds screen.



ADVISEMENT HOLDS	
Program	UNDG
Hold	RECT
Hold Office of Added Holds	RECR
Hold Begin Date of Added Holds	09/19/1997
Beginning Session of Students	FA
Beginning Year of Students	1997
Maximum Hours	85.0

## Fields

The following list describes the fields that appear on the Advisement Holds screen.

### Beginning Session of Students

The beginning admission session of the students (e.g., FA).

### Beginning Year of Students



The beginning admission year of the students (e.g., 1997).

**Hold**

The hold code (e.g., REGI).

**Hold Begin Date of Added Holds**

The beginning date (mm/dd/yyyy) to be used with the added hold records.

**Note:** You can enter **today** to use today's date.

**Hold Office of Added Holds**

The office code (e.g., REGR) of the office adding the hold(s).

**Note:** Leave this field blank to select all office codes.

**Maximum Hours**

The maximum earned hours for the student to be selected (e.g., 85.0).

**Program**

The program code (e.g., UNDG).

**Commands**

The following list describes the commands you can execute from the Advisement Holds screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

# Authorization Entry Screen

## Purpose

The Authorization Entry screen enables you to give special authorization for a specific class to a specific student. The special authorization allows a student to register for the class although certain requirements have not been met, such as course requirements, course prerequisites, or course capacity has been reached.

**Note:** Permissions for the user are checked against the Permissions table prior to display or update of any authorizations.

## Access

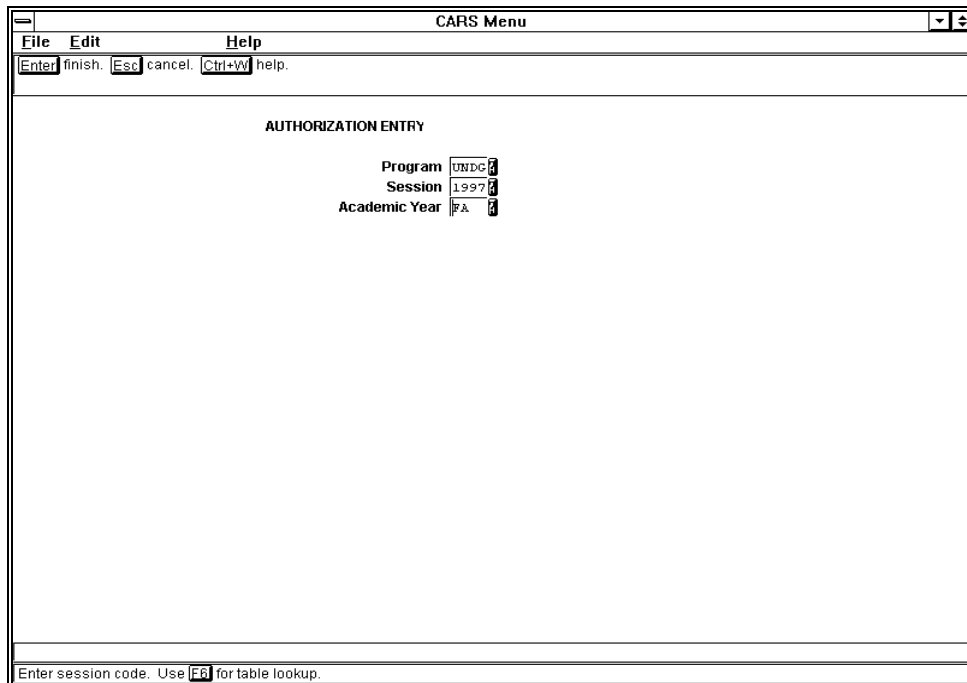
Access the Authorization Entry screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Authorization
4. Authorization Entry

**Note:** Other access paths can exist.

## Example

Following is an example of the Authorization Entry screen.



The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", and "Help". Below the menu bar, there is a status line with the text "Enter finish. Esc cancel. Ctrl+W help.". The main content area is titled "AUTHORIZATION ENTRY" and contains three fields: "Program" with the value "UNDC", "Session" with the value "1997", and "Academic Year" with the value "FA". At the bottom of the window, there is another status line that reads "Enter session code. Use F6 for table lookup."

## Fields

The following list describes the fields that appear on the Authorization Entry screen.

### Academic Year

The instructional year for which the operator wants to create and maintain course and hours authorization records (e.g., 1997).

**Program**

The program code for which the operator wants to create and maintain course and hours authorization records (e.g., UNDG).

**Session**

The session code for which the operator wants to create and maintain course and hours authorization records (e.g., FA).

**Commands**

The following list describes the commands you can execute from the Authorization Entry screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then accesses Authorization Entry mode.

## Authorization Entry - Authorization Entry by Course Screen

### Purpose

The Authorization Entry - Authorization Entry by Course screen enables you to enter and maintain course authorization records for students for the specified session, year, and program by course.

**Note:** Permissions for the user are checked against the Permissions table prior to display or update of any authorizations.

### Access

Access the Authorization Entry - Authorization Entry by Course screen by selecting the following, beginning at the Authorization Entry screen:

1. **Finish**
2. by Course

**Note:** Other access paths can exist.

### Example

Following is an example of the Authorization Entry - Authorization Entry by Course screen.

Authorization Entry - Authorization Entry by Course

File Edit Commands Help

QUERY COURSE

Course [PSY100] Cat [UC97] Sec [01] Hrs .

Title

Instr 0

Beg/End

ID	Name	Reas	Added By	Date
----	------	------	----------	------

Enter course number of course to authorize.

### Fields

The following list describes the fields that appear on the Authorization Entry - Authorization Entry by Course screen.

#### Added By

The identification number and name of the individual who added this authorization entry (e.g., 147 Shirley).

**Beg/End**

The beginning and ending dates (mm/dd/yyyy) for this section of the course.

**Cat**

The code of the catalog associated with the course being authorized (e.g., UG97).

**Course**

The course number associated with the course being authorized (e.g., PSY100).

**Date**

The date (mm/dd/yyyy) when this entry was made.

**Hrs**

The number of credit hours for this course.

**ID**

The identification number of the student who is being authorized for this course.

**Instr**

The name of the instructor of the course.

**Name**

The student's name (e.g., Babbette, Gregory).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Reas**

The reason for this authorization entry.

**Sec**

The section number associated with the course being authorized (e.g., 01).

**Title**

The course's name.

**Commands**

The following list describes the commands you can execute from the Authorization Entry - Authorization Entry by Course screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

# Authorization Entry - Authorization Entry by Student Screen

## Purpose

The Authorization Entry - Authorization Entry by Student screen enables you to enter and maintain course authorization records for students for the specified session, year, and program by student.

**Note:** Permissions for the user are checked against the Permissions table prior to display or update of any authorizations.

## Access

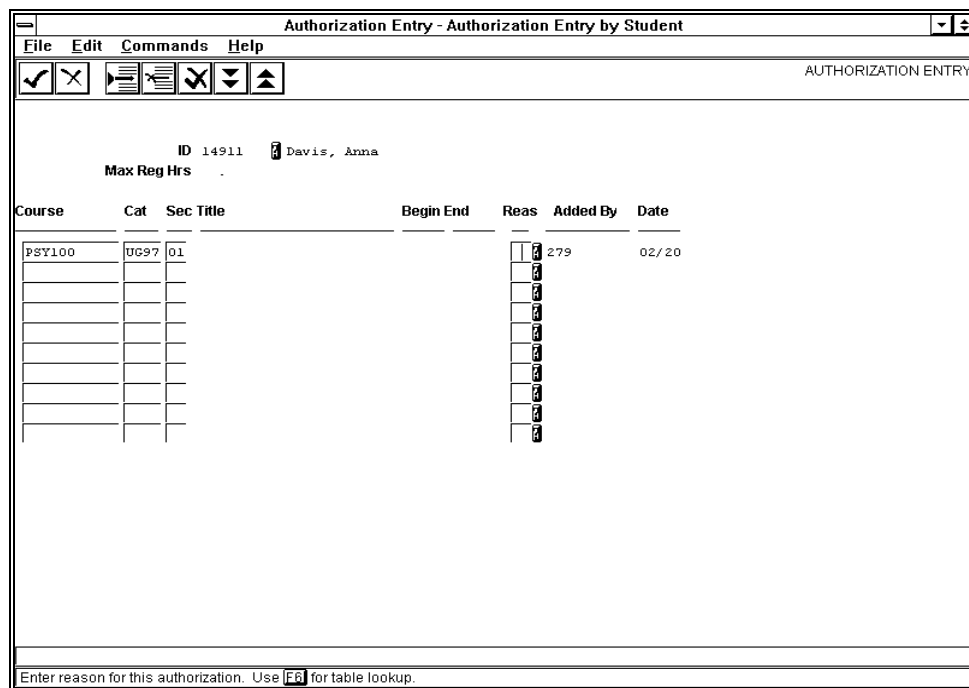
Access the Authorization Entry - Authorization Entry by Student screen by selecting the following, beginning at the Authorization Entry screen:

1. **Finish**
2. by Student

**Note:** Other access paths can exist.

## Example

Following is an example of the Authorization Entry - Authorization Entry by Student screen.



Course	Cat	Sec Title	Begin End	Reas	Added By	Date
PSY100	UC97	01		279		02/20

## Fields

The following list describes the fields that appear on the Authorization Entry - Authorization Entry by Student screen.

### Added By

The identification number and name of the individual who added this authorization entry (e.g., 147 Shirley).

**Begin**

The date (mm/dd/yyyy) when this section of the course begins.

**Cat**

The catalog of the course to authorize (e.g., UG97).

**Course**

The course number or the reference number of the course to authorize (e.g., PSY100).

**Date**

The date (mm/dd/yyyy) when this entry was made.

**End**

The date (mm/dd/yyyy) when this section of the course ends.

**ID**

The identification number (e.g., 14911) or the social security number (e.g., 111-11-1111) of the student.

**Max Reg Hrs**

The maximum number of hours for which the student may register (e.g., 15.00).

**Reas**

The reason code for this authorization (e.g., LR).

**Sec**

The section number of the course to authorize (e.g., 01).

**Title**

The course's name.

**Commands**

The following list describes the commands you can execute from the Authorization Entry - Authorization Entry by Student screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Add**

Adds the course or reference number of the course to authorize.

**Back**

Displays the previous screen of authorization entries by student.

**Cancel**

Exits the screen without saving any field entries.

**Del-line**

Deletes the course or reference number of the course to authorize.

**Delete all**

Deletes all course and reference numbers of the courses to authorize.

**Finish**

Saves any field entries, and then exits the current screen.

**Forward**

Displays the next screen of authorization entries by student.



# Authorization Entry - Maximum Registered Hours Authorization Screen

## Purpose

The Authorization Entry - Maximum Registered Hours Authorization screen enables you to enter and maintain course authorization records for students for the specified session, year, and program by additional hours. The screen also allows an individual to change the maximum registered hours permitted for a student.

**Note:** Permissions for the user are checked against the Permissions table prior to display or update of any authorizations.

## Access

Access the Authorization Entry - Maximum Registered Hours Authorization screen by selecting the following, beginning at the Authorization Entry screen:

1. **Finish**
2. additional Hours

**Note:** Other access paths can exist.

## Access

Following is an example of the Authorization Entry - Maximum Registered Hours Authorization screen.

The screenshot shows a window titled "Authorization Entry - Maximum Registered Hours Authorization" with a menu bar (File, Edit, Commands, Help) and a toolbar. The main area displays a table with the following data:

ID	Name	Hrs	Reas	Added By	Date
13594	Jackson, Sherri	21.0	IP	147 shirley	04/24
14100	Seaman, Charles Timothy	21.0	IP	147 shirley	04/24
14101	Wildt, Dara Lynne	20.0	IP	147 shirley	04/24
0		0.0		279	02/20

End of data  
Enter reason for this hours authorization. Use F6 for table lookup.

## Fields

The following list describes the fields that appear on the Authorization Entry - Maximum Registered Hours Authorization screen.

**Added By**

The identification number and name of the individual who added this authorization entry (e.g., 147 Shirley).

**Date**

The date (mm/dd) this authorization entry was made.

**Hrs**

The number of registered hours permitted for this student (e.g., 21.0).

**ID**

The identification number (e.g., 13594) or social security number (e.g., 111-11-1111) of the student.

**Name**

The student's name (e.g., Jackson, Sherri).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Reas**

A code indicating the reason for authorizing these hours (e.g., IP).

**Commands**

The following list describes the commands you can execute from the Authorization Entry - Maximum Registered Hours Authorization screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Add**

Adds the course or reference number of the course to authorize.

**Back**

Displays the previous screen of authorization entries by additional hours.

**Cancel**

Exits the screen without saving any field entries.

**Del-line**

Deletes the line of authorization entry information.

**Finish**

Saves any field entries, and then exits the current screen.

**Forward**

Displays the next screen of authorization entries by additional hours.

# Block Registration Table Screen

## Purpose

The Block Registration Table screen enables you to build the Block Registration table and associate courses with a block code.

**Note:** The courses used to construct the blocks must be known before building this table.

## Access

Access the Block Registration Table screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Block Registration
3. Block Registration Table, then select **Finish**

**Note:** Other access paths can exist.

## Example

Following is an example of the Block Registration Table screen.

```
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table. 'em 1: blkreg_rec table**

                                BLOCK REGISTRATION TABLE

Block Code.....[B1 ]
Block ID.....[0 ]
Block Program.....[UNDG] Undergraduate
Block Subprogram.....[ ]
Block Session.....[FA ]
Block Year.....[1996]

Block Catalog.....[UG96] Undergraduate 96
Block Course.....[PSY210 ] Psychology of the Family
Block Section.....[01]
Block Classification..[FF]
Block Reference..... 0
```

## Fields

The following list describes the fields that appear on the Block Registration Table screen.

### Block Catalog

The catalog code for this block of courses (e.g., UG96).

**Note:** The catalog must correspond to the catalog in the Section records for these courses.

### Block Classification

The student classification code associated with this block (e.g., FF).

**Note:** This information is used for reporting.

### Block Code

The block registration code for a common group of courses with which this record is associated (e.g., B1).

### Block Course

The course number (e.g., PSY210) for one of the courses in this block.

**Note:** The course must have a valid course or section for the session, year, and catalog as specified in this block.

**Block ID**

The identification number of the student (e.g., 12345) only if the block applies to a specific student.

**Note:** Normally a block applies to many students, in which case you should enter 0 (zero).

**Block Program**

The code of the program for this block of courses (e.g., UNDG).

**Block Reference**

Display only - The reference number for this course or section from the Section record, if available.

**Block Section**

The section number for this course as contained in the Section record (e.g., 01).

**Block Session**

The code of the session for this block of courses (e.g., FA).

**Block Subprogram**

If this course applies to a certain group of students, the code of the subprogram.

**Note:** If this course does not apply to a certain group of students, leave this field blank.

**Block Year**

The year for this block of courses (e.g., 1996).

**Note:** The year must correspond to the year in the Section records for these courses.

**Commands**

The following list describes the commands you can execute from the Block Registration Table screen.

**Note:** You can use a specific command only when it appears on the current command line and you have the necessary database permission to use that command.

**Add**

Adds a row to the active database table.

**Current**

Displays the current row of the current table.

**Detail**

Selects a detail table of the current table.

**Exit**

Exits the screen.

**Master**

Selects the master table of the current table.

**Next**

Shows the next row in the current list.

**Output**

Outputs selected rows in form or report format.

**Previous**

Shows the previous row in the current list.

**Query**

Searches the active database table.

**Remove**

Deletes a row from the active database table.

**Screen**

Shows the next page of the form.

**Table**

Selects the current table.

**Update**

Changes a row in the active database table.

**View**

Runs editor commands to view BLOB contents.

## Block Registration Window

### Purpose

The Block Registration window enables you to register a student for a preset group of courses at once. For example, you would use the Block Registration window to register a freshman in a core set of courses.

The Block Registration window decreases the amount of time and work spent registering a student in a preset group of courses. You can override the courses in a particular block if necessary.

### Access

Access the Block Registration window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Add**
3. Registration Options
4. Block Registration from the Registration Options drop-down menu

**Note:** Other access paths can exist.

### Example

Following is an example of the Block Registration window.

Block Registration						
BLOCK ADD	B1					
Course	Sec Cat	Su	Hrs	Time	Days	
PSY210	01	UG96	4.00	08:00-08:50a	-T-W-T-	
PKBD102	01	UG96	1.00	08:00-08:50a	-T-W-T-	
HIS110	01	UG96	3.00	10:00-10:50a	-T-W-T-	

### Fields

The following list describes the fields that appear on the Block Registration window.

#### BLOCK ADD

Required - The name of a particular block of courses.

**Note:** If you specify a default Block Code in the Online Registration - Registration Initialization screen, that default value appears in this field.

#### Cat

Display only - The program and year of the catalog in which the block of courses is offered.

**Example:** UG96 for undergraduate program for the year 1996.

#### Course

Display only - A course number (e.g., PSY210).

#### Days

Display only - The days of the week on which a course section meets (e.g., -M-W-F- for Mondays, Wednesdays, and Fridays).

**Hrs**

Display only - The number of credit hours the student will earn for the course (e.g., 3.00).

**Sec**

Display only - The section designator for a course.

**Example:** A for section A

01 for section 01

**Su**

Display only - The subsession, if any, in which a section of a course is offered.

**Time**

Display only - The time at which a section of a course meets (e.g., 09:30-10:45a).

**Note:** A section of a course can have additional meeting times, such as for a course having both a lecture Meeting record and a lab Meeting record; however, only the first Meeting record appears on the Block Registration window for the course.

**Commands**

The following list describes the commands you can execute from the Block Registration window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

# Capacity Information Window

## Purpose

The Capacity Information window enables you to display one or all sections of a course to view information about a section's capacity, number enrolled, number on the wait list, and the name of the instructor.

## Access

Access the Capacity Information window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Finish**
3. Capacity

**Note:** Other access paths can exist.

## Example

Following is an example of the Capacity Information window.

Capacity Information									
Course			Title						
MAT101			Algebra I						
Catalog			Section						
UG96									
		Max		Max					
Course	Sec	Ref#	Stat	Reg	Ovr	Enr	Wait	Wait	Instructor
MAT101	01	0	0	25		4	5		* Raisor, C

## Fields

The following list describes the fields that appear on the Capacity Information window.

### Catalog

Required - A default entry field that specifies the program and year of the catalog in which a course is offered. You can enter a value other than the default value if necessary.

**Example:** UG96 for undergraduate program for the year 1996.

### Course

Required - A course number.

**Example:** MAT101 for Mathematics 101

### Enr



Display only - The total number of students registered for a section of a course (e.g., 24).

**Instructor**

Display only - The name of the person teaching the course (e.g., Reisor, C).

**Max Reg**

Display only - The maximum number of students allowed to register for a section of a course (e.g., 25).

**Max Wait**

Display only - The maximum number of students allowed to be placed on a section wait list (e.g., 5).

**Note:** Whether to use wait lists is a policy decision that your institution makes.

**Ovr**

Display only - The number of seats by which a section can exceed the allowed maximum (e.g., 0).

**Ref#**

Display only - The system-generated number that identifies the section of the course, if any (e.g., 0).

**Note:** Each course section can have a unique reference number associated with it that corresponds to the course and section number. This field entry will be zero if your institution does not use reference numbers for courses and sections.

**Sec**

Display only - A section for a course.

**Example:** A for section A

01 for section 01

**Section**

Optional - The section for a course (e.g., A for section A).

**Note:** If you do not enter a section, CX displays capacity information for all sections of a course, regardless of whether the sections are open or closed.

**Stat**

Display only - The status of a section in relation to further registration. The following are valid values:

- C (Closed)
- H (Hold)
- I (Cancel in progress)
- O (Open)
- R (Reopened)
- X (Canceled)

**Title**

Display only - A course's name.

**Example:** Algebra I.

**Note:** Although a course title can contain up to three lines of text, CX displays only the first line of a course title in this field.

**Wait**

Display only - The number of students on a wait list for a section, if any.

**Note:** Whether to use wait lists is a policy decision your institution makes.

## Commands

The following list describes the commands you can execute from the Capacity Information window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

### Cancel

Exits the screen without saving any field entries.

### Forward

Moves the cursor to the next page of information on the screen.

### Query

Allows the operator to specify a course and section(s) for which capacity information is desired.

# Course Authorizations Screen

## Purpose

The Course Authorizations screen enables you to set authorizations for a specified course.

## Access

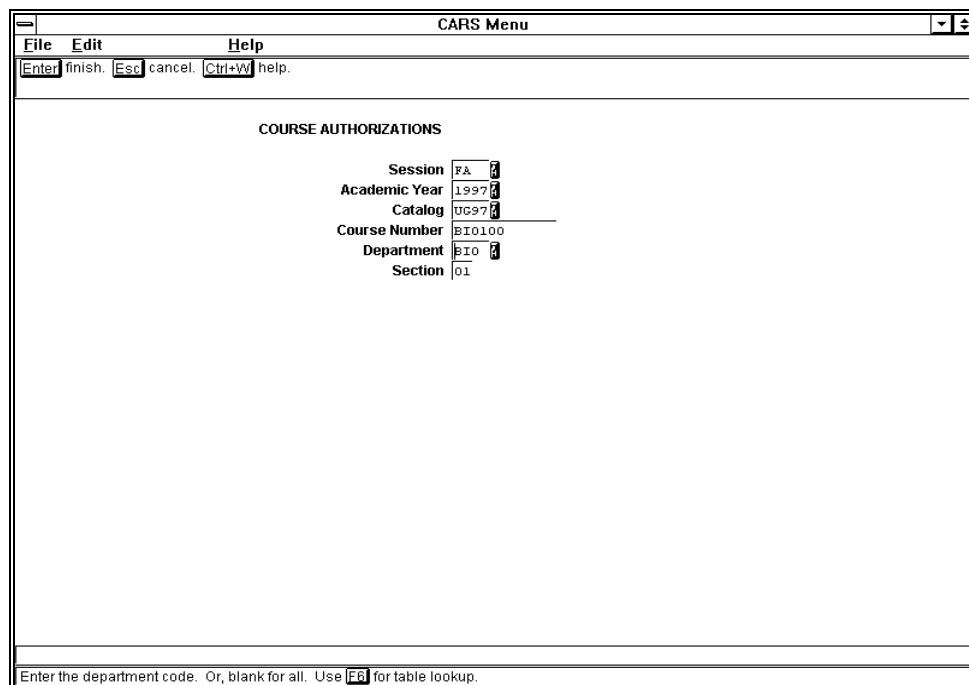
Access the Course Authorizations screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Authorization
4. Course Authorizations

**Note:** Other access paths can exist.

## Example

Following is an example of the Course Authorizations screen.



COURSE AUTHORIZATIONS	
Session	FA
Academic Year	1997
Catalog	UG97
Course Number	BIO100
Department	BIO
Section	01

Enter the department code. Or, blank for all. Use [F6] for table lookup.

## Fields

The following list describes the fields that appear on the Course Authorizations screen.

### Academic Year

The instructional year (e.g., 1997).

### Catalog

The catalog code (e.g., UG97).

### Course Number

The course number (e.g., BIO100) or a wildcard (e.g., BIO\*).

**Note:** If you want all course numbers, leave this field blank.

**Department**

The department code (e.g., BIO).

**Note:** If you want all department codes, leave this field blank.

**Section**

The section number (e.g., 01).

**Note:** If you want all section numbers, leave this field blank.

**Session**

The session code (e.g., FA).

**Commands**

The following list describes the commands you can execute from the Course Authorizations screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

## Course Enrollment Detail Window

### Purpose

The Course Enrollment Detail window enables you to view and update course enrollment information for a student, such as the number of hours and grading type.

**Note:** The information you enter in the Course Enrollment Detail window affects only the course of the student whose record you are viewing.

### Access

Access the Course Enrollment Detail window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Course Options
3. Enrollment Detail from the Course Information drop-down menu

**Note:** Other access paths can exist.

### Example

Following is an example of the Course Enrollment Detail window.

Course Enrollment Detail			
<b>Course</b>	SOC210	<b>Title</b>	The Family
<b>Catalog</b>	UG96	<b>Sec</b>	01
<b>Status</b>	R	<b>Status Date</b>	08/09/1996
<b>Hours</b>	4.0	<b>Tuition Code</b>	<input type="text"/>
<b>Grading</b>	LT <input type="checkbox"/>	<b>Fee Code</b>	<input type="text"/>
<b>Counting</b>	E <input type="checkbox"/>	<b>Bill Code</b>	<input type="text"/>
<b>Repeat</b>			
<b>Begin</b>		<b>End</b>	<input type="text"/>

### Fields

The following list describes the fields that appear on the Course Enrollment Detail window.

#### Begin

Optional - An entry field that allows you to change the date (mm/dd/yyyy) on which a course begins for this student. This typically pertains only to those courses that are flagged as non-traditional course work on the Section record.

#### Bill Code

Optional - Extra charges assigned to a section, in addition to standard charges (e.g., FT for field trip charges). An entry into this field would occur only if the charges were to be addressed differently from the rest of the students enrolled within this class.

**Note:** Obtain this code from your institution's charge codes list.

#### Catalog

Display only - The program and year of a catalog in which a course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

### **Counting**

Optional - A code specifying whether credit hours are earned (count for statistics and other degrees awarded) or not earned (remedial and not used for a degree).

**Example:** E for Earned

NE for Not Earned

### **Course**

Display only - The course number (e.g., SOC210).

### **End**

Optional - An entry field that allows you to change the date (mm/dd/yyyy) on which a course ends. This typically pertains only to those courses that are flagged as non-traditional course work on the Section record.

### **Fee Code**

Optional - Extra charges assigned to a section, in addition to standard charges (e.g., FT for field trip charges). An entry into this field would occur only if the charges were to be addressed differently from the rest of the students enrolled within this class.

**Note:** Obtain this code from your institution's charge codes list.

### **Grading**

Optional - This field displays the grading type for this section. If a student desired to audit or take the class pass/fail, the appropriate grading type would be entered here.

### **Hours**

Optional - An entry field that allows you to change the number of credit hours a student elects to take for a section of a course (e.g., 4.0).

### **Repeat**

Display only - A code indicating whether a student has taken the course previously.

### **Sec**

Display only - The section of the course.

**Example:** A for section A

01 for section 01

### **Status**

Display only - The course status. The following are valid values:

- D (Drop)
- I (Reinstated)
- L (Wait list)
- R (Registered)
- W (Withdraw)
- X (Voided)

### **Status Date**

Display only - The date (mm/dd/yyyy) the course status was established.

### **Title**

Display only - A course's name.

**Example:** The Family

**Note:** A course title can contain up to three lines of text; however, CX displays only the first line of a course title in this field.

#### **Tuition Code**

Optional - Tuition charges assigned to a section. An entry into this field would occur only if the changes were to be addressed differently from the rest of the students enrolled within this class.

**Note:** Obtain this code from your institution's charge codes list.

Leave this field blank unless you have established section tuition codes with the student accounts office.

#### **Commands**

The following list describes the commands you can execute from the Course Enrollment Detail window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

#### **Cancel**

Exits the screen without saving any field entries.

#### **Finish**

Saves any field entries, and then exits the current screen.

## Course/Section Detail window

### Purpose

The Course/Section Detail window enables you to view enrollment information and comments regarding a section of a course.

**Note:** You cannot change information in this window.

### Access

Access the Course/Section Detail window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Course Options
3. Course Detail from the Course Information drop-down menu

**Note:** Other access paths can exist.

### Example

Following is an example of the Course/Section Detail window.

Course/Section Detail			
<b>Course</b>	SOC210	<b>Title</b>	The Family
<b>Catalog</b>	UG96	<b>Section</b>	01
		<b>Site</b>	CARS
		<b>Reference</b>	0
<b>Instructor</b>	12584*	Hamilton,B	
<b>Status</b>	c	<b>Sec Title</b>	
<b>Begin</b>	09/09/1996	<b>End</b>	12/13/1996
<b>Maximum Registrations</b>	2	<b>Registered</b>	2
<b>Maximum Waiting</b>	5	<b>Waiting</b>	0
<b>Comments</b>			
Must be a Sociology Major			

### Fields

The following list describes the fields that appear on the Course/Section Detail window.

#### Begin

Display only - The date (mm/dd/yyyy) when a section of a course begins.

#### Catalog

Display only - The program and year of a catalog in which a course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

#### Comments

Display only - Additional information, special conditions, or changes (such as changes in meeting time or instructor) pertaining to a section.

**Example:** "Diskettes will not be provided."



**Course**

Display only - The course number (e.g., SOC210).

**End**

Display only - The date (mm/dd/yyyy) when the section ends.

**Instructor**

Display only - The Identification number and name of the instructor for a section of a course (e.g., 12584 Hamilton, B).

**Maximum Registrations**

Display only - The maximum number of students allowed to register for the section of the course (e.g., 15).

**Maximum Wait**

Display only - The maximum number of students allowed to be placed on the section wait list (e.g., 5).

**Reference**

Display only - The system-generated number that identifies the section of the course, if any (e.g., 0).

**Note:** Each course section can have a unique reference number associated with it corresponding to the course and section number. This field entry will be zero if your institution does not use reference numbers for courses and sections.

**Registered**

Display only - The total number of students registered in the section (e.g., 1).

**Sec Title**

Display only - The section name, if any.

**Example:** The Computer Science department offers a course named Special Topics; each section of the course can have its own title, as follows:

- Section A = Database Systems
- Section B = Distributed Processing

**Section**

Display only - The section identifier for the course (e.g., 01).

**Site**

Display only - The institution granting a degree (e.g., CARS).

**Status**

Display only - The status of the section. The following are valid values:

- C (Closed)
- H (Hold)
- I (Cancel in progress)
- O (Open)
- R (Reopened)
- X (Canceled)

**Title**

Display only - The course's name.

**Note:** A course title can comprise up to three lines of text. However, only the first line of a course title is displayed in this field (e.g., The Family).

**Waiting**

Display only - The number of students on the wait list for the section (e.g., 0).

## Commands

The following list describes the commands you can execute from the Course/Section Detail window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

### Cancel

Exits the screen without saving any field entries.

### Forward

Moves the cursor to the next page of information on the screen.

## Create Block Table Screen

### Purpose

The Create Block Table screen enables you to create the Block Registration table from the course section records if all the courses that go into a given block have unique section numbers (e.g., AZ) for a given catalog (e.g., UG96) for a particular session and year.

### Access

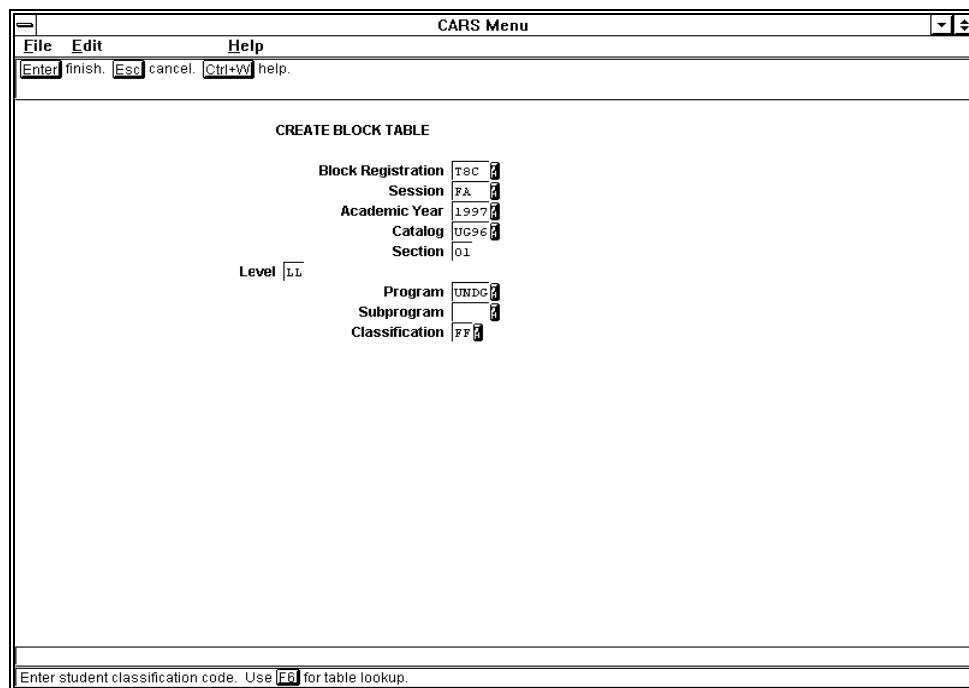
Access the Create Block Table screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Block Registration
3. Create Block Table

**Note:** Other access paths can exist.

### Example

Following is an example of the Create Block Table screen.



The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", and "Help". Below the menu bar, there are keyboard shortcuts: "Enter finish", "Esc cancel", and "Ctrl+W help". The main area of the window is titled "CREATE BLOCK TABLE" and contains the following fields:

Block Registration	T8C
Session	FA
Academic Year	1997
Catalog	UG96
Section	01
Level	LL
Program	UNDC
Subprogram	
Classification	FF

At the bottom of the window, there is a footer that reads: "Enter student classification code. Use [F6] for table lookup."

### Fields

The following list describes the fields that appear on the Create Block Table screen.

#### Academic Year

The instructional year for this block of courses (e.g., 1997).

#### Block Registration

A code indicating the block registration to which the courses are to be added (e.g., T8C).

#### Catalog

A code indicating the catalog to which courses are to be added (e.g., UG96).

**Classification**

The student classification code (e.g., FF).

**Level**

A code indicating the level of the course (e.g., LL).

**Program**

The program code (e.g., UNDG).

**Section**

The section number of the courses to be added (e.g., 01).

**Session**

The session code (e.g., FA).

**Subprogram**

A code indicating the subprogram (e.g., RETL) or a wildcard (e.g., RETL\*).

**Note:** If you want all subprograms, leave this field blank.

**Commands**

The following list describes the commands you can execute from the Create Block Table screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

## Create SDS Forms Screen

### Purpose

The Create SDS Forms screen enables you to create a batch of student data sheets from the Contact records generated using either the Select SDS - One or Select SDS - All menu options.

**Note:** The form used to generate the student data sheets has been specified through the Contact records. In this option, the session, year, program, and site are specified to determine what information will be printed on the student data sheets. Use the "Print SDS Forms" menu option to print the forms.

### Access

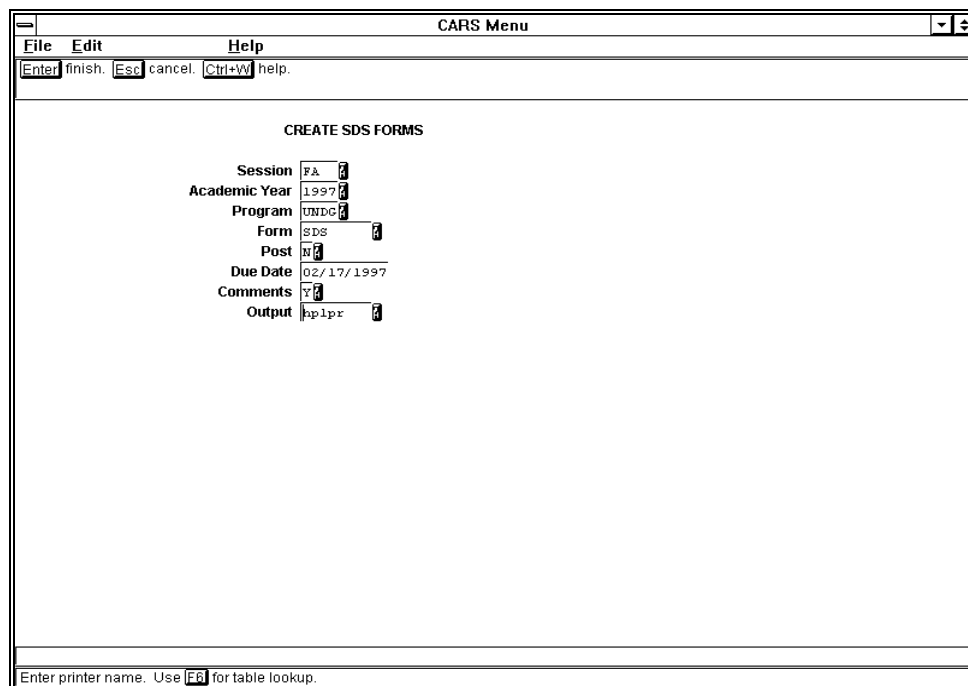
Access the Create SDS Forms screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Create SDS Forms

**Note:** Other access paths can exist.

### Example

Following is an example of the Create SDS Forms screen.



CREATE SDS FORMS

Session	FA
Academic Year	1997
Program	UNIDG
Form	SDS
Post	N
Due Date	02/17/1997
Comments	r
Output	sp1pr

Enter printer name. Use F6 for table lookup.

### Fields

The following list describes the fields that appear on the Create SDS Forms screen.

#### Academic Year

The instructional year (e.g., 1997).

**Comments**

Either Y (Yes) or N (No) indicating whether comments are to be printed on the SDS forms.

**Due Date**

The date (mm/dd/yyyy) when SDS forms are to be created. The date entered here will be compared against the due date in the Contact record and will select all contacts within an expected status whose due date is equal to or less than the date entered here.

**Form**

The form code (e.g., SDS).

**Output**

The printer name (e.g., hplpr).

**Post**

Either Y (Yes) or N (No) indicating whether student charges and payments are to be posted before printing.

**Program**

The program code (e.g., UNDG).

**Session**

The session code (e.g., FA).

**Commands**

The following list describes the commands you can execute from the Create SDS Forms screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

## Data Entry - Graduation Form Screen

### Purpose

The Data Entry - Graduation Form screen enables you to add and update information about a student's graduation.

### Access

Access the Data Entry - Graduation Form screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Data Entry, then select **Finish**
3. Graduation

**Note:** Other access paths can exist.

### Example

Following is an example of the Data Entry - Graduation Form screen.

The screenshot shows a window titled "Data Entry - Graduation Form" with a menu bar (File, Edit, Commands, Help) and a toolbar. The main area contains the following fields:

ID No	14911	SS No	327-79-5399
Title	MRS Mrs.		
Name	Davis, Anna		
Address	608 Lake Erie Drive		
	Apt. 308B		
City	Georgetown	State/Zip Code	WV 40324
Country	USA UNITED STATES	County	FAYE Fayette
Phone	212-331-1313		
Planned	<input type="text" value="1977"/>	Bill For	<input type="text" value=""/>
Granted	<input type="text" value="0"/>	Applied	<input type="text" value=""/>
Move To Alumni	<input type="checkbox"/>		

Enter session student is planning on graduating. Use [F6] for table lookup.

### Fields

The following list describes the fields that appear on the Data Entry - Graduation Form screen.

#### Address

Display only - The student's street address (e.g., 608 S 3Rd).

#### Applied

The date (mm/dd/yyyy) the student applied for graduation.

#### Bill For

Either Y (Yes) or N (No) indicating whether the student should be billed the graduation fee.

**City**

Display only - The city in the student's address (e.g., Georgetown).

**Country**

Display only - The country in the student's address (e.g., USA United States).

**County**

Display only - The county in which the student resides (e.g., FAYE Fayette).

**Granted**

Three fields indicating the session, year, and date when the student graduated (e.g., FA 1997 05/15/1997).

**ID No**

The student's identification number (e.g., 14911).

**Move To Alumni**

Either Y (Yes) or N (No) indicating whether the student should be moved to the alumni file.

**Name**

The student's name (e.g., Davis, Anna).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Phone**

The student's telephone number (e.g., 212-331-1313).

**Planned**

Two fields with values indicating the session and year the student is planning on graduating (e.g., FA 2000).

**SS No**

The student's social security number (e.g., 327-79-5399).

**State/Zip Code**

The state and zip code in the student's address (e.g., KY 40324).

**Title**

The student's title (e.g., MRS Mrs.)

**Commands**

The following list describes the commands you can execute from the Data Entry - Graduation Form screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Auto-mode**

Bypasses the Display mode and automatically puts the Data Entry - Graduation Form screen into Query mode, then Update or Insert mode.

**Cancel**

Exits the screen without saving any field entries.

**Detail**



Displays a list of detail windows you may access.

**Exit**

Exits the Data Entry program.

**Finish**

Displays the Output Parameters and Scheduling window.

**ID-Type**

Displays the ID Type/Associated Records window.

**Menu**

Returns to the Data Entry - Form menu.

**Query**

Displays the Data Entry - Graduation Form screen in Query mode.

## Data Entry - Program Enrollment Screen (Screen 1 of 2)

### Purpose

The Data Entry - Program Enrollment screen (screen 1 of 2) enables you to add and update information about a student's academic program by creating a student's Program Enrollment record or by changing a student's existing Program Enrollment record.

### Access

Access the Data Entry - Program Enrollment screen (screen 1 of 2) by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Data Entry, then selecting **Finish**
3. Program Enrollment

**Note:** Other access paths can exist.

### Example

Following is an example of the Data Entry - Program Enrollment screen (screen 1 of 2).

The screenshot displays a window titled "Data Entry - Program Enrollment" with a menu bar (File, Edit, Commands, Help) and a toolbar. The main area shows the following data:

ID No	14911	SS No	327-79-5399	Add Date	10/13/1983		
Title	MRS Mrs.	Last Upd	01/11/1999	Telephone	212-331-1313		
Name	Davis, Anna	Sex	F	Marital	M	Ethnic	UN
Address	608 S 3Rd	Birthdate	01/19/1979	City	Georgetown	Birthplace	Fayette Co KY
State/Zip	KY 40324	Country	USA	Res: Country/St/Cty	USA KY FAYE		
Advisor	6236 Spencer, Ruth	Rstr/Rsv	N	Min	0.00	Max	15.00
Program	GRAD Graduate School	Academic Stat/Dt	AC	02/21/1997	Admitted Sess/Yr	FA	1996 08/01/1996
Subprog		Intended Degree	EA	Bachelor of Ar	Admitted Status		
Degree	BA Bachelor of Arts	Enrolled Date	01/01/1990	Matric Date		Declared Date	
Class	R1 Rank 1	Last Sess Attend		Benefits:Veteran		Soc. Sec	
Major 1	HIS	Catalog					
Major 2							
Minor 1							
Minor 2							
Conc 1							
Conc 2	BIBL Bible						

### Fields

The following list describes the fields that appear on the Data Entry - Program Enrollment screen (screen 1 of 2).

#### Academic Status/Date

Required - Two fields indicating the student's academic status (e.g., AC) and the date (mm/dd/yyyy) it was established.

**Note:** Academic status, depending on how the code is defined, can provide a warning during registration or prevent registration entry.

**Add Date**

The date (mm/dd/yyyy) the student's Program Enrollment record was created.

**Address**

The student's street address (e.g., 608 S 3Rd).

**Advisor**

The identification number of the student's advisor (e.g., 123).

**Admitted Sess. Yr**

Required - The session, year, and date the student was admitted (e.g., FA 1997 08/01/1997).

**Admitted Status**

A code indicating the student's admitted status (e.g., FULL).

**Benefits: Veteran**

A code indicating the student's type of veteran's benefits (e.g., V).

**Birthdate**

The student's date (mm/dd/yyyy) of birth.

**Birthplace**

The location where the student was born (e.g., Fayette Co KY).

**Catalog**

A code indicating the catalog associated with this student for purposes of degree audit (e.g., UG97).

**City**

The city in the student's address (e.g., Georgetown).

**Class**

The student's classification code (e.g., R1).

**Conc 1**

Optional - A code indicating the student's first area of concentration, if applicable.

**Conc 2**

Optional - A code indicating the student's second area of concentration, if applicable.

**Country**

The country in the student's address (e.g., USA).

**Declared Date**

The date (mm/dd/yyyy) the student's program was declared.

**Degree**

A code indicating the degree the student intends to earn (e.g., BA).

**Enrolled Date**

The student's enrollment date (mm/dd/yyyy).

**Ethnic**

The student's ethnic code (e.g., UN).

**ID No**

The student's identification number (e.g., 14911).

**Intended Degree**

The intended degree of the student (e.g., BA).

**Note:** This column should be entered at the time the cohort is established and should not be updated thereafter. It should reflect the student's degree intentions at the time of initial entry.

**Last Sess Attend**

The last session the student attended.

**Last Upd**

The date (mm/dd/yyyy) this record was last updated.

**Major 1**

A code indicating the student's first major (e.g., HIS).

**Major 2**

Optional - A code indicating the student's second major, if applicable.

**Marital**

A code indicating the student's marital status. Valid codes are:

- D (Divorced)
- M (Married)
- P (Single parent)
- S (Single)
- T (Separated)
- W (Widowed)

**Matric Date**

The student's matriculation date (mm/dd/yyyy).

**Max**

The maximum number of hours for which the student may register (e.g., 15.00).

**Min**

The minimum number of hours for which the student must register (e.g., 3.00).

**Minor 1**

Optional - A code indicating the student's first minor, if applicable.

**Minor 2**

Optional - A code indicating the student's second minor, if applicable.

**Name**

The student's name (e.g., Davis, Anna).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Program**

The program code (e.g., UNDG).

**Res: Country/St/Cty**

The country, state, and county where the student resides (e.g., USA KY FAYE).

**Rstr/Rsv**

Either Y (Yes) or N (No) indicating whether the student has a restricted schedule and whether the student is eligible for reserved seating.

**Sex**

A code indicating the student's gender. Valid codes are:

- F (Female)
- M (Male)

**Soc. Sec**

Either Y (Yes) or N (No) indicating whether the student is eligible for or currently receiving social security benefits.

**SS No**

The student's social security number (e.g., 327-79-5399).

**State/Zip**

The state and zip code in the student's address (e.g., KY 40324).

**Subprog**

The subprogram code.

**Telephone**

The student's telephone number (e.g., 212-331-1313).

**Title**

The student's title (e.g., Mrs.).

**Commands**

The following list describes the commands you can execute from the Data Entry - Program Enrollment screen (screen 1 of 2).

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Auto-mode**

Bypasses the Display mode and automatically puts the Data Entry - Program Enrollment screen into Query mode, then Update or insert mode.

**Cancel**

Exits the screen without saving any field entries.

**Detail**

Displays a list of detail windows you may access.

**Display id**

Displays Program Enrollment record information associated with an identification number.

**Exit**

Exits the Data Entry program.

**Find id**

Displays the ID Query screen.

**ID type**

Displays the ID Type/Associated Records window.

**Menu**

Returns to the Data Entry - Form menu.

**Next screen**

Displays the Data Entry - Program Enrollment screen (screen 2 of 2).

**Query**

Accesses Query mode.

**Select**

Accesses the student whose ID number is specified in the ID No field.

**Update**

Accesses Update mode.

## Data Entry - Program Enrollment Screen (Screen 2 of 2)

### Purpose

The Data Entry - Program Enrollment screen (screen 2 of 2) enables you to add and update information about a student's academic program by creating a student's Program Enrollment record or by changing a student's existing Program Enrollment record.

### Access

Access the Data Entry - Program Enrollment screen (screen 2 of 2) by selecting **Next Page** from the Data Entry - Program Enrollment screen (screen 1 of 2):

**Note:** Other access paths can exist.

### Example

Following is an example of the Data Entry - Program Enrollment screen (screen 2 of 2).

The screenshot shows a software window titled "Data Entry - Program Enrollment". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with icons for checkmark, close, back, forward, and refresh. The main area contains the following fields:

- ID No: 14911
- SS No: 327-79-5399
- Name: Davis, Anna
- Degree Group: [ ]
- Current Enrollment: [ ]
- Entrance Type: [ ]
- GRADUATION:
  - Planned: SP 2000
  - Bill For: [ ]
  - Granted: 0
  - Applied: [ ]
  - Move To Alumni: [ ]
- TRANSCRIPTS:
  - Official Transcript Form: [ ] (Official - )
  - Unofficial Transcript Form: [ ] (Official - )
- COHORT INFORMATION:
  - Cohort Category: [ ]
  - Year: [ ]
  - Reason of leave: [ ]
  - Date of leave: [ ]

At the bottom of the window, there is a note: "Enter date student actually graduated. Format: mm/dd/yyyy."

### Fields

The following list describes the fields that appear on the Data Entry - Program Enrollment screen (screen 2 of 2).

#### Applied

The date (mm/dd/yyyy) the student applied for graduation.

#### Bill For

Either Y (Yes) or N (No) indicating whether the student is to be billed a graduation fee.

#### Cohort Category

A code indicating the cohort category in which this student belongs (e.g., FFPT).

**Cohort Year**

The cohort year in which this student belongs (e.g., 1997).

**Current Enrollment**

A code indicating the student's current enrollment status (e.g., ADMT).

**Date of leave**

The date (mm/dd/yyyy) the student left.

**Degree Group**

A code indicating the student's degree group, if any (e.g., FA980001).

**Entrance Type**

A code indicating the entrance type of the student (e.g., TRIN).

**Granted**

The session, year, and date the student graduated (e.g., SP 2000 05/15/2000).

**ID No**

The student's identification number (e.g., 14911).

**Move To Alumni**

Either Y (Yes) or N (No) indicating whether the student's Program Enrollment record is to be moved to the alumni file.

**Name**

The student's name (e.g., Davis, Anna).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Official Transcript Form**

A code indicating the official transcript form (e.g., WIDE).

**Planned**

The session and year the student is planning to graduate (e.g., SP 2000).

**Reason of leave**

A code indicating why this student left (e.g., WD).

**SS No**

The social security number associated with the identification number appearing in the ID No field.

**Unofficial Transcript Form**

A code indicating the unofficial transcript form (e.g., WIDE).

**Commands**

The following list describes the commands you can execute from the Data Entry - Program Enrollment screen (screen 2 of 2).

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Auto-mode**



Bypasses the Display mode and automatically puts the Data Entry - Program Enrollment screen into Query mode, then Update or insert mode.

**Cancel**

Exits the screen without saving any field entries.

**Detail**

Displays a list of detail windows you may access.

**Display id**

Displays Program Enrollment record information associated with an identification number.

**Exit**

Exits the Data Entry program.

**Find id**

Displays the ID Query screen.

**ID type**

Displays the ID Type/Associated Records window.

**Menu**

Returns to the Data Entry - Form menu.

**Next screen**

Displays the Data Entry - Program Enrollment screen (screen 1 of 2).

**Query**

Accesses Query mode.

**Select**

Accesses the student whose ID number is specified in the ID No field.

**Update**

Accesses Update mode.

## Data Entry - Student Data Form Screen

### Purpose

The Data Entry - Student Data Form screen enables you to update information about a student's ID profile and to enter student information for a student for the first time.

### Access

Access the Data Entry - Student Data Form screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Data Entry, then select **Finish**
3. Students

**Note:** Other access paths can exist.

### Example

Following is an example of the Data Entry - Student Data Form screen.

The screenshot shows a window titled "Data Entry - Student Data Form" with a menu bar (File, Edit, Commands, Help) and a toolbar. The form contains the following fields:

ID No	14911	SS No	327-79-5399	Add Date	10/13/1983			
Title	MRS Mrs.	Last Upd	02/17/1997					
Name	Davis, Arma							
Address	608 Lake Erie Drive		Telephone	212-331-1313				
	Apt. 308E		Sex	F	Marital	M	Ethnic	UN
City	Georgetown							
State/Zip	KY	40324	Country	USA				
Deceased	N	Birthdate	01/19/1979					
Correct Address	Y	Birthplace	Fayette Co KY					
Alternate Address Code	PERM	Res: Country	USA	Res: St/Cty	KY FAYE			
Privacy	ADDR							
Church	0							

Enter name. Format: Last, First M., Jr.

### Fields

The following list describes the fields that appear on the Data Entry - Student Data Form screen.

#### Add Date

Display only - The date (mm/dd/yyyy) the student data form was added.

#### Address

The street address in the student's address (e.g., 608 S 3Rd).

#### Alternate Address Code

Optional - A code indicating what type of address (other than permanent) is provided (e.g., WINT).

**Birthdate**

The student's date (mm/dd/yyyy) of birth.

**Birthplace**

The city and state where the student was born (e.g., Fayette Co KY).

**Church**

Optional - The identification number of the student's home church.

**City**

The city in the student's permanent address (e.g., Georgetown).

**Correct Address**

Either Y (Yes) or N (No) indicating whether this is the student's correct permanent address.

**Country**

The country in the student's permanent address (e.g., USA).

**Deceased**

Either Y (Yes) or N (No) indicating whether the student is deceased.

**Ethnic**

The student's ethnic code (e.g., UN).

**ID No**

The student's identification number (e.g., 14911).

**Last Upd**

The date (mm/dd/yyyy) this record was last updated.

**Marital**

A code indicating the student's marital status. Valid codes are:

- D (Divorced)
- M (Married)
- P (Single parent)
- S (Single)
- T (Separated)
- W (Widowed)

**Name**

The student's name (e.g., Davis, Anna).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Privacy**

Optional - A code indicating student information that must be kept private (e.g., ADDR).

**Res: Country/St/Cty**

The country, state, and county where the student resides (e.g., USA KY FAYE).

**Sex**

A code indicating the student's gender. Valid codes are:

- F (Female)
- M (Male)

**SS No**

The student's social security number (e.g., 327-79-5399).

**State/Zip**

The state (e.g., KY) and zip code (e.g., 40324) in the student's address.

**Telephone**

The student's permanent telephone number (e.g., 212-331-1313).

**Title**

The student's title (e.g., Mrs.).

**Commands**

The following list describes the commands you can execute from the Data Entry - Student Data Form screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Auto-mode**

Bypasses the Display mode and automatically puts the Data Entry - Student Data Form screen into Query mode, then Update or insert mode.

**Cancel**

Exits the screen without saving any field entries.

**Detail**

Displays a list of detail windows you may access.

**Display id**

Displays Program Enrollment record information associated with an identification number.

**Exit**

Exits the Data Entry program.

**Find id**

Displays the ID Query screen.

**Finish**

Saves any field entries, and then exits the current screen.

**ID type**

Displays the ID Type/Associated Records window.

**Menu**

Returns to the Data Entry - Form menu.

**Query**

Accesses Query mode.

**Select**

Accesses the student whose ID number is specified in the ID No field.

**Update**

Accesses Update mode.

# Deactivate Testing Holds Screen

## Purpose

The Deactivate Testing Holds screen enables you to deactivate testing holds by setting the end date of the Hold record to the current date.

**Note:** Students selected are those who have the active hold specified and who have taken the test with at least the minimum score given between the specified date span.

## Access

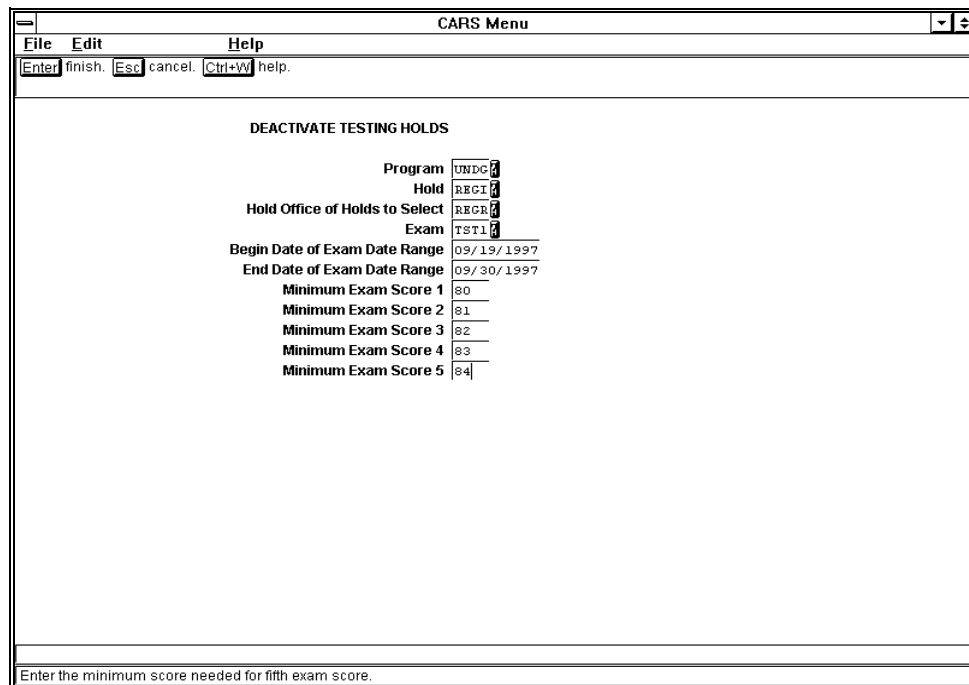
Access the Deactivate Testing Holds screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Session Processing, then enter the password
3. Holds Processing
4. Deactivate Testing Holds

**Note:** Other access paths can exist.

## Example

Following is an example of the Deactivate Testing Holds screen.



DEACTIVATE TESTING HOLDS	
Program	UNDC
Hold	RECI
Hold Office of Holds to Select	RECR
Exam	TST1
Begin Date of Exam Date Range	09/19/1997
End Date of Exam Date Range	09/30/1997
Minimum Exam Score 1	80
Minimum Exam Score 2	81
Minimum Exam Score 3	82
Minimum Exam Score 4	83
Minimum Exam Score 5	84

Enter the minimum score needed for fifth exam score.

## Fields

The following list describes the fields that appear on the Deactivate Testing Holds screen.

### Begin Date of Exam Date Range

Required - The beginning date (mm/dd/yyyy) for selection of exam records.

**Note:** You can enter **today** to use today's date.

**End Date of Exam Date Range**

Required - The ending date (mm/dd/yyyy) for selection of exam records.

**Note:** You can enter **today** to use today's date.

**Exam**

Required - The exam code (e.g., TST1).

**Hold**

Required - The hold code (e.g., REGI).

**Hold Office of Holds to Select**

The office code of the hold to select (e.g., REGR).

**Note:** Leave this field blank to select all office codes.

**Minimum Exam Score 1**

The minimum score needed for the first exam score (e.g., 80).

**Minimum Exam Score 2**

The minimum score needed for the second exam score (e.g., 81).

**Minimum Exam Score 3**

The minimum score needed for the third exam score (e.g., 82).

**Minimum Exam Score 4**

The minimum score needed for the fourth exam score (e.g., 83).

**Minimum Exam Score 5**

The minimum score needed for the fifth exam score (e.g., 84).

**Program**

The program code (e.g., UNDG).

**Commands**

The following list describes the commands you can execute from the Deactivate Testing Holds screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

# Enrollment Information Window

## Purpose

The Enrollment Information window enables you to view the student's program enrollment information.

**Note:** This information comes from the student's Program Enrollment record. You cannot change the information in this window.

## Access

Access the Enrollment Information window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Registration Options
3. View Enrollment from the Registration Options drop-down menu

**Note:** Other access paths can exist.

## Example

Following is an example of the Enrollment Information window.

ENROLLMENT INFORMATION			
<b>Advisor</b>	3568	McLaughlin, Helen Betsy	
<b>Program</b>	UNDC Undergraduate	<b>Restricted</b>	N
<b>Subprog</b>		<b>Hours:</b>	<b>Min</b> 14.0 <b>Max</b> 14.0
<b>Degree</b>	BA Bachelor of Arts	<b>Academic Stat</b>	AC 01/09/1985
<b>Class</b>	JR Junior	<b>Admitted Date</b>	FA 2001
<b>Major 1</b>	MUS Music	<b>Admitted Stat</b>	No academic sta
<b>Major 2</b>		<b>Enrolled Date</b>	01/09/1985
<b>Minor 1</b>		<b>Matriculation Date</b>	
<b>Minor 2</b>		<b>Last Session Attended</b>	

## Fields

The following list describes the fields that appear on the Enrollment Information window.

### Academic Stat

Display only - The student's current academic status (e.g., ACPT for Full Acceptance).

### Admitted Date

Display only - The date (mm/dd/yyyy) when a student was admitted to your institution.

### Admitted Stat

Display only - A student's final admission status when admitted to your institution.

**Example:** ACPT for Full Acceptance

**Note:** A student's final admitted status does not change while the student attends your institution.

### Advisor

Display only - The identification number and name of the student's academic advisor.

**Example:** 6236 Spencer, Ruth

**Class**

Display only - The student's classification at your institution (e.g., FF for First-time freshman).

**Degree**

Display only - The student's intended degree (e.g., BS Bachelor of Science).

**Enrolled Date**

Display only - The date (mm/dd/yyyy) when the student first began taking courses at your institution.

**Hours: Max**

Display only - The maximum number of credit hours for which the student is allowed to register in a session (e.g., 18.0).

**Note:** Registration does not allow you to register a student for a course if the total number of credit hours is greater than the maximum number allowed for the student. The maximum number of hours allowed is set in the student's Program Enrollment record.

**Hours: Min**

Display only - The minimum number of credit hours for which a student must register in a session (e.g., 3).

**Note:** Registration will display a message indicating that the student is registering for fewer than the minimum hours required for the student. For example, a student must register for a certain number of hours in a session in order to be eligible for financial aid. The minimum number of hours is set in the student's Program Enrollment record.

**Last Session Attended**

Display only - The last session in which a student registered for a course or courses.

**Example:** Fall

**Major 1**

Display only - The student's first or only major.

**Example:** CSC Computer Science

**Major 2**

Display only - The student's second major.

**Example:** PHY Physics

**Matriculation Date**

Display only - The date (mm/dd/yyyy) when a student first registered for courses at the current site at your institution.

**Note:** Your institution might use a different date for this field, depending on the policy at your institution.

**Minor 1**

Display only - A student's first or only minor concentration of study.

**Example:** MGT Management

**Minor 2**

Display only - A student's second minor concentration of study.

**Example:** FIN Finance

**Program**



Display only - The program level in which a student is enrolled.

**Example:** UNDG Undergraduate

**Restricted**

Display only - Either Y (Yes) or N (No) indicating whether a student is restricted to a particular program.

**Subprog**

Display only - The subprogram, if any, for a program level in which a student is enrolled (e.g., evening or weekend courses).

**Commands**

The following list describes the commands you can execute from the Enrollment Information window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the current screen.

## Exam Holds - Continuing Students Screen

### Purpose

The Exam Holds - Continuing Students screen enables you to add testing holds for students who have not taken a specified exam, were not admitted in a specified session and year, and who do not meet specified hours criteria.

### Access

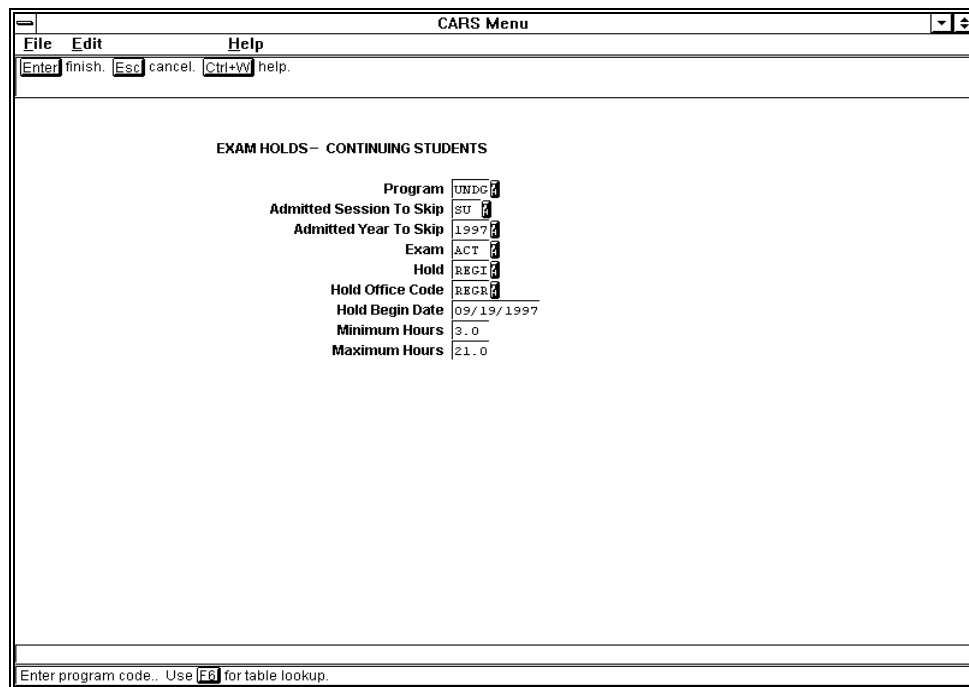
Access the Exam Holds - Continuing Students screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Session Processing, then enter the password
3. Holds Processing
4. Exam Holds - Cont Stu

**Note:** Other access paths can exist.

### Example

Following is an example of the Exam Holds - Continuing Students screen.



EXAM HOLDS - CONTINUING STUDENTS

Program	UNDC
Admitted Session To Skip	SU
Admitted Year To Skip	1997
Exam	ACT
Hold	RECT
Hold Office Code	RECR
Hold Begin Date	09/19/1997
Minimum Hours	3.0
Maximum Hours	21.0

Enter program code.. Use F8 for table lookup.

### Fields

The following list describes the fields that appear on the Exam Holds - Continuing Students screen.

#### Admitted Session To Skip

A code indicating the session the student was admitted, which will be skipped for this exam hold (e.g., SU).

#### Admitted Year To Skip

A code indicating the year the student was admitted, which will be skipped for this exam hold (e.g., 1997).

**Exam**

Required - A code indicating the exam to which the hold applies (e.g., ACT).

**Hold**

Required - A code indicating the type of hold being applied (e.g., REGI).

**Hold Begin Date**

The beginning date (mm/dd/yyyy) of the hold.

**Note:** You can enter **today** to use today's date.

**Hold Office Code**

A code indicating the office adding the hold (e.g., REGR).

**Maximum Hours**

The maximum number of earned hours for the selected student (e.g., 21.0).

**Minimum Hours**

The minimum number of earned hours for the selected student (e.g., 3.0).

**Program**

The program code (e.g., UNDG).

**Commands**

The following list describes the commands you can execute from the Exam Holds - Continuing Students screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

## Exam Holds - New Students Screen

### Purpose

The Exam Holds - New Students screen enables you to add testing holds for students who have not taken a specified exam and were admitted in a specified session and year.

### Access

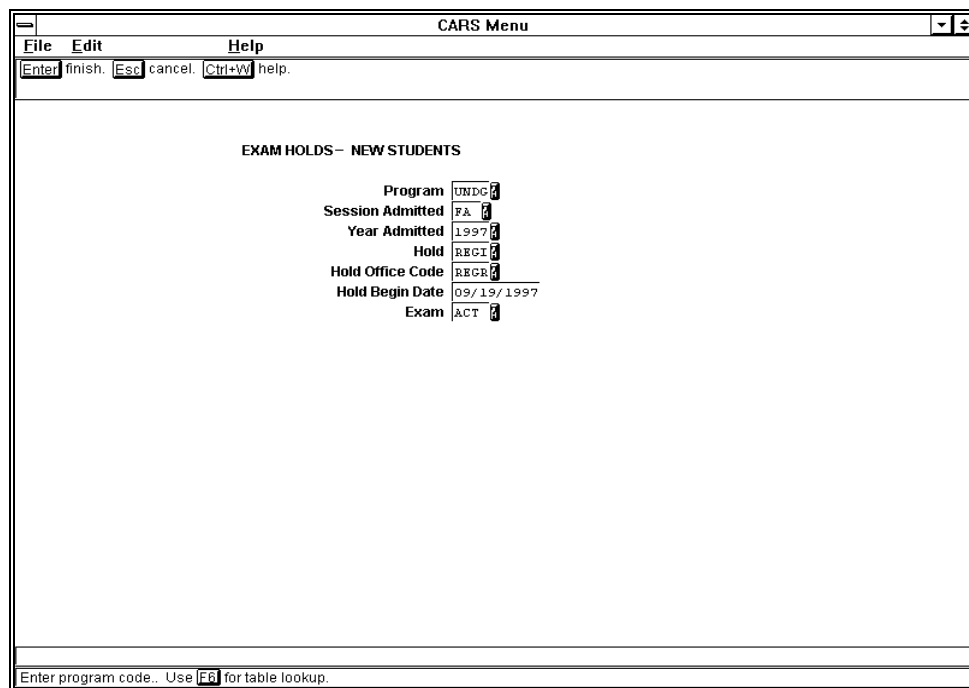
Access the Exam Holds - New Students screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Session Processing, then enter the password
3. Holds Processing
4. Exam Holds - New Stu

**Note:** Other access paths can exist.

### Example

Following is an example of the Exam Holds - New Students screen.



EXAM HOLDS - NEW STUDENTS

Program	UNDG
Session Admitted	FA
Year Admitted	1997
Hold	REGI
Hold Office Code	REGR
Hold Begin Date	09/19/1997
Exam	ACT

Enter program code.. Use [F6] for table lookup.

### Fields

The following list describes the fields that appear on the Exam Holds - New Students screen.

#### Exam

Required - A code indicating the exam to which the hold applies (e.g., ACT).

#### Hold

Required - A code indicating the type of hold being applied (e.g., REGI).

#### Hold Begin Date

The beginning date (mm/dd/yyyy) of the hold.

**Note:** You can enter **today** to use today's date.

**Hold Office Code**

Required - A code indicating the office adding the hold (e.g., REGR).

**Program**

The program code (e.g., UNDG).

**Session Admitted**

Required - A code indicating the session the student was admitted (e.g., FA).

**Year Admitted**

The year the student was admitted (e.g., 1997).

**Commands**

The following list describes the commands you can execute from the Exam Holds - New Students screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

## Exam Holds - Transfer and New Screen

### Purpose

The Exam Holds - Transfer and New screen enables you to add holds based on whether a student has taken a specified exam and a specified course.

**Note:** If the student took the course, the student must have taken the first exam specified. If the student has not taken the course, the student must have taken the second exam specified, in order to avoid the hold. The student must also meet the other criteria given to be selected for evaluation.

### Access

Access the Exam Holds - Transfer and New screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Session Processing, then enter the password
3. Holds Processing
4. Exam Holds - Transfer

**Note:** Other access paths can exist.

### Example

Following is an example of the Exam Holds - Transfer and New screen.

EXAM HOLDS - TRANSFER AND NEW	
Program	UNDC
Hold	REGI
Hold Office of Added Holds	RECR
Hold Begin Date of Added Holds	09/19/1997
Admitted Session of Students	FA
Admitted Year of Students	1997
Exam Needed with Course	TST1
Exam Needed without Course	ASST
Course Number	ACCT390
Maximum Hours	85.0
Transfer Student	N

Enter program code. Use F6 for table lookup.

### Fields

The following list describes the fields that appear on the Exam Holds - Transfer and New screen.

#### Admitted Session of Students

Required - A code indicating the session the student was admitted (e.g., FA).

**Admitted Year of Students**

A code indicating the year the student was admitted (e.g., 1997).

**Course Number**

Required - The course number that, if taken, determines which exam is required (e.g., ACCT390).

**Exam Needed with Course**

Required - A code indicating the exam needed if the specified course has been taken (e.g., TST1).

**Exam Needed without Course**

Required - A code indicating the exam needed if the specified course has not been taken (e.g., ASET).

**Hold**

Required - A code indicating the type of hold being applied (e.g., REGI).

**Hold Begin Date of Added Holds**

The beginning date (mm/dd/yyyy) to be used with the added hold records.

**Note:** You can enter **today** to use today's date.

**Hold Office of Added Holds**

The office code (e.g., REGR) of the office adding the hold(s).

**Note:** Leave this field blank to select all office codes.

**Maximum Hours**

The maximum number of earned hours for the selected student (e.g., 21.0).

**Program**

The program code (e.g., UNDG).

**Transfer Student**

A code indicating whether to select only transfer students. Valid codes are:

- N (select only nontransfer students)
- Y (select only transfer students)

**Commands**

The following list describes the commands you can execute from the Exam Holds - Transfer and New screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.

# Financial Aid Window

## Purpose

The Financial Aid window enables you to view a student's financial aid information for a specific session and year.

## Access

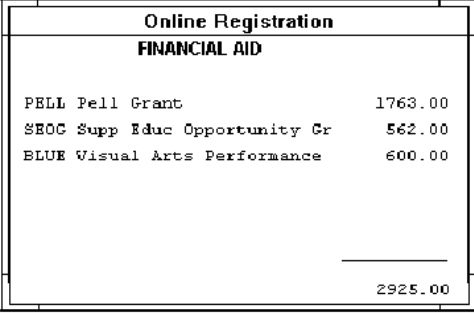
Access the Financial Aid window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Registration Options
3. View Financial Aid from the Registration Options drop-down menu

**Note:** Other access paths can exist.

## Example

Following is an example of the Financial Aid window.



Online Registration	
FINANCIAL AID	
PELL Pell Grant	1763.00
SEOC Supp Educ Opportunity Gr	562.00
BLUE Visual Arts Performance	600.00
	_____
	2925.00

## Fields

The following list describes the fields that appear on the Financial Aid window.

### (Dollar amounts awarded)

Display only - This unlabeled field is located on the right and lists each dollar amount awarded by each financial aid source (e.g., 1763.00).

### (Financial aid award)

Display only - This unlabeled field is located on the left and lists each financial aid code and award name (e.g., PELL Pell Grant).

**Note:** Estimated financial aid is not displayed.

### (Total amount of financial aid awarded from all sources)

Display only - This unlabeled field is located in the lower right corner of the window and displays the total amount of financial aid awarded from all sources (e.g., 2925.00).

## Commands

The following list describes the commands you can execute from the Financial Aid window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you



select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the current screen.

**Finish**

Exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

# Individual Subscription Screen

## Purpose

The Individual Subscription screen enables you to create Subscription records that will be used to produce more than one Student Data Sheet for a student. The screen allows you to specify an individual other than the student who receives the specified form.

**Note:** If the student also wants to receive the document, a second subscription must be created for the student. The subscription will remain in effect between the beginning and ending dates specified and will be used only when student data sheet contacts are created altogether. The identification number of the person to whom the extra student data sheet is to be sent must be known when entering the data on this screen.

## Access

Access the Individual Subscription screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Add SDS Recipients, then select **Finish**

**Note:** Other access paths can exist.

## Example

Following is an example of the Individual Subscription screen.

```
PERFORM:  Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table.          ** 1: sbscr_rec table**

                                INDIVIDUAL SUBSCRIPTION
ID No.....[1266910 ] SS No.. 123-23-4567      Add Date... 02/07/1996
Title..... MR      Mr.                      Last Upd... 02/07/1996
Name..... Babbette, Gregory                 Telephone.. 123-123-1212
Address.... 123 Main St
.....
City..... Cincinnati
State/Zip.. OH 12345          Country.. USA UNITED STATES
=====
                                SUBSCRIPTION
Recipient ID.....[1258463 ] Babbette, Bernice Ann
                                322 West Main
                                Baton Rouge              LA 45333

Date Added..[02/07/1996] Form Code.....[SDSBILL ]
Begin Date..[02/07/1996] Track.....[F]
End Date....[          ] Office Added By..[BOFF] Business Office
Tickler.....[REG ]
```

## Fields

The following list describes the fields that appear on the Individual Subscription screen.

### Add Date

The date (mm/dd/yyyy) the student's ID record was added to the database.

**Note:** You can access this field only in Query mode.

### Address

Display only - The student's street address.

**Note:** You can access this field only in Query mode.

**Begin Date**

The date (mm/dd/yyyy) when you want this subscription to begin.

**City**

The city in the student's address.

**Note:** You can access this field only in Query mode.

**Country**

The country in the student's address.

**Note:** You can access this field only in Query mode.

**Date Added**

The date (mm/dd/yyyy) CX automatically displays that indicates when your institution added this Subscription record to the database.

**Note:** The date defaults to today's date when you are adding a new Contact record.

**End Date**

The date (mm/dd/yyyy) when you want this subscription to end.

**Form Code**

A code that identifies the type of correspondence to be sent.

**Example:** SDSBILL (Print Student Data Sheet)

**ID No**

Required - The student's identification number (e.g., 1266910).

**Last Upd**

The date (mm/dd/yyyy) when the student's ID record was last updated.

**Name**

Display only - The student's name (e.g., Babbette, Gregory).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Office Added By**

The office that added (or is adding) this Subscription record.

**Recipient ID**

An identification number corresponding to the individual who is to receive the student data sheet.

**SS No**

A student's social security number (e.g., 123-23-4567).

**Note:** You can access this field only in Query mode.

**State/Zip**

The two-letter state abbreviation (e.g., OH) and the nine-digit zip code (e.g., 45069-4425) in the student's address.

**Note:** You can access this field only in Query mode.

**Telephone**

A student's telephone number (e.g., 123-123-1212).

**Note:** You can access this field only in Query mode.

**Tickler**

A code that identifies the Tickler system associated with this correspondence.

**Example:** REG (if correspondence was initiated by the Registrar's office)

**Title**

Display only - The student's title (e.g., Mr.).

**Track**

A code that identifies the track in which the student is currently being processed. Valid codes are:

- A (Admissions)
- C (Common)
- D (Development)
- F (Financial)
- S (Student)

**Note:** The default code is S.

**Commands**

The following list describes the commands you can execute from the Individual Subscription screen.

**Note:** You can use a specific command only when it appears on the current command line and you have the necessary database permission to use that command.

**Add**

Adds a row to the active database table.

**Current**

Displays the current row of the current table.

**Detail**

Selects a detail table of the current table.

**Exit**

Exits the screen.

**Master**

Selects the master table.

**Next**

Shows the next row in the current list.

**Output**

Outputs selected rows in form or report format.

**Previous**

Shows the previous row in the current list.

**Query**

Searches the active database table.

**Remove**

Deletes a row from the active database table.

**Screen**

Shows the next page of the form.

**Table**

Selects the current table.

**Update**

Changes a row in the active database table.

**View**

Runs editor commands to display BLOB field contents.

# Institutional Fees Window

## Purpose

The Institutional Fees window enables you to enter additional fees, such as orientation fees, late registration fees, and student government fees, which should be assessed on an individual student basis independent of registered hours.

## Access

Access the Institutional Fees window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Registration Options
3. Institutional Fees from the Registration Options drop-down menu

**Note:** Other access paths can exist.

## Example

Following is an example of the Institutional Fees window.

**Note:** The values displayed within this window are only for example. Actual fees would be established by your institution and those fees would be displayed here. The valid values for each field would also be established by your institution.

Institutional Fees	
ASB Card	<input type="checkbox"/> Y <input type="checkbox"/> N
Parking Permit	<input type="checkbox"/> Y <input type="checkbox"/> N
Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N

## Fields

The following list describes the fields that appear on the Institutional Fees window.

**Note:** Since your institution customizes this window to meet its specific needs, the fields and field descriptions that follow are examples of common additional fees.

### ASB Card

Optional - Either Y (Yes) or N (No) indicating whether your institution collects a fee from a student for the student government association.

### Insurance

Optional - Either Y (Yes) or N (No) indicating whether your institution collects a fee from a student for health insurance coverage.

### Parking Permit

Optional - Either Y (Yes) or N (No) indicating whether your institution collects a fee from a student for a parking permit.

## Commands

The following list describes the commands you can execute from the Institutional Fees window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

## Instructors Window

### Purpose

The Instructors window enables you to view information about which instructor(s) teach(es) a section of a course.

**Note:** You can scroll this window to view additional instructors.

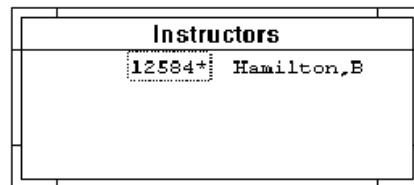
### Access

Access the Instructors window by selecting Instructors from the Meeting Detail Information window:

**Note:** Other access paths can exist.

### Example

Following is an example of the Instructors window.



### Fields

The following list describes the fields that appear on the Instructors window.

#### (ID number)

Display only - This unlabeled field is located on the left and displays the identification number of the instructor (e.g. 12584).

#### (Name of the instructor)

Display only - This unlabeled field is located on the right and displays the name of the instructor (e.g., Hamilton, B).

### Commands

The following list describes the commands you can execute from the Instructors window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

#### Cancel

Exits the current screen.



## Locate Courses Window

### Purpose

The Locate Courses window enables you to view a list of available courses when registering a student.

### Access

Access the Locate Courses window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Add**
3. **Table Lookup**

**Note:** You may refine the list by entering the first two or three letters of the course prefix before you select **Table Lookup**.

Other access paths can exist.

### Example

Following is an example of the Locate Courses window.

Locate Courses											
Course	Cat	Sec	Beg Date	IM	Time	Days	S	Max	Reg	Wt	Cfl
<input type="checkbox"/> BI0311	UG96	01	09/13/1996	LC	03:00-03:50p	-M-W-F-	0	12	1		N
CAN101	UG96	01	09/19/1996	LE	07:00-07:50a	-M-----	0	30			N
CAN101	UG96	02	01/01/1996	LE	04:00-05:30p	--T-R--	0	30	2		N
CAN200	UG96	01	01/01/1996	AA	07:00-08:30p	--T-R--	0	20	1		N
CHEM111	UG96	01	09/03/1996	LC	11:15-01:30p	--T-R--	0	10	1		N
CHEM111L	UG96	01	09/03/1996	LB	07:00-09:00p	-M-W-F-	0	10	1		N
CSC100	UG96	01						0	50		
ENGL112	UG96	01	09/13/1996	LC	09:00-09:50a	-M-W-F-	0	25	6		Y
HIS110	UG96	01	09/03/1996	LC	10:00-10:50a	-M-W-F-	0	15			Y
MAT101	UG96	01	09/03/1996	LC	08:00-10:15a	--T-R--	0	25	4		N

### Fields

The following list describes the fields that appear on the Locate Courses window.

#### Beg Date

Display only - The date (mm/dd/yyyy) when a section of a course begins.

#### Cat

Display only - The program and year of a catalog in which a course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

#### Cfl

Display only - Either Y (Yes) or N (No) indicating whether a course section would conflict with another section for which the student is registered.

#### Course

Display only - A course name and number (e.g., BIO311 for Biology 311).

**Days**

Display only - The days of the week for the first Meeting record on which a course meets (e.g., -M-W-F-for Mondays, Wednesdays, and Fridays).

**Note:** An asterisk (\*) appearing next to the course number indicates a cross-listed course, and the courses listed below are the courses that are cross-listed.

**IM**

Display only - The method of instruction for the first Meeting record of a course section (e.g., LB for lab only).

**Max**

Display only - The maximum number of students allowed to register for the section of the course (e.g., 20).

**Reg**

Display only - The number of students currently registered for the section of the course (e.g., 1).

**S**

Display only - The status of a course section in relation to further registration. The following are valid values:

- C (closed section)
- O (open section)
- R (reopened section)

**Sec**

Display only - A section for a course.

**Example:** A for section A

01 for section 01

**Time**

Display only - The time for the first Meeting record at which the section of the course meets (e.g., 08:00-09:15a).

**Wt**

Display only - The number of students on the wait list for the section (e.g., 0).

**Commands**

The following list describes the commands you can execute from the Locate Courses window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the current screen.

**Finish**

Exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

## Locate Sections Window

### Purpose

The Locate Sections window enables you to do the following:

- Select a course section from within this window if you are adding a course
- Verify information about a course section if you are not adding a course

If there are more course sections than fit in the window at one time, you can scroll this window to view additional course sections.

**Note:** The information in this window is limited by the values in the Section Search Criteria window. See *Section Search Criteria Window* in this section for further information about the fields in the Section Search Criteria window.

### Access

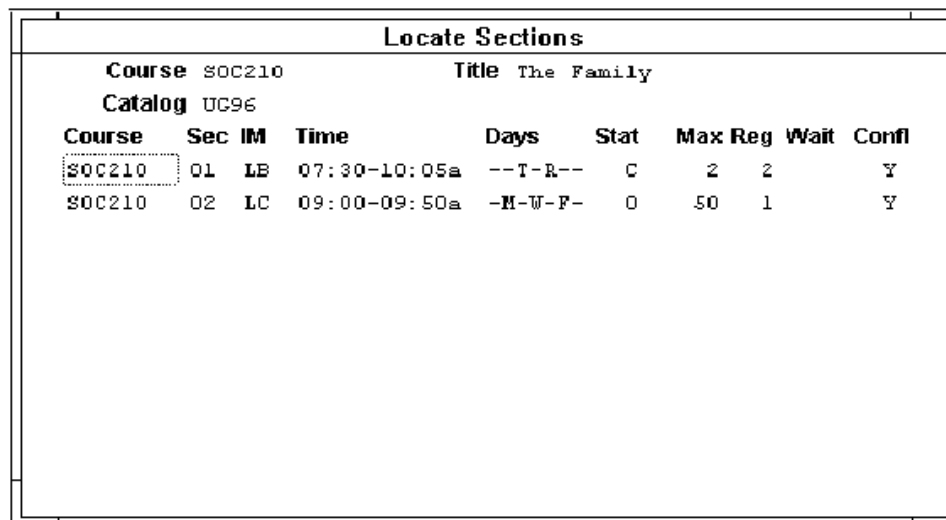
Access the Locate Sections window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. Course Options
3. Locate a Section from the Course Information drop-down menu

**Note:** Other access paths can exist.

### Example

Following is an example of the Locate Sections window.



The screenshot shows a window titled "Locate Sections". At the top, it displays "Course SOC210" and "Title The Family". Below that, it shows "Catalog UC96". A table lists two sections of the course:

Course	Sec	IM	Time	Days	Stat	Max	Reg	Wait	Confl
SOC210	01	LB	07:30-10:05a	--T-R--	C	2	2		Y
SOC210	02	LC	09:00-09:50a	-M-W-F-	0	50	1		Y

### Fields

The following list describes the fields that appear on the Locate Sections window.

#### Catalog

Display only - The program and year of a catalog in which a course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

#### Confl

Display only - Either Y (Yes) or N (No) indicating whether a course section conflicts with another section for which a student is registered.

**Course**

Display only - A course number (e.g., SOC210 for Sociology 210).

**Days**

Display only - The days of the week for the first Meeting record on which a course meets (e.g., --T-R-- for Tuesdays and Thursdays).

**IM**

Display only - The method of instruction for the first Meeting record of the course section (e.g., LB for lab only).

**Max**

Display only - The maximum number of students allowed to register for the section of a course (e.g., 15).

**Reg**

Display only - The number of students currently registered for the section of the course (e.g., 1).

**Sec**

Display only - The section identifier for a course.

**Example:** A for section A

01 for section 01

**Stat**

Display only - The status of the course section in relation to further registration. The following are valid values:

- C (Closed)
- O (Open)
- R (Reopened)

**Time**

Display only - The time for the first Meeting record at which the section of the course meets (e.g., 07:30-10:05a).

**Title**

Display only - The course's name.

**Example:** The Family

**Note:** A course title can contain up to three lines of text; however, CX displays only the first line of a course title in this field.

**Wait**

Display only - The number of students on the wait list for the section (e.g., 0).

**Commands**

The following list describes the commands you can execute from the Locate Sections window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

# Major Eligibility Evaluation Screen

## Purpose

The Major Eligibility Evaluation screen enables you to evaluate student eligibility for a given major.

## Access

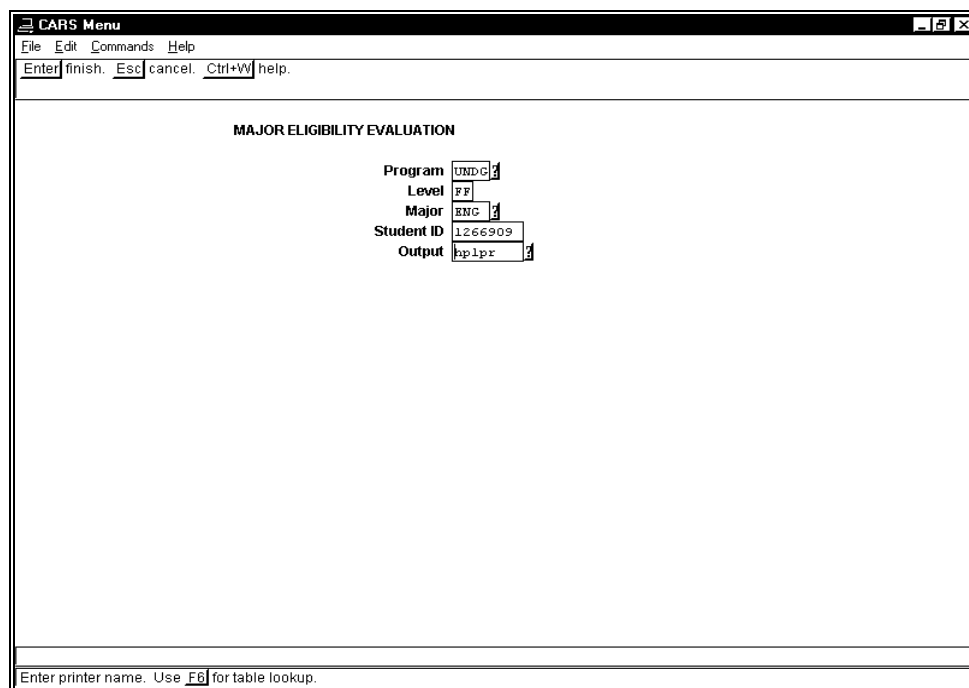
Access the Major Eligibility Evaluation screen by selecting the following, beginning at the Student Management: Main menu:

1. Student Advising
2. Major Eligibility Eval

**Note:** Other access paths can exist.

## Example

Following is an example of the Major Eligibility Evaluation screen.



The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar, there are keyboard shortcuts: "Enter finish", "Esc cancel", and "Ctrl+W help". The main area of the window displays "MAJOR ELIGIBILITY EVALUATION" with the following fields:

Program	UNDC
Level	FF
Major	ENG
Student ID	1266909
Output	hp1pr

At the bottom of the window, there is a footer that reads: "Enter printer name. Use F6 for table lookup."

## Fields

The following list describes the fields that appear on the Major Eligibility Evaluation screen.

### Level

A code indicating the level of the majors to select (e.g., FF).

### Major

The code of the major you want to evaluate eligibility for (e.g., BIO).

**Note:** If no major is specified, or if the student is not eligible for the given major, all majors for the given level are evaluated.

**Output**

The printer name (e.g., hplpr).

**Program**

The code of the program in the major you want to evaluate eligibility for (e.g., UNDG).

**Student ID**

The identification number of the student whose eligibility for the given major is to be evaluated (e.g., 1266910).

**Commands**

The following list describes the commands you can execute from the Major Eligibility Evaluation screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the current screen.

**Finish**

Displays the Output Parameters and Scheduling window.

## Meeting Detail Information Window

### Purpose

The Meeting Detail Information window enables you to view information relating to when and where a section is held.

**Note:** You cannot change information in this window.

### Access

Access the Meeting Detail Information window by selecting the following, beginning at the Online Registration - Registration Initialization screen:

1. **Finish**
2. **Finish**
3. Course Options
4. Meeting Detail from the Course Information drop-down menu

**Note:** Other access paths can exist.

From the Meeting Detail Information window, select **Instructors** to view all instructor information for a section. See *Instructors Window* in this section.

### Example

Following is an example of the Meeting Detail Information window.

**Note:** If multiple meetings exist, they will all be displayed.

Meeting Detail Information									
<b>Course</b>	ANT116			<b>Title</b>	Introduction to Anthropology				
<b>Catalog</b>	UC96	<b>Sec</b>	01	<b>Max.Enr</b>	2	4	<b>Instr</b>		
<b>IM</b>	<b>Days</b>	<b>Beg</b>	<b>End</b>	<b>Hours</b>	<b>Camp</b>	<b>Bldg</b>	<b>Room</b>	<b>Beg Date</b>	<b>End Date</b>
LC	-M-W-F-	09:30a-	10:30	1.0	MAIN	MART	101	09/04/1996	12/20/1996

### Fields

The following list describes the fields that appear on the Meeting Detail Information window.

#### Beg

Display only - The time when the section meeting begins (e.g., 07:30a).

#### Beg Date

Display only - The date (mm/dd/yyyy) when the section begins.

#### Bldg

Display only - The building in which the section is located (e.g., AC for Arts and Sciences building).

#### Camp

Display only - The campus on which the section is located (e.g., MAIN for main campus, if your institution has multiple campuses).

#### Catalog



Display only - The program and year of a catalog in which the course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

**Course**

Display only - The course number (e.g., SOC210 for Sociology 210).

**Days**

Display only - The days of the week on which the section meets (e.g., -M-W-F- for Mondays, Wednesdays, and Fridays).

**End**

Display only - The time when the section meeting ends (e.g., 10:30).

**End Date**

Display only - The date (mm/dd/yyyy) on which the section ends.

**Hours**

Display only - The number of instructional meeting hours for the section of a course (e.g., 1.0).

**IM**

Display only - The method of instruction for the section of a course (e.g., LC for lecture).

**Instr**

Display only - The name of the person teaching the course as specified in the Section record (e.g., Hamilton, B).

**Max/Enr**

Display only - Two fields indicating the maximum number of students allowed to register for the section of the course (e.g., 15) and the number of students currently enrolled (e.g., 1).

**Room**

Display only - The classroom in which the section of the course meets (e.g., 101).

**Sec**

Display only - The section identifier of the course.

**Example:** A for section A

01 for section 01

**Title**

Display only - A course's name.

**Note:** A course title can contain up to three lines of text. CX displays only the first line of a course title in this field.

**Commands**

The following list describes the commands you can execute from the Meeting Detail Information window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the current screen.



**Note:** The catalog value can be changed from the default.

**Clear**

Either Y (Yes) or N (No) indicating whether a student has financial clearance.

**Course**

The course number (e.g., ENG112).

**Note:** You can enter either a course number (e.g., ENG112) or a reference number (e.g., 123456) in this file.

**Days**

Display only - A default field that specifies the days of the week on which a section meets (e.g., -M-W-F- for Monday, Wednesday, and Friday). Valid codes are the following:

- M (Monday)
- T (Tuesday)
- W ( Wednesday)
- H (Thursday)
- F (Friday)
- S (Saturday)
- U (Sunday)

**Drop Reasn**

A default field specifying the reason a student drops a course.

**Note:** The drop reason code is stored in the student's Registration record (reg\_rec).

To change the drop reason code for *only one student*, select **Registration Options** from the command line, select Change Effective Date from the Registration Options drop-down menu, press **<Enter>**, enter the reason code, and select **Finish**.

To change the drop reason code for *all students*, enter a default code in the Drop Reasn field in the Online Registration - Registration Initialization screen.

**Effective Date**

A default field containing the date (mm/dd/yyyy) on which a student is registering for courses.

**Note:** You can change the default date, for instance, when you want to backdate an add/drop transaction.

To change the effective date for only *one student*, select **Registration Options** from the command line, select Change Effective Date from the Registration Options drop-down menu, enter the effective date, and then select **Finish**. Once the next student is queried, the effective date will return to the effective date as specified in the parameters screen.

**Hrs**

Display only - A default field indicating the number of credit hours a student can earn by taking this course (e.g., 3.0).

**Note:** You can change the number of credit hours earned for a section of a course in the Course Enrollment Detail window (e.g., variable credit courses).

**ID**

Required - The student's identification number (e.g., 1266910). After the identification number is entered, the student's name will display next to the identification number.

**IM**



**Su**

Display only - A default field specifying the subsession, if any, in which the section is offered.

**Example:** A summer session could be a ten-week session consisting of two five-week subsessions.

**Subprogram**

A default field specifying the subprogram for a program in which a student is enrolled (such as evening or weekend courses).

**Time**

Display only - A default field containing the time during which the course meets (e.g., 09:00a-09:50a).

**Title**

Display only - A default field identifying the course's name (e.g., The Family).

**Note:** The Title field can show either the course's title or its reference number. To change the display from course titles to reference numbers, or vice versa, select **Registration Options** from the command line, and then View Reference # from the Registration Options drop-down menu.

**Total Hrs**

Display only - A default field showing the total number of credit hours for which a student is registered in a session. The total number of audited hours will appear in parentheses following the total number of credit hours. The audit hours may be included in the registered hours.

**Example:** 3.00 (00.00)

**Commands**

The following list describes the commands you can execute from the Online Registration screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Add**

Places the cursor on a new line on the Online Registration screen so you can add a course for the student.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Does any of the following without saving information to the database:

- Backs out of the current command
- Returns to the previous command line
- Returns to the previous screen

**Capacity**

Causes the Capacity Information window to appear so you can view capacity information for one or all sections of a course.

**Confirm**

Confirms a student's registration.

**Course Options**

Causes the Course Information drop-down menu to appear so you can perform an operation on a specific course.

**Note:** The cursor must appear on the line of the course to be operated on.

#### **Del-line**

Deletes a line containing a course that you added in the current registration processing session.

**Note:** You must position the cursor on the line you want to erase. This command does not erase a line containing a course that has already been added to the database, i.e., has an asterisk (\*) in the left-hand column.

#### **Exit**

Exits the Registration product and returns you to the CX menu.

#### **Fee**

Saves registration information to the database, exits Registration, and causes the Fees screen to appear so you can collect fee payments from a student you just registered, before registering the next student.

**Note:** Your institution may not have this feature.

#### **Finish**

Saves any field entries, and then exits the current screen.

#### **Forward**

Moves the cursor to the next page of information on the screen.

#### **Holds**

Causes the Holds window to appear so you can view, add, or update holds information on a student's Student Services record.

#### **Initialization**

Causes the Online Registration - Registration Initialization screen to appear so you can establish new parameters affecting Registration in any of the fields on that screen.

#### **Output**

Sends a signal to the printer to print the student's student data sheet (SDS).

#### **Query**

Allows you to query on another student for registration.

#### **Register**

Places the cursor in the Online Registration screen so you can begin processing a student's registration.

#### **Registration Options**

Causes the Registration drop-down menu to appear so you can select an option relating to a specific student.

#### **Session**

Displays the next session's registration information for a student, but only if you entered more than one session in the Online Registration - Registration Initialization screen.

# Online Registration - Registration Initialization Screen

## Purpose

The Online Registration - Registration Initialization screen enables you to define the functions you want turned on during the registration process, the sessions in which you want to register students, and a set of defaults. For example, the Online Registration screen contains fields whose display results directly from what you enter into the fields on the Online Registration - Registration Initialization screen.

## Access

Access the Online Registration - Registration Initialization screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Online Registration, enter the program code, then select **Finish**

**Note:** The Online Registration - Registration Initialization screen is the first screen that appears when you access Online Registration.

This screen can also be accessed from within the registration program.

## Example

Following is an example of the Online Registration - Registration Initialization screen.

Field	Value
Registration Session(s)	F306
Restricted Classes	
Check Prerequisites	<input checked="" type="checkbox"/>
Check Corequisites	<input checked="" type="checkbox"/>
Check Concurrent Requisites	<input checked="" type="checkbox"/>
Check Repeats	<input checked="" type="checkbox"/>
Display Schedule Comments	<input checked="" type="checkbox"/>
Display Reference Number	<input checked="" type="checkbox"/>
Display All Meetings	<input checked="" type="checkbox"/>
Use Acad Cal Date for Holds	<input checked="" type="checkbox"/>
SDS PARAMETERS	
Print Schedule Comments	<input checked="" type="checkbox"/>
Printer	hpLpc
SDS/Registrar Formtype	SDS10
SDS/Bursar Formtype	SDS10
DEFAULTS	
Catalogs	0696
Effective Date	04/02/1996
Drop Reason Code	
Block Code	

## Fields

The following list describes the fields that appear on the Online Registration - Registration Initialization screen.

### Block Code

A code indicating a block of courses to use during registration (e.g., B1).

**Note:** Block Registration allows you to register a student for a common group of courses, such as first year students in a nursing program.

### **Catalog(s)**

Required - A code indicating the catalog year in which the courses you are registering for are offered.

**Example:** UG96 for undergraduate program for the year 1996.

**Note:** If you enter multiple catalogs, CX will search through this list to find the course that has been entered.

### **Check Concurrent Requisites**

A default field with a code indicating whether CX should check for concurrent requisites when registering a student for courses, such as lecture and lab combinations of courses.

### **Check Corequisites**

A default field with a code indicating whether CX should check for corequisites when registering a student for courses.

### **Check Prerequisites**

A default field with a code indicating whether CX is to check for prerequisites when registering a student for courses.

### **Check Repeats**

A default field with a code indicating whether CX should check whether the student has already taken the course.

### **Display All Meetings**

A default field with Y (Yes) or N (No) indicating whether CX should display all Meeting record information for each course added.

**Note:** "Y" allows you to view all Meeting records for each course; "N" allows you to view only the first Meeting record for each course. If multiple Meeting records exist, a plus (+) will appear next to the meeting days.

### **Display Reference Number**

A default field with a code indicating whether CX should display course reference numbers instead of course titles.

### **Display Schedule Comments**

A default field with Y (Yes) or N (No) indicating whether CX should display section comments, if any exist, on the Online Registration screen. Section comments can provide any special requirements associated with a course.

**Note:** If you enter Y in this field, the course comments appear in a dialog box when appropriate; they are not printed on the student data sheet. If you want to print the course comments on a student data sheet, enter Y in the Print Schedule Comments field.

### **Drop Reason Code**

A default field with a code indicating the reason a student drops a course. The following are system defaults:

- OA (Operator Add)
- RE (When a course is reinstated)
- SC (Schedule Change)
- VD (When a course is administratively voided)

### **Effective Date**



A default field indicating the date (mm/dd/yyyy) associated with registration transactions.

**Note:** The default value is today's date and remains in effect for all students during registration processing until the date is changed.

#### **Print Schedule Comments**

A default field with a code indicating whether section comments are to print on the student data sheet.

#### **Printer**

A default field specifying the printer on which student data sheets will print (e.g., hplpr).

#### **Registration Session(s)**

Required - The session(s) and year(s) in which you are registering students.

**Example:** FA96 for Fall for the year 1996.

**Note:** For multiple registration sessions, separate each session with one space, as follows: "SU9X FA9X WI9X"

#### **Restricted Class(es)**

A default field used to exclude a classification or classifications of students from registration.

**Example:** FR for excluding freshmen.

**Note:** For multiple classifications, separate each classification with one space, as follows: "FR SO JR"

#### **SDS/Bursar Formtype**

Required (if CX is set up at your institution to use the Fee Collection feature) - The form used for generating a student data sheet within Fee Collection. The form type you enter will be used when you select **Output** to print the student data sheet.

#### **SDS/Registrar Formtype**

Required - The form used for generating a student data sheet. The form type you enter will be used when you select **Output** to print the student data sheet.

#### **Use Acad Cal Date for Holds**

A default field that will allow you to specify whether to use the effective date. This allows a hold to prevent registration for one session while allowing it for another when registration activity takes place for both sessions at the same time of registration or to use the begin date of the academic calendar record associated with the session.

### **Commands**

The following list describes the commands you can execute from the Online Registration - Registration Initialization screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

#### **Cancel**

Cancels your entries on the Online Registration - Registration Initialization screen and allows you to exit the program.

#### **Finish**

Accepts your entries on the Online Registration - Registration Initialization screen and brings up the Online Registration screen in Query mode.

# Operator Form Request Screen

## Purpose

The Operator Form Request screen enables the operator to view a current student's form request history, produce a form(s) for a student, and view, update, or add holds for a current student. This form request process allows forms or reports to be generated without a Contact record. The forms are defined within the Form Order Entry table. This form request process also provides a means for printing multiple copies of a form and deferred batch processing.

**Note:** CX uses the Program Enrollment record, session, and year you specify to store the number of official and unofficial transcripts that have been printed if this feature has been turned on.

## Access

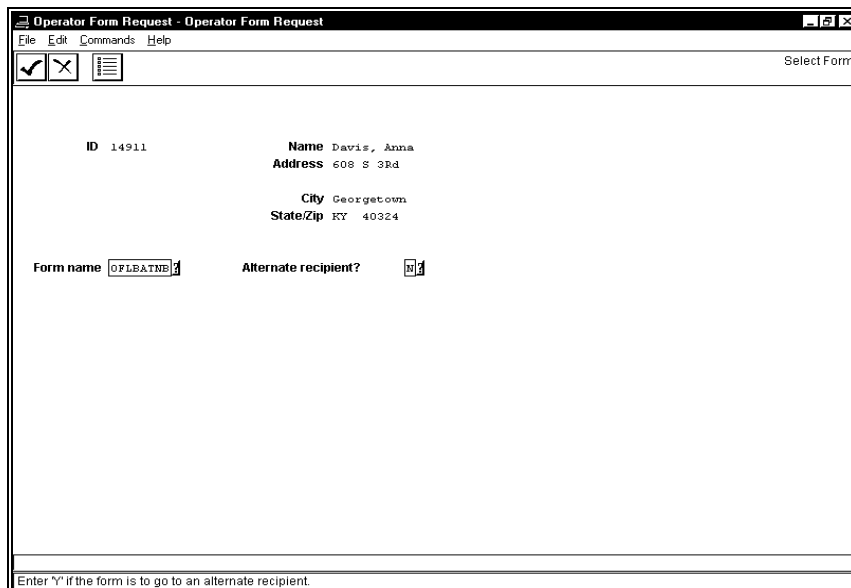
Access the Operator Form Request screen by selecting the following, beginning at the Student Management Main menu:

1. Registrar
2. Registration
3. Operator Form Request (complete the parameter screen fields, then select **Finish**)

**Note:** Other access paths can exist.

## Example

Following is an example of the Operator Form Request screen.



The screenshot shows a window titled "Operator Form Request - Operator Form Request". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar are three icons: a checkmark, a close button (X), and a list icon. The main area of the window displays the following information:

ID	14911	Name	Davis, Anna
Address	608 S 3Ed		
City	Georgetown		
State/Zip	KY 40324		

Below this information are two input fields:

Form name  Alternate recipient?

At the bottom of the window, there is a small text box that says "Enter \* if the form is to go to an alternate recipient."

## Fields

The following list describes the fields that appear on the Operator Form Request screen.

### Address

The student's street address.

### Alternate recipient?

Either Y (Yes) or N (No) indicating whether this form should go to an alternate recipient.

**City**

The city in the student's address.

**Form name**

The code for the type of form you want to produce.

**ID**

The identification number of the student.

**Name**

The name of the student.

**State/Zip**

The state and zip code in the student's address.

**Commands**

The following list describes the commands you can execute from the Operator Form Request screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Done**

Saves the field entry or entries so the request can continue.

**Exit**

Exits the current screen.

**Finish**

Displays an ID field so you may select the identification number of the recipient.

**Form Order**

Accesses the Form name field so the type of form can be specified.

**History**

Displays the student's form request history.

**Holds**

Displays the Holds window from which hold information can be added, viewed, or updated.

**List**

Displays a list of form types from which to select the desired form.

**Lookup ID**

Displays the ID Query screen from which ID information can be located.

**Query**

Accesses the ID field to allow the query of another student.

## Repeat History Window

### Purpose

The Repeat History window enables you to view information about a course that a student has already taken.

**Note:** You cannot change information on this window.

### Access

Access the Repeat History window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Add**
3. **Finish**

**Note:** If the code in the Check Repeats field in the Online Registration - Registration Initialization screen is Y, this window appears automatically when you try to add a course that a student has already taken. This window does not appear if the code in the Check Repeats field is N.

Other access paths can exist.

### Example

Following is an example of the Repeat History window.

Repeat History												
Course	Cat	Sess	Year	Su	Hrs	St	Crs	Rep	Grdg	Grd	Rep	Type
MAT101	UG95	SP	1996		3.0	R	Y	S	LT	D	Y	

### Fields

The following list describes the fields that appear on the Repeat History window.

#### Cat

Display only - A default field specifying the program and year of a catalog from which a student has previously taken a course.

**Example:** UG95 for undergraduate program for the year 1995.

#### Course

Display only - The number of a course that a student took previously (e.g., MAT101 for Mathematics 101).

#### Grd

Display only - The grade a student received in the previous course (e.g., D).

**Grd Rep**

Display only - A field indicating whether a course with this grade can be repeated for credit.

**Grdg**

Display only - The type of grading for a course a student has previously taken.

**Example:** AU for audit grading

LT for letter grading

PF for pass/fail grading

**Hrs**

Display only - The number of credit hours earned for the previous course (e.g., 3.0).

**Max Rep**

Display only - The number of times a student can repeat this course for additional credit (e.g., 5).

**Rep Crs**

Display only - A field specifying whether a course can be repeated for additional credit.

**Rep Type**

Display only - A field indicating how a course affects a student's grade point average based on your institution's repeat policy.

**Example:** Your institution might have a code indicating that a student can repeat a course and your institution will count the highest grade the student receives for the course.

**Sess**

Display only - The registration session in which a student previously took the course (e.g., SP for Spring).

**St**

Display only - A student's status for a course the student has already taken.

**Example:** L for wait list

R for registered

T for transfer

W for withdraw

**Su**

Display only - The subsession, if any, in which a section is offered.

**Example:** The summer session could contain a ten-week session consisting of two five-week subsessions.

**Year**

Display only - The calendar year in which a student previously took the course (e.g., 1996).

**Commands**

The following list describes the commands you can execute from the Repeat History window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Back**

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

## Schedule Comments Window

### Purpose

The Schedule Comments window enables you to view comments that print in the class schedule relating to a course.

**Note:** You cannot change the information in this window.

### Access

Access the Schedule Comments window by selecting the following, beginning at the Online Registration screen:

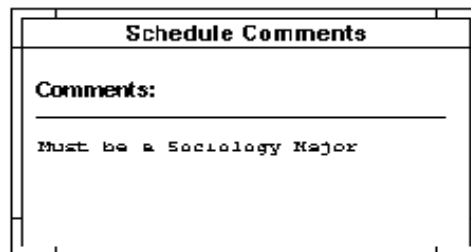
1. **Finish**
2. **Add**
3. **Finish**

**Note:** The Schedule Comments window appears automatically when you register a student for a course that has schedule comments, but *only* if you requested in the Online Registration - Registration Initialization screen for CX to display such schedule comments.

Other access paths can exist.

### Example

Following is an example of the Schedule Comments window.



### Fields

The following list describes the fields that appear on the Schedule Comments window.

#### Comments

Display only - Any additional information, special conditions, or changes (such as changes in meeting time or instructor) pertaining to a section.

**Example:** "Must be a Sociology Major"

### Commands

The following list describes the commands you can execute from the Schedule Comments window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

**Cancel**

Exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.



## Section Calendar window

### Purpose

The Section Calendar window enables you to view the following dates:

- The registration dates associated with either the standard academic calendar or the alternate academic calendar
- The refund dates for a section associated with an alternate refund calendar

**Note:** Two important facts to remember about the Section Calendar window:

- CX displays the academic calendar or, if an alternate code has been specified, the alternate academic calendar dates for each section and updates the dates as your institution revises them
- CX generates and displays dates in the section refund calendar for only a section associated with an alternate refund calendar

### Access

Access the Section Calendar window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Course Options**
3. Alternate Calendar from the Course Information drop-down menu

**Note:** You cannot change the information in this window.

Other access paths can exist.

### Example

Following is an example of the Section Calendar window.

Section Calendar						
Begin	Last Add	Last Drop	Withdrawal	Charge	Grading	End Date
09/13/96	09/20/96	09/20/96	10/10/96	08/26/96		12/13/96
REFUND CALENDAR						
	Refund 1	Refund 2	Refund 3			

### Fields

The following list describes the fields that appear on the Section Calendar window.

#### Begin

Display only - The date (mm/dd/yy) when the section begins.

#### Charge

Display only - The date (mm/dd/yy) when your institution begins to charge for add/drop fees.

#### End Date

Display only - The date (mm/dd/yy) when the section ends.

#### Grading

Display only - The last date (mm/dd/yy) when a course grading type can be changed within Registration.

**Last Add**

Display only - The last date (mm/dd/yy) when a student can add this course section.

**Last Drop**

Display only - The last date (mm/dd/yy) when a student can drop this section without a withdraw code appearing on his or her transcript.

**Refund 1**

Display only - The date (mm/dd/yy) when a first refund becomes effective for a section.

**Refund 2**

Display only - The date (mm/dd/yy) when a second refund becomes effective for a section.

**Refund 3**

Display only - The date (mm/dd/yy) when a third refund becomes effective for a section.

**Withdrawal**

Display only - The last date (mm/dd/yy) when a student can withdraw from a section without a penalty, if any.

**Commands**

The following list describes the commands you can execute from the Section Calendar window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the current screen.

**Finish**

Exits the current screen.

## Section Requirements Window

### Purpose

The Section Requirements window enables you to view registration requirements pertaining to a section of a course.

### Access

Access the Section Requirements window by selecting the following, beginning at the Online Registration screen:

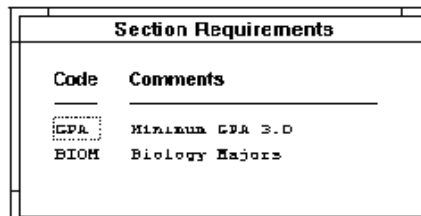
1. **Finish**
2. **Add**
3. **Finish**

**Note:** The Section Requirements window automatically appears if a section requirement applies to the section of the course you are entering.

Other access paths can exist.

### Example

Following is an example of the Section Requirements window.



Section Requirements	
Code	Comments
GPA	Minimum GPA 3.0
BIOM	Biology Majors

### Fields

The following list describes the fields that appear on the Section Requirements window.

#### Code

Display only - A code representing a section requirement (e.g., GPA).

#### Comments

Display only - A description of the section requirement (e.g., Minimum GPA 3.0).

### Commands

The following list describes the commands you can execute from the Section Requirements window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

#### Back

Moves the cursor to the previous page of information on the screen.

#### Cancel

Exits the current screen.

**Finish**

Exits the current screen.

**Forward**

Moves the cursor to the next page of information on the screen.

## Section Search Criteria Window

### Purpose

The Section Search Criteria window enables you to enter specific information about when and where a student prefers to take a course in order for you to locate a section meeting this criteria. For example, if a student wants to take courses only on Mondays, Wednesdays, and Fridays, enter this information in the Days field of the window. CX then searches for all sections of that course meeting only on these days.

### Access

Access the Section Search Criteria window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Registration Options**
3. Set Search Criteria from the Registration Options drop-down menu

**Note:** Once you complete data entry in the Section Search Criteria window, you can select **Course Options** from the command line and then select Locate a Section from the Course Information drop-down menu. If CX locates a section matching the search criteria, the Locate Sections window is displayed showing you all of the sections meeting the criteria.

Other access paths can exist.

### Example

Following is an example of the Section Search Criteria window.

Section Search Criteria	
Campus	MAIN
Days	-M-W-F-
Begin Time	0300 p
End Time	0350 p

### Fields

The following list describes the fields that appear on the Section Search Criteria window.

**Note:** Complete only the fields in this window that a student wants to use as criteria in locating a course section. If you leave a field blank, CX searches for all sections. For example, if you leave the Campus field blank, CX does not limit its search to one specific campus, but rather searches for courses meeting the student's criteria at all of your institution's campuses. Once you have located a section for the student, the search criteria should be removed.

#### Begin Time

Optional - The time at or after which a student is available to take a course (e.g., 0300 p).

#### Campus

Optional - The campus at which a student wants to take a course (e.g., MAIN for main campus, if your institution uses multiple campuses).

**Days**

Optional - The days on which a student wants to take a course (e.g., -M-W-F- for Mondays, Wednesdays, and Fridays).

**End Time**

Optional - The time at or before which a student is available to take a course (e.g., 0350 p).

**Commands**

The following list describes the commands you can execute from the Section Search Criteria window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Saves any field entries, and then exits the current screen.

## Select SDS - All Screen

### Purpose

The Select SDS - All screen enables you to add Contact records for students for the session, year, program, and subprogram you specify so you may produce student data sheets.

**Note:** The registration statuses of the students are checked as specified. Students with zero registration hours will not be selected. This is the first step in generating student data sheets for all students for a given year, session, and program. The second step is to create student sheets, and the third step is to print student data sheets.

### Access

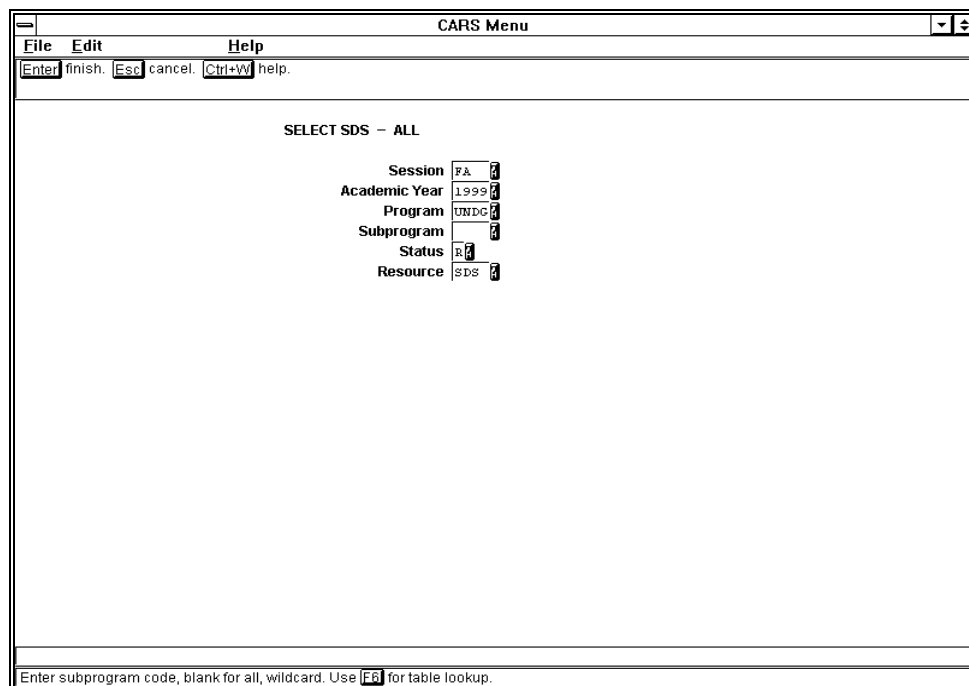
Access the Select SDS - All screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Select SDS - All

**Note:** Other access paths can exist.

### Example

Following is an example of the Select SDS - All screen.



Enter finish. Esc cancel. Ctrl+W help.

SELECT SDS - ALL

Session	FA
Academic Year	1999
Program	UNDG
Subprogram	
Status	R
Resource	SDS

Enter subprogram code, blank for all, wildcard. Use F6 for table lookup.

### Fields

The following list describes the fields that appear on the Select SDS - All screen.

#### Academic Year

The instructional year (e.g., 1997).

**Program**

The program code (e.g., UNDG).

**Resource**

The contact resource code.

**Session**

The session code (e.g., FA).

**Status**

A code indicating the student's registration status. Valid codes are:

- C (Confirmed)
- R (Registered)
- blank for all

**Subprogram**

A code indicating the subprogram (e.g., DAY) or a wildcard (e.g., DAY\*).

**Note:** If you want all subprograms, leave this field blank.

**Commands**

The following list describes the commands you can execute from the Select SDS - All screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Finish**

Displays the Output Parameters and Scheduling window.



## Student Data Sheet Contact Screen

### Purpose

The Student Data Sheet Contact screen enables you to add Contact records for the individual(s) selected to receive student data sheets.

**Note:** This is the first step in generating student data sheets for individual students. This is typically done when you want to generate student data sheets in batch mode. Individual student data sheets can be printed through the registration process.

### Access

Access the Student Data Sheet Contact screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Select SDS - One, then select **Finish**

**Note:** Other access paths can exist.

### Example

Following is an example of the Student Data Sheet Contact screen.

```
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next row in the Current List.          ** 1: ctc_rec table**
                STUDENT DATA SHEET CONTACT

ID No.....[1266910 ] SS No.. 123-23-4567      Add Date... 02/07/1996
Title..... MR   Mr.                          Last Upd... 02/07/1996
Name..... Babbette, Gregory                   Telephone.. 123-123-1212
Address... 123 Main St
.....
City..... Cincinnati
State/Zip.. OH 12345      Country.. USA UNITED STATES
=====
                CONTACT
=====
Tickler.....[REG ]                          Date Added....[08/30/1996]
Form Code.....[SDS1 ] SDS1 SDSBILL           Status..... [E]
Due Date.....[08/30/1996]                   Contact Date...[ ]
CGC.....[ ]
Recipient ID...[ ]
```

### Fields

The following list describes the fields that appear on the Student Data Sheet Contact screen.

#### Add Date

The date (mm/dd/yyyy) the student's ID record was added to the database.

**Note:** You can access this field only in Query mode.

#### Address

The student's street address (e.g., 123 Main St.).

#### CGC

Either Y (Yes) or N (No) indicating whether the Tickler program can reschedule the computer-generated contact (CGC) for the SDS form recipient. The system default code is N.

**Note:** You can access this field only in Query mode.

#### City

The city in the student's address (e.g., Cincinnati).

**Note:** You can access this field only in Query mode.

**Contact Date**

The date (mm/dd/yyyy) CX completed the contact for the SDS form.

**Note:** You can access this field only in Query mode.

**Country**

The country in the student's address (e.g., USA United States).

**Note:** You can access this field only in Query mode.

**Date Added**

The creation date (mm/dd/yyyy) of this Contact record.

**Note:** You can access this field only in Query mode.

**Due Date**

The date (mm/dd/yyyy) you want CX to create the SDS form.

**Form Code**

A code indicating the SDS form (e.g., SDS).

**ID No**

The student's identification number (e.g., 1266910).

**Last Upd**

The date (mm/dd/yyyy) when the student's ID record was last updated.

**Note:** You can access this field only in Query mode.

**Name**

The student's name (e.g., Babbette, Gregory).

**Note:** You can access this field only in Query mode.

Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

**Recipient ID**

The identification number that will be used as the mailing name and address if Contact records are added through an informer. This is used to send the SDS to someone other than the student.

**Note:** The recipient's name appears next to the field when you enter the recipient's identification number in the ID No field.

**SS No**

The student's social security number (e.g., 123-23-4567).

**Note:** You can access this field only in Query mode.

**State/Zip**

The two-letter state abbreviation and the nine-digit zip code in the student's address (e.g., OH 12345-6789).

**Note:** You can access this field only in Query mode.

**Status**

The status code for the SDS form contact. Valid codes are:

- C (Completed)

- E (Expected)
- V (Voided)

**Telephone**

The student's telephone number (e.g., 123-123-1212).

**Note:** You can access this field only in Query mode.

**Tickler**

The Tickler code (e.g., REG) for the SDS form.

**Title**

The student's title (e.g., Mr.).

**Note:** You can access this field only in Query mode.

**Commands**

The following list describes the commands you can execute from the Student Data Sheet Contact screen.

**Note:** You can use a specific command only when it appears on the current command line and you have the necessary database permission to use that command.

**Add**

Accesses Add mode so you can make entries to add a record.

**Exit**

Exits the screen.

**Next**

Displays the next record in a list of queried records after the currently displayed record.

**Previous**

Displays the previous record in a list of queried records before the currently displayed record.

**Query**

Accesses Query mode so you can make entries to query a record.

**Remove**

Accesses Remove mode so you can respond **Yes** to remove the displayed record.

**Screen**

Displays the next page of a screen when a multi-page screen appears.

**Update**

Accesses Update mode so you can make entries to update a displayed record.

**View**

Displays the contents of BLOB fields.

# Student Form Request Screen

## Purpose

The Student Form Request screen enables a student to order forms and show the student's form order history.

## Access

Access the Student Form Request screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Student Form Request (complete the parameter screen fields, then select **Finish**)

**Note:** Other access paths can exist.

## Example

Following is an example of the Student Form Request screen.

The screenshot shows a window titled "Student Form Request - Student Form Request" with a menu bar (File, Edit, Commands, Help) and a toolbar with a checkmark and an 'X' icon. The main area contains the following text:

Step 1: Enter ID number

**Name** Davis, Flame L.  
**Address** 347 Nosferatu Drive  
**City** Columbus  
**State/Zip** OH 43213

Step 2: Enter desired form

Step 3: Press the ORDER command above to continue.

Enter the code for the desired form. Use F6 for table lookup.

## Fields

The following list describes the fields that appear on the Student Form Request screen.

### Address

Display only - The student's street address.

### City

Display only - The city in the student's address.

### Name

Display only - The student's name.

**State/Zip**

Display only - The state and zip code in the student's address.

**Step 1: Enter ID number**

The identification number of the student (e.g., 5032229).

**Step 2: Enter desired form**

The code for the desired form (e.g., UNOFNOBL).

**Step 3: Press the ORDER command above to continue.**

Display only - The instruction specifying what to do next.

**Commands**

The following list describes the commands you can execute from the Student Form Request screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Done**

Serves as the ORDER command mentioned in step 3.

# Student Hours Authorizations Screen

## Purpose

The Student Hours Authorizations screen enables you to set authorizations for a specified student

## Access

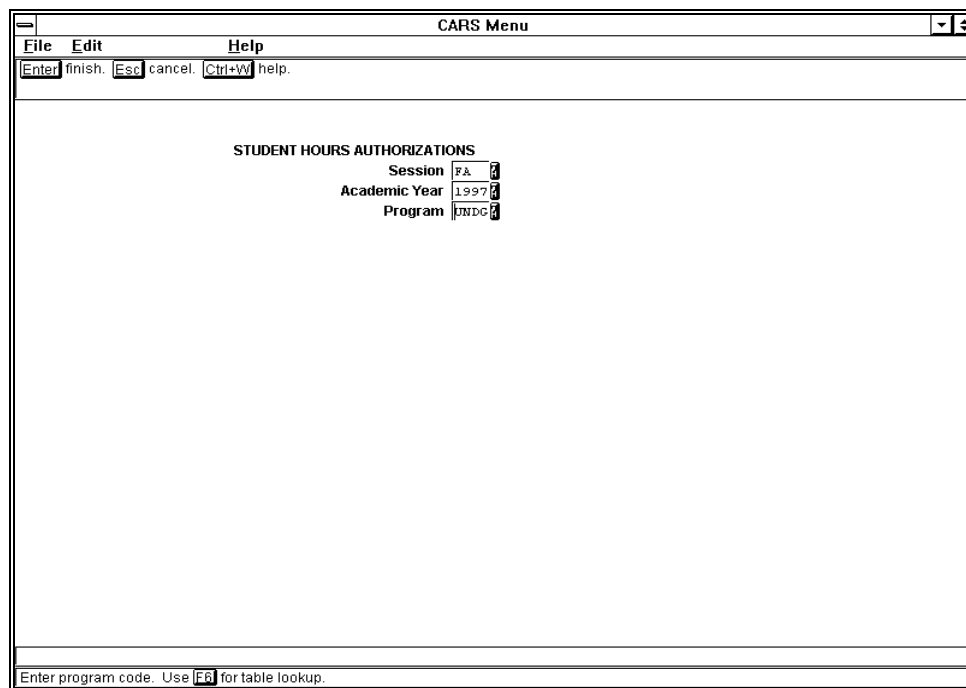
Access the Student Hours Authorizations screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Authorization
4. Hours Authorizations

**Note:** Other access paths can exist.

## Example

Following is an example of the Student Hours Authorizations screen.



STUDENT HOURS AUTHORIZATIONS

Session	FA
Academic Year	1997
Program	UNDG

Enter program code. Use F6 for table lookup.

## Fields

The following list describes the fields that appear on the Student Hours Authorizations screen.

### Academic Year

The instructional year (e.g., 1997).

### Program

The program code (e.g., UNDG).

### Session

The session code (e.g., FA).

### **Commands**

The following list describes the commands you can execute from the Student Hours Authorizations screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### **Cancel**

Exits the screen without saving any field entries.

### **Finish**

Displays the Output Parameters and Scheduling window.

# Student Withdrawal Window

## Purpose

The Student Withdrawal window enables you to record the reason the student withdrew from or dropped their last course(s), the date the withdrawal was recorded, and the date when the student last attended the withdrawn course(s).

## Access

Access the Student Withdrawal window by selecting the following, beginning at the Online Registration screen:

1. **Finish**
2. **Course Options**
3. Drop a Course
4. **Finish**

**Note:** Access the Student Withdrawal window by dropping a student from all of his or her courses, and then selecting **Finish** to complete the student's registration.

Other access paths can exist.

## Example

Following is an example of the Student Withdrawal window.

Student Withdrawal	
WD Reason Code	T4
Withdrawal Date	09/24/1996
Last Attendance Date	

## Fields

The following list describes the fields that appear on the Student Withdrawal window.

### Last Attendance Date

Optional - A default entry field indicating the last date (mm/dd/yyyy) when the student attended the withdrawn course(s).

### WD Reason Code

Optional - A default entry field indicating the reason the student dropped the course or courses (e.g., SC for Schedule Change). The default value is the value in the Drop Reason Code field on the Online Registration - Registration Initialization screen.

### Withdrawal Date

Optional - A default entry field indicating the date (mm/dd/yyyy) when the student officially withdrew from the course(s). The default value is today's date.

## Commands

The following list describes the commands you can execute from the Student Withdrawal window.



**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Finish**

Saves any field entries, and then exits the current screen.

# Unmet Concurrent Requisites Window

## Purpose

The Unmet Concurrent Requisites window enables you to view specific requirements called *concurrent requisites*, or requirements a student must complete while taking a course.

**Note:** You cannot change the information in this window.

## Access

Access the Unmet Concurrent Requisites window by selecting the following, beginning at the Online Registration screen:

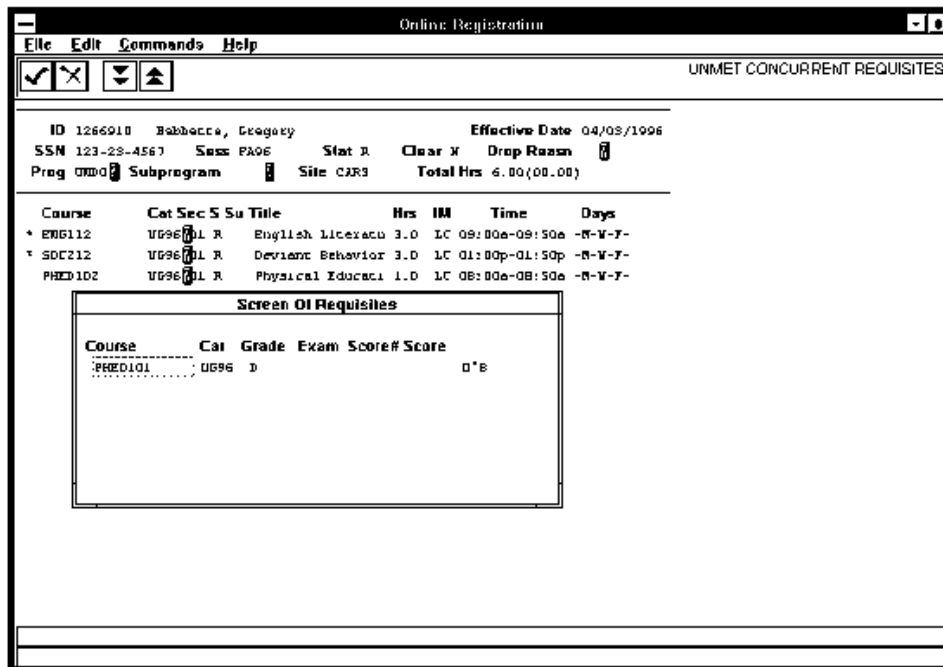
1. **Finish**
2. **Add**
3. **Finish**

**Note:** Access the Unmet Concurrent Requisites window by adding a course that has a concurrent requisite for which the student has not yet registered *and* specifying in the Online Registration - Registration Initialization screen for CX to check for concurrent requisites.

Other access paths can exist.

## Example

Following is an example of the Unmet Concurrent Requisites window. This example shows that the student must take PHED 101 prior to or in conjunction with PHED 102.



**Note:** Depending on the course and a student's unmet concurrent requisites for the course, you may see *and* or *or* statements, or a combination of the two, on the right side of the Unmet Concurrent Requisites window. These help you to inform the student of exactly

which concurrent requisites, or which combination of concurrent requisites, he or she must meet while taking the course having the concurrent requisites.

## Fields

The following list describes the fields that appear on the Unmet Concurrent Requisites window. Notice that the message "Unmet Concurrent Requisites" appears in the upper right corner of the screen.

### Cat

Display only - A code specifying the program and year of a catalog in which the concurrent requisite course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

### Course

Display only - A code specifying the course number for the concurrent requisite course (e.g., PHED101 for Physical Education 101).

### Exam

Display only - A code for the name of a concurrent requisite exam (e.g., SAT for Scholastic Aptitude Test).

### Grade

Display only - The minimum grade the student must obtain in a particular concurrent requisite course (e.g., D).

### Score

Display only - The minimum score the student must achieve on a particular concurrent requisite exam (e.g., 400).

### Score #

Display only - A number corresponding to a section of a concurrent requisite exam or to a type of exam score (e.g., 2).

**Example:** This field indicates which section of a particular exam is the concurrent requisite for a course. The SAT, for example, is comprised of several test sections, and each section has its own score. A student must achieve the minimum score only for the indicated section of an exam.

## Commands

The following list describes the commands you can execute from the Unmet Concurrent Requisites window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

### Cancel

Exits the current screen.

### Finish

Exits the current screen.

### Forward

Moves the cursor to the next page of information on the screen.

## Unmet Corequisites Window

### Purpose

The Unmet Corequisites window enables you to view *corequisites*, or requirements that a student must complete either prior to registering for a course or while taking a course.

**Note:** You cannot change the information in this window.

### Access

Access the Unmet Corequisites window by selecting the following, beginning at the Online Registration screen:

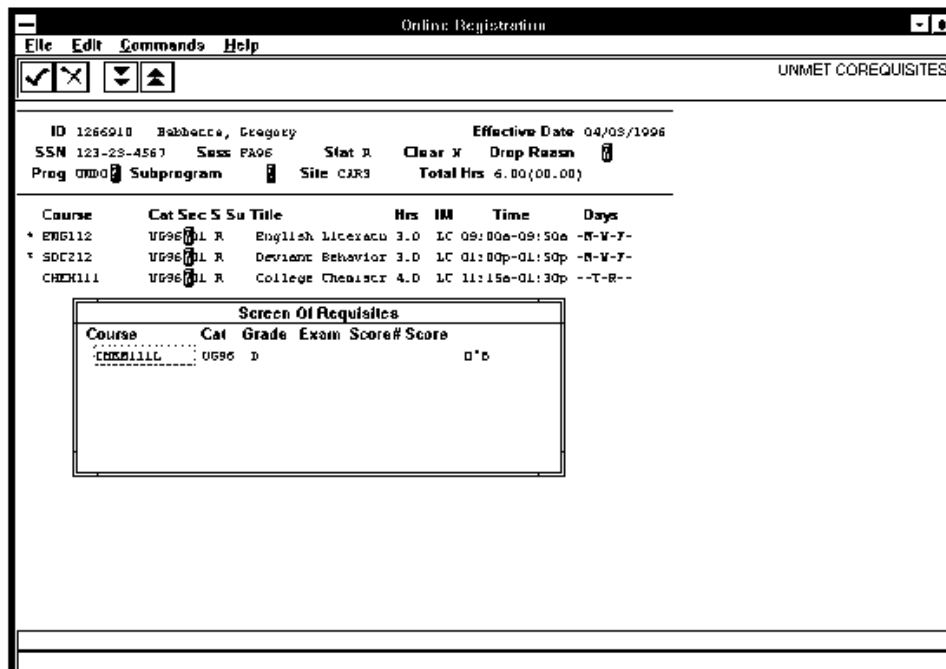
1. **Finish**
2. **Add**
3. **Finish**

**Note:** Access the Unmet Corequisites window by adding a course that has one or more corequisites the student has not met *and* specifying in the Online Registration - Registration Initialization screen for CX to check for corequisites.

Other access paths can exist.

### Example

Following is an example of the Unmet Corequisites window. This example shows that the student must take CHEM 111 and CHEM 111L simultaneously.



**Note:** Depending on the course and a student's unmet corequisites for the course, you may see *and* or *or* statements, or a combination of the two, on the right side of the Unmet Corequisites window. These help you to inform the student of exactly which corequisites, or which combination of corequisites, he or she must meet (or must have met) before taking the course having the corequisites.

## Fields

The following list describes the fields that appear on the Unmet Corequisites window. Notice that the message "Unmet Corequisites" appears in the upper right corner of the screen.

### Cat

Display only - A code specifying the program and year of a catalog in which a corequisite course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

### Course

Display only - A code specifying the course number for the concurrent requisite course (e.g., CHEM111L for Chemistry 111 Lab).

### Exam

Display only - A code for the name of the corequisite exam (e.g., SAT for Scholastic Aptitude Test).

### Grade

Display only - The minimum grade the student must obtain in the particular corequisite course (e.g., D).

### Score

Display only - The minimum score the student must achieve on the particular corequisite exam (e.g., 400).

### Score #

Display only - A number corresponding to a section of the corequisite exam, or to a type of exam score (e.g., 2).

**Example:** This field indicates which section of a particular exam is the corequisite for a course. The SAT, for example, is comprised of several test sections, and each section has its own score. A student must achieve the minimum score only for the indicated section of an exam.

## Commands

The following list describes the commands you can execute from the Unmet Corequisites window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

### Cancel

Exits the current screen.

### Finish

Exits the current screen.

### Forward

Moves the cursor to the next page of information on the screen.

## Unmet Prerequisites Window

### Purpose

The Unmet Prerequisites window enables you to view *prerequisites*, or requirements a student must complete prior to registering for a course.

**Note:** You cannot change the information in this window.

### Access

Access the Unmet Prerequisites window by selecting the following, beginning at the Online Registration screen:

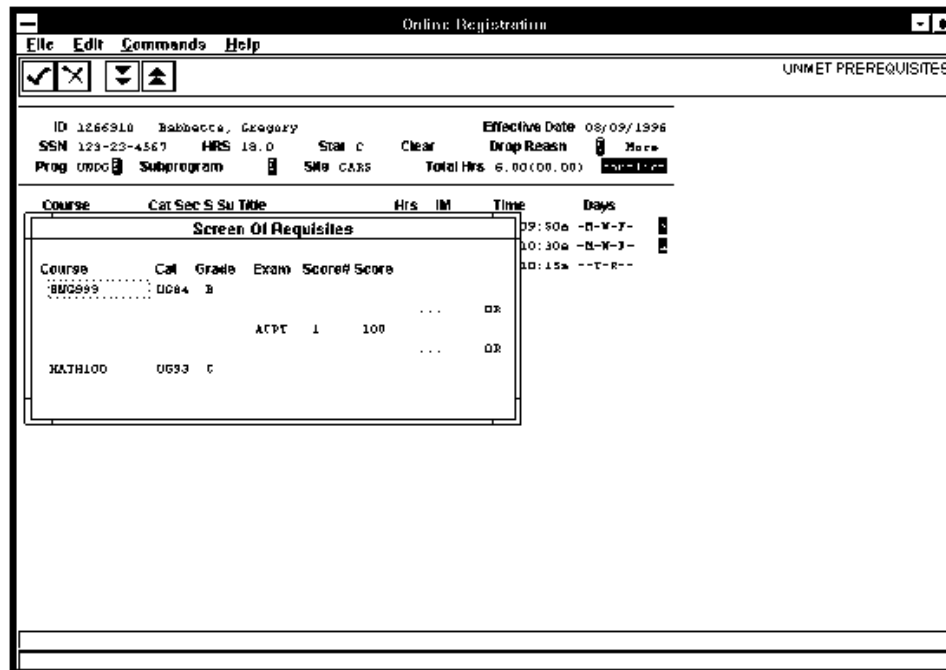
1. **Finish**
2. **Add**
3. **Finish**

**Note:** Access the Unmet Prerequisites window by adding a course that has one or more prerequisites the student has not met *and* specifying in the Online Registration - Registration Initialization screen for CX to check for prerequisites.

Other access paths can exist.

### Example

Following is an example of the Unmet Prerequisites window. This example shows that the student did not meet a prerequisite to register for additional SOC courses.



**Note:** Depending on the course and a student's unmet prerequisites for the course, you may see *and* or *or* statements, or a combination of the two, on the right side of the Unmet Prerequisites window. These help you to inform the student of exactly which prerequisites, or which combination of prerequisites, he or she must meet before taking the course having the prerequisites.

## Fields

The following list describes the fields that appear on the Unmet Prerequisites window. Notice that the message "Unmet Prerequisites" appears in the upper right corner of the screen.

### Cat

Display only - A code specifying the program and year of a catalog in which the prerequisite course is offered.

**Example:** UG96 for undergraduate program for the year 1996.

### Course

Display only - A code specifying the course number for the prerequisite course (e.g., SOC101 for Sociology 101).

### Exam

Display only - A code for the name of the prerequisite exam (e.g., SAT for Scholastic Aptitude Test).

### Grade

Display only - The minimum grade the student must obtain in the particular prerequisite course (e.g., D).

### Score

Display only - The minimum score the student must achieve on the particular prerequisite exam (e.g., 400).

### Score #

Display only - A number corresponding to a section of the prerequisite exam, or to a type of exam score (e.g., 2).

**Example:** This field indicates which section of a particular exam is the prerequisite for a course. The SAT, for example, is comprised of several test sections, and each section has its own score. A student must achieve the minimum score only for the indicated section of an exam.

## Commands

The following list describes the commands you can execute from the Unmet Prerequisites window.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### Back

Moves the cursor to the previous page of information on the screen.

### Cancel

Exits the current screen.

### Finish

Exits the current screen.

### Forward

Moves the cursor to the next page of information on the screen.

# Update Program Enrollment Information Screen

## Purpose

The Update Program Enrollment Information screen enables you to update Program Enrollment record fields for IPEDS High Degree, Completion, and Number of Years for a specific cohort category and year. This process needs to be run before the Graduation Rate Survey reports are run. However, it may be run as many times as desired but should not be run for a given cohort year after Graduation Rate Survey reporting is completed.

**Note:** See *How to Update Program Enrollment Information* in the section *Using the Registration Reports*.

## Access

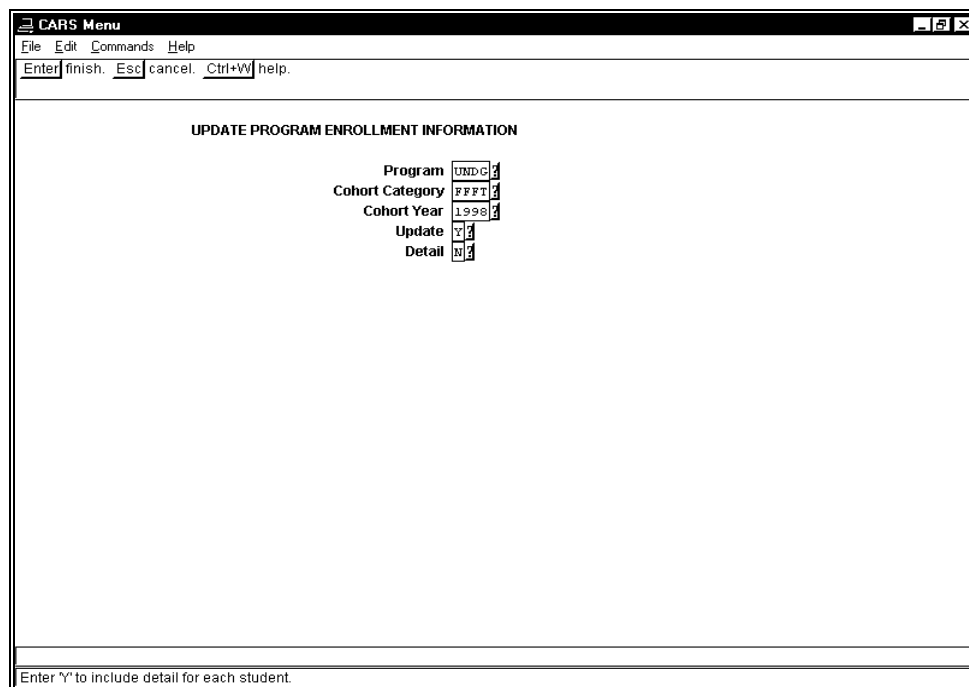
Access the Update Program Enrollment Information screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Reports
3. External Agencies
4. IPEDS GRS Reports
5. Update Program Enrollment

**Note:** Other access paths can exist.

## Example

Following is an example of the Update Program Enrollment Information screen.



The screenshot shows a terminal window titled "CARS Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar, there is a line of text: "Enter finish. Esc cancel. Ctrl+W help." The main area of the screen displays the title "UPDATE PROGRAM ENROLLMENT INFORMATION" followed by a list of fields with their current values and a cursor: "Program UNDG", "Cohort Category FFFT", "Cohort Year 1998", "Update Y", and "Detail N". At the bottom of the screen, there is a footer instruction: "Enter Y to include detail for each student."



## Fields

The following list describes the fields that appear on the Update Program Enrollment Information screen.

### **Cohort Category**

Required - The cohort category code (e.g., FFFT).

### **Cohort Year**

Required - The cohort year (yyyy).

### **Detail**

Required - Either Y (Yes) or N (No) indicating whether to include detail for each student who is being updated.

### **Program**

Required - The program code (e.g., UNDG).

### **Update**

Required - Either Y (Yes) or N (No) indicating whether to update Program Enrollment records (Y) or only report output (N).

## Commands

The following list describes the commands you can execute from the Update Program Enrollment Information screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### **Cancel**

Exits the screen without saving any field entries.

### **Finish**

Displays the Output Parameters and Scheduling window.

# Update Program Enrollment Info-5Yr Screen

## Purpose

The Update Program Enrollment Info-5Yr screen enables you to update Program Enrollment record fields for IPEDS High Degree, Completion, and Number of Years for a specific cohort category and year for schools with five-year degree programs. This process needs to be run before the Graduation Rate Survey reports are run. However, it may be run as many times as desired but should not be run for a given cohort year after Graduation Rate Survey reporting is completed.

**Note:** See *How to Update Program Enrollment Information* in the section *Using the Registration Reports*.

## Access

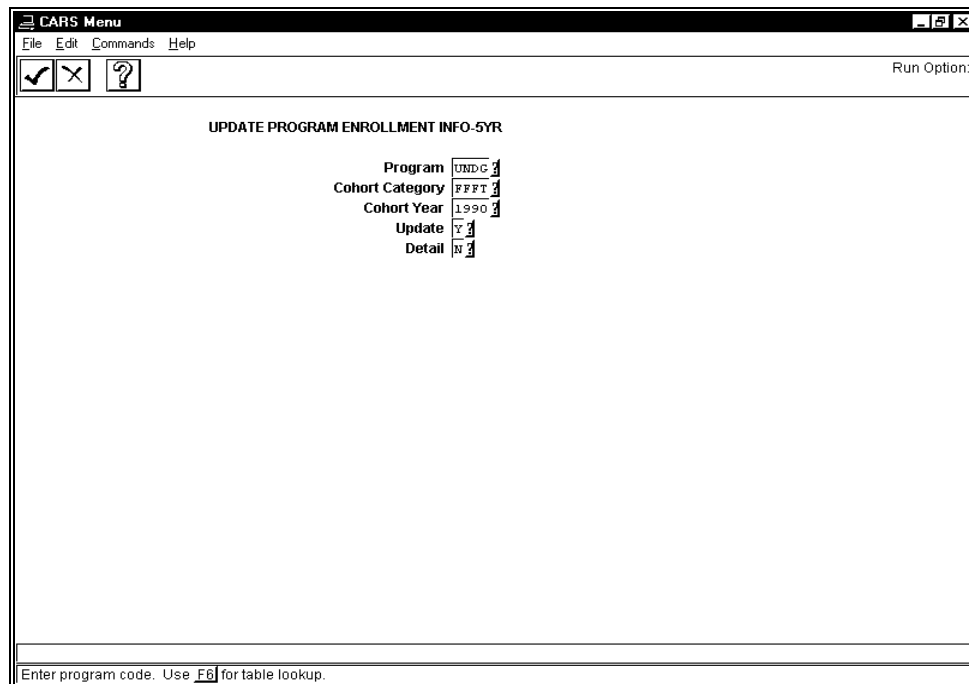
Access the Update Program Enrollment Info-5Yr screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Reports
3. External Agencies
4. IPEDS GRS Reports
5. Update Program Enrollment

**Note:** Other access paths can exist.

## Example

Following is an example of the Update Program Enrollment Info-5Yr screen.



CARS Menu

File Edit Commands Help

Run Option:

UPDATE PROGRAM ENROLLMENT INFO-5YR

Program UNDC

Cohort Category FFFT

Cohort Year 1990

Update Y

Detail N

Enter program code. Use F6 for table lookup.

## Fields

The following list describes the fields that appear on the Update Program Enrollment Info-5Yr screen.

### **Cohort Category**

Required - The cohort category code (e.g., FFFT).

### **Cohort Year**

Required - The cohort year (yyyy).

### **Detail**

Required - Either Y (Yes) or N (No) indicating whether to include detail for each student who is being updated.

### **Program**

Required - The program code (e.g., UNDG).

### **Update**

Required - Either Y (Yes) or N (No) indicating whether to update Program Enrollment records (Y) or only report output (N).

## Commands

The following list describes the commands you can execute from the Update Program Enrollment Info-5Yr screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

### **Cancel**

Exits the screen without saving any field entries.

### **Finish**

Displays the Output Parameters and Scheduling window.

## Walk-In Registration - Walk-in Registration Form Screen

### Purpose

The Walk-In Registration - Walk-in Registration Form screen enables you to create an initial ID record, create an initial Profile record, and create a Program Enrollment record so that you can register the student in classes.

**Note:** This process assumes that the student has not already been admitted to your institution through the normal admission process, which usually begins at the Admission office. No admission records are created through this process.

### Access

Access the Walk-In Registration - Walk-in Registration Form screen by selecting the following, beginning at the Student Management: Main menu:

1. Registrar
2. Registration
3. Walk-In Registration, then select **Finish**

**Note:** Other access paths can exist.

### Example

Following is an example of the Walk-In Registration - Walk-in Registration Form screen.

ID No	12345	SS No	111-22-3345	Add Date	07/13/1992		
Title	MISS Miss	Last Updated	11/25/1996	Telephone	111-111-1111		
Name	Doe, Jane	Sex	F	Marital	S	Ethnic	UN
Address	123 ABC Lane	Birthdate	12/31/1971	Birthplace	Del Rio TX		
City	Scottown	Res: Country/St/Cty	USA TX	Privacy	PHON		
State/Zip	OH 45678	Country	USA	Date Admitted	07/13/1992 for FA 95		
Admitted Status	UNDC Undergraduate	Program Declared		Program	UNDC Undergraduate		
Subprogram		Catalog		Class	SY Fifth Year		
Major		Academic Status	ACPT	Major			
Minor		Restricted Schedule	N	Minor			
Advisor	0	Maximum Hours	20.00				

Enter date of admission. Format: mm/dd/yyyy.

### Fields

The following list describes the fields that appear on the Walk-In Registration - Walk-in Registration Form screen.

#### Academic Status

Required - A code indicating the student's current academic status (e.g., AC).

**Add Date**

Display only - A date (mm/dd/yyyy) indicating when this student's record was added to the database.

**Address**

The street address information in a student's address (e.g., 123 ABC Lane).

**Admitted Status**

A code indicating the student's admitted status (e.g., FULL).

**Advisor**

The identification number of the student's advisor (e.g., 123).

**Birthdate**

The student's date (mm/dd/yyyy) of birth.

**Birthplace**

The city and state where the student was born (e.g., Del Rio TX).

**Catalog**

A code indicating the catalog associated with this student for purposes of degree audit (e.g., UG97).

**City**

Required - The city in the student's permanent address (e.g., Scottown).

**Class**

The student's classification at your institution (e.g., 5Y for Fifth year student).

**Country**

An abbreviation indicating the country in the student's permanent address (e.g., USA).

**Date Admitted for**

The date (mm/dd/yyyy) the student was admitted, and the session and year for which the student was admitted (e.g., FA 95).

**Note:** You can enter **today** to use today's date.

**Ethnic**

The student's ethnic code (e.g., UN).

**ID No**

Display only - The student's identification number (e.g., 12345).

**Last Updated**

Display only - A date (mm/dd/yyyy) indicating when this student's record was last updated.

**Major**

A code indicating the student's major (e.g., HIS).

**Marital**

Required - A code indicating the student's marital status (e.g., S).

**Maximum Hours**

The maximum number of hours for which a student may register for any given session (e.g., 18.00).

**Minor**

A code indicating the student's minor (e.g., GEO).

**Name**

Required - The student's name (e.g., Doe, Jane).

**Note:** Use the format shown on the screen for names. In the name "Doe, John J., Jr.," the extra comma separating John Doe's middle initial and "Jr." is a flag CX uses. When your institution sends a letter, CX transposes "Doe, John J., Jr.," and uses the salutation, "Dear Mr. John J. Doe, Jr."

#### Privacy

A code indicating that certain student information must be kept private for this student (e.g., PHON).

#### Program

Required - The program code (e.g., UNDG).

#### Program Declared

The date (mm/dd/yyyy) the program indicated in the Program field was declared.

#### Res: Country/St/Cty

The country, state, and county of which the student is a resident.

#### Restricted Schedule

Required - Either Y (Yes) or N (No) indicating whether the student has a restricted schedule.

#### Sex

Required - A code indicating the student's sex.

#### SS No

Optional - The student's social security number (e.g., 111-22-3345).

**CAUTION:** If you leave an *incorrect* social security number in this field, save your field entries and perform a query later using the student's *correct* social security number. CX will not be able to locate the student identification number that corresponds to the correctly entered social security number. Upon querying and not being able to locate a student's identification number, you will inadvertently add another one. At this time, you should query by name. Two identification numbers will then exist in CX for the same student.

#### State/Zip

The two-letter state abbreviation and the nine-digit zip code in the student's address (e.g., OH 45678-9012).

#### Subprogram

A code indicating the subprogram (e.g., DAY) or a wildcard (e.g., DAY\*).

**Note:** The use of subprograms can define subgroups of students within a program (e.g., a program of UNDG might have two subprograms, day and evening).

#### Telephone

The student's permanent telephone number (e.g., 111-111-1111).

#### Title

A code indicating the student's title (e.g., Miss).

### Commands

The following list describes the commands you can execute from the Walk-In Registration - Walk-in Registration Form screen.

**Note:** You can use a specific command only when it appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar. Also, you must have the necessary database permission to use that command.

**Cancel**

Exits the screen without saving any field entries.

**Detail**

Displays a list of detail windows you may access.

**Display ID**

Displays the ID and profile information associated with the identification number specified in the ID No field.

**Find ID**

Displays the ID Query screen.

**Finish**

Saves any field entries, and then returns the screen to Query mode.

**ID Type**

Displays the ID Type/Associated Records window.

**Select**

Accesses the student whose ID number is specified in the ID No field.





## SECTION 3 – CREATING PROGRAM ENROLLMENT RECORDS

### Overview

#### Introduction

The Program Enrollment record is created when the Admission office releases admitted students' records to the Registrar's office for registration; however, the Program Enrollment record must be created before a student can enroll in classes. The Admission and Registrar's offices must resolve the following issues:

- When to create the records for both offices because, once created, offices other than the Registrar's office are discouraged from accessing these records
- Who may access the Program Enrollment records of former students who are being readmitted
- Who may update the Program Enrollment record when a new Admission record is created, and the Program Enrollment record already exists

The institution must create Program Enrollment records for each student enrolled in the institution. CX, which requires Program Enrollment records for registration processing, provides two distinct methods to create a Program Enrollment record:

- Automated Program Enrollment record creation from admission data through an SQL update statement
- Manual Program Enrollment record creation for students who bypass the normal admission process

#### Before You Begin

Before you begin to use the following procedures for creating Program Enrollment records, remember:

- The student must have an identification number
- You can query by the student's identification number, social security number, or name
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

#### Process

Follow these general steps to create a Program Enrollment record:

1. If you want to create a Program Enrollment record automatically, refer to *Creating Program Enrollment Records Automatically* in this section.
2. If you want to create a Program Enrollment record manually, refer to *Creating Program Enrollment Records Manually* in this section.

# Creating Program Enrollment Records Automatically

## Introduction

The Admission office or Registrar's office can automatically create a Program Enrollment record by selecting the Create Program Enrollment menu option from the Recruiting/Admissions: Session Processing Menu. The Create Program Enrollment option runs the progener SQL statement, which creates the Program Enrollment record from the Admission record data of a student.

Before creating the Program Enrollment record, the progener SQL statement checks to ensure that a student's Program Enrollment record has not already been created for the program (e.g., UNDG or GRAD) of the Admission record.

The progener SQL statement is located in the following directory:  
\$CARSPATH/modules/regist/informers/

**Note:** Jenzabar, Inc. recommends the following:

- That the institution review the columns in the progener SQL statement to ensure that fields added to the Admission record during implementation are also included in the SQL statement
- That a limited group of individuals execute the progener SQL statement. During execution, error messages should be monitored for and investigated immediately

## How to Create Program Enrollment Records Automatically

Follow these steps to create Program Enrollment records automatically:

1. Create the student's Admission record. See *Adding or Updating Recruiting and Admissions Information* in the *Recruiting and Admissions User Guide* for information about how to create the student's Admission record.
2. Beginning at the Recruiting/Admissions: Main Menu, select Session Processing, and then enter the password. The Recruiting/Admissions: Session Processing Menu appears.
3. Select Create Program Enrollment. The Create Program Enrollment screen appears with the cursor in the Planned Enrollment Session field.
4. Enter the planned enrollment session (e.g., FA). The cursor moves to the Planned Enrollment Year field.
5. Enter the planned enrollment year (e.g., 1997). The cursor moves to the Status field.
6. Enter the enrollment status of the student (e.g., ACCEPTED). The cursor moves to the Session field.
7. Enter the student's planned graduation session (e.g., SP). The cursor moves to the Program field.
8. Enter the student's program code (e.g., UNDG). The cursor moves to the Classification field.
9. Enter the student's classification code to identify students eligible for reserved seating (e.g., SR). The cursor moves to the Catalog field.
10. Enter the catalog associated with this student for degree audit (e.g., UG97).
11. Select **Finish**. The Output Parameters and Scheduling window appears.
12. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Recruiting/Admissions: Session Processing Menu appears, and

CX is scheduled to run the progenr SQL statement, which creates the Program Enrollment record from the Admission record data of a student.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Creating Program Enrollment Records Manually

## Introduction

The Registrar's office may need to create a Program Enrollment record before a corresponding Admission record exists or when the student does not require an Admission record. CX provides two menu options to enter program enrollment information.

### Walk-In Registration

The Registrar's office can create a Program Enrollment record through the Walk-In Registration menu option of the Registrar: Registration menu. Using this menu option, the registrar can create the ID, Profile, and Program Enrollment records, as well as any common records displayed in the detail windows.

**Note:** If the institution uses the Walk-In Registration option, you should periodically review the screen default values for the Program Enrollment record.

The Walk-In Registration option does not concurrently create an Admission record, which is often used for statistical reporting. In addition, if the institution uses a code in the Academic Status table that blocks the Admission office access to records created with the Walk-In Registration option, the Admission office will not be able to add Admission records.

Jenzabar, Inc. recommends that the institution review the use of the Walk-In Registration option and define policy related to the following topics:

- The creation of Admission records for students' records created with the Walk-In Registration option
- The development of internal reports to identify student's records created with the Walk-In Registration option

### Data Entry

The Registrar's office can also create a Program Enrollment record using the Data Entry menu option of the Student Management: Registrar Main menu. The menu option accesses the Data Entry - Form Menu, which contains options to maintain the following student information:

- students
- program enrollment
- graduation
- parents
- schools
- churches

You can use the Data Entry - Program Enrollment screen, which consists of all program enrollment options, to create and maintain Program Enrollment records.

## How to Create Program Enrollment Records Manually

If you want to create Program Enrollment records manually using Walk-In Registration, see the section *Performing Walk-In Registration* in this guide.

If you want to create Program Enrollment records manually using the Data Entry - Program Enrollment screen, follow these steps:

1. Select Registrar from the Student Management: Main menu.
2. Select Data Entry from the Student Management: Registrar Main menu, and then select **Finish**. The Data Entry - Form Menu appears.

3. Select Program Enrollment. The Data Entry - Program Enrollment screen appears in Student Entry mode.
4. Select **Query** from the command line. The screen appears in Query mode with the cursor in the ID No field.
5. Do you know the identification number of the student whose Program Enrollment record you want to change?
  - If yes, type the identification number in the ID field, and then select **Select**. The student's Program Enrollment record (screen 1 of 2) appears in Display mode.
  - If no, select **Query** to perform a query by student name.
6. Select **Update**. The screen appears in Update mode.

**Note:** If you want to change field information on screen 2 of 2, select **Next page**. The Next page command allows you to switch back and forth between screen 1 of 2 and screen 2 of 2.
7. Do you want to change information in the detail windows?
  - If yes, select **Detail**. A list of detail windows appears. Go to step 8.
  - If no, press **<Tab>** until the cursor appears in the field(s) you want to update, or use the mouse to click once in the field(s) you want to update. Go to step 10.
8. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
9. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Data Entry - Program Enrollment screen appears in Update mode.

**Note:** See the *Getting Started User Guide* for information about how to update detail windows.
10. Update the fields you want to change, and then select **Finish**. The Data Entry - Program Enrollment screen appears in Student Entry mode.
11. Do one of the following:
  - If you want to change another student's Program Enrollment record, go to step 4.
  - If you want to return to the initial program menu (the Data Entry - Form menu), select **Menu**.
  - If you want to exit the Data Entry program, select **Exit**.



## SECTION 4 – INITIALIZING A REGISTRATION SESSION

### Overview

#### Introduction

This section provides information and step-by-step procedures to follow when you:

- Initialize one or more sessions so students can register
- Select a student to register

#### Before You Begin

Before you begin to use the following procedures for registering students, remember:

- The student must have an identification number and a Program Enrollment record with an academic status that permits registration
- You can query by the student's identification number, social security number, or name
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

#### Process

This list shows the general phases that take place before, during, and after registering a student.

**Note:** This process assumes you have the necessary permissions to register students and you are registering students within the parameters that are set in the academic calendar.

1. Access and complete the Online Registration - Registration Initialization screen.
2. Select a student to register.
3. Register a student for courses using the Online Registration screen.

--OR--

Perform any of the Registration functions using the options provided in the Registration and Course Information drop-down menus, such as adding or dropping courses.

4. If CX is set up at your institution to collect fee payments, collect fee payments from the student. If it is not, skip this step.

**Note:** Refer to the *Fee Collection User Guide* for information about how to perform this step.

5. Print the student's student data sheet, which is the student's class schedule. It may also show student fees.
6. If you want to register the student for courses for another session, do so now.
7. Select the next student to register for courses, and repeat steps 1-6 for as many students as you need to register for courses.
8. Exit Registration when you have finished registering all students for this registration processing session.

#### How Do You Register a Student?

Complete the Online Registration - Registration Initialization screen. CX then brings up the Online Registration screen where you can do the following:

- Add one or more courses
- Drop one or more courses

- Void one or more courses
- Maintain course enrollment information
- Maintain student registration information
- Withdraw students from school

Procedures for these steps are in the next sections.

### How to Use the Initialization Command

If you want to change the initialization parameters for registration or any of CX defaults on the Online Registration - Registration Initialization screen, do the following:

- Select **Initialization** from the command line
- Update the desired field(s) on the Online Registration - Registration Initialization screen
- Select **Finish**

### How to Change the Session

If you want to change the current registration session to the next session you defined in the Online Registration - Registration Initialization screen, do the following:

- Select **Session** from the command line
- The new session appears in the session field; continue processing registration for the new session

### Helpful Hints

The following hints may help when you are selecting a student to register.

- If you query on a student's identification number or social security number, and the message, "Program enrollment record cannot be found," appears, the student has not completed the admission process
- If you query on a student's name, and CX cannot find the student's record, one of these is true:
  - The student's ID record may exist for a different spelling of the student's name
  - The student has not completed the admission process



## Initializing One or More Registration Sessions

### How to Initialize One or More Registration Sessions

The Online Registration - Registration Initialization screen contains several fields. The following procedure shows you how to complete only the required fields, providing you with quick and easy to use information. You can use the field descriptions for the Online Registration - Registration Initialization screen, in *Using the Registration Screens*, to complete all other fields.

Follow these steps to initialize one or more registration sessions:

1. Select Online Registration from the Registrar: Registration Menu. The Online Registration screen appears with the cursor in the Program field.
2. Enter the code for the program (e.g., UNDG for undergraduate program) for which you are registering students, and then select **Finish**. The Online Registration - Registration Initialization screen appears, with the cursor in the Registration Session(s) field.
3. Enter the desired code(s) in the Registration Session(s) field (e.g., FA9X), and then press **<Tab>**. The cursor moves to the Restricted Class(es) field.

**Note:** For multiple sessions, separate each code by one space (e.g., FA9X W19X SP9X).

4. Complete all optional entry fields as needed, stopping at the Printer field. The cursor moves to the next sequential field as you complete each optional entry field.
5. Enter the default code for the printer used for printing student data sheets without a receipt. The cursor moves to the SDS Registrar/Formtype field.
6. Enter the form code to use to produce SDS forms, and then press **<Tab>**. The cursor moves to the Catalog(s) field.
7. Enter the course catalog code(s) in the Catalog(s) field (e.g., UG9X).

**Note:** For multiple catalogs, separate each code by one space (e.g., UG95 UG96 UG97).

8. Complete the following optional default entry fields at your discretion:
  - Effective Date
  - Drop Reason Code
  - Block Code
9. Select **Finish** to save your field entries. The Online Registration screen appears. If you want to select a student to register, see *Selecting a Student to Register* in this section.

## Selecting a Student to Register

### Before You Begin

Before you begin to use the following procedure for selecting a student to register, remember:

- The student must have an identification number and a Program Enrollment record with an academic status that permits registration
- You can query by the student's identification number, social security number, or name

### How to Select a Student to Register

The Online Registration screen contains several fields. The following procedure shows you how to complete only the required fields, providing you with quick and easy to use information. You can use the field descriptions for the Online Registration screen in the *Using the Registration Screens* section of this guide to complete all other fields.

Follow these steps to select a student to register:

1. Do you know the identification number or social security number of the student whom you are registering?
  - If yes, type the ID or social security number in the ID field, and then select **<Enter>** or **Finish**. The student data appears.
  - If no, select **Query** to perform a query by student name and to verify that duplicate records do not exist.
2. If you want to change the existing information in these optional fields, do so now, and then select **Finish**. CX saves the field entries.
  - Prog
  - Subprogram
  - Effective Date
  - Drop Reasn
3. Does the view only Holds window appear? This window shows ID, Hold Action, Description, Added by, Absolute code, and Comment fields.
  - If yes, go to step 4.
  - If no, you have completed this procedure and are ready to process this student's registration. You can continue with the procedures in the section *Adding, Dropping, or Voiding Courses* in this guide.
4. Are any of the holds absolute? (Absolute holds contain a "Y" in the Abs. field for that hold.)
  - If yes, a series of messages inform you that you cannot register the student, unless the student has cleared their hold and the operator has permissions to clear the hold (go to step 5). Select another student to register (go to step 1).
  - If no, and the policy of your institution allows you to override the warning and register the student anyway, select **Finish**, and then select **Yes**. The Registration information appears on the screen.
5. Has the student cleared their hold, and does the operator have permissions to clear the hold?
  - If yes, enter yesterday's date (mm/dd/yyyy) in the End Date field to clear the hold. You have completed this procedure and are ready to process this student's registration. You can continue with the procedures in the section *Adding, Dropping, or Voiding Courses* in this guide.
  - If no, select another student to register (go to step 1).

## SECTION 5 – ADDING, DROPPING, OR VOIDING COURSES

### Overview

#### Introduction

This section provides information and step-by-step procedures to follow when you:

- Add a student to one or more courses
- Drop a student from a course
- Drop/withdraw a student from all courses
- Void a course for administrative reasons
- Void all of a student's courses for administrative reasons

The Online Registration screen contains several fields. The following procedures show you how to complete only the *required* fields, providing you with quick and easy to use information. You can use the field descriptions for the Online Registration screen in the *Using the Registration Screens* section of this guide to complete all other fields.

#### Before You Begin

Before you begin to use the following procedures for adding and dropping a course, remember:

- You must have completed the Online Registration - Registration Initialization screen and selected the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

#### Process

This list shows the general phases that take place before, during, and after adding, dropping, or voiding courses.

1. Admit the student to the institution.
2. Register the student for courses.
3. Add a student to one or more courses.
4. Drop a student from one or more courses.
5. Void one or more courses.

#### Command to Use

Use the following commands to add, drop, or void a course.

##### **Add**

Adds a student to one or more courses.

##### **Drop a Course**

Drops a student from a course.

##### **Drop All Courses**

Drops a student from all courses.

##### **Void a Section**

Removes a student from a course section, flagging the course with a voided status. This prevents the course from displaying in registration, class lists, grading, or transcripts.

**Note:** Use Void a Section for administrative reasons, such as in the case of an error in adding the course.

### **Void All Courses**

Removes a student from all courses, flagging the course with a voided status. This prevents the course from displaying in registration, class lists, grading, or transcripts.

**Note:** Use Void All Courses for administrative reasons, such as in the case of an error in adding courses.

### **Special Symbols Used in Registration**

The following is a list of symbols and their descriptions that appear on the Online Registration screen when you add and drop courses.

\*

Appears to the left of the course name if the student registered for this course in a prior registration processing session. An \* indicates CX already added the course to the database.

+

Appears on the far right of the screen if a section contains additional meeting information that does not appear on the screen. To view the additional meeting information for the course with the "+," do either of the following:

- Select **Registration Options** to access the registration options, and then select View Meetings
- OR--
- Access the Online Registration - Registration Initialization screen, and change the Display All Meetings field entry to **Y**

## Adding One or More Courses

### Helpful Hints

The following is a list of hints that can help you as you add courses:

- If you incorrectly add a course during the current registration processing session, and you want to remove that course from the screen, place the cursor on that course line and select **Del-line**. CX deletes the course from the screen; therefore, the course will not be added to the student's schedule.
- If a course does not exist for the first (default) catalog, and you specified more than one catalog on the Online Registration - Registration Initialization screen, CX automatically uses the next catalog to determine whether the course exists for that catalog.
- If you add a student to a course, and the student had been on the wait list for the course, CX automatically will void the student out of the wait listed course when registration for the course occurs.

### How to Add One or More Courses

Follow these steps to add a student to a course:

1. Did you complete the Online Registration - Registration Initialization screen and select a student to register?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Is the cursor in the Course field?
  - If yes, go to step 3.
  - If no, select **Add**. A line opens for data entry.
3. Enter the course code in the Course field, then press **<Tab>**. The cursor moves to the Cat field.

**Note:** If your institution uses reference numbers, type the reference number in the Course field instead. The course information appears, and the cursor moves to the Cat field. (The course number replaces the reference number in the Course field.)

4. Do you want to change the catalog code in the Cat field?
  - If yes, type the catalog code in the Cat field. The cursor moves to the Sec field.
  - If no, press **<Tab>**. The cursor moves to the Sec field.

**Note:** If you entered a reference number in the Course field in step 3, go to step 7 now.

5. Do you know the section number of the course for which the student is registering?
  - If yes, enter it in the Sec field, and go to step 7. The section number and corresponding course information appear.
  - If no, press **<Enter>**, and go to step 6. The Locate Sections window appears.

**Note:** If only one section exists for a course, the section number appears in the Sec field automatically.

6. Move the cursor to a section from the Locate Sections window, and select **Cancel**. The Locate Sections window disappears so you may enter the section number in the Online Registration screen and, thus, display the associated course information.

**Note:** If you select **Finish**, registration is over for the student.

7. Does the Repeat History window appear?
  - If yes, the student completed this course in a previous session. Go to step 8.
  - If no, go to step 9.
8. Does the policy of your institution permit you to register this student for this course regardless of the repeat history?
  - If yes, select **Finish**, and continue with this procedure. The course is added, and the cursor moves to the Course field of the course you just added.
  - If no, select **Finish**, select **Del-line**, and continue with this procedure. The course is erased from the screen and is not added to the student's Registration record.
9. Select **Add**. The cursor moves to the Course field of the next empty line.
10. Does a message appear on the screen to notify you that this course conflicts with another course for which the student is registered?
  - If yes, go to step 11
  - If no, go to step 12
11. Do you want to add the course even though it conflicts with another?
  - If yes, select **Yes**. The student remains registered for the course.
  - If no, select **No**, and repeat steps 3-10. The cursor moves to the Course field of the course you just added.
12. Repeat steps 2-11 for each course you want to add for the current student.
13. Select **Finish**. If you charge for adding a course, a message may ask whether adds are to be charged. This happens if you are charging adds based on a group of courses. If charging is course by course, a message may ask after each add whether adds are to be charged.
14. Is the student to be charged for the added courses?
  - If yes, select **Yes**. The student is charged for the added courses.
  - If no, select **No**. The student is not charged for the added courses.
15. Based on institutional policy, you may be asked whether you want to confirm this student for this site and program.
  - If yes, select **Yes**. The student's site and program are confirmed, and the student's registration schedule is saved to the database.
  - If no, select **No**. The student's site and program are not confirmed, but the student's registration schedule is saved to the database.
16. Has your institution set up Registration so that the Fees screen appears after you register each student for courses so you can collect payments from students?
  - If yes, select **Fees**, and refer to the *Fee Collection User Guide*, for information about how to collect fee payments from students. The Fees screen appears.
  - If no, go to step 17. The Online Registration screen appears.

**Note:** After adding a course for a student who has been awarded financial aid, CX will automatically recalculate the student's financial aid. The message "Recalculating financial aid..." will appear on the comment line of the Online Registration screen indicating that CX is recalculating financial aid, and the status on the recalculating error contact in the student's Contact record will be updated to C (Completed). If automated recalculation of financial aid does not occur, see *Recalculating Financial Aid Manually* in this section.
17. Do you want to add one or more courses for the next student?
  - If yes, select **Query**, and then type the next student's identification number (see *Selecting a Student to Register*). The Online Registration screen appears with the cursor in the ID field.

- If no, select **Exit**, and then **Yes**. You return to the Registrar: Registration Menu.

### Completing an Add

You complete adding a course when you move your cursor off the line of the course you have just added. Each time you complete adding a course, CX checks to determine the following:

- If the course causes a student to exceed the maximum number of credit hours for which the student is allowed to register (see *Maximum Credit Hours Checking/Authorization Override*)
- If the course has schedule comments associated with it
- If the course has already been taken by the student (see *Repeat Course Checking*)
- If the course has any prerequisites, corequisites, or concurrent requisites that a student has not met (see *Requisite Checking*)
- If the course requires faculty consent
- If the course has section requirements associated with it
- If the course conflicts with another course for which the student is registered (see *Schedule Conflict Checking*)
- If a charge is assessed for the course

**Note:** CX checks for the following items only if you have specified for CX to do so on the Online Registration - Registration Initialization screen:

- Schedule comments
- Prerequisites
- Corequisites
- Concurrent requisites
- Repeated courses

### Maximum Credit Hours Checking/Authorization Override

If you are adding a course and the course you just added causes the total credit hours to exceed the maximum allowed for the student, CX displays a message explaining the situation. Do one of the following:

- Drop a course
- Drop a course and add a course with less hours
- Consult an individual authorized to modify the maximum credit hour value in the Program Enrollment record for this student

### Minimum Credit Hours Checking/Authorization Override

If you are adding a course and the course you just added does not cause the total credit hours to reach the minimum required for the student, CX displays a message explaining the situation. Do one of the following:

- Add a course
- Add a course with more hours
- Consult an individual authorized to modify the minimum credit hour value in the Program Enrollment record for this student

### Repeat Course Checking

Each time you add a course, CX checks to determine whether the student has already taken that course. This checking occurs, however, only if you specify in the Online Registration - Registration Initialization screen for CX to check for repeats.

CX performs this checking after you enter a section number, while the cursor remains on the course line.

If CX finds that a course you are adding is a course the student has already taken, CX automatically displays the Repeat History window.

For complete details on the Repeat History window, see *Using the Registration Screens*.

## Requisite Checking

Each time you add a course, CX automatically checks to see whether any unmet requirements, or *requisites*, exist. This checking occurs, however, only if you specify in the Online Registration - Registration Initialization screen for CX to check course prerequisites, corequisites, and concurrent requisites.

For complete details on the Unmet Prerequisites window, the Unmet Concurrent Requisites window, and the Unmet Corequisites window, see *Using the Registration Screens*.

The following describes what happens when CX checks for requisites after you add a course. Note that you can override the warnings if you have the registration permissions to do so. First, CX checks for prerequisites, then for corequisites, and then for concurrent requisites.

- If CX checks for *prerequisites* and finds an unmet requirement, the Unmet Prerequisites window appears
- If CX checks for *corequisites* and finds an unmet requirement, the Unmet Corequisites window appears
- If CX checks for *concurrent requisites* and finds an unmet requirement, the Unmet Concurrent Requisites window appears

## Schedule Conflict Checking

Each time you add a course, CX checks to determine whether a schedule conflict exists. A schedule conflict occurs when the course section you are adding meets at the same time or at an overlapping time as another section in which the student has already registered.

If CX finds that a section you are adding conflicts with another section for which the student has already registered, the following message appears: "This course would conflict with other courses. Are you sure you want to add this course? Yes No." In addition, the word *conflict* appears in reverse video in the upper right of the Online Registration screen, and a letter appears to the right of the conflicting courses.

Different letters are used to denote separate sets of conflicting courses. For example, if the first two courses for which a student registers conflict, they are marked by an "a" to the right of each course. If the same student is registered for two other courses that conflict, those two courses are marked by a "b" to the right of each course.

If a course being added conflicts with a course in another session, the letter "S" will appear in the conflict field to the right of that course.

**Note:** Conflicts within the current session take priority over conflicts with other sessions as far as the conflict indicator is concerned. For example, if a course conflicts with a course in another session and a course in the current session, the letter "S" will not appear. Instead, the standard letters of "a," "b," and "c" will be used as conflict indicators.

If you do not want to add the course causing the conflict, select **Course Options** from the command line, and then Locate a Section from the Course Information drop-down menu to locate a non-conflicting section in the Locate Sections window.

For complete details on the Locate Sections window, see the section *Using the Registration Screens* in this guide.



## Dropping a Student from a Course

### Before You Begin

Before you begin to use the following procedure for dropping a course because of a student's request, remember:

- You can backdate a drop date for a course
- You cannot drop a course on a date preceding the date the course was added

### Helpful Hints

The following list of hints can help you when using the procedure to drop a course:

- If today's date is before the last drop date and you drop a course, a "D" (drop) status appears in the Online Registration screen. Once registration is completed for this student, this course will no longer be displayed and will never appear on a transcript.
- If today's date is after the last drop date and you drop a course, a "W" (withdraw) status appears in the Online Registration screen, and the course appears on the transcript.
- If you drop a course, and CX displays a drop status for that course, the course remains listed on the Online Registration screen *until* you select **Finish**. CX removes the course from the Online Registration screen *after* you select **Finish**.
- If you drop a course and CX displays a "W" (withdraw) status for that course, the course remains listed on the screen before *and* after you select **Finish**.
- If a course (e.g., ENG101) is a corequisite or a concurrent requisite for another course for which a student is registered, and you want to drop that course (e.g., ENG101), a message appears; if you have permission, you can override this message.
- If you drop or void a student from a course and the course has a wait list, CX will display a window showing the identification number and name of the student who was first put on the wait list for that course. This is only an informational screen intended to facilitate the registration of that wait listed student into the newly opened course.

### How to Drop a Student from a Course

Follow these steps to drop a student from a course:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Do you want to change the Effective Date and/or the Drop Reason fields before you drop a course?
  - If yes, select **Registration Options**, and go to step 3. The Registration Options dropdown menu appears.
  - If no, go to step 6.
3. Select Change Effective Date. The cursor moves to the Effective Date field of the Online Registration screen.
4. Enter the new effective date in the Effective Date field. The cursor moves to the Drop Reason field of the Online Registration screen.
5. Type the code specifying why the student is dropping a course in the Drop Reason field, and then select **Finish**. The cursor moves to the Course field of the Online Registration screen. The new drop code remains in effect only for the current student.

6. Use the arrow keys to place the cursor next to the course you want to drop. The cursor appears to the left of the Course field.
7. Select **Course Options**. The Course Information drop-down menu appears.
8. Select Drop a Course from the Course Information drop-down menu. A message may appear on the screen, asking whether you really want to drop that course and section.
9. Do you really want to drop that course and section?
  - If yes, select **Yes**, and go to step 10. A message appears on the comment line to inform you that the course has been dropped with the effective date you specified. The status code in the S field for that course changes to a Drop or Withdrawn status, depending on when the last date is to drop a course for the session.
  - If no, select **No**, and go to step 12. The cursor moves back to the left of the Course field. The course is not dropped.
10. Select **Finish**. Does a message appear asking you whether the student is to be charged for the drop?
  - If yes, go to step 11
  - If no, go to step 12
11. Is the student to be charged for the dropped course?
  - If yes, select **Yes**. The student is charged for the dropped course.
  - If no, select **No**. The student is not charged for the dropped course.
12. Does a message appear indicating that the student is not registered in the minimum number of hours?
  - If yes, see *Adding One or More Courses* in this guide
  - If no, go to step 13
13. Has your institution set up Registration so that the Fees screen appears after you register each student for courses?
  - If yes, refer to the *Fee Collection User Guide* for information about how to collect fee payments from students. The Fees screen appears.
  - If no, go to step 14. The Online Registration screen appears.
 

**Note:** After dropping a course for a student who has been awarded financial aid, CX will automatically recalculate the student's financial aid. The message "Recalculating financial aid..." will appear on the comment line of the Online Registration screen indicating that CX is recalculating financial aid, and the status on the recalculating error contact in the student's Contact record will be updated to C (Completed). If automated recalculation of financial aid does not occur, see *Recalculating Financial Aid Manually* in this section.
14. Do you want to process registration for the next student?
  - If yes, select **Query**, and then type the next student's identification number (see *Selecting a Student to Register*). The Online Registration screen appears, with the cursor in the ID field.
  - If no, select **Exit**, and then select **Yes**. The Registrar: Registration Menu appears.

## Dropping/Withdrawing a Student from All Courses

### Helpful Hints

The following is a list of hints that can help you when using the procedure to drop/withdraw a student from all courses.

- If today's date is before the last drop date and you drop a course, a D (drop) status appears in the Online Registration screen. Once registration is completed for this student, this course will no longer be displayed and will never appear on a transcript.
- If today's date is after the last drop date and you drop a course, a W (withdrawn) status appears in the Online Registration screen and the courses are printed on the transcript.

### How to Drop/Withdraw a Student from All Courses

Follow these steps to drop/withdraw a student from all courses.

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select **Registration Options**. The Registration Options drop-down menu appears.
3. Select Drop All Courses. The cursor moves to the Effective Date field.
4. Do you want to change the effective date and/or the drop reason code for this student before you drop all courses?
  - If yes, enter a new date in the Effective Date field, and go to step 5. The cursor moves to the Drop Reason field.
  - If no, select **Cancel**, and go to step 6. A message asks whether you want to drop all courses.
5. Type a code for the reason the student is dropping all courses in the Drop Reason field, and then select **Finish**. A message asks whether you want to drop all courses for the student.
6. Do you want to drop all courses for the student?
  - If yes, select **Yes**. The cursor moves to the left of the first course on the Online Registration screen; the status code changes to drop or withdraw for all courses.
  - If no, select **No**, select **Finish**, and then go to step 14. The cursor moves to the left of the first course on the Online Registration screen.
7. Select **Finish**. A message may ask whether the student is to be charged for the dropped courses.
8. Is the student to be charged for the dropped courses?
  - If yes, select **Yes**.
  - If no, select **No**.

A message asks if the student withdrew or if the student simply did not show up for courses.
9. Did the student withdraw?
  - If yes, select Withdrawn. A message indicates that the student withdrew.
  - If no, select No Show. A message indicates that the student is a no show.
10. Press **<Enter>**. The Student Withdrawal window appears.
11. Enter the code indicating the reason this student withdrew in the WD Reason Code field.

The cursor moves to the Withdrawal Date field.

12. Is the date when the withdrawal is effective different from the default date in the Withdrawal field?
  - If yes, enter the correct date, then press **<Tab>**
  - If no, press **<Tab>**

In both cases, the cursor moves to the Last Attendance Date field.

13. Type the last date when the student attended classes in the Last Attendance Date field, if different from the default date, and then select **Finish**. Depending on how Registration is set up at your institution, either the Online Registration screen appears, with Query highlighted on the menu bar, or the Fees screen appears. (If the Fees screen appears, see the *Fee Collection User Guide* for information about how to collect fee payments from students.)

**Note:** After dropping/withdrawing from all courses a student who has been awarded financial aid, CX will automatically recalculate the student's financial aid. The message "Recalculating financial aid..." will appear on the comment line of the Online Registration screen indicating that CX is recalculating financial aid, and the status on the recalculating error contact in the student's Contact record will be updated to C (Completed). If automated recalculation of financial aid does not occur, see *Recalculating Financial Aid Manually* in this section.

14. Do you want to process registration for the next student?
  - If yes, select **Query**, and then type the next student's identification number (see *Selecting a Student to Register*). The Online Registration screen appears, with the cursor in the ID field.
  - If no, select **Exit**, and then **Yes**. The Registrar: Registration Menu appears.

## Voiding a Course

### How to Void a Course

Use Void a Section when you want to remove a course from Registration, flagging the course so it will appear as if the transaction never occurred. Use Void a Section for administrative reasons, such as in the case of an error in adding a course.

Follow these steps to void a course.

**CAUTION:** Use Void a Section carefully, making sure you are removing the appropriate course and that you are doing so for the correct student.

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Use the arrow keys to place the cursor next to the course you want to remove. The cursor appears to the left of the Course field.
3. Select **Course Options**. The Course Information drop-down menu appears.
4. Select Void a Section. A message appears on the screen, asking whether you really want to void that course and section.
5. Do you really want to void that course and section?
  - If yes, select **Yes**. A message appears on the comment line to inform you that the course has been voided.
  - If no, select **No**. The cursor moves back to the left of the Course field. The course is not voided.
6. Select **Finish**. The registration information is saved to the database; the cursor highlights Query on the Registration menu bar.

# Voiding All Courses

## How to Void All Courses

Use when you want to void all of a student's courses from Registration, flagging the courses so it will appear as if the transactions never occurred. Use Void All Courses for administrative reasons, such as in the case of error in adding courses.

Follow these steps to void all courses.

**CAUTION:** Use the Void All Courses option carefully, making sure you are removing all of the courses for the correct student.

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select **Registration Options**. The Registration Options drop-down menu appears.
3. Select Void All Courses. The cursor moves to the Effective Date field.
4. Do you want to change the effective date and/or the drop reason code for this student before you void all courses?
  - If yes, enter a new date in the Effective Date field, and go to step 5. The cursor moves to the Drop Reason field.
  - If no, select **Cancel**, and go to step 6. A message asks whether you want to void all courses for the student.
5. Type a code for the reason you are voiding all of a student's courses in the Drop Reason field, and then select **Finish**. A message asks whether you want to void all courses for the student.
6. Do you want to void all courses for the student?
  - If yes, select **Yes**. The cursor moves to the left of the first course on the Online Registration screen; the status code changes to void for all courses, depending on when the last drop date is.
  - If no, select **No**, select **Finish**, and then go to step 13. The cursor moves to the left of the first course on the Online Registration screen.
7. Select **Finish**. A message asks if the student withdrew or if the student simply did not show up for courses.
8. Did the student withdraw?
  - If yes, select Withdrawn. A message indicates that the student withdrew.
  - If no, select No Show. A message indicates that the student is a no show.
9. Press **<Enter>**. The Student Withdrawal window appears.
10. Enter the code indicating the reason this student withdrew in the WD Reason Code field. The cursor moves to the Withdrawal Date field.
11. Is the date when the withdrawal is effective different from the default date in the Withdrawal field?
  - If yes, enter the correct date, then press **<Tab>**
  - If no, press **<Tab>**

In both cases, the cursor moves to the Last Attendance Date field.

12. Type the last date when the student attended classes in the Last Attendance Date field, if different from the default date, and then select **Finish**. Depending on how Registration is set up at your institution, either the Online Registration screen appears, with the cursor on the command line, or the Fees screen appears. (If the Fees screen appears, see the *Fee Collection User Guide* for information about how to collect fee payments from students.)
13. Do you want to process registration for the next student?
  - If yes, select **Query**, and then type the next student's identification number (see *Selecting a Student to Register*). The Online Registration screen appears, with the cursor in the ID field.
  - If no, select **Exit**, and then select **Yes**. The Registrar: Registration menu appears.

# Recalculating Financial Aid Manually

## Assumptions

The following are assumed:

- The institution has determined that it will use the automated recalculation of financial aid capabilities of CX, and all necessary table and system setup has been completed
- Financial aid has been awarded
- Each institution's policy regarding who performs the manual recalculation of financial aid may vary

## Why Automated Recalculation May Not Occur

After adding or dropping a course for a student who has been awarded financial aid, CX has been designed to automatically recalculate the student's financial aid. Automatic recalculation of financial aid should occur whenever a student adds or drops a course before a date that is determined by the Financial Aid office.

If a course was added or dropped *before* the date when automated recalculation of financial aid stops functioning, but a message appears on the Online Registration screen indicating that automated recalculation of financial aid did not occur, the following events may have taken place:

- The student's Financial Aid record was locked by the Financial Aid office
- There was a financial aid error

Contact the Financial Aid office to resolve the preceding events.

If a course was added or dropped *after* the date when automated recalculation of financial aid stops functioning, the Financial Aid office did not inform the Registration office of that date. See *How to Recalculate Financial Aid Manually* to resolve this problem.

## How People Would Be Notified

These steps explain the order in which people would be notified that automated recalculation of financial aid did not occur and how they would be notified:

1. After the message, "Recalculating financial aid..." appeared on the comment line of the Online Registration screen, one of two notification messages that automated recalculation of financial aid did not occur would then appear on the error line of the Online Registration screen. The notification message would be either:
  - "Financial aid could not be recalculated for student XXXXX because of a locked financial aid record"
  - OR--
  - "Financial aid could not be recalculated for student XXXXX because of a financial aid error"
2. One or more electronic mail messages would be sent to the person who did the registration entry and to the individuals listed in the 'recalc error email group' as defined in include/applic/facomm (#define MPKG\_MAIL\_GROUP) to notify them that a recalculation error had taken place and why.

**Note:** The electronic mail message to the person who did the registration entry would not occur until that person exited the registration session.
3. A recalculation error contact as defined in include/applic/facomm (#define RCALC\_CTC "RCALCERR") would be added with an E (Expected) status to the student's Contact record, which you may view using the Contacts window.



**Note:** The financial aid staff may obtain a list of all students having the recalculation error contact with an E (Expected) status. The financial aid staff and the registration staff may use this list to identify all the students whose records need to be accessed in order to make the recalculation process occur once the record is unlocked or the problem is resolved.

### **How to Recalculate Financial Aid Manually**

The Registration office must take specific steps to induce CX to recalculate financial aid manually for a student whenever the student adds or drops a course but automated recalculation of financial aid does not occur.

**Note:** The Financial Aid office must inform the Registration office of the date the automated financial aid recalculation processes will cease to function. This information can reduce the number of times the Registration office must recalculate financial aid manually.

Follow these steps to induce CX to recalculate financial aid manually after adding or modifying the registration of a student who has been awarded financial aid:

1. Complete the Online Registration - Registration Initialization screen, and change the Effective Date to a date prior to the date when automated recalculation of financial aid ceased to function.
2. Select **Query** to select the student whose financial aid you want to recalculate. The registration information for the student you selected appears on the screen.
3. Select **Update**.
4. Select **Finish** to induce CX to recalculate financial aid for a student. The message "Recalculating financial aid..." will appear on the comment line of the Online Registration screen indicating CX is recalculating financial aid, and the status on the recalculation error contact in the student's Contact record will be updated to C (Completed).

**Note:** CX will recalculate the student's financial aid depending upon the enrollment level of the student (e.g., full-time, three-quarter time, half-time, less than half-time).

5. Select **Query** to query on another student.

--OR--

Select **Exit** to exit the program.



# SECTION 6 – VIEWING AND MAINTAINING COURSE ENROLLMENT INFORMATION

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- View course enrollment information
- Maintain course enrollment information

You view and maintain course enrollment information using the course enrollment options. These options appear in the Course Information drop-down menu when you select **Course Options** from the Online Registration screen menu bar:

- Drop a Course
- Void a Section
- Enrollment Detail
- Course Detail
- Meeting Detail
- Locate a Section
- Alternate Calendar
- Reinstate Course

The options, Drop a Course and Void a Section, are described in the section *Adding, Dropping, or Voiding Courses*. Course Detail, Meeting Detail, Locate a Section, and Alternate Calendar, are view only options. This section describes the view only options and provides step-by-step procedures for the Enrollment Detail option and the Reinstate Course option.

### Before You Begin

Before you begin to use the course enrollment options, remember the following:

- You must have already selected a student to register
- One or more courses must exist for the student that session
- The cursor must be positioned next to the course for which you would like course enrollment information
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after viewing and maintaining course enrollment information.

1. Register a student for courses.
2. View a student's course enrollment information.
3. Change enrollment information for a student.

### Option to Use

The following is an alphabetical list of each course enrollment option provided on the Course Information drop-down menu and information when to use each one.

#### Alternate Calendar

Use when you want to:

- View the registration dates associated with a section
- View the refund dates for a section with an alternate refund calendar

### **Course Detail**

Use when you want to view specific information for a section, including:

- Instructor
- Status of the section
- Number of students registered
- Number of students allowed to register
- Number of students on a wait list
- Number of students allowed on a wait list

### **Drop a Course**

Use when you want to drop or withdraw a student from a course. (For complete details on how to drop a student from a course, see *Adding, Dropping, or Voiding Courses.*)

### **Enrollment Detail**

Use when you want to:

- View or change enrollment information affecting only a particular student for a particular course
- Perform the following tasks for a specific student for a specific course:
  - Apply a billing code
  - Change certain course credit hours
  - Specify whether credits count for graduation
  - Change course beginning and ending dates
  - Change the grading type (e.g., to an audit)

### **Locate a Section**

Use when you want to view information about all sections of a course, such as the following:

- Meeting time
- Type of instruction
- Status of a section
- Number of students allowed to register
- Number of students actually registered
- Conflict information

### **Meeting Detail**

Use when you want to:

- View information about when and where a course section meets
- View instructor information associated with a course section

### **Reinstate Course**

Use when you want to register a student for a course from which the student had been previously dropped.

### **Void a Section**

Use when you want to remove a course from Registration, flagging the course so it will appear as if the transaction never occurred. (For complete details on how to drop a student from a course, see *Adding, Dropping, or Voiding Courses.*)

# Changing Enrollment Information for a Student

## How to Change Enrollment Information

Follow these steps to change enrollment information:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select **Course Options**. The Course Options drop-down menu appears.
3. Select Enrollment Detail. The Course Enrollment Detail window appears.
4. Do you want to change course credit hours?
  - If yes, enter the changed hours in the Hours field
  - If no, go to step 5
5. Do you want to change whether the credits count for graduation?
  - If yes, enter E or NE in the Counting field, as applicable
  - If no, go to step 6
6. Do you want to modify billing changes for the course?
  - If yes, enter or update the code in the Tuition Code, Fee Code, or Bill Code field(s)
  - If no, go to step 7
7. Do you want to change the beginning or ending dates for the course?
  - If yes, enter the dates in either the Begin field or End field, or both
  - If no, go to step 8
8. Do you want to change the grading type for a specified course?
  - If yes, enter the grading type in the Grading field
  - If no, go to step 9
9. Select **Finish**. The Online Registration screen appears.

# Reinstating a Student into a Course

## How to Reinstatement a Student into Course

In order to reinstate a student into a course, the course must have been either dropped or voided. If courses have been dropped or voided for a student, the word "More" will appear in the upper right hand portion of the Online Registration screen.

**Note:** This process assumes you have the necessary permissions to reinstate students and you are reinstating students within the parameters that are set in the academic calendar.

Follow these steps to reinstate a student into a course:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select **Registration Options** from the command line.
3. Select Load All Courses from the Registration Options drop-down menu.
4. Select **Course Options**. The Course Options drop-down menu appears.
5. Place your cursor on the line of the course that you want to reinstate, and then select Reinstatement Course.
6. A confirmation message appears.

**Note:** If you select Load All Courses from the Registration Options drop-down menu, the status for the reinstated course will appear as a code of R.
7. Select **Finish**.

# SECTION 7 – MAINTAINING STUDENT REGISTRATION INFORMATION

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Maintain student registration information

You maintain student registration information using the registration options, which appear in the Registration drop-down menu when you select **Registration Options** from the command line.

The following are the registration options that appear in the Registration drop-down menu:

- Drop all Courses
- Void all Courses
- Change Effective Date
- Institutional Fees
- Block Registration
- View Enrollment
- View Financial Aid
- View Meetings
- View Reference #
- Set Search Criteria
- Load All Courses

### Before You Begin

Before you begin to use the registration options, remember:

- You must have already selected a student for registration.
- The registration options provide specific information for each student. However, one or more courses must exist for the student for that session in order for you to use the following registration options:
  - Drop All Courses
  - Void All Courses
  - View Meetings
  - View Reference #
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after maintaining student registration information.

1. Register a student for courses.
2. Complete a student's initial data entry.
3. Maintain registration information.

### Option to Use

The following is an alphabetical list of registration options and information when to use each one.

#### **Block Registration**

Use when you want to register a student for a set group of courses, such as incoming freshmen who are required to take the same courses.

### **Change Effective Date**

Use when you want to:

- Change a student's date of registration
- Change the drop date for a student

**Note:** When you use this option to change the effective date, the new values are effective only for the current student.

### **Drop All Courses**

Use when you want to drop or withdraw a student from all courses. (For complete details on how to drop a student from all courses, see *Adding, Dropping, or Voiding Courses.*)

### **Institutional Fees**

Use when you want to enter additional fees that apply to a student, such as fees for parking, student government, or late registration.

### **Load All Courses**

Use when you want to view the history of all courses for which the student has registered. This option can be used only when the word "More" appears in the upper right portion of the Online Registration screen.

**Note:** All dropped and voided courses will be displayed.

### **Set Search Criteria**

Use when you want to enter information about when and where a student wants to take a course and to locate a section meeting the specified criteria.

### **View Enrollment**

Use when you want to view a student's program enrollment information, such as the following:

- Advisor
- Program and subprogram
- Degree
- Major(s) and minor(s)
- Minimum and maximum hours
- Academic status
- Admission and enrollment dates

### **View Financial Aid**

Use when you want to view a student's financial aid information for a specified session and year.

### **View Meetings**

Use when you want to view the meeting times of every course section for which a student is registered.

**Note:** This option is a toggle; that is, this command can be used to switch between showing all meeting times for every course section and showing just one meeting time for each section.

### **View Reference #**

Use when you want to:

- View the reference number, if any, of a course
- View the title name of a course



**Note:** This option is a toggle; that is, the Title field can be used to switch from showing the course title and showing the course section's corresponding reference number.

**Void All Courses**

Use when you want to remove all of a student's courses from Registration. (For complete details on how to void all courses, see *Adding, Dropping, or Voiding Courses*.)

# Registering a Student for a Block of Courses

## How to Register a Student for a Block of Courses

Follow these steps to register a student for a block of courses:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Initializing One or More Registration Sessions* before continuing with this procedure.
2. Select **Add course** from the command line. The cursor moves to a new row.
3. Select Block Registration from the Registration Options drop-down menu. The Block Registration window appears.
4. Enter the block registration code in the Block Add field.
5. Select **Finish**. The block registration courses appear.
6. Select **Finish**. Each course in the Block Registration window is added to the Online Registration screen one at a time.

**Note:** If conflicts with other courses occur, a message will appear asking whether you still want to add the course.
7. Do you want to register the student for additional courses?
  - If yes, see *Adding One or More Courses* in this guide
  - If no, select **Finish**

## Changing an Effective Date

### How to Change an Effective Date

Follow these steps to change an effective date:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select Change Effective Date from the Registration Options drop-down menu. The cursor moves to the Effective Date field, which becomes highlighted.
3. Enter the new date (mm/dd/yyyy).
4. Select **Finish**.

## Entering Additional Fees

### How to Enter Additional Fees

Follow these steps to enter additional fees:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select Institutional Fees from the Registration Options drop-down menu. The Institutional Fees window appears.
3. Complete the fields required to assess additional fees at the time of registration.
4. Select **Finish**.

# Loading All Courses

## How to Load All Courses

Follow these steps to load all courses:

1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
  - If yes, the registration information for the student you selected appears on the screen. Go to step 2.
  - If no, see *Selecting a Student to Register* before continuing with this procedure.
2. Select Load All Courses from the Registration Options drop-down menu.
3. The Online Registration screen appears showing all activity for the session for the individual you are querying. It includes all dropped and voided classes as well as classes for which the student is currently registered.
4. Select **Finish** to exit the screen.

## Setting Search Criteria

### How to Set Search Criteria

Follow these steps to set search criteria:

- Note:** Use this procedure to set the parameters that will be used to find a section meeting a student's schedule.
1. Did you complete the Online Registration - Registration Initialization screen and select a student for registration?
    - If yes, the Registration information for the student you selected appears on the screen. Go to step 2.
    - If no, see *Selecting a Student to Register* before continuing with this procedure.
  2. Select Set Search Criteria from the Registration Options drop-down menu. The Section Search Criteria window appears.
  3. Complete data entry in the Section Search Criteria window.
  4. Select **Course Options** from the command line, and then select Locate a Section from the Course Information drop-down menu. If CX locates a section matching the search criteria, the Locate Sections window is displayed and shows you all of the sections meeting the criteria.
  5. Select the desired section.
  6. Select **Finish**. The search criteria you established will remain in effect until they are removed.

## SECTION 8 – PERFORMING DATA ENTRY FUNCTIONS

### Overview

#### Introduction

This section provides information and step-by-step procedures to follow when you:

- Add and update information about a student's ID profile
- Update a student's Program Enrollment record
- Add and update information about a student's graduation

#### Before You Begin

Before you begin to use the following procedures for performing data entry functions, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

#### Process

This list shows the general phases that take place before, during, and after adding and updating data entry information.

1. Add information about a student's ID profile.
2. Update information about a student's ID profile.
3. Create a student's Program Enrollment record.
4. Change a student's Program Enrollment record.
5. Add information a student's graduation.
6. Update information about a student's graduation.

## Adding and Updating Information about a Student's ID Profile

### How to Assign an Identification Number to a Student for the First Time

Follow these steps to assign an identification number to a student for the first time.

**Note:** Identification numbers are usually assigned to students when students are admitted to an institution.

1. Select Registrar from the Student Management: Main menu.
2. Select Data Entry from the Student Management: Registrar Main menu, and then select **Finish**. The Data Entry - Form Menu appears.
3. Select Students. The Data Entry - Student Data Form screen appears.
4. Select **Query** from the command line. The screen appears in Query mode with the cursor in the ID No field.
5. Select **find Id**. The ID Query screen appears.
6. Perform a query to verify whether duplicate information about the student already exists in CX.

**Note:** See the *Getting Started User Guide* for information about how to perform a query and how to check for duplicate identification numbers.

7. Does duplicate information about the student already exist in CX?
  - If yes, do not continue with this procedure. Use the identification number that appears, which has already been assigned to the student by CX.
  - If no, finish your query of this student and return to the Data Entry - Student Data Form screen.
8. Select **Insert**. The screen appears in Insert mode.
9. Complete the fields with known information that you want to enter about the student.
10. Do you want to insert information in the detail windows?
  - If yes, select **Detail**. A list of detail windows appears. Go to step 11.
  - If no, select **Finish**. The screen appears in Student Entry mode with a new identification number appearing in the ID No field for the student whose information you entered. Go to step 13.
11. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
12. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Data Entry - Student Data Form screen appears in Insert mode.

**Note:** See the *Getting Started User Guide* for information about how to update detail windows.
13. Do one of the following:
  - If you want to add and update information about another student, go to step 4.
  - If you want to return to the initial program menu (the Data Entry - Form menu), select **Menu**.
  - If you want to exit the Data Entry program, select **Exit**.



## How to Add and Update Information about a Student's ID Profile

Follow these steps to add and update information about a student's ID profile.

1. Select Registrar from the Student Management: Main menu.
  2. Select Data Entry from the Student Management: Registrar Main menu, and then select **Finish**. The Data Entry - Form Menu appears.
  3. Select Students. The Data Entry - Student Data Form screen appears.
  4. Select **Query** from the command line. The screen appears in Query mode with the cursor in the ID No field.
  5. Do you know the identification number of the student whose ID profile you want to add or update?
    - If yes, type the identification number in the ID field, and then select **Select**. The student's ID profile appears in Display mode.
    - If no, select **Query** to perform a query by student name.
  6. Select **Update**. The screen appears in Update mode.
  7. Do you want to change information in the detail windows?
    - If yes, select **Detail**. A list of detail windows appears. Go to step 8.
    - If no, press **<Tab>** until the cursor appears in the field(s) you want to update, or use the mouse to click once in the field(s) you want to update. Go to step 10.
  8. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
  9. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Data Entry - Student Data Form screen appears in Update mode.
- Note:** See the *Getting Started User Guide* for information about how to update detail windows.
10. Update the fields you want to change, and then select **Finish**. The Data Entry - Student Data Form appears in Student Entry mode.
  11. Do one of the following:
    - If you want to add and update information about another student, go to step 4.
    - If you want to return to the initial program menu (the Data Entry - Form menu), select **Menu**.
    - If you want to exit the Data Entry program, select **Exit**.

# Updating a Student's Program Enrollment Record

## How to Update a Student's Program Enrollment Record

Follow these steps to update a student's Program Enrollment record:

1. Select Registrar from the Student Management: Main menu.
2. Select Data Entry from the Student Management: Registrar Main menu, and then select **Finish**. The Data Entry - Form Menu appears.
3. Select Program Enrollment. The Data Entry - Program Enrollment screen appears in Student Entry mode.
4. Select **Query** from the command line. The screen appears in Query mode with the cursor in the ID No field.
5. Do you know the identification number of the student whose Program Enrollment record you want to change?
  - If yes, type the identification number in the ID field, and then select **Select**. The student's Program Enrollment record (screen 1 of 2) appears in Display mode.
  - If no, select **Query** to perform a query by student name.
6. Select **Update**. The screen appears in Update mode.

**Note:** If you want to change field information on screen 2 of 2, select **Next page**. The Next page command allows you to switch back and forth between screen 1 of 2 and screen 2 of 2.

7. Do you want to change information in the detail windows?
  - If yes, select **Detail**. A list of detail windows appears. Go to step 8.
  - If no, press **<Tab>** until the cursor appears in the field(s) you want to update, or use the mouse to click once in the field(s) you want to update. Go to step 10.
8. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
9. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Data Entry - Program Enrollment screen appears in Update mode.

**Note:** See the *Getting Started User Guide* for information about how to update detail windows.

10. Update the fields you want to change, and then select **Finish**. The Data Entry - Program Enrollment screen appears in Student Entry mode.
11. Do one of the following:
  - If you want to change another student's Program Enrollment record, go to step 4.
  - If you want to return to the initial program menu (the Data Entry - Form menu), select **Menu**.
  - If you want to exit the Data Entry program, select **Exit**.

# Adding and Updating Information about a Student's Graduation

## How to Add and Update Information about a Student's Graduation

Follow these steps to add and update information about a student's graduation.

1. Select Registrar from the Student Management: Main menu.
  2. Select Data Entry from the Student Management: Registrar Main menu, and then select **Finish**. The Data Entry - Form Menu appears.
  3. Select Graduation. The Data Entry - Graduation Form screen appears in Student Entry mode.
  4. Select **Query** from the command line. The screen appears in Query mode with the cursor in the ID No field.
  5. Do you know the identification number of the student whose graduation information you want to change?
    - If yes, type the identification number in the ID field, and then select **Select**. The Data Entry - Graduation Form screen appears in Display mode.
    - If no, select **Query** to perform a query by student name.
  6. Select **Update**. The screen appears in Update mode.
  7. Do you want to change information in the detail windows?
    - If yes, select **Detail**. A list of detail windows appears. Go to step 8.
    - If no, press **<Tab>** until the cursor appears in the field(s) you want to update, or use the mouse to click once in the field(s) you want to update. Go to step 10.
  8. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
  9. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Data Entry - Graduation Form screen appears in Update mode.
- Note:** See the *Getting Started User Guide* for information about how to update detail windows.
10. Update the fields you want to change, and then select **Finish**. The Data Entry - Graduation Form screen appears in Student Entry mode.
  11. Do one of the following:
    - If you want to add and update graduation information about another student, go to step 4.
    - If you want to return to the initial program menu (the Data Entry - Form menu), select **Menu**.
    - If you want to exit the Data Entry program, select **Exit**.



# SECTION 9 – CREATING AND PRINTING STUDENT DATA SHEETS

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Specify another individual to receive a student's student data sheet
- Create Subscription records that will be used to produce more than one student data sheet for a student
- Add Contact records for the individual(s) selected to receive student data sheets
- Add Contact records for the session, year, and program specified
- Create a batch of student data sheets from Contact records
- Print student data sheets using the Form Production System

### Before You Begin

Before you begin to use the following procedures for creating and printing student data sheets, remember:

- A student must have the following records existing in CX:
  - ID record
  - Program Enrollment record
  - Academic record
- A student may also need to have the following record existing in CX
  - Financial Aid record
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after creating and printing student data sheets:

1. Create Subscription records to specify other individuals as recipients of a student's statements using the Individual Subscription screen.
2. Select an *individual* student to receive a student data sheet using the Student Data Sheet Contact screen.

--OR--

Select *all* students for a specified session, year, and program to receive student data sheets using the Select SDS - All screen.

3. Create and schedule the printing of student data sheets for students selected from the preceding phase using the Create SDS Forms screen and the Print SDS Forms screen.

# Creating a Subscription Record

## How to Create a Subscription Record

Follow these steps to create a Subscription record so you can specify another individual to receive a student's student data sheet.

**Note:** If you want to send a student data sheet to the student as well as to another individual, you must create Subscription records for both the student and the other recipient.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Add SDS Recipients, and then select **Finish**. The Individual Subscription screen appears.
4. Do you want to add a Subscription record for a student or update an existing Subscription record?
  - If adding, do the following:
    - Select **Add**. The screen enters Add mode, and the cursor advances to the ID No field. Go to step 5.
  - If updating, go to step 6.
5. Do the following:
  - Enter a student's identification number.
  - Press **<Enter>**. The cursor advances to the Recipient ID field.
  - Go to step 8.
6. Do the following:
  - Select **Query**. The screen enters Query mode, and the cursor moves to the ID No field.
  - Make entries in the fields for CX to use to search for the student's Subscription record.
  - Press **<Esc>**. CX locates the student's Subscription record based on your entries.

**Note:** If CX locates multiple students' records, use the **Next** and **Previous** commands to display the Subscription record you want to update.
7. Select **Update**. The screen enters Update mode, and the cursor moves to the Recipient ID field.
8. Do the following:
  - Complete or update the following Subscription record fields:
    - Recipient ID
    - Begin Date
    - End Date (If applicable. If left blank, the Subscription record will be effective.)
    - Form Code

**Note:** When in Add or Update modes, many of the required-entry fields contain default entries that you can accept or replace as you make entries.
  - Press **<Esc>**. CX saves the Subscription record for the student.
9. Do you want to add or update a Subscription record for another student?
  - If yes, go to step 2.
  - If no, select **Exit**, and then press **<Enter>**. The Registrar: Registration menu appears.

# Selecting One Student to Receive a Student Data Sheet

## How to Select One Student to Receive a Student Data Sheet

Follow these steps to select one student to receive a student data sheet.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Select SDS - One, and then select **Finish**. The Student Data Sheet Contact screen appears.
4. Do you want to add a Contact record for a student or update an existing record?
  - If adding, do the following:
    - Select **Add**. The screen enters Add mode, and the cursor advances to the ID No field.
    - Go to step 5.
  - If updating, go to step 6.
5. Do the following:
  - Enter a student's identification number.
  - Press **<Enter>**. The cursor advances to the Tickler field.
  - Go to step 8.
6. Do the following:
  - Select **Query**. The screen enters Query mode, and the cursor advances to the ID No field.
  - Make entries in the fields for CX to use to search for the student's Contact record.
  - Press **<Esc>**. CX locates the student's record based on your entries.  
**Note:** If CX locates multiple students' records, use the **Next** and **Previous** commands to display the record that you want to update.
7. Select **Update**. The screen enters Update mode, and the cursor advances to the Tickler field.
8. Do the following:
  - Complete or update the following Contact record fields:
    - Tickler
    - Form Code
    - Due Date
    - Recipient ID  
**Note:** When in Add mode, the Tickler and Due Date fields contain default entries that you can accept or replace.
  - Press **<Esc>**. CX saves the student's Contact record.
9. Do you want to add or update a Contact record for another student?
  - If yes, go to step 2.
  - If no, select **Exit**, and then press **<Enter>**. The Registrar: Registration menu appears.

## Selecting All Students to Receive Student Data Sheets

### How to Select All Students to Receive Student Data Sheets

Follow these steps to select all students in a specified session, year, and program to receive student data sheets. In the following procedure, you initiate a process that creates Contact records for the selected students.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Select SDS - All. The Select SDS - All screen appears with the cursor in the Session field.
4. Complete or update the following fields to indicate which students will receive student data sheets:
  - Session
  - Academic Year
  - Program
  - Subprogram
  - Status
  - Resource
  - Update
5. Select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Registration menu appears, and CX is scheduled to select all students to receive student data sheets.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.



# Creating and Printing Student Data Sheets

## How to Create and Print Student Data Sheets

Follow these steps to create and print student data sheets.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Create SDS Forms, and then select **Finish**. The Create SDS Forms screen appears with the cursor in the Session field.
4. Complete or update the following fields to set parameters to create the student data sheets:
  - Session
  - Academic Year
  - Program
  - Form
  - Post
  - Due Date
  - Comments
  - Output
5. Select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Registration menu appears.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Select Print SDS Forms, and then select **Finish**. The Print SDS Forms screen appears.

**Note:** See the *Communications Management User Guide* for information about how to use the Form Production System.



## SECTION 10 – PERFORMING WALK-IN REGISTRATION

### Overview

#### Introduction

Walk-In Registration enables you to admit students and register them for courses simultaneously. This means that students can come directly to the Office of the Registrar and register, without first going to the Admission office. As a result, your office must enter student information that the Admission office normally creates (e.g., ID record, Profile record, Program Enrollment record).

**Note:** After you complete students' Walk-In Registration, you must register the students for courses using Online Registration.

This section provides information and step-by-step procedures to follow when you:

- Create an initial ID record
- Create an initial Profile record
- Create a Program Enrollment record

#### Before You Begin

Before you begin to use the following procedure for performing walk-in registration, remember:

- You cannot use Walk-In Registration to process student requests to add, drop, or remove courses. You can use Walk-In Registration to collect only the bare minimum of admission information that will enable you to register students using Online Registration.
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section.

#### Process

This list shows the general phases that take place before, during, and after performing walk-in registration.

**Note:** This process assumes that the student has not gone through the normal admission process.

1. Query to verify whether duplicate information exists in CX.
2. Create the initial ID record.
3. Create the initial Profile record.
4. Create the Program Enrollment record.
5. Register the student for courses using Online Registration.

# Admitting Students Using Walk-In Registration

## How to Admit Students Using Walk-In Registration

Follow these steps to admit students using walk-in registration.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Walk-In Registration, and then select **Finish**. The Walk-In Registration - Walk-in Registration Form screen appears in Query mode with the cursor in the ID No field.
4. Select **find id** to perform a query by student name. The ID Query screen appears.
5. Perform a query to verify whether duplicate information about the student already exists in CX.

**Note:** See the *Getting Started User Guide* for information about how to perform a query and how to check for duplicate identification numbers.

6. Does duplicate information about the student already exist in CX?
  - If yes, do not continue with this procedure. Exit from Walk-In Registration, and refer to the section *Initializing a Registration Session* in this guide.
  - If no, go to step 7.
7. Select **Cancel**. The Walk-In Registration - Walk-in Registration Form screen appears in Insert mode with the cursor in the SS No field.
8. Complete the fields on the Walk-In Registration - Walk-in Registration Form screen, and then select **Finish**. CX displays a system-generated identification number for the student in the ID No field of the screen.

**Note:** An identification number must be created now because it does not exist in CX when you first begin processing a student's admission information in Walk-In Registration.

9. Do you want to change information in the detail windows?
  - If yes, select **Detail**. A list of detail windows appears. Go to step 10.
  - If no, Go to step 13.
10. Highlight the name of the detail window you want to update, and then click **OK**. The detail window you selected appears in Update mode.
11. Update the fields you want to change, and then select **Finish**. The detail window you selected disappears, and the Walk-In Registration - Walk-in Registration Form screen appears in Update mode.

**Note:** See the *Getting Started User Guide* for information about how to update detail windows.

12. Update fields you want to change on the Walk-In Registration - Walk-in Registration screen, and then select **Finish**. The screen appears in Query mode.
13. Do you want to perform walk-in registration for another student?
  - If yes, go to step 4
  - If no, select **Cancel**

The initial ID record, initial Profile record, and Program Enrollment record are created for the student whose walk-in registration you completed.

**Note:** After you complete students' Walk-In Registration, you must register the students for courses using Online Registration. Refer to the section *Initializing a Registration Session* in this guide.



# SECTION 11 – DISPLAYING CLOSED OR NEARLY CLOSED CLASSES

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you continuously display to a screen those classes that are closed or within a specified number of registrations from closing

### Before You Begin

Before you begin to use the following procedures for displaying closed or nearly closed classes, remember:

- Registration for the academic year, catalog, and section you want to display must have been initialized
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after displaying closed or nearly closed classes.

1. Initialize registration for the academic year, catalog, session, and section you want to display.
2. Complete the Display Closed Classes screen fields with information to select the academic year, catalog, session, and section for which you want to view closed classes.

## Displaying Closed or Nearly Closed Classes

### How to Display Closed or Nearly Closed Classes

Follow these steps to display closed or nearly closed classes.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Display Closed Classes. The Display Closed Classes screen appears with the cursor in the Number field.
4. Enter the number of sections to display across the top of the screen, and then press **<Tab>**. The cursor moves to the Session field.

**Note:** The maximum number of sections to display across the top of the screen is five.

5. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
6. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Catalog field.
7. Enter the catalog code, and then press **<Tab>**. The cursor moves to the Number field.
8. Enter the number of openings left in a section to print a warning, and then select **Finish**. Classes that are closed or within a specified number of registrations from closing continuously display on the screen.

**Note:** To stop the display, press **<ctrl-c>**.



## SECTION 12 – REQUESTING OPERATOR FORMS

### Overview

#### Introduction

This section provides information and step-by-step procedures to follow when you:

- Produce a form for a current student
- View a current student's form request history

#### Before You Begin

Before you begin to use the following procedures for requesting operator forms, remember:

- An ID record for the student must already exist in CX
- A Program Enrollment record must exist for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section
- A form generally includes a large amount of information (e.g., biographical) about one individual

#### Process

This list shows the general phases that take place before, during, and after requesting operator forms.

1. The student has been admitted to the institution.
2. The student has registered for courses.

# Producing a Form for a Current Student

## How to Produce a Form for a Current Student

Follow these steps to produce a form for a current student.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Operator Form Request. The Operator Form Request parameters screen appears with the cursor in the Session field.
4. Do you know the Session code?
  - If yes, enter the Session code, and then press **<Tab>**
  - If no, select **<F6>** for Table Lookup, highlight the correct Session code, and then select **OK**

In both cases, the cursor moves to the Academic Year field.

5. Enter the instructional year (e.g., 1997). The cursor moves to the Program field.
6. Do you know the Program code?
  - If yes, enter the Program code. The cursor moves to the Session field.
  - If no, select **<F6>** for Table Lookup, highlight the correct Program code, and then select **OK**.
7. Select **Finish**. The Registrar: Registration menu appears, the word "Exist" appears next to the Tasks system option, and then the Operator Form Request screen appears with the cursor in the ID field.
8. Enter the identification number of the student, and then select **Done**. The Name, Address, City, and State/Zip fields display information for the individual whose identification number you entered.
9. Select Form Order. The cursor moves to the Form name field.
10. Enter the code for the desired form (e.g., SDSBATCH), and then press **<Tab>**. The cursor moves to the Alternate recipient? field.

**Note:** The form code you select must allow for an alternate recipient.

11. Is the form to go to an alternate recipient?
  - If yes, enter **Y**. The Alternate Recipient window opens with the cursor in the Alternate recipient ID field. Go to step 12.
  - If no, enter **N**. Go to step 16.
12. Enter the identification number of the alternate recipient, and then select **Finish**. The Operator Form Request screen appears.

**Note:** You can also send a form to an individual who has no ID number on the system if the contact is not set up to run in batch mode.
13. Select **Finish**. A message appears indicating that an order was placed for the type of form you selected.
14. Select **OK**. The message disappears.
15. Do you want to produce a form for another current student?
  - If yes, select **Query**, and then go to step 8.

- If no, select **Exit**. A message appears asking “Are you sure you want to exit?” Go to step 18.
16. Select **Finish**. The word “Working” appears on the comment line at the bottom of the screen. It disappears after the form has printed.
  17. Do you want to produce a form for another current student?
    - If yes, select **Query**, and then go to step 8.
    - If no, select **Exit**. A message appears asking “Are you sure you want to exit?” Go to step 18.
  18. Do you want to exit?
    - If yes, select **Yes**. The Registrar: Registration menu appears.
    - If no, select **No**. The message asking “Are you sure you want to exit?” disappears.

## Viewing a Current Student's Form Request History

### How to View a Current Student's Form Request History

Follow these steps to view a current student's form request history.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Operator Form Request. The Operator Form Request parameters screen appears with the cursor in the Session field.
4. Do you know the Session code?
  - If yes, enter the Session code, and then press **<Tab>**.
  - If no, select **<F6>** for Table Lookup, highlight the correct Session code, and then select **OK**.

In both cases, the cursor moves to the Academic Year field.

5. Enter the instructional year (e.g., 1997). The cursor moves to the Program field.
6. Do you know the Program code?
  - If yes, enter the Program code. The cursor moves to the Session field.
  - If no, select **<F6>** for Table Lookup, highlight the correct Program code, and then select **OK**.
7. Select **Finish**. The Registrar: Registration menu appears, the word "Exist" appears next to the Tasks system option, and then the Operator Form Request screen appears with the cursor in the ID field.
8. Do you know the identification number or social security number of the student whose form request history you want to view?
  - If yes, enter the identification number or social security number in the ID field, and select **Done**. The student data appears.
  - If no, select **Lookup ID** to perform a query by student name. Then enter the identification number or social security number in the ID field of the Operator Form Request screen, and select **Done**. The student data appears.
9. Select **History**. The cursor appears in the Form name? field.
10. Enter the code for the desired form, or select **<F6>** for Table Lookup.
11. Select **OK**. One of the following occurs:
  - A message appears stating there is no record of previous requests for a form of the type you specified  
**Example:** There is no record of previous requests for a form of type 'UFLBATCH' for student ID: XXXXXXXX.
  - The student's form request history appears
12. Do you want to view another current student's form request history?
  - If yes, select **Query**, and then go to step 8
  - If no, select **Exit**

# SECTION 13 – ENTERING AND MAINTAINING AUTHORIZATION RECORDS

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Authorize courses
- Authorize student hours
- Enter and maintain course authorization records and hours authorization records for students for the specified session, year, and program

### Before You Begin

Before you begin to use the following procedures for entering and maintaining course authorization records and hours authorization records for the specified session, year, and program, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Permissions for the user are checked against the Permissions table prior to display or update of any authorizations
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after entering and maintaining course authorization records and hours authorization records for the specified session, year, and program.

1. Authorize courses for a specified session, year, and program.
2. Authorize student hours for a specified session, year, and program.
3. Enter and maintain authorization records by course, by student, and by maximum registered hours.

# Authorizing Courses for a Specified Session, Year, and Program

## How to Authorize Courses for a Specified Session, Year, and Program

Follow these steps to authorize courses for a specified session, year, and program.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Authorization.
4. Select Course Authorizations. The Course Authorizations screen appears with the cursor in the Session field.
5. Enter the code of the session, and then press **<Tab>**. The cursor moves to the Academic Year field.
6. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Catalog field.
7. Enter the code of the catalog, and then press **<Tab>**. The cursor moves to the Course Number field.
8. Do you want to authorize all courses?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the course number for the course you want to authorize
    - Enter an asterisk to use as a wildcard to select a group of courses you want to authorize (e.g., ENG\*)
9. Press **<Tab>**. The cursor moves to the Department field.
10. Do you want to authorize all departments?
  - If yes, leave this field blank
  - If no, enter the department code(s) for the department(s) you want to authorize
11. Press **<Tab>**. The cursor moves to the Section field.
12. Do you want to authorize all sections?
  - If yes, leave this field blank
  - If no, enter the section number(s) for the section(s) you want to authorize
13. Select **Finish**. The Output Parameters and Scheduling window appears.
14. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Registrar: Authorization menu appears, and CX is scheduled to authorize courses for the year, session, and program you specified.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Authorizing Student Hours for a Specified Session, Year, and Program

## How to Authorize Student Hours for a Specified Session, Year, and Program

Follow these steps to authorize student hours for a specified session, year, and program.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Authorization.
4. Select Hours Authorizations. The Student Hours Authorizations screen appears with the cursor in the Session field.
5. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
6. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Program field.
7. Enter the program code, and then select **Finish**. The Output Parameters and Scheduling window appears.
8. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Registrar: Authorization menu appears, and CX is scheduled to authorize student hours for the year, session, and program you specified.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Entering and Maintaining Authorization Records

## How to Enter and Maintain Authorization Records

Follow these steps to enter and maintain authorization records.

1. Select Registrar from the Student Management: Main menu.
2. Select Registration.
3. Select Authorization.
4. Select Authorization Entry. The Authorization Entry screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Session field.
6. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
7. Enter the instructional year, and then select **Finish**. The following occur:
  - The Registrar: Authorization menu appears, and the word "Exist" appears next to the Tasks system option
  - The Authorization Entry screen appears in Authorization Entry mode
8. Select one of the following from the command line to indicate whether you want to perform authorization entry by course, by student, or by student hours:
  - **by Course**. The Authorization Entry by Course screen appears.
  - **by Student**. The Authorization Entry by Student screen appears.
  - **additional Hours**. The Authorization Entry - Maximum Registered Hours Authorization screen appears.

**Note:** Permissions for the user are checked against the Permissions table prior to display or update of any authorizations.
9. Complete the fields on the screen you selected.

**Note:** Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the authorization screens.
10. Select **Finish**.



# SECTION 14 - BUILDING AND CREATING THE BLOCK REGISTRATION TABLE

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Create the Block Registration table from the course section records
- Build the Block Registration table
- Associate course numbers with a block code

### Before You Begin

Before you begin to use the following procedures for creating and building the Block Registration table, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- The courses used to construct the blocks must be known before building the Block Registration table
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after creating and building the Block Registration table.

1. Create the Block Registration table from the course section records.
2. Build the Block Registration table.
3. Associate course numbers with a block code.

## Creating the Block Registration Table from the Course Section Records

### How to Create the Block Registration Table from the Course Section Records

This procedure allows you to automatically create the Block Registration table based on the parameters you enter.

**Note:** Section records must exist.

Follow these steps to create the Block Registration table from the course section records.

1. Select Registrar from the Student Management: Main menu.
2. Select Block Registration.
3. Select Create Block Table. The Create Block Table screen appears with the cursor in the Block Registration field.
4. Enter the Block Registration code to which courses will be added, and then press **<Tab>**. The cursor moves to the Session field.
5. Enter the Session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
6. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Catalog field.
7. Enter the catalog code for the courses to be added, and then press **<Tab>**. The cursor moves to the Section field.
8. Enter the section number of the course(s) being added, and then press **<Tab>**. The cursor moves to the Level field.
9. Enter the course level field from the Course record, and then press **<Tab>**. The cursor moves to the Program field.
10. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
11. Enter the subprogram code, and then press **<Tab>**. The cursor moves to the Classification field.
12. Can this block of courses be taken by only a particular classification of students?
  - If yes, enter the classification code in the Classification field
  - If no, leave the Classification field blank
13. Select **Finish**. The Output Parameters and Scheduling window appears.
14. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. CX creates the Block Registration table from the course section records according to the parameters you determined in the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

## Building the Block Registration Table

### How to Update the Block Registration Table

Follow these steps to update the Block Registration table.

1. Select Registrar from the Student Management: Main menu.
2. Select Block Registration.
3. Select Block Registration Table, and then select **Finish**. The Block Registration Table screen appears.
4. Select **Query**, and then press **<Esc>**. The first Block Registration table appears.
5. Do you want to update the Block Registration table that appears?
  - If yes, select the command for the action you want to perform, change the field(s) you want to update, and then press **<Esc>**. Go to step 7.
  - If no, select **Query**. The cursor moves to the Block Code field. Enter the block code for the Block Registration table you want to build, and then press **<Esc>**. Data for the fields associated with the block code you entered appear.
6. Select the command for the action you want to perform, change the field(s) you want to change, and then press **<Esc>**.
7. Select **Exit**, and then press **<Enter>**. The Registrar: Block Registration menu appears.

### How to Add a Record to the Block Registration Table

This procedure allows you to add a record to the Block Registration table.

Follow these steps to add a record to the Block Registration table.

1. Select Registrar from the Student Management: Main menu. The Student Management: Registrar Main menu appears.
2. Select Block Registration. The Registrar: Block Registration menu appears.
3. Select Block Registration Table, then select **Finish**. The Block Registration Table PERFORM screen appears.
4. Perform a query to verify that the record you want to add does not already appear in the table. Does the record already appear in the table?
  - If yes, do not continue with this procedure
  - If no, go to step 5
5. Select **Add**. The cursor appears in the Block Code field.
6. Complete the necessary fields using the comment line as a guide, then press **<Esc>**.
7. Select **Exit**, and then press **<Enter>**. The Registrar: Block Registration menu appears.

## Associating Course Numbers with a Block Code

### How to Associate Course Numbers with a Block Code

Follow these steps to associate course numbers with a block code.

1. Select Registrar from the Student Management: Main menu.
2. Select Block Registration.
3. Select Block Registration Table, and then select **Finish**. The Block Registration Table screen appears.
4. Select **Query**. The cursor moves to the Block Code field.
5. Enter the block code that is to be associated with the course number(s) you want to enter, and then press **<Esc>**. Data for the fields associated with the block code you entered appear.
6. Select **Add**.
7. Press **<Tab>** until the cursor appears in the Block Course field.
8. Enter the course number you want to associate with the block code, and then press **<Esc>**. CX associates the course number with the block code.

# SECTION 15 – CREATING, MAINTAINING, AND PRINTING CLASS LISTS

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Define grade entry parameters
- Create a class list for selected classes or sections
- Select all classes for printing without checking student registration or financial clearance
- Select all classes listing only students having confirmed registration and/or financial clearance
- Produce a class list with an area to enter a grade for each student and noting graduating students with an asterisk
- Print all class lists with midterm grades so the accuracy of the entered grades can be verified
- Print all class lists with final grades so the accuracy of the entered grades can be verified
- Set parameters for printing class wait lists
- List students who have been removed from a class wait list and had been registered for the class

### Before You Begin

Before you begin to use the following procedures for creating, maintaining, and printing class lists, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after creating, maintaining, and printing class list information.

1. Select and display a class list to define grade entry parameters.
2. Create a class list for selected classes and sections.
3. Create a class list for all classes and all sections, selecting all classes for printing without checking student registration or financial clearance.

--OR--

Create a class list for all classes and all sections, selecting all classes listing only students having confirmed registration and/or financial clearance.

4. Produce a class list with an area to enter a grade for each student and noting graduating students with an asterisk.
5. Print all class lists with midterm grades so the accuracy of the entered grades can be verified.
6. Print all class lists with final grades so the accuracy of the entered grades can be verified.
7. Set parameters for printing class wait lists.

8. List students who have been removed from a class wait list and had been registered for the class.

## Processing Class Lists

### How to Select and Display a Class List

Follow these steps to select and display a class list to define grade entry parameters.

1. Select Display a Class List from the Registrar: Class Lists menu, and then select **Finish**. The Display A Class List - Grade Entry Parameters screen appears with the cursor in the Grade Entry Session field.
2. Enter the session year code under which the courses you want to display reside (e.g., **FA 96**). The cursor moves to the Default Catalog field.
3. Enter the catalog code under which the courses you want to display reside. The cursor moves to the Mid-Session Or Final Grades? field.
4. Enter the code for the type of grades you want to process, then press **<Tab>**. The cursor moves to the Selection Criteria field.  
**Note:** Use Table Lookup to display available codes.
5. Enter the selection criteria code, and then select **Finish**. The Display A Class List screen appears in Enter Course mode with the cursor in the Course field.  
**Note:** Use Table Lookup to display available codes.
6. Enter the course number, and then select **Finish** (e.g., ENG112). The Display A Class List screen appears in Grade Entry mode and shows a list of students including their registration status for the course.

### How to Create a Class List for Selected Classes and Sections

Follow these steps to create a class list for selected classes and sections.

1. Select Selected Classes/Sections from the Registrar: Class Lists menu. The Selected Classes/Sections screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the Subsession field.
5. Do you want to enter a subsession code?
  - If yes, enter the subsession code
  - If no, press **<Tab>**In both cases, the cursor moves to the Course Number field.
6. Enter the course number for the classes and sections you want to select, and then press **<Tab>**. The cursor may move to the Section field.
7. Do you want to enter a section number?
  - If yes, enter the section number, and then press **<Tab>**
  - If no, press **<Tab>**In both cases, the cursor moves to the first of five Text fields.  
**Note:** Leave this field blank to select all sections.
8. Enter the line(s) of text you want to print on each class list, and then select **Finish**. The

Output Parameters and Scheduling window appears.

9. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class list for the classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

10. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The formtype you should enter in the Type of Form field on the Forms Production System screen is **classlist**.

- If no, you have completed this procedure.

### How to Create a Class List without Checking Student Registration

Follow these steps to create a class list for all classes and all sections regardless of the student's confirmation or financial clearance status, selecting all classes for printing without checking student confirmation or financial clearance.

1. Select All Classes - No Checking from the Registrar: Class Lists menu. The All Classes - No Checking screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.
5. Enter the line(s) of text you want to appear on each class list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class list for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all selected sections will print. Classes without students will also be printed.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **classlist**.

- If no, you have completed this procedure.

### How to Create a Class List Listing Only Students Having Confirmed Registration

Follow these steps to create a class list for all classes and all sections, selecting all classes listing only students having confirmed registration and/or financial clearance.



1. Select All Classes - All Sections from the Registrar: Class Lists menu. The All Classes - All Sections screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.
5. Enter the line(s) of text you want to appear on each class list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class list for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all sections will print. Classes without students will also be printed. Only students having a confirmed registration and/or financial clearance will be listed.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **classlist**.

- If no, you have completed this procedure.

### **How to Produce a Class List with an Area to Enter a Grade and Noting Graduating Students**

Follow these steps to produce a class list with an area to enter a grade for each student and noting graduating students with an asterisk.

1. Select All Classes - Grade Lists from the Registrar: Class Lists menu. The All Classes - Grade Lists screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.
5. Enter the line(s) of text you want to appear on each class list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class list for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all sections will print. Classes without students will also be printed. Only students having a confirmed registration and/or financial clearance will be listed.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **gradelist**.

- If no, you have completed this procedure.

### How to Print All Class Lists with Midterm Grades

Follow these steps to print all class lists with midterm grades so the accuracy of entered grades can be verified.

1. Select All Classes - Midterm Grades from the Registrar: Class Lists menu. The All Classes - Midterm Grades screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.
5. Enter the line(s) of text you want to appear on each class list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create class lists with midterm grades for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all sections will print. Classes without students will also be printed. Only students having a confirmed registration and/or financial clearance will be listed.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **midlist**.

- If no, you have completed this procedure.

### How to Print All Class Lists with Final Grades

Follow these steps to print all class lists with final grades so the accuracy of the entered grades can be verified.

1. Select All Classes - Final Grades from the Registrar: Class Lists menu. The All Classes - Final Grades screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.

5. Enter the line(s) of text you want to appear on each class list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class list for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all sections will print. Classes without students will also be printed. Only students having confirmed registration and/or financial clearance will be listed.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **finallist**.

- If no, you have completed this procedure.

### How to Set Parameters for Printing Class Waiting Lists

Follow these steps to set parameters for printing class wait lists.

1. Select Waiting Lists from the Registrar: Class Lists menu. The Waiting Lists screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Catalog field.
4. Enter the catalog code. The cursor moves to the first of five Text fields.
5. Enter the line(s) of text you want to appear on each class wait list, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Class Lists menu appears, and CX is scheduled to create a class wait list for all classes and sections you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class wait list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all selected sections will print. Classes without students will also be printed. No student registration confirmation or financial clearance is checked.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **classlist**.

- If no, you have completed this procedure.

## How to List Students Who Have Been Removed from a Class Wait List

Follow these steps to list students who have been removed from a class wait list and had been registered for the class.

1. Select Taken Off Wait List from the Registrar: Class Lists menu. The Taken Off Wait List screen appears with the cursor in the Session field.
2. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
3. Enter the instructional year. The cursor moves to the Beginning Date field.
4. Enter the beginning date. The cursor moves to the Ending Date field.
5. Enter the ending date, and then select **Finish**. The Output Parameters and Scheduling window appears.
6. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Registrar: Class Lists menu appears, and CX is scheduled to create a list of students who have been removed from a class wait list and had been registered for the class and section you selected.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

7. Do you want to print the class list after it has been created?
  - If yes, select Print Class/Waiting Lists from the Registrar: Class Lists menu. A Forms Production System screen appears. See the *Getting Started User Guide* for information about how to use the Forms Production System screens.

**Note:** The list will print in faculty order and all selected sections will print. Classes without students will also be printed. No student registration confirmation or financial clearance is checked.

The formtype you should enter in the Type of Form field on the Forms Production System screen is **classlist**.

- If no, you have completed this procedure.

# SECTION 16 – CREATING AND PRINTING LETTERS

## Overview

### Introduction

This section provides information to follow when you:

- Select students who are to appear on the Dean's List so letters may be created for them
- Create a Contact record for generating a Dean's List letter for an individual student
- Select students who are to receive probation notice letters
- Create a Contact record for generating a probation notice letter for an individual student
- Notify students that one of their courses has been canceled
- Print Registrar letters

### Before You Begin

Before you begin to use the following information for creating and printing letters, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after creating and printing letters.

1. Select the students who are to receive a letter.
2. Create a Contact record for generating the letter.
3. Print the letter.

### Available Options

The following is a list of available letter options and their objectives beginning at the Student Management: Main menu, selecting Registrar, and then selecting Letters:

**Note:** For additional information about using the Letter Production System (LPS), see the *Communications Management User Guide*.

- Select for Dean's List. Use this menu option when you want to select students who are to appear on the Dean's List so letters may be created for them.

**Note:** The selection is based on program, year, session, session grade point average, and earned hours for the session. Use the Create Registrar Letters menu option to create the letters.

- Select Dean's List - One. Use this menu option when you want to create a Contact record for generating a Dean's List letter for an individual student.

**Note:** Use the Create Registrar Letters menu option to create the letters.

- Select Probation Students. Use this menu option to select students who are to receive probation notice letters.

**Note:** The selection is based on program, year, session, and grade point average. Update student cumulative statistics by using the Update All Student Stats

menu option before running this menu option. Use the Create Registrar Letters menu option to create the letters.

- Select Probation - One. Use this menu option to create a Contact record for generating a probation notice letter for an individual student.

**Note:** Use the Create Registrar Letters menu option to create the letters.

- Create Cancel Letters. Use this menu option when generating letters to notify students that one of their courses has been canceled.

**Note:** Use the Print Registrar Letters menu option to print the letters.

- Create Registrar Letters. Use this menu option when generating letters for the registrar.

**Note:** Use the Print Registrar Letters menu option to print the letters.

- Print Registrar Letters. Use this menu option when printing Registrar letters.

**Note:** Select the file to be printed by entering "P" in the Status column of the Print Registrar Letters screen.

# SECTION 17 – MAINTAINING RECORDS AND DATA INTEGRITY

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Reset the reserved flag
- Update ages of students
- Total registered students
- Total wait listed students
- Update section record totals
- Audit academic records
- Check student data
- Update academic records
- Transfer (update) selected information from the student's Program Enrollment record to the Academic record for a specified session and year
- List what academic records have differing data
- Update class rank and class size
- Update session ordering information in the Academic record
- Update a student's Accomplishment record to indicate Dean's List achievement

### Before You Begin

Before you begin to use the following procedures for maintaining records and data integrity during session processing, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after maintaining records and data integrity during session processing.

1. Reset the reserved flag.
2. Update ages of students.
3. Total registered students.
4. Total wait listed students.
5. Update section record totals.
6. Audit academic records.
7. Check student data.
8. Update academic records.
9. Update class rank and class size.
10. Update session ordering information in the Academic record.
11. Update a student's Accomplishment record to indicate Dean's List achievement.

## Resetting the Reserved Flag

### How to Reset the Reserved Flag

Follow these steps to reset the reserved flag.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Reset Reserved Flag. The Reset Reserved Flag screen appears with the cursor in the Planned Enrollment Session field.
4. Enter the planned enrollment session code, and then press **<Tab>**. The cursor moves to the Planned Enrollment Year field.
5. Enter the planned enrollment year, and then press **<Tab>**. The cursor moves to the Program field.
6. Enter the program code, and then select **Finish**. The Output Parameters and Scheduling window appears.
7. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to reset the reserved flag from Y to N for those students admitted in the specified session, year, and program.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.



# Updating Ages of Students

## How to Update Ages of Students

Follow these steps to update ages of students.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Update Age of Students, and then select **Finish**. The Output Parameters and Scheduling window appears.
4. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to update the ages of students by comparing the current date with the birth date stored in the Profile record.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Auditing Registration Totals

## Introduction

The following procedure audits registration totals including:

- Registered students
- Wait listed students
- Section records

## How to Audit Registration Totals

Follow these steps to audit registration totals.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Audit Registration Totals. The Audit Registration Totals screen appears with the cursor in the Academic Year field.
4. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Session field.
5. Enter the session code, and then press **<Tab>**. The cursor moves to the Catalog field.
6. Enter the catalog code, and then press **<Tab>**. The cursor moves to the Course Number field.
7. Do you want to audit all course numbers?
  - If yes, leave this field blank
  - If no, enter the course number you want to audit
8. Press **<Tab>**. The cursor moves to the Section field.
9. Do you want to audit all sections?
  - If yes, leave this field blank
  - If no, enter the section number you want to audit
10. Press **<Tab>**. The cursor moves to the Output field.
11. Enter the printer name, and then select **Finish**. The Output Parameters and Scheduling window appears.
12. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to audit registration totals.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Auditing Academic Records

## How to Audit Academic Records

Follow these steps to audit academic records.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Audit Academic Records. The Audit Academic Records screen appears with the cursor in the Session field.
4. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
5. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Program field.
6. Do you want to audit all programs?
  - If yes, leave this field blank
  - If no, enter the program code for the program you want to audit
7. Press **<Tab>**. The cursor moves to the Subprogram field.
8. Do you want to audit all subprograms?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the subprogram you want to audit
    - Enter an asterisk to use as a wildcard to select a group of subprograms you want to audit (e.g., ENG\*)
9. Press **<Tab>**. The cursor moves to the Status field.
10. Enter the status code, and then select **Finish**. The Output Parameters and Scheduling window appears.
11. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Registrar: Session Processing menu appears, and CX is scheduled to audit academic records.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Checking Student Data

## How to Check Student Data

Follow these steps to check student data.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Check Student Data. The Check Student Data screen appears with the cursor in the Session field.
4. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
5. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Program field.
6. Do you want to check all programs?
  - If yes, leave this field blank
  - If no, enter the program code for the program you want to check
7. Press **<Tab>**. The cursor moves to the Subprogram field.
8. Do you want to check all subprograms?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the subprogram you want to check
    - Enter an asterisk to use as a wildcard to select a group of subprograms you want to check (e.g., ENG\*).
9. Press **<Tab>**. The cursor moves to the Status field.
10. Enter the status code, and then select **Finish**. The Output Parameters and Scheduling window appears.
11. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Registrar: Session Processing menu appears, and CX is scheduled to check student data.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Updating Academic Records

## How to Update Academic Records

Follow these steps to update academic records.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Academic Record Updates. The Academic Record Differences screen appears with the cursor in the Session field.
4. Enter the session code, and then press **<Tab>**. The cursor moves to the Year field.
5. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Option field.
6. Enter the option code for the task(s) you want done. Valid codes are:
  - B (Both list and update)
  - L (Only list records with differing data)
  - U (Only update selected information from the student Program Enrollment record to the Academic record)

**Note:** All students who have Academic records for the specified session and year will be used.

7. Select **Finish**. The Output Parameters and Scheduling window appears.
8. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to update academic records.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

## Updating Class Rank and Class Size

### How to Update Class Rank and Class Size

Follow these steps to update class rank and class size.

**Note:** All students are selected, regardless of hours taken. Cumulative GPAs are used to determine class rank. Class size is calculated for each classification separately.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Update Class Rank. The Update Class Rank screen appears with the cursor in the Session field.
4. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
5. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Program field.
6. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
7. Do you want to update class rank in all subprograms?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the subprogram you want to update
    - Enter an asterisk to use as a wildcard to select a group of subprograms you want to update (e.g., ENG\*)
8. Press **<Tab>**. The cursor moves to the Status field.
9. Enter the status code, and then select **Finish**. The Output Parameters and Scheduling window appears.
10. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to update class rank.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

## Updating Session Ordering Information in the Academic Record

### How to Update Session Ordering Information in the Academic Record

Follow these steps to update session ordering information in the Academic record.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Sequence Academic Records. The Output Parameters and Scheduling window appears.
4. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to update session ordering information in the Academic record.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Updating Students' Accomplishment Records to Indicate Dean's List Achievement

## How to Update Students' Accomplishment Records to Indicate Dean's List Achievement

Follow these steps to update students' Accomplishment records to indicate Dean's List achievement.

**Note:** Before running this menu option, make sure all grade entry has been completed and the Update All Student Stats menu option has been run. This is an informer, not a report.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select Accomplishment - Dean's, and then enter the password. The Accomplishment-Dean's screen appears with the cursor in the Session field.
4. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
5. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Date field.
6. Enter the date to put in the student's Accomplishment record, and then press **<Tab>**. The cursor moves to the GPA field.
7. Enter the lowest cumulative grade point average to be accepted, and then select **Finish**. The Output Parameters and Scheduling window appears.
8. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Session Processing menu appears, and CX is scheduled to update students' Accomplishment records to indicate Dean's List achievement.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.



## SECTION 18 – PROCESSING HOLDS

### Overview

#### Introduction

This section provides information and step-by-step procedures to follow when you:

- Add testing holds for students who have not yet taken a specified exam and were admitted in a specified session and year
- Add testing holds for students who have not yet taken a specified exam and were not admitted in a specified session and year
- Add testing holds based on whether a student has taken both a specified exam and a specified course
- Add advisory holds based on the number of hours taken by a student to date
- Deactivate testing holds by setting the end date of a Hold record to the current date

#### Before You Begin

Before you begin to use the following procedures for adding and deactivating testing and advisory holds, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

#### Process

This list shows the general phases that take place before, during, and after adding and deactivating testing and advisory holds.

1. Add testing holds for students who have not yet taken a specified exam and were admitted in a specified session and year.
2. Add testing holds for students who have not yet taken a specified exam and were not admitted in a specified session and year.
3. Add testing holds based on whether a student has taken both a specified exam and a specified course.
4. Add advisory holds based on the number of hours taken by a student to date.
5. Deactivate testing holds by setting the end date of a Hold record to the current date.

## Adding Testing Holds

### How to Add Testing Holds for Students Who Were Admitted

Follow these steps to add testing holds for students who have not yet taken a specified exam and were admitted in a specified session and year.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password. The Registrar: Session Processing menu appears.
3. Select Holds Processing.
4. Select Exam Holds - New Stu. The Exam Holds - New Students screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Session Admitted field.
6. Enter the session admitted, and then press **<Tab>**. The cursor moves to the Year Admitted field.
7. Enter the year admitted, and then press **<Tab>**. The cursor moves to the Hold field.
8. Enter the hold code, and then press **<Tab>**. The cursor moves to the Hold Office Code field.
9. Enter the hold office code, and then press **<Tab>**. The cursor moves to the Hold Begin Date field.
10. Enter the beginning date for the hold, and then press **<Tab>**. The cursor moves to the Exam field.
11. Enter the exam code, and then press **<Tab>**. The cursor moves to the Program field.
12. Select **Finish**. The Output Parameters and Scheduling window appears.
13. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Holds Processing menu appears, and CX is scheduled to add testing holds for students who have not yet taken the specified exam and were admitted in the specified session and year.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

### How to Add Testing Holds for Students Who Were Not Admitted

Follow these steps to add testing holds for students who have not yet taken a specified exam and were not admitted in a specified session and year.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password. The Registrar: Session Processing menu appears.
3. Select Holds Processing.
4. Select Exam Holds - Cont Stu. The Exam Holds - Continuing Students screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Admitted Session To Skip field.

6. Do you want to enter an admitted session to skip?
  - If yes, enter the admitted session to skip, and then press **<Tab>**
  - If no, press **<Tab>**

In both cases, the cursor moves to the Admitted Year To Skip field.

7. Do you want to enter an admitted year to skip?
  - If yes, enter the admitted year to skip, and then press **<Tab>**
  - If no, press **<Tab>**

In both cases, the cursor moves to the Exam field.

8. Enter the exam code, and then press **<Tab>**. The cursor moves to the Hold field.
9. Enter the hold code, and then press **<Tab>**. The cursor moves to the Hold Office Code field.
10. Enter the hold office code, and then press **<Tab>**. The cursor moves to the Hold Begin Date field.
11. Enter the beginning date for the hold, and then press **<Tab>**. The cursor moves to the Minimum Hours field.
12. Do you want to enter a minimum number of earned hours for the student to be selected?
  - If yes, enter the minimum number of earned hours for the student to be selected, and then press **<Tab>**
  - If no, press **<Tab>**

In both cases, the cursor moves to the Maximum Hours field.

13. Do you want to enter a maximum number of earned hours for the student to be selected?
  - If yes, enter the maximum number of earned hours for the student to be selected, and then select **Finish**
  - If no, select **Finish**

In both cases, the Output Parameters and Scheduling window appears.

14. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Holds Processing menu appears, and CX is scheduled to add testing holds for students who have not yet taken the specified exam and were not admitted in the specified session and year.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

### How to Add Testing Holds Based On a Specified Exam and Course

Follow these steps to add testing holds based on whether a student has taken both a specified exam and a specified course.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password. The Registrar: Session Processing menu appears.
3. Select Holds Processing.
4. Select Exam Holds - Transfer. The Exam Holds - Transfer and New screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Hold field.
6. Enter the hold code, and then press **<Tab>**. The cursor moves to the Hold Office of Added Holds field.

7. Enter the code of the hold office(s), and then press **<Tab>**. The cursor moves to the Hold Begin Date of Added Holds field.  
**Note:** If you want to select all hold office codes, leave this field blank.
8. Enter the beginning date (mm/dd/yyyy) to be used with the added hold records, and then press **<Tab>**. The cursor moves to the Admitted Session of Students field.
9. Enter the session code indicating the admitted session of the students, and then press **<Tab>**. The cursor moves to the Admitted Year of Students field.
10. Enter the year the students were admitted, and then press **<Tab>**. The cursor moves to the Exam Needed with Course field.
11. If the specified course has been taken, enter the code of the exam needed to avoid the hold, and then press **<Tab>**. The cursor moves to the Exam Needed without Course field.
12. If the specified course has not been taken, enter the code of the exam needed to avoid the hold, and then press **<Tab>**. The cursor moves to the Course Number field.
13. Enter the course number of the course that, if taken, determines which exam is required, and then press **<Tab>**. The cursor moves to the Maximum Hours field.
14. Do you want to enter a maximum number of earned hours for the student to be selected?
  - If yes, enter the maximum number of earned hours for the student to be selected, and then press **<Tab>**
  - If no, press **<Tab>**In both cases, the cursor moves to the Transfer Student field.
15. Do you want to select only transfer students?
  - If yes, enter **Y**, and then select **Finish**
  - If no, enter **N**, and then select **Finish**In both cases, the Output Parameters and Scheduling window appears.
16. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Holds Processing menu appears, and CX is scheduled to add testing holds based on whether a student has taken both a specified exam and a specified course.  
**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

## Adding Advisory Holds

### How to Add Advisory Holds Based on the Number of Hours Taken

Follow these steps to add advisory holds based on the number of hours taken to date by the student.

**Note:** Only those students whose admitted session and year is on or after that specified and who earn no more than the specified hours will be selected.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password. The Registrar: Session Processing menu appears.
3. Select Holds Processing.
4. Select Advisement Holds. The Advisement Holds screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Hold field.
6. Enter the hold code, and then press **<Tab>**. The cursor moves to the Hold Office of Added Holds field.
7. Enter the code of the hold office(s), and then press **<Tab>**. The cursor moves to the Hold Begin Date of Added Holds field.

**Note:** If you want to select all hold office codes, leave this field blank.

8. Enter the beginning date (mm/dd/yyyy) to be used with the added hold records, and then press **<Tab>**. The cursor moves to the Beginning Session of Students field.
9. Enter the session code indicating the admitted session of the students, and then press **<Tab>**. The cursor moves to the Beginning Year of Students field.
10. Enter the year the students were admitted, and then press **<Tab>**. The cursor moves to the Maximum Hours field.
11. Do you want to enter a maximum number of earned hours for the student to be selected?
  - If yes, enter the maximum number of earned hours for the student to be selected, and then select **Finish**
  - If no, select **Finish**

In both cases, the Output Parameters and Scheduling window appears.

12. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Holds Processing menu appears, and CX is scheduled to add advisory holds based on the number of hours taken to date by the student.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# Deactivating Testing Holds

## How to Deactivate Testing Holds

Follow these steps to deactivate testing holds.

**Note:** Students selected are those who have the active hold specified and who have taken the test(s) with at least the minimum score(s) given within the specified range of dates.

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password. The Registrar: Session Processing menu appears.
3. Select Holds Processing.
4. Select Deactivate Testing Holds. The Deactivate Testing Holds screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Hold field.
6. Enter the hold code, and then press **<Tab>**. The cursor moves to the Hold Office of Holds to Select field.
7. Enter the code of the hold office(s), and then press **<Tab>**. The cursor moves to the Exam field.

**Note:** If you want to select all hold office codes, leave this field blank.

8. Enter the exam code, and then press **<Tab>**. The cursor moves to the Begin Date of Exam Date Range field.
9. Enter the beginning date (mm/dd/yyyy) for the selection of exam records, and then press **<Tab>**. The cursor moves to the End Date of Exam Date Range field.
10. Enter the ending date (mm/dd/yyyy) for the selection of exam records, and then press **<Tab>**. The cursor moves to the Minimum Score Exam 1 field.
11. Enter the minimum score needed for the first exam score, and then press **<Tab>**. The cursor moves to the Minimum Score Exam 2 field.
12. Do you want to enter a minimum score needed for the second exam score?
  - If yes, enter the score, and then press **<Tab>**. The cursor moves to the Minimum Score Exam 3 field.
  - If no, go to step 13.
13. Do you want to enter a minimum score needed for the third exam score?
  - If yes, enter the score, and then press **<Tab>**. The cursor moves to the Minimum Score Exam 4 field.
  - If no, go to step 14.
14. Do you want to enter a minimum score needed for the fourth exam score?
  - If yes, enter the score, and then press **<Tab>**. The cursor moves to the Minimum Score Exam 5 field.
  - If no, go to step 15.
15. Do you want to enter a minimum score needed for the fifth exam score?
  - If yes, enter the score, and then select **Finish**
  - If no, select **Finish**

In both cases, the Output Parameters and Scheduling window appears.

16. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: Holds Processing menu appears, and CX is scheduled to deactivate testing holds for selected students who have the active hold specified and who have taken the test(s) with at least the minimum score(s) given within the specified range of dates.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.





# SECTION 19 - PROCESSING NO SHOW STUDENTS

## Overview

### Introduction

No shows are usually defined as students who are not confirmed and/or financially cleared. They have enrolled in a class or classes but will not attend or have not made satisfactory financial arrangements. Institutions generally desire to know about students who are taking up class seats and are not attending, so that they can remove those students from their classes and open up seats for students who want to enroll.

This section provides information and step-by-step procedures to follow when you:

- Print a list of students who are considered no shows
- Remove students who are no shows for a program, session, and year
- Print a list of students who either are no shows or are not financially cleared
- Remove students for a program, session, and year who either are no shows or are not financially cleared

### Before You Begin

Before you begin to use the following procedures for processing student no shows, remember:

- An ID record for the student must already exist in CX
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after processing student no shows.

1. Print a list of students who are considered no shows.
2. Remove students who are no shows for a program, session, and year.
3. Print a list of students who either are no shows or are not financially cleared.
4. Remove students who either are no shows or are not financially cleared for a program, session, and year.

## Removing No Show Students

### How to Remove Students Who Are No Shows for a Program, Session, and Year

Follow these steps to remove students who are no shows for a program, session, and year:

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select No Show Processing.
4. Select Print Student No Shows. The Print Student No Shows screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
6. Do you want to remove student no shows in all subprograms of the program?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the desired subprogram
    - Enter an asterisk to use as a wildcard to select a desired group of subprograms (e.g., ENG\*)
7. Press **<Tab>**. The cursor moves to the Session field.
8. Enter the Session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
9. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Sort Field field.
10. Enter the code indicating how you want the list of no show students sorted, and then press **<Tab>**. The cursor moves to the Output field.
11. Enter the name of the printer that will be used for output, and then select **Finish**. The Output Parameters and Scheduling window appears.
12. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: No Show Processing menu appears, and CX is scheduled to print students who are no shows for a program, session, and year.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

13. Review the list when it prints.

**Note:** The Financial Aid office, the Controller, or the Dean's office can use this printed list to check with students to see whether they are planning on attending school, if your institution has such a policy.
14. Select Remove Student No Shows from the Registrar: No Show Processing menu. The Remove Student No Shows screen appears with the cursor in the Program field.
15. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
16. Do you want to remove student no shows in all subprograms of the program?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the desired subprogram
    - Enter an asterisk to use as a wildcard to select a desired group of subprograms (e.g., ENG\*)

17. Press **<Tab>**. The cursor moves to the Session field.
18. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
19. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Output field.
20. Enter the name of the printer that will be used for output, and then select **Finish**. The Output Parameters and Scheduling window appears.
21. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: No Show Processing menu appears, and CX is scheduled to purge students from CX by removing nonconfirmed students from all classes and putting a status of N for "No Show" in the registration status field in the students' Academic records. This causes no show students to be exempt from transcribing for that academic session. This process also ensures that students will receive a 100% refund for tuition and fees.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

### How to Remove Students Who Either Are No Shows or Are Not Financially Cleared

Follow these steps to remove students who either are no shows or are not financially cleared for a program, session, and year:

1. Select Registrar from the Student Management: Main menu.
2. Select Session Processing, and then enter the password.
3. Select No Show Processing.
4. Select Print No/Fin Clear Or Show. The Print No/Fin Clear Or Show screen appears with the cursor in the Program field.
5. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
6. Do you want to remove student no shows in all subprograms of the program?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the desired subprogram
    - Enter an asterisk (\*) to use as a wildcard to select a desired group of subprograms (e.g., ENG\*)
7. Press **<Tab>**. The cursor moves to the Session field.
8. Enter the Session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
9. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Output field.
10. Enter the name of the printer that will be used for output, and then select **Finish**. The Output Parameters and Scheduling window appears.
11. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: No Show Processing menu appears, and CX is scheduled to print students who either are no shows or are not financially cleared for a program, session, and year.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

12. Review the list when it prints.

**Note:** The Financial Aid office, the Controller, or the Dean's office can use this printed list to check with students to see whether they are planning to attend school, if your institution has such a policy.

13. Select Remove No/Fin Clr or Show from the Registrar: No Show Processing menu. The Remove No/Fin Clr or Show screen appears with the cursor in the Program field.
14. Enter the program code, and then press **<Tab>**. The cursor moves to the Subprogram field.
15. Do you want to remove student no shows in all subprograms of the program?
  - If yes, leave this field blank
  - If no, do one of the following:
    - Enter the code for the desired subprogram
    - Enter an asterisk to use as a wildcard to select a desired group of subprograms (e.g., ENG\*)
16. Press **<Tab>**. The cursor moves to the Session field.
17. Enter the session code, and then press **<Tab>**. The cursor moves to the Academic Year field.
18. Enter the instructional year, and then press **<Tab>**. The cursor moves to the Output field.
19. Enter the name of the printer that will be used for output, and then select **Finish**. The Output Parameters and Scheduling window appears.
20. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Registrar: No Show Processing menu appears, and CX is scheduled to purge students from CX by removing nonconfirmed students from all classes and putting a status of N for "No Show" in the registration status field in the students' Academic records. This causes no show students to be exempt from transcribing for that academic session. This process also ensures that students will receive a 100% refund for tuition and fees.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

# SECTION 20 - PROCESSING SATISFACTORY ACADEMIC PROGRESS

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Select students who are to be processed for Satisfactory Academic Progress (SAP)
- Process each student with an expected contact for SAP
- Update the students' SAP statuses and create an action SAP contact for each student requiring an action
- Process each student with an expected contact for failed SAP

The processes review the academic progress of students at the end of each session and/or at the end of each year. Students' conditions that are checked include the following:

- Minimum grade point average
- Cumulative earned hours
- Percentage of the current year and session attempted hours

### Before You Begin

Before you begin to use the following procedures for processing satisfactory academic progress, remember:

- An ID record for the student must already exist in CX.
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student.
- Your institution must determine under what conditions certain actions will be taken, such as when a warning letter would be sent to a student.
- Run all SAP processes in the background. When the system completes each process, it sends electronic mail informing you whether the process completed successfully and what action was taken for each student.
- The SAP processes should be run consecutively. After you run the select and compliance processes, you can create the SAP Listing report to produce a list of students who had SAP contacts added to their records. For more information about the SAP Listing report, see the section *Using the Registration Reports* in this guide.
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after running the SAP processes.

1. Select the students to be processed for SAP. The system selects those students who have been awarded aid that applies to SAP, and all sessions to be considered must be passed. The system creates a SAP contact with an expected status for all selected students.
2. Process selected students for SAP compliance. The system updates the SAP contact status to completed and creates a SAP action contact with an expected status for each student requiring action. The system also updates the SAP and Prev SAP fields on the Need Analysis Information segment of the Need Analysis Information screen. For more information, see the *Financial Aid Need Analysis User Guide*.
3. Perform the defined action for each student who has a SAP action contact with an expected status. The system selects those students with a SAP action contact with an expected status, performs actions on the students based on values in the Financial SAP Action table

(fasapact\_table), and updates the status to completed. Actions taken can include holding certain aid, creating letters, or notifying advisors. Creating letters and notifying advisors is simplified by creating a contact for the appropriate letter or reports, which you can produce for those students who have the contact.

**Note:** For more information about using contacts to create letters and to notify advisors, see the *Communications Management User Guide*.

## Selecting Students to Be Processed for SAP

### How to Select Students to Be Processed for SAP

Follow these steps to select students to be processed for SAP.

**Note:** The process will select students who have registered in any of the sessions that are passed to the process. Expected contacts will be created for selected students.

1. Beginning at the Student Management: Main menu, select Registrar. The Student Management: Registrar Main menu appears.
2. Select Session Processing, enter the password, then press **<Enter>**. The Registrar: Session Processing menu appears.
3. Select SAP Processing. The Student Management: SAP Processing menu appears.
4. Select Select SAP IDs. The Select SAP IDs screen appears with the cursor in the Program field.
5. Enter the necessary information in the Resource required entry field.
6. If necessary, change other parameters, and then select **Finish**. The Output Parameters and Scheduling window appears.
7. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Student Management: SAP Processing menu appears.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

If you entered **NOW** in the Time field, "Exist" appears next to the Tasks system option. Otherwise, "Are Queued" appears next to the Sched Procs system option. CX searches the database for all students with an expected SAP contact updates it to completed, and adds a SAP action contact with an expected status for each student requiring action. The system also updates the SAP and Prev SAP fields on the Need Analysis Information segment of the Need Analysis Information screen. After the system completes the process, it sends you electronic mail informing you whether it completed successfully and lists the ID numbers that were processed.

**Note:** For more information about the Need Analysis Information screen, see the *Financial Aid Need Analysis User Guide*. If you want to see a list of those students who had the SAP action contact added to their records, see *Creating the Contact Status Report by Contact Resource* in the *Financial Aid User Guide*.

## Processing Selected Students for SAP Compliance

### How to Process Selected Students for SAP Compliance

Follow these steps to process selected students for SAP compliance.

**Note:** This process allows you to do the following:

- Update the students' SAP statuses and create an action SAP contact for each student requiring an action
  - Process each student with an expected contact for SAP
1. Beginning at the Student Management: Main menu, select Registrar. The Student Management: Registrar Main menu appears.
  2. Select Session Processing, enter the password, then press **<Enter>**. The Registrar: Session Processing menu appears.
  3. Select SAP Processing. The Student Management: SAP Processing menu appears.
  4. Select SAP Compliance Process. The SAP Compliance Process screen appears with the cursor in the Tickler field.
  5. Enter the necessary information in the following required entry fields:
    - Resource
    - Financial Aid Year
    - SAP Track
    - SAP Compliance Criteria
    - SAP Code (Pass)
    - SAP Code (Fail)
    - Action Resource
  6. If necessary, change other parameters, and then select **Finish**. The Output Parameters and Scheduling window appears.
  7. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Student Management: SAP Processing menu appears.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

If you entered **NOW** in the Time field, "Exist" appears next to the Tasks system option. Otherwise, "Are Queued" appears next to the Sched Procs system option. CX searches the database for all students with an expected SAP contact updates it to completed, and adds a SAP action contact with an expected status for each student requiring action. The system also updates the SAP and Prev SAP fields on the Need Analysis Information segment of the Need Analysis Information screen. After the system completes the process, it sends you electronic mail informing you whether it completed successfully and lists the ID numbers that were processed.

**Note:** For more information about the Need Analysis Information screen, see the *Financial Aid Need Analysis User Guide*. If you want to see a list of those students who had the SAP action contact added to their records, see *Creating the Contact Status Report by Contact Resource* in the *Financial Aid User Guide*.



## Performing SAP Actions

### How to Perform SAP Actions

Follow these steps to process each student who requires action (e.g., if they failed satisfactory academic progress).

**Note:** This process will perform actions on these students based on values in the specified track SAP action table entries.

1. Beginning at the Student Management: Main menu, select **Registrar**. The Student Management: Registrar Main menu appears.
2. Select Session Processing, enter the password, then press **<Enter>**. The Registrar: Session Processing menu appears.
3. Select SAP Processing. The Student Management: SAP Processing menu appears.
4. Select SAP Action Process. The SAP Action Process screen appears with the cursor in the SAP Track field.
5. Enter the necessary information in the following required entry fields:
  - SAP Track
  - Resource
  - Financial Aid Year
6. If necessary, change other parameters, and then select **Finish**. The Output Parameters and Scheduling window appears.
7. Complete the fields on the Output Parameters and Scheduling window, and then select **Finish**. The Student Management: SAP Processing menu appears.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

If you entered **NOW** in the Time field, "Exist" appears next to the Tasks system option. Otherwise, "Are Queued" appears next to the Sched Procs system option. CX searches the database for all students with an expected SAP contact updates it to completed, and adds a SAP action contact with an expected status for each student requiring action. The system also updates the SAP and Prev SAP fields on the Need Analysis Information segment of the Need Analysis Information screen. After the system completes the process, it sends you electronic mail informing you whether it completed successfully and lists the ID numbers that were processed.

**Note:** For more information about the Need Analysis Information screen, see the *Financial Aid Need Analysis User Guide*. If you want to see a list of those students who had the SAP action contact added to their records, see *Creating the Contact Status Report by Contact Resource* in the *Financial Aid User Guide*.



# SECTION 21 - PERFORMING STUDENT ADVISING IN REGISTRATION

## Overview

### Introduction

This section provides information and step-by-step procedures to follow when you:

- Display a student's registration information
- Perform a major eligibility evaluation of a student

### Before You Begin

Before you begin to use the following procedures for performing student advising in registration, remember:

- An ID record for the student must already exist in CX.
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student.
- Use the field descriptions in the *Using the Registration Screens* section of this guide when you complete the fields on the screens discussed in this section

### Process

This list shows the general phases that take place before, during, and after performing student advising in registration.

1. Register a student for classes.
2. Display a student's registration information.
3. Perform a student's major eligibility evaluation.

## Displaying a Student's Registration Information

### How to Display a Student's Registration Information

Follow these steps to display a student's registration information:

1. Beginning at the Student Management: Main menu, select Student Advising. The Student Management: Student Advising menu appears.
2. Select Display Registrations. The Display Registrations screen appears with the cursor in the Program field.
3. Enter the program code for the registration(s) you want to view (e.g., UNDG), then select **Finish**. The Display Registrations - Registration Initialization screen appears with the cursor in the Registration Session(s) field.
4. Complete the fields according to your needs, then select **Finish**. The Display Registrations screen appears in Query mode with the cursor in the ID field.
5. Enter the identification number of the student whose registration information you want to view, then select **Finish**. The student's registration information displays on the screen.

## Performing a Major Eligibility Evaluation of a Student

### How to Perform a Major Eligibility Evaluation of a Student

Follow these steps to perform a major eligibility evaluation of a student:

1. Beginning at the Student Management: Main menu, select Student Advising. The Student Management: Student Advising menu appears.
2. Select Major Eligibility Eval. The Major Eligibility Evaluation screen appears with the cursor in the Program field.
3. Enter the program code of the major you want to evaluate. The cursor moves to the Level field.
4. Enter the level of the major to select (e.g., FF). The cursor moves to the Major field.
5. Enter the major code. The cursor moves to the Student ID field.
6. Enter the identification number of the student. The cursor moves to the Output field.
7. Enter the printer name, then select **Finish**. The Output Parameters and Scheduling window appears.
8. Complete the fields on the Output Parameters and Scheduling window, select **Finish**, and then press **<Enter>**. The Student Management: Student Advising menu appears, and CX is scheduled to perform a major eligibility evaluation according to the parameters you entered.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.



## SECTION 22 – CREATING STUDENT REPORTING RECORDS

### Overview

#### Introduction

This section provides procedures to create static enrollment data for accelerated degree group and/or traditional students by creating Student Reporting records (sturpt\_rec) to maintain static enrollment data for a given period. Menu options on the Registrar: Static Enrollment Data menu enable you to:

- Create static enrollment data for both traditional students and students in degree groups of accelerated degree programs
- Create static enrollment data for both traditional students and students in degree groups of accelerated degree programs only by a range of dates
- Create summary records for both traditional students and students in degree groups of accelerated degree programs
- Create static enrollment data for only traditional students

**Note:** You must define your degree groups in the Degree Group table (deggrp\_table) and associate students with those degree groups before you can create Student Reporting records for degree group students.

#### Before You Begin

Before you begin to use the following procedures for creating Student Reporting records, remember:

- An ID record for the student must already exist on the system.
- The student has to complete the admission process, resulting in the creation of a Program Enrollment record for the student.

#### Process

This list shows the general phases that take place before, during, and after creating Student Reporting records.

1. Enter program enrollment data from the Data Entry – Form menu.

**Note:** You can access this menu in the Registration application by selecting Data Entry from the Registrar: Static Enrollment Data menu.

2. Update a student's Program Enrollment record.

**Note:** You can access the Data Entry – Program Enrollment screen to update a student's Program Enrollment record by selecting Data Entry from the Registrar: Static Enrollment Data menu, selecting **Finish**, pressing **<Enter>**, and then selecting Program Enrollment from the Data Entry – Form menu.

3. Create static enrollment data for accelerated degree group and/or traditional students. Use the Create Enroll Data menu options of the Registrar: Static Enrollment Data menu to create Student Reporting records (sturpt\_rec), which maintain static enrollment data for a given period.

# Creating Student Reporting Records

## How to Create Student Reporting Records

Follow these steps to create Student Reporting records for both traditional students and students in degree groups of accelerated degree programs:

1. Select Static Enrollment Data from the Registrar: Reports menu. The Registrar: Static Enrollment Data menu appears.
2. Select Create Enroll Data. The Create Enrollment Data screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these Student Reporting records, then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these Student Reporting records. The cursor moves to the Program field.
  5. Enter the code for the program level associated with the data you want to process, then press **<Tab>**. The cursor moves to the Report type field.
- Note:** You can use Table Lookup to display available codes.
6. Enter the code identifying the type of report for which this enrollment data is intended (e.g., I for IPEDS). The cursor moves to the Effective Date field.
  7. Enter the effective date (mm/dd/yyyy) for these Student Reporting records. The cursor moves to the Date to determine first time field.
  8. Enter the date (mm/dd/yyyy) against which to determine first time student status. The cursor moves to the Beginning Date field.
  9. Enter the beginning date (mm/dd/yyyy) for selecting accelerated courses for these Student Reporting records. The cursor moves to the Ending Date field.
  10. Enter the ending date (mm/dd/yyyy) for selecting accelerated courses for these Student Reporting records. The cursor moves to the Group to process field.
  11. Enter the code indicating the group(s) of students to process for these Student Reporting records.

**Note:** You can use Table Lookup to display available codes.

12. Select **Finish**. The Output Parameters and Scheduling window appears.
13. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide*, for information about how to complete the Output Parameters and Scheduling window.

14. Select **Finish**.
15. Press **<Enter>**. The Registrar: Static Enrollment Data menu appears, and Registration creates Student Reporting records according to the schedule you specified in the Output Parameters and Scheduling window.



## How to Create Student Reporting Records Only by Date

Follow these steps to create Student Reporting records for both traditional students and students in degree groups of accelerated degree programs only by a range of dates you specify:

**Note:** Even for traditional students, course work is selected based on the given date range, not by session and year.

1. Select Static Enrollment Data from the Registrar: Reports menu. The Registrar: Static Enrollment Data menu appears.
2. Select Create Enroll Data-by Date. The Create Enrollment Data – by Date Only screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these Student Reporting records then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these Student Reporting records. The cursor moves to the Program field.
5. Enter the code for the program level associated with the data you want to process, then press **<Tab>**. The cursor moves to the Report type field.

**Note:** You can use Table Lookup to display available codes.

6. Enter the code identifying the type of report for which this enrollment data is intended (e.g., I for IPEDS). The cursor moves to the Date to determine first time field.
7. Enter the date (mm/dd/yyyy) against which to determine first time student status. The cursor moves to the Beginning Date field.
8. Enter the beginning date (mm/dd/yyyy) for selecting information for these Student Reporting records. The cursor moves to the Ending Date field.
9. Enter the ending date (mm/dd/yyyy) for selecting information for these Student Reporting records. The cursor moves to the Group to process field.
10. Enter the code indicating the group(s) of students to process for these Student Reporting records.

**Note:** You can use Table Lookup to display available codes.

11. Select **Finish**. The Output Parameters and Scheduling window appears.
12. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide*, for information about how to complete the Output Parameters and Scheduling window.

13. Select **Finish**.
14. Press **<Enter>**. The Registrar: Static Enrollment Data menu appears, and Registration creates Student Reporting records according to the schedule you specified in the Output Parameters and Scheduling window.

## How to Create Summary Records of the Student Reporting Records

Follow these steps to create summary records of the Student Reporting records for both traditional students and students in degree groups of accelerated degree programs:

1. Select Static Enrollment Data from the Registrar: Reports menu. The Registrar: Static

Enrollment Data menu appears.

2. Select Create Enroll Data - Sum. The Create Enrollment Data – Summary screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these summary records, then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these summary records. The cursor moves to the Program field.
5. Do one of the following:
  - If you want to process records for only one program level, enter its code in the field, then press **<Tab>**.

**Note:** You can use Table Lookup to display available codes.

  - If you want to process records for all program levels, leave this field blank, then press **<Tab>**.

The cursor moves to the Report type field.

6. Enter the code identifying the type of report for which this enrollment data is intended (e.g., 1 for IPEDS).
7. Select **Finish**. The Output Parameters and Scheduling window appears.
8. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

9. Select **Finish**.
10. Press **<Enter>**. The Registrar: Static Enrollment Data menu appears, and Registration creates summary records according to the schedule you specified in the Output Parameters and Scheduling window.

### How to Create Student Reporting Records for Only Traditional Students

Follow these steps to create Student Reporting records for only traditional students:

1. Select Static Enrollment Data from the Registrar: Reports menu. The Registrar: Static Enrollment Data menu appears.
2. Select Create Enroll Data - Trad. The Create Enrollment Data – Traditional screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these Student Reporting records, then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these Student Reporting records. The cursor moves to the Program field.
5. Do one of the following:
  - If you want to select only one program level, enter its code in the field, then press **<Tab>**.

**Note:** You can use Table Lookup to display available codes.

- If you want to select all program levels because you are processing summary data, leave this field blank, then press **<Tab>**.

The cursor moves to the Report type field.

6. Enter the code identifying the type of report for which this enrollment data is intended (e.g., I for IPEDS). The cursor moves to the Effective Date field.
7. Enter the effective date (mm/dd/yyyy) for these Student Reporting records. The cursor moves to the Date to determine first time field.

**Note:** Enter the date (mm/dd/yyyy) against which to determine first time student status.

8. Select **Finish**. The Output Parameters and Scheduling window appears.
9. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

10. Select **Finish**.
11. Press **<Enter>**. The Registrar: Static Enrollment Data menu appears, and Registration creates Student Reporting records for only traditional students according to the schedule you specified in the Output Parameters and Scheduling window.

### How to Create Student Reporting Records for IPEDS

Follow these steps to create Student Reporting records for IPEDS for both traditional students and students in degree groups of accelerated degree programs:

1. Select IPEDS Reports w/Acc Deg from the Registrar: External Agency Reports menu. The Registrar Reporting: IPEDS Reports Menu – Using StuReport Record appears.
2. Select Create Enr Data - IPEDS. The Create Enrollment Data – IPEDS screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these Student Reporting records, then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these Student Reporting records. The cursor moves to the Program field.
5. Enter the code for the program level associated with the data you want to process, then press **<Tab>**. The cursor moves to the Effective Date field.

**Note:** You can use Table Lookup to display available codes.

6. Enter the effective date (mm/dd/yyyy) for these Student Reporting records. The cursor moves to the Date to determine first time field.
7. Enter the date (mm/dd/yyyy) against which to determine first time student status. If your institution is using the accelerated degree feature, the cursor moves to the Beginning Date field. If your institution is not using the accelerated degree feature, the cursor moves to the Group to process field.
8. Is your institution using the accelerated degree feature?

- If yes, enter the beginning date (mm/dd/yyyy) for selecting accelerated courses for these Student Reporting records. The cursor moves to the Ending Date field.
  - If no, the Beginning Date and Ending Date fields do not appear. Go to step 10.
9. Enter the ending date (mm/dd/yyyy) for selecting accelerated courses for these Student Reporting records. The cursor moves to the Group to process field.
  10. Enter the code indicating the group(s) of students to process for these Student Reporting records.

**Note:** You can use Table Lookup to display available codes.

11. Select **Finish**. The Output Parameters and Scheduling window appears.
12. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

13. Select **Finish**.
14. Press **<Enter>**. The Registrar Reporting: IPEDS Reports Menu – Using StuReport Record menu appears, and Accelerated Degree creates Student Reporting records according to the schedule you specified in the Output Parameters and Scheduling window.

### How to Create Summary Records of the Student Reporting Records for IPEDS

Follow these steps to create summary records of the Student Reporting records for IPEDS for both traditional students and students in degree groups of accelerated degree programs:

1. Select IPEDS Reports w/Acc Deg from the Registrar: External Agency Reports menu. The Registrar Reporting: IPEDS Reports Menu – Using StuReport Record appears.
2. Select Create Enr Data – IPEDS Sum. The Create Enrollment Data – IPEDS Summary screen appears with the cursor in the Session field.
3. Enter the code for the reporting session for these summary records, then press **<Tab>**. The cursor moves to the Academic Year field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the reporting year for these summary records. The cursor moves to the Program field.
5. Do one of the following:
  - If you want to select only one program level, enter its code in the field, then press **<Tab>**.

**Note:** You can use Table Lookup to display available codes.

- If you want to select all program levels because you are processing summary data, leave this field blank, then press **<Tab>**.

**Note:** Normally, IPEDS processes data across programs; therefore, you should leave this field blank.

6. Select **Finish**. The Output Parameters and Scheduling window appears.
7. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

8. Select **Finish**.
9. Press **<Enter>**. The Registrar Reporting: IPEDS Reports Menu – Using StuReport Record appears, and Accelerated Degree creates summary records according to the schedule you specified in the Output Parameters and Scheduling window.



## SECTION 23 - USING THE REGISTRATION REPORTS

### Overview

#### Introduction

This section provides:

- The procedure to generate and print reports
- Information about the standard reports you can produce using Registration

#### How to Generate and Print Reports

When you select a report from an CX menu, comments on a parameter screen prompt you to enter the following types of parameters:

- Report (e.g., dates, IDs, or document numbers)
- Output (e.g., filenames, printers, dates, and times)

These parameters control the contents of the report and the time and type of output produced.

Follow these steps to generate any of the standard CX reports.

1. Access the desired Reports menu, and then select the report you want to generate. A screen containing the processing parameters for the report appears.
2. Enter the required or relevant parameters, and then select **Finish**. The Output Parameters and Scheduling window appears.
3. Indicate the type of output you want to produce and the time and day you want to generate the report. Select **Finish** either to generate the report or to schedule it for production on the specified date and time.

**Note:** If you route the output to a file and do not define a name for the file, CX places the output in a file called *filename.out*, where *filename* is the technical name of the report. See *Reports for Registration* for the technical name for each report.

For more information about using the Output Parameters and Scheduling window, see *Performing Background Tasks and Scheduling Processes* in the *Getting Started User Guide*.

#### How to Update Program Enrollment Information

This process optionally updates Program Enrollment record fields for IPEDS High Degree, Completion, and Number of Years for a specific cohort category and year. This process needs to be run before the report sections are run and after the undergraduate degree and graduation information has been entered.

Follow these steps to update program enrollment information before generating GRS reports.

1. Select IPEDS GRS Reports from the Registrar: External Agency Reports menu. The Registrar Reporting: IPEDS Graduation Rate Survey Reports menu appears.
2. Select Update Program Enrollment. The Update Program Enrollment Information screen appears with the cursor in the Program field.
3. Enter the program code (e.g., UNDG). The cursor moves to the Cohort Category field.

**Note:** You can use Table Lookup to display available codes.

4. Enter the cohort category code for the IPEDS GRS report. The cursor moves to the Cohort Year field.

**Note:** You can use Table Lookup to display available codes.

5. Enter the cohort year for the IPEDS GRS report. The cursor moves to the Update field.
6. Do you want to update records or produce report output?
  - If you want to update Program Enrollment records, enter **Y**
  - If you want to produce report output, enter **N**.

**Note:** If you want to produce report output, see the Update Program Enrollment for IPEDS GRS Fields report in the section *Using the Registration Reports* in this guide.

In both cases, the cursor moves to the Detail field.

7. Do you want to include detail for each student?
  - If yes, enter **Y**
  - If no, enter **N**
8. Select **Finish**. The Output Parameters and Scheduling window appears.
9. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the CX guide the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.

10. Select **Finish**. The Registrar Reporting: IPEDS Graduation Rates Survey Reports menu appears. The system updates Program Enrollment records for the selected students before generating GRS reports.

## How to Update Program Enrollment Information

This process optionally updates Program Enrollment record fields for IPEDS High Degree, Completion, and Number of Years for a specific cohort category and year. This process needs to be run before the report sections are run and after the undergraduate degree and graduation information has been entered.

Follow these steps to update program enrollment information before generating supplemental GRS reports for schools with five-year degree programs.

1. Select IPEDS GRS Reports from the Registrar: External Agency Reports menu. The Registrar Reporting: IPEDS Graduation Rate Survey Reports menu appears.
2. Select GRS 5-Year Reports. The IPEDS GRS 5 Year Reports menu appears.
3. Select Update Prog Enroll Info-5Y. The Update Program Enrollment Info-5Yr screen appears with the cursor in the Program field.
4. Enter the program code (e.g., UNDG). The cursor moves to the Cohort Category field.

**Note:** You can use Table Lookup to display available codes.

5. Enter the cohort category code for the IPEDS GRS Supplemental report. The cursor moves to the Cohort Year field.

**Note:** You can use Table Lookup to display available codes.

6. Enter the cohort year for the IPEDS GRS Supplemental report. The cursor moves to the Update field.
7. Do you want to update records or produce report output?
  - If you want to update Program Enrollment records, enter **Y**
  - If you want to produce report output, enter **N**.



**Note:** If you want to produce report output, see the Update Program Enrollment for IPEDS GRS Fields report in the section *Using the Registration Reports* in this guide.

In both cases, the cursor moves to the Detail field.

8. Do you want to include detail for each student?
  - If yes, enter **Y**
  - If no, enter **N**
9. Select **Finish**. The Output Parameters and Scheduling window appears.
10. Complete the fields on the Output Parameters and Scheduling window.

**Note:** See the *Getting Started User Guide* for information about how to complete the Output Parameters and Scheduling window.
11. Select **Finish**. The IPEDS GRS 5 Year Reports menu appears. The system updates Program Enrollment records for the selected students before generating GRS reports.

# Reports for Registration

## Enrollment Reports

The following reports relate to enrollment. You can produce each of these reports from the Registrar: Enrollment Reports menu:

### Course Fee Counts

*Menu option:* Course Fee

*Technical name:* enrcrsfees

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report lists all courses and sections that have a fee or bill code. This report also lists the current number of registrations for each section.

*Special considerations:* None

### Course Registration Summary Report

*Menu option:* Course Section Summary

*Technical name:* enrsum

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report prints the registration count and the maximum registration values.

*Special considerations:* None

### Enrollment by Department Report

*Menu option:* Department

*Technical name:* enrdept

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report prints a summary of enrollment by department sorting by department, course, section, and classification with totals for each.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### Enrollment by Faculty

*Menu option:* Faculty

*Technical name:* enrfac

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code or use Table Lookup to select the desired code.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report prints enrollment by faculty using the designated section.  
*Special considerations:* None

### **Enrollment by Hours and Classification**

*Menu option:* Registered Hours

*Technical name:* enrftpt

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Print:** Required - the print code or use Table Lookup to select the desired code.

*Description:* This report shows registered hours by sex within classification. The report uses the billable code in the Classification table to determine whether the hours are tabulated as billable or non-billable.

*Special considerations:* None

### **Enrollment by Subprogram and Classification**

*Menu option:* Subprogram

*Technical name:* enrsubprog

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This report shows the summary count or a detailed list by student name, sorted by classification within the subprogram.

*Special considerations:* None

### **Enrollment of New Students**

*Menu option:* New Students

*Technical name:* enrnew

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report prints a summary of new student enrollment. The report sorts by major for freshmen and transfer students.

*Special considerations:* None

### **Enrollment Report by Age, Sex, and Residence Status**

*Menu option:* Age and Sex

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Academic Year:** Required - the instructional year or use Table Lookup to select the desired code.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report shows the age and sex of students.

*Special considerations:* Update all student ages before running this report. For additional information about how to update all student ages, see the procedure *How to Update Ages of Students* in this guide.

### **Enrollment Summary Report by Course/Section**

*Menu option:* Course Section

*Technical name:* enrsrcssec

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report lists course sections in department, course, and section order.

*Special considerations:* None

### **Missing Data Report**

*Menu option:* Missing Student Data

*Technical name:* missdata

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report helps you determine student data that must be updated to ensure accurate statistical reports.

*Special considerations:* None

### **Parameters for Enrollment Report**

*Menu option:* Classification and Sex

*Technical name:* enrsort

*Parameters:*

**Primary Sort Field:** Required - the primary sort column code or use Table Lookup to select the desired primary sort column code.

**Secondary Sort Field:** Required - the secondary sort column or use Table Lookup to select the desired secondary sort column code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Classification:** Optional - the student classification code, use Table Lookup to select the desired code, or leave blank for all classifications.

**Exam:** Optional - the exam code, use Table Lookup to select the desired code, or leave blank for all exams.

**Major:** Optional - the major code, use Table Lookup to select the desired code, or leave blank for all majors.

**ID#:** Optional - the identification number of the advisor or enter 0 to select all qualifying identification numbers.

**Interest:** Optional - the interest code, use Table Lookup to select the desired code, or leave blank for all interests.

**School Type:** Optional - the school type code, use Table Lookup to select the desired code, or leave blank for all school types.

**New Page:** Required - **Y** or **N** to indicate whether you want a new page after each primary sort column.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This is an enrollment report by classification and sex.

*Special considerations:* The primary and secondary sort columns may not be the same.

#### **Parameters for Student Count Report**

*Menu option:* Counts and Lists

*Technical name:* countrpt

*Parameters:*

**Primary Sort Field:** Required - the primary sort column code or use Table Lookup to select the desired primary sort column code.

**Secondary Sort Field:** Required - the secondary sort column or use Table Lookup to select the desired secondary sort column code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Classification:** Optional - the student classification code, use Table Lookup to select the desired code, or leave blank for all classifications.

**Exam:** Optional - the exam code, use Table Lookup to select the desired code, or leave blank for all exams.

**Major:** Optional - the major code, use Table Lookup to select the desired code, or leave blank for all majors.

**ID#:** Optional - the identification number of the advisor or enter 0 to select all qualifying identification numbers.

**Interest:** Optional - the interest code, use Table Lookup to select the desired code, or leave blank for all interests.

**School Type:** Optional - the school type code, use Table Lookup to select the desired code, or leave blank for all school types.

**New Page:** Required - **Y** or **N** to indicate whether you want a new page after each primary sort column)

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report)

*Description:* This report shows the counts and lists of students.

*Special considerations:* The primary and secondary sort columns may not be the same.

### Retention Summary Counts

*Menu option:* Retention - All

*Technical name:* retention

*Parameters:*

**Previous Session Confirmed:** Required - the previous session students were confirmed or use Table Lookup to select the desired code.

**Previous Year Confirmed:** Required - the previous year students were confirmed.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Year:** Required - the year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Hours Fulltime:** Required - the number of hours that determine full-time status.

*Description:* This report shows the student retention between two specified sessions. The previous session includes all confirmed students.

*Special considerations:* None

### Retention Summary Percentages

*Menu option:* Retention - One Class

*Technical name:* rettotpct

*Parameters:*

**Previous Session Confirmed:** Required - the previous session students were confirmed or use Table Lookup to select the desired code.

**Previous Year Confirmed:** Required - the previous year students were confirmed.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Year:** Required - the year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank for all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Hours Fulltime:** Required - the number of hours that determine full-time status.

**Classification:** Required - the student classification code or use Table Lookup to select the desired code.

*Description:* This report shows the student retention between two specified sessions for one student classification. Student counts and percentages are calculated. The previous session includes only confirmed students within the specified student classification.

*Special considerations:* None

### Students With More Than One Program

*Menu option:* Duplicate Program Enroll

*Technical name:* progdup

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

*Description:* This report lists students with duplicate Program Enrollment records to help you determine which are the correct records to retain.

*Special considerations:* None

### External Agency Reports

The following reports relate to external agencies:

- social security
  - Social Security Report
- veterans
  - Veterans Enrollment Report
- IPEDS Graduation Rate Survey
  - IPEDS GRS Records
  - IPEDS GRS 5 Year
  - IPEDS Graduation Rate Survey Section I
  - IPEDS Graduation Rate Survey Section II
  - IPEDS Graduation Rate Survey Section II Transfer-Out Student Information
  - IPEDS Graduation Rate Survey Section II Adjustments
  - IPEDS Graduation Rate Survey Section III
  - IPEDS Graduation Rate Survey Section III Transfer-Out Student Information
  - IPEDS Graduation Rate Survey Section III Adjustments
  - IPEDS Graduation Rate Survey Section V
  - IPEDS Graduation Rate Survey Section VI
  - IPEDS Graduation Rate Survey Section VI Transfer-Out Student Information
  - IPEDS Graduation Rate Survey Section VI Adjustments

**Note:** Prior to IPEDS reporting, always create summary records by running the Create Enr Data – IPEDS Sum menu option. For additional information about how to do so, see *Creating Student Reporting Records* in this user guide.

- IPEDS
  - First Time Flags Report
  - IPEDS Degree Completion Major 1 and Major 2
  - IPEDS Occupational Specific Programs
  - IPEDS Part A – Graduate Enrollment
  - IPEDS Part A – Undergraduate Enrollment
  - IPEDS Part B – Age
  - IPEDS Part C – First –Time Freshman
  - IPEDS Part D
  - IPEDS Part E

- Print Occupational Majors
- Student Detail Report

**Note:** The IPEDS reports can also be accessed via the Accelerated Degree/ Reports/ IPEDS menu.

- Right-to-Know
  - Add Student Cohorts Report
  - Cohort Attrition Report
  - Cohort Graduates Report
  - Cohort Persisters Report
  - Cohort Status Summary Report
  - Cohort Transfers Report
  - Reason Code Update Report
  - Students Enrolled But Not In Overall Cohort Group
  - Students in Cohort But Not Enrolled Report
  - Students in Cohorts Report
  - Various Cohort Rates Report
- NSLC
  - Report for NSLC Report (Electronic File)
  - Report for NSLC Report (Tape Format)

You can produce each of these reports from the Registrar/ External Agency Reports menu.

### Social Security Report:

#### Social Security

*Menu option:* Social Security

*Technical name:* socsecrpt

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all academic status codes.

*Description:* This report provides data on students who are receiving Social Security benefits.

Special considerations: None

### Veterans Report:

#### Veterans Enrollment

*Menu option:* Veterans

*Technical name:* veterans

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.



**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all academic status codes.

*Description:* This report includes cumulative grade point information.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

## IPEDS GRS Reports:

### IPEDS GRS Records

*Menu option:* IPEDS GRS Report

*Technical name:* ipedsgrs

*Parameters:*

**Cohort Category:** Optional - the cohort category for the IPEDS GRS records.

**Cohort Year:** Optional - the cohort year for the IPEDS GRS records or enter 0 for all years.

*Description:* This report shows the completion dates for the specified cohort category and year or for all cohorts if the category and year are not specified.

*Special considerations:* None

### IPEDS Graduation Rate Survey Section I

*Menu option:* Section I - Summary

*Technical name:* ipedgrs1

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the first report needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### IPEDS Graduation Rate Survey Section II

*Menu option:* Section II - Bachelors

*Technical name:* ipedgrs2

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to determine if non-completers are currently enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to determine if non-completers are currently enrolled.

**GPA:** Required - the cumulative grade point average for determining if the student left in good standing.

**Degree Level:** Required - the level code from the Major table for the optional 3 year and 5 year programs.

**Note:** These data apply only to two year institutions.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the second report needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section II Transfer-Out Student Information**

*Menu option:* Section II Transfer Outs

*Technical name:* ipedgrs2t

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to determine if a transfer out is still enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to determine if a transfer out is still enrolled.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the transfer out information for the section II report needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section II Part C - Clarifying Questions**

*Menu option:* Section II Adjustments

*Technical name:* ipedgrs2c

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the adjustment information (part C) for the section II report needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section III**

*Menu option:* Section III - Non-Bachelors

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to determine if non-completers are currently enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to determine if non-completers are still enrolled.

**GPA:** Required - the cumulative grade point average for determining if the student left in good standing.

**Degree Level:** Required - the level code from the Major table for the optional 3 year and 5 year programs.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the third report needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to do update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section III Transfer-Out Student Information**

*Menu option:* Section III Transfer Outs

*Technical name:* ipedgrs3t

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to determine if a transfer out is still enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to determine if a transfer out is still enrolled.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the transfer out information for section III of the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section III Part C - Clarifying Questions**

*Menu option:* Section III Adjustments

*Technical name:* ipedgrs3c

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the adjustment information (part C) for section III of the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section V**

*Menu option:* Section V - Last Yr, Athl Aid

*Technical name:* ipedgrs5

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Involvement:** Required - the involvement category code for athletically-related aid or use Table Lookup to select the desired code.

**Beginning Date:** Required - the beginning date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Ending Date:** Required - the ending date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the report section V needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

Before running this or any of the other IPEDS Graduation Survey Section V or Section VI reports that report athletic cohort completion rates, a student must have an Involvement record for the sport in which they received athletic based financial aid. The beginning date in the record *must* be present and must be the date they first received the financial aid based on athletic ability. The range of dates specified for the report will report only those students whose beginning dates fall within the specified date range (e.g., a range that represents the student's first year in the cohort). Additionally, a distinctive category (e.g., ATHLAID) must be present for selecting students with financial aid based on athletic ability.

### **IPEDS Graduation Rate Survey Section VI**

*Menu option:* Section VI - Athletic Aid

*Technical name:* ipedgrs6

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to check if non-completers are enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to check if non-completers are enrolled.

**Involvement:** Required - the involvement category code for athletically-related aid or use Table Lookup to select the desired code.

**Beginning Date:** Required - the beginning date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Ending Date:** Required - the ending date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the report section VI needed for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

Before running this or any of the other IPEDS Graduation Survey Section V or Section VI reports that report athletic cohort completion rates, a student must have an Involvement record for the sport in which they received athletic based financial aid. The beginning date in the record *must* be present and must be the date they first received the financial aid based on athletic ability. The range of dates specified for the report will report only those students whose beginning dates fall within the specified date range (e.g., a range that represents the student's first year in the cohort). Additionally, a distinctive category (e.g., ATHLAID) must be present for selecting students with financial aid based on athletic ability.

#### **IPEDS Graduation Rate Survey Section VI Transfer-Out Student Information**

*Menu option:* Section VI Transfer Outs

*Technical name:* ipedgrs6t

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Involvement:** Required - the involvement category code for athletically-related aid or use Table Lookup to select the desired code.

**Beginning Date:** Required - the beginning date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Ending Date:** Required - the ending date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the report section VI transfer outs for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

Before running this or any of the other IPEDS Graduation Survey Section V or Section VI reports that report athletic cohort completion rates, a student must have an Involvement record for the sport in which they received athletic based financial aid. The beginning date in the record *must* be present and must be the date they first received the financial aid

based on athletic ability. The range of dates specified for the report will report only those students whose beginning dates fall within the specified date range (e.g., a range that represents the student's first year in the cohort). Additionally, a distinctive category (e.g., ATHLAID) must be present for selecting students with financial aid based on athletic ability.

### **IPEDS Graduation Rate Survey Section VI Part C - Clarifying Questions**

*Menu option:* Section VI Adjustments

*Technical name:* ipedgrs6c

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Involvement:** Required - the involvement category code for athletically-related aid or use Table Lookup to select the desired code.

**Beginning Date:** Required - the beginning date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Ending Date:** Required - the ending date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the report section VI adjustments (part C) for the IPEDS Graduation Rate Survey.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

Before running this or any of the other IPEDS Graduation Survey Section V or Section VI reports that report athletic cohort completion rates, a student must have an Involvement record for the sport in which they received athletic based financial aid. The beginning date in the record *must* be present and must be the date they first received the financial aid based on athletic ability. The range of dates specified for the report will report only those students whose beginning dates fall within the specified date range (e.g., a range that represents the student's first year in the cohort). Additionally, a distinctive category (e.g., ATHLAID) must be present for selecting students with financial aid based on athletic ability.

**Note:** You can produce the following reports from the IPEDS GRS 5 Year Reports menu.

### **IPEDS Graduation Rate Survey Section II**

*Menu option:* Sec II-Bachelors-5Yr

*Technical name:* ipedgrs2s

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS Supplemental report.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the second report needed for the IPEDS Graduation Rate Survey.

**Note:** This report is necessary for schools with five-year degree programs for supplemental reporting. The supplemental information for Transfer Out and

Adjustments may be obtained by using the standard options from the parent GRS menu.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section III**

*Menu option:* Sec III-Bachelors-5Yr

*Technical name:* ipedgrs3s

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS Supplemental report.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the third report needed for the IPEDS Graduation Rate Survey.

**Note:** This report is necessary for schools with five-year degree programs for supplemental reporting. The supplemental information for Transfer Out and Adjustments may be obtained by using the standard options from the parent GRS menu.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

### **IPEDS Graduation Rate Survey Section VI**

*Menu option:* Sec VI-Athletic Aid-5Yr

*Technical name:* ipedgrs6s

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired program code.

**Cohort Category:** Required - the cohort category code for the IPEDS GRS report or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year for the IPEDS GRS report.

**Session:** Required - the session code or use Table Lookup to select the desired code.

**Note:** The session is used to check whether non-completers are enrolled.

**Academic Year:** Required - the instructional year.

**Note:** The academic year is used to check whether non-completers are enrolled.

**Involvement:** Required - the involvement category code for athletically-related aid or use Table Lookup to select the desired code.

**Beginning Date:** Required - the beginning date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Ending Date:** Required - the ending date in mm/dd/yyyy format.

**Note:** The beginning date and ending date should represent a range of beginning dates for the student's first year in the cohort.

**Detail:** Required - **Y** or **N** to indicate whether you want to include detail for each student.

*Description:* This is the report section VI needed for the IPEDS Graduation Rate Survey.

**Note:** This report is necessary for schools with five-year degree programs for supplemental reporting. The supplemental information for Transfer Out and Adjustments may be obtained by using the standard options from the parent GRS menu.

*Special considerations:* You must update Program Enrollment record information before you generate this report. For information on how to update, see *How to Update Program Enrollment Information* in this section.

Before running this or any of the other IPEDS Graduation Survey Section V or Section VI reports that report athletic cohort completion rates, a student must have an Involvement record for the sport in which they received athletic based financial aid. The beginning date in the record *must* be present and must be the date they first received the financial aid based on athletic ability. The range of dates specified for the report will report only those students whose beginning dates fall within the specified date range (e.g., a range that represents the student's first year in the cohort). Additionally, a distinctive category (e.g., ATHLAID) must be present for selecting students with financial aid based on athletic ability.

## IPEDS Reports:

### Data Consistency

*Menu option:* Student Detail Report

*Technical name:* sturpt

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Program:** The program code.

**Type:** The code for the type of report being generated.

**Summary:** The code for the type of records. Valid codes are:

- A (All detail and summary records)
- D (Detail)
- S (Summary)

**Code:** Do you only want records printed with data consistency errors to display on the report? (Y/N)

*Description:* This report gathers all inconsistencies in the data relative to IPEDS throughout the Registration track. Inconsistencies need to be resolved prior to completing IPEDS reporting.

### First Time Flag Check

*Menu option:* First Time Flags Report

*Technical name:* ipedchkft

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Program:** The program code.

**Summary:** The code for the type of records. Valid codes are:

- A (All detail and summary records)
- D (Detail)
- S (Summary)

*Description:* This report is a detailed listing of students who have an inconsistency in their first time flags (e.g., first time freshman, first time transfer).

*Special considerations:* None

### IPEDS Completions



*Menu options:* IPEDS Degree Completion Major 1 and Major 2

*Technical names:* ipeddeg and ipeddeg2

*Parameters:*

**Beginning Date:** The beginning date (mm/dd/yyyy) for selecting degrees awarded.

**Ending Date:** The ending date (mm/dd/yyyy) for selecting degrees awarded.

**Site:** The site code.

**Program:** The program code.

**Undecided major code:** The code representing the undecided/undeclared major.

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* These reports give counts of degrees awarded sorted by major and second major over any specified date range. With detail selected, totals are given by gender within ethnic groups. Without detail selected, totals display by majors (CIP codes).

*Special considerations:* None

### **IPEDS Enrollment – All Undergraduate Programs**

*Menu option:* IPEDS Part A-Undergrad Enr

*Technical name:* ipedenru

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* This report gives the counts of full-time and part-time students sorted by classification for all undergraduate programs. With detail selected, totals are given by gender within ethnic groups. Without detail selected, totals display by majors (CIP codes).

*Special considerations:* None

### **IPEDS Enrollment by Age**

*Menu option:* IPEDS Part B-Age

*Technical name:* ipedageall (script)

*Technical name:* ipedageft (report)

*Technical name:* ipedagept (report)

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Program:** The program code for First Professional program (optional).

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* These reports give the counts of full-time and part-time students sorted by age. The categories for each age bracket are undergraduate, first professional, and graduate program students.

*Special considerations:* Use the Update Age of Students menu option to update the ages of all students before using this option.

For information about the Update Age of Students menu option, see the *Registration User Guide*.

### **IPEDS Enrollment in Occupationally Specific Programs**

*Menu option:* IPEDS Occ Specific Program

*Technical name:* ipedoccmaj

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* This report gives the counts of students enrolled in occupationally specific programs, sorted by CIP codes, gender, and ethnic group.  
*Special considerations:* None

#### **IPEDS Graduate Enrollment**

*Menu option:* IPEDS Part A-Graduate Enr

*Technical name:* ipedenrg

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Program:** The program code.

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* This report gives the counts of full-time and part-time students for specified graduate programs. The totals are given by gender within ethnic groups.

**Note:** This menu option calls the ipedenrg script, which calls the ipedenrg report.

*Special considerations:* None

#### **IPEDS Part D – Create Enrollment Data IPEDS Yearly**

*Menu option:* IPEDS Part D. Create Data – IPEDS Yr

*Technical name:* sturpt

*Parameters:*

**Session:** The code for the session or use Table Lookup to select the desired code.

**Academic Year:** The instructional year.

**Program:** The program code.

**Effective Date:** The effective date for this run (mm/dd/yyyy).

**Date to determine first time:** The date against which to determine first time student status.

**Beginning date:** The beginning date for selecting accelerated courses.

**Ending date:** The ending date for selecting accelerated courses.

**Group to process:** (T)raditional, (D)egree group, (B)oth, (S)ummary

*Description:* This process creates student report records (sturpt\_recs) for all students' coursework taken over a specified date range.

*Special considerations:* None

#### **IPEDS Part D – Create Enrollment Data IPEDS Yearly Summary**

*Menu option:* IPEDS Part D. Create Data – IPEDS Yr Sum

*Technical name:* sturpt

*Parameters:*

**Session:** The code for the reporting session.

**Academic Year:** The reporting year.

*Description:* This process creates a summary of the Create Enrollment Data IPEDS Yearly. Once data inconsistencies are resolved this report should be run.

*Special considerations:* None

#### **IPEDS Part D – IPEDS Undergraduate Yearly Enrollment**

*Menu option:* IPEDS Part D. Undg Yearly Enr

*Technical name:* ipedenru.y

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Detail:** Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* This report gives enrollment summary data for undergraduates.  
*Special considerations:* None

#### **IPEDS Part D – IPEDS Graduate Yearly Enrollment**

*Menu option:* IPEDS Part D. Grad Yearly Enr

*Technical name:* ipedenrg.y

*Parameters:*

**Session:** The code for the session or use Table Lookup to select the desired code.

**Academic Year:** The instructional year.

**Program:** The program code.

Indicate (Y/N) whether to include detail for each student processed (e.g., Student ID, Degree, Gender, Ethnic Classification, etc.).

*Description:* This report provides enrollment summary data for programs specified.

*Special considerations:* None

#### **IPEDS Part D – Credit Hours**

*Menu option:* IPEDS Part D. Credit Hours

*Technical name:* ipeddhrs

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

**Program:** The program code.

*Description:* This report provides the total number of credit hours for registered and withdrawn coursework taken for the specified session.

*Special considerations:* None

#### **Report of Occupationally Specific Majors Currently in the Major Table**

*Menu option:* Print Occupational Majors

*Technical name:* ipedocc

*Parameters:* None

*Description:* This report lists the majors in the Major table that are considered to be occupationally specific according to the NCES. This report sorts by CIP number.

*Special considerations:* None

#### **Residence of First-Time Freshmen report**

*Menu option:* IPEDS Part C-First-Time Fr

*Technical name:* ipedresff

*Parameters:*

**Session:** Optional - The code for the session or use Table Lookup to select the desired code.

**Academic Year:** Optional – The instructional year.

**Detail:** Required – Either Y (Yes) or N (No) to indicate whether to include detail for each student processed.

*Description:* This report gives the counts of undergraduate first-time freshmen by state of their residence. There is another column showing how many graduated from high school within one year of the beginning of the session (acad\_cal\_rec.beg\_date).

*Special considerations:* None

#### **Undergraduate First Time Count**

*Menu Option:* IPEDS Part E

*Technical name:* ipede

*Parameters:*

**Session:** The code for the session.

**Academic Year:** The instructional year.

*Description:* This report gives the total count of first-time students by undergraduate program.

*Special considerations:* None

## Right To Know Reports:

### Add Student Cohorts

*Menu option:* Add Student Cohorts

*Technical name:* rtkaddcoh

*Parameters:*

**Beginning Date:** Required - the beginning date to add student cohorts.

**Ending Date:** Required - the ending date to add student cohorts.

**Fall Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Classification:** Required - the student classification code or use Table Lookup to select the desired code.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Type of Hours:** Required - **P** or **F** to indicate whether you want to include students with part-time or full-time hours.

**Hours Fulltime:** Required - the number of hours that determine full-time status.

**Repeat Run:** Required - **Y** or **N** to indicate whether this is a repeat run.

*Description:* This script is used to add students to the specified cohort groups and to add the cohort designation to the Program Enrollment record.

*Special considerations:* None

### Cohort Status Summary

*Menu option:* Cohort Status Summary

*Technical name:* rtksummary

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Cohort Year:** Required - the cohort year.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Fall Session:** Required - the Fall session code for the cohort year and category or use Table Lookup to select the desired session code.

**Fall Subsession:** Optional - the Fall subsession code for the cohort year and category or use Table Lookup to select the desired code.

**Involvement Category:** Optional - the involvement type or leave blank for overall cohorts.

**Involvement Code:** Optional - the involvement code or leave blank for all codes.

**Report Date:** Required - the date of the report.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This report lists the totals of students in overall and/or athletic cohort groups in summary form according to ethnic status and sex.

Special considerations: None

### **Students in Cohorts**

*Menu option:* Students In Cohorts

*Technical name:* rtkovercoh

*Parameters:*

**Report Date:** Required - the date up to which cohort adjustments are considered.

**Cohort Year:** Required - the cohort year.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Involvement Category:** Optional - the involvement type code, use Table Lookup to select the desired code, or leave blank for an overall cohort.

**Involvement Code:** Optional - the involvement code, use Table Lookup to select the desired code, or leave blank for all codes.

*Description:* This is a detail report of the Cohort Total and Adjustment sections on the Cohort Status Summary report. All students in the specified cohort will be included in this detail report.

Special considerations: None

### **Cohort Graduates**

*Menu option:* Cohort Graduates

*Technical name:* rtkgrads

*Parameters:*

**Report Date:** Required - the date up to which students are expected to have received a degree.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year.

**Fall Session:** Required - the Fall session code or use Table Lookup to select the desired session code.

**Fall Subsession:** Required - the Fall subsession code for the cohort year and category or use Table Lookup to select the desired code.

**Involvement Category:** Optional - the involvement type or leave blank for overall cohorts.

**Involvement Code:** Optional - the involvement code or leave blank for all codes.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Degree Code:** Optional - the degree code or leave blank for all degrees.

**Completed Grads:** Required - **Y** or **N** to indicate whether you want all graduates who completed within 150% of the normal time.

*Description:* This is a detail report of the Grads Counted and Grads Not Counted sections on the Cohort Status Summary report. Whether the report lists graduates counted or not counted in the federal requirements is determined by a parameter. All students who graduated by the specified report date will be included in one of the two versions (counted or not counted) of this report.

Special considerations: None

### **Cohort Persisters**

*Menu option:* Cohort Persisters

*Technical name:* rtkpersist

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year.

**Involvement Category:** Optional - the involvement type or leave blank for overall cohorts.

**Involvement Code:** Optional - the involvement code or leave blank for all codes.

**Report Date:** Required - the effective date of the report.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This is a detail report of the Persisters section of the Cohort Status Summary report. Students who are currently registered in the indicated Fall session but have not graduated, transferred, or left for an adjustment reason will be included in this report.

Special considerations: None

### **Cohort Transfers**

*Menu option:* Cohort Transfers

*Technical name:* rtktransfer

*Parameters:*

**Report Date:** Required - the date up to which students are expected to have transferred.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year.

**Involvement Category:** Optional - the involvement type or leave blank for overall cohorts.

**Involvement Code:** Optional - the involvement code or leave blank for all codes.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This is a detail report of the Transfers Out section of the Cohort Status Summary report. All students who have transferred out as of the indicated report date and did not graduate prior to the transfer will be included in this report.

Special considerations: None

### **Cohort Attrition**

*Menu option:* Cohort Attrition

*Technical name:* rtkattrit

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Report Date:** Required - the date to compare dates for degree or transfer students.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year.

**Involvement Category:** Optional - the involvement type or leave blank for overall cohorts.

**Involvement Code:** Optional - the involvement code or leave blank for all codes.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This report is a detail report of the Attrition/Unknown section of the Cohort Status Summary report. Students who do not have an academic registration status of "C" or are not registered but did not leave, graduate, or transfer are included in this report.

*Special considerations:* None

### **Various Cohort Rates**

*Menu option:* Various Cohort Rates

*Technical name:* rtksum6

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Cohort Year:** Required - the cohort year.

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Fall Session:** Required - the Fall session code for the cohort year or use Table Lookup to select the desired session code.

**Fall Subsession:** Optional - the Fall subsession code for the cohort year and category or use Table Lookup to select the desired code.

**Involvement Category:** Optional - the involvement type code, use Table Lookup to select the desired code, or leave blank for an overall cohort.

**Involvement Code:** Optional - the involvement code, use Table Lookup to select the desired code, or leave blank for all codes.

**Report Date:** Required - the effective date of the report.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This report produces overall rates such as compliance and graduation. This summary is also included at the end of the Cohort Status Summary report.

*Special considerations:* None

### **Students Enrolled But Not In Overall Cohort Group**

*Menu option:* Enrolled Without Cohort

*Technical name:* rtkenrnocoh

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Involvement Type:** Required - the involvement type code or use Table Lookup to select the desired code.

*Description:* This report lists those students who are enrolled in the specified session but are not members of an overall cohort group.

*Special considerations:* None

### **Students in Cohort But Not Enrolled**

*Menu option:* In Cohort, Not Enrolled

*Technical name:* rtkovercoh

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Beginning Cohort Year:** Required - the beginning cohort year.

**Ending Cohort Year:** Required - the ending cohort year.

**Involvement Category:** Optional - the involvement type code, use Table Lookup to select the desired code, or leave blank for an overall cohort.

*Description:* This report lists those students who are in an overall cohort group but are not enrolled in the specified session and did not graduate, transfer, or leave for an adjustment reason.

*Special considerations:* None

### **Reason Code Update**

*Menu option:* Reason Code Update

*Technical name:* updreason

*Parameters:*

**Cohort Category:** Required - the cohort category code or use Table Lookup to select the desired code.

**Cohort Year:** Required - the cohort year.

**Fall Session of Cohort:** Required - the Fall session code for the original cohort or use Table Lookup to select the desired code.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* Use this script to update the Reason and Leave Date fields in the Program Enrollment records. The data for these fields is copied from the withdraw code and withdraw date in the Academic record.

*Special considerations:* None

## **NSLC Reporting Menu**

### **Report for NSLC**



*Menu option:* NSLC Electronic File

*Technical name:* nslcl\_EDI

*Menu option:* NSLC Tape Format

*Technical name:* nslcclr

*Parameters:*

**School Number:** Required - the school FICE number.

**Branch Code:** Required - the branch code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Standard Reporting Flag:** Required - the standard reporting flag code or use Table Lookup to select the desired flag code.

**Credit Hours:** Required - the number of credit hours considered full-time for this session.

**Verification Report:** Required - **Y** or **N** to indicate whether you would like a formatted file to use to verify the data.

*Description:* This report provides the student enrollment verification to the National Student Loan Clearinghouse.

*Special considerations:* None

## Roster Reports

The following reports relate to rosters. You can produce each of these reports from the Registrar: Roster Reports menu:

### Basic Skills Students Report

*Menu option:* Basic Skills Students

*Technical name:* basicskill

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all academic status codes.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This report lists the students enrolled in classes that are classified as basic skills courses for a specified session, year, and program.

*Special considerations:* None

### Faculty Listing

*Menu option:* Faculty Directory

*Technical name:* faclist

*Parameters:* None

*Description:* This report provides a listing of faculty for the registrar to assist entering faculty information in Section and Meeting records.

*Special considerations:* None

### Non-Returning Students

*Menu option:* Non-Returning Students

*Technical name:* nonretstu

*Parameters:*

**Previous Session Confirmed:** Required - the previous session students were confirmed or use Table Lookup to select the desired code.

**Previous Year Confirmed:** Required - the previous year students were confirmed.

**Session:** Required - the current session code or use Table Lookup to select the desired current session code.

**Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all academic status codes.

*Description:* This report prints a list of students who were confirmed students one previous semester, but who are not confirmed the current semester.

*Special considerations:* Report output requires wide paper. Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

### Student Directory

*Menu option:* Student Directory

*Technical name:* studir

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Alternate Address:** Optional - the alternate address code or use Table Lookup to select the desired code.

**Local Address:** Optional - the local address code or use Table Lookup to select the desired code.

*Description:* This report prints a student directory, which includes information from students' ID and Student Services records.

*Special considerations:* Report output requires wide paper.

### Student Roster

*Menu option:* Students by Program

*Technical name:* stuprog

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report lists students by program by the registration status you specify.

*Special considerations:* None

### **Student Roster by Classification**

*Menu option:* Students by Classification

*Technical name:* stucl

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report lists students by the classification you specify (either confirmed or registered).

*Special considerations:* None

### **Student Roster by Major**

*Menu option:* Students by Major

*Technical name:* stumajor

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report lists only students who have declared a major from the specified registration status.

*Special considerations:* None

### **Students by Advisor**

*Menu option:* Students by Advisor

*Technical name:* stubyadv

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code or use Table Lookup to select the desired code.

*Description:* This report lists students by advisor for a specified session, year, and program.

*Special considerations:* None

### Students by Denomination

*Menu option:* Students by Denomination

*Technical name:* studenom

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report prints students sorted by denomination listing the student's home church, if known.

*Special considerations:* None

### Grade Distribution Reports

The following reports relate to grade distribution. You can produce each of these reports from the Registrar: Grade Distribution Reports menu:

#### Final Grade Dist. by Dept

*Menu option:* Grades by Dept

*Technical name:* deptgrd

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

**Grade Result:** Required - **MGRD** or **FGRD** to indicate whether you want midterm or final grade results.

*Description:* This report lists the grade distribution for each course taught by each department for the specified session and year. A summary of all grades awarded by each department is given with the full report, or the summary can be specified as a separate report.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

#### Final Grade Dist. by Professor

*Menu option:* Grades by Professor

*Technical name:* profgrd

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

**Grade Result:** Required - **MGRD** or **FGRD** to indicate whether you want midterm or final grade results.

*Description:* This report lists the grade distribution for each course taught by each professor for the specified session and year. A summary of all grades awarded by each professor is given with the full report or the summary can be specified as a separate report.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### **Grade Table by Value Report**

*Menu option:* Grades by Value

*Technical name:* tgrdval

*Parameters:* None

*Description:* This report prints grades in the order of the repeat value from the Grade table. The value is used when a course is repeated and a decision is made as to which grade will count in the GPA. This report should be used to validate the assignment of the Grade table grade values.

*Special considerations:* None

### **Parameters for Cumulative GPA Report**

*Menu option:* GPA's by Selected Fields

*Technical name:* gpasort

*Parameters:*

**Primary Sort Field:** Required - the primary sort column code or use Table Lookup to select the desired primary sort column code.

**Secondary Sort Field:** Required - the secondary sort column or use Table Lookup to select the desired secondary sort column code.

**GPA:** Required - the GPA column for the report or use Table Lookup to select the desired column.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Classification:** Optional - the student classification code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Exam:** Optional - the exam code, use Table Lookup to select the desired code, or leave blank for all exams.

**Major:** Optional - the major code, use Table Lookup to select the desired code, or leave blank for all majors.

**ID#:** Required - the identification number of the advisor or enter 0 to select all qualifying identification numbers.

**Interest:** Optional - the interest code, use Table Lookup to select the desired code, or leave blank for all interests.

**School Type:** Optional - the school type code or leave blank for all school types.

**Output:** Required - **C** or **P** to indicate whether you want a count or percent.

**New Page:** Required - **Y** or **N** to indicate whether you want a new page after each primary sort column.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This report prints counts or lists based on user-specified criteria.

*Special considerations:* The primary and secondary sort columns may not be the same.

### Parameters for Cumulative GPA Report

*Menu option:* GPAs for Selected Grades

*Technical name:* gpagrdsort

*Parameters:*

**Primary Sort Field:** Required - the primary sort column code or use Table Lookup to select the desired primary sort column code.

**Secondary Sort Field:** Required - the secondary sort column or use Table Lookup to select the desired secondary sort column code.

**GPA:** Required - the GPA column for the report or use Table Lookup to select the desired column.

**Grade:** Required - the grade for the report, use Table Lookup to select the desired grade, or enter an asterisk (e.g., A\*) to use as a wildcard to select a group of grades.

**Grade:** Optional - grades to exclude, use Table Lookup to select the desired grades, or enter an asterisk (e.g., A\*) to use as a wildcard to exclude a group of grades.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**ID#:** Required - the identification number of the advisor or enter 0 to select all qualifying identification numbers.

**Classification:** Optional - the student classification code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Major:** Optional - the major code, use Table Lookup to select the desired code, or leave blank for all majors.

**Exam:** Optional - the exam code, use Table Lookup to select the desired code, or leave blank for all exams.

**Interest:** Optional - the interest code, use Table Lookup to select the desired code, or leave blank for all interests.

**School Type:** Optional - the school type code or leave blank for all school types.

**Output:** Required - **C** or **P** to indicate whether you want a count or percent.

**New Page:** Required - **Y** or **N** to indicate whether you want a new page after each primary sort column.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This report prints counts or lists based on user-specified criteria.

*Special considerations:* The primary and secondary sort columns may not be the same.

### SAP Listing

*Menu option:* SAP Listing

*Technical name:* saplist

*Parameters:*

**Session:** Required - the session code of the session to include in the report or use Table Lookup to select the desired session code.

**Year:** Required - the instructional year to include in the report.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**SAP Track:** Optional - the SAP track code, use Table Lookup to select the desired code, or leave blank to select all SAP track codes.

**SAP Code:** Optional - the SAP status code, use Table Lookup to select the desired code, or leave blank to select all SAP status codes.

**Beginning Date:** Optional - the beginning date to include on the report or leave blank to select all dates.

**Ending Date:** Optional - the ending date to include on the report or leave blank to select all dates.

**Beginning ID#:** Required - the beginning identification number to include on the report or enter 0 to select all identification numbers.

**Ending ID#:** Required - the ending identification number to include on the report or enter 0 to select all identification numbers.

*Description:* This report lists students with a specified SAP status.

*Special considerations:* None

### **Student Rank by Classification by Cumulative GPA**

*Menu option:* Students by Cumulative GPA

*Technical name:* rankcum

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report lists student rank by classification by cumulative grade point averages.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

### **Student Rank by Classification by Session GPA**

*Menu option:* Students by Session GPA

*Technical name:* ranksess

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

*Description:* This report lists student rank by classification by session grade point averages.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

## End of Session Reports

The following reports relate to end of session. You can produce each of these reports from the Registrar: End of Session Reports menu:

### Candidates for Dean's List

*Menu option:* Dean's List

*Technical name:* deanlist

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, or leave blank for all programs.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**GPA:** Required - the lowest session grade point average to be accepted.

**Hours Fulltime:** Required - the number of hours that determine full-time status).

*Description:* This report lists all students with a session grade point average greater than or equal to the specified grade point average and taking the full-time hours of specified credit.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

### Candidates for Probation

*Menu option:* Candidates for Probation

*Technical name:* probation

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all program codes.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**GPA:** Required - the highest session grade point average to be accepted.

*Description:* This report lists students with a session grade point average less than or equal to a specified value.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

### Classifications by Department

*Menu option:* Grade Dist by Class/Dept

*Technical name:* deptcl

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.



**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

*Description:* This report supports percentages or actual counts, summary or detail information, and counts on either an hourly or student basis.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### **Classifications by Professor**

*Menu option:* Grade Dist by Class/Prof

*Technical name:* profcl

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

*Description:* This report supports percentages or actual counts, summary or detail information, and counts on either an hourly or student basis.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### **Faculty Load Report**

*Menu option:* Faculty Load

*Technical name:* facload

*Parameters:*

**Session** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report lists the faculty in alphabetical order. The credit hours and the number of students who were registered for each class are tabulated. The product of the credit hours and the number of registered students is listed and totaled.

*Special considerations:* Report output requires wide paper.

### **Faculty Load Report**

*Menu option:* Expanded Faculty Load

*Technical name:* facloadhrs

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Division:** Optional - the division code, use Table Lookup to select the desired division, or leave blank to select all divisions.

**Department:** Optional - the department code, use Table Lookup to select the desired department, or leave blank to select all departments.

**Summary:** Required - **Y** or **N** to indicate whether you want a summary report.

*Description:* This report includes faculty load calculations based on FTE evaluations and noninstructional responsibilities.

*Special considerations:* Report output requires wide paper.

### **Faculty Noninstruction Report**

*Menu option:* Faculty Non Instruction

*Technical name:* facnoninst

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

*Description:* This report lists the noninstructional responsibilities of faculty members for a specified session and year.

*Special considerations:* None

### **Major Distribution by Department**

*Menu option:* Grade Dist by Major/Dept

*Technical name:* deptmaj

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

*Description:* This report supports percentages or actual counts, summary or detail information, and counts on either an hourly or student basis.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### **Major Distribution by Professor**

*Menu option:* Grade Dist by Major/Inst

*Technical name:* profmaj

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Percentage:** Required - **Y** or **N** to indicate whether you want percentage values or actual counts.

**Report:** Required - **Y** or **N** to indicate whether you want a summary report.

**Hour Counts:** Required - **Y** or **N** to indicate whether you want hour counts or student counts.

*Description:* This report supports percentages or actual counts, summary or detail information, and counts on either an hourly or student basis.

*Special considerations:* Before printing this report, update course statistics. See the *Grading User Guide* for information about how to update course statistics.

### **Section History Information**

*Menu option:* Section History

*Technical name:* sechist

*Parameters:*

**Beginning Department:** Optional - the beginning department code, use Table Lookup to select the desired beginning department code, or leave blank to select all departments.

**Ending Department:** Optional - the ending department code, use Table Lookup to select the desired ending department code, or leave blank to select all departments.

**Count:** Required - **Y** or **N** to indicate whether you want wait list counts.

**Print:** Required - **Y** or **N** to indicate whether you want the sub-title to print.

*Description:* This report prints a history listing of section information.

*Special considerations:* None

## Static Enrollment Data Reports

The following reports relate to Static Enrollment Data. You can access each of these reports from the Registrar: Static Enrollment Data menu:

### Data Consistency Report - sturpt

*Menu option:* Student Detail Report

*Technical name:* sturpt

*Parameters:*

**Session:** Optional - The code for this session or use Table Lookup to select the desired code.

**Academic Year:** Optional – The reporting year.

**Program:** Optional – The program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**Type:** Optional – The code for the type of report (e.g., I for IPEDS).

**Summary:** Required – The code for the type of records. Valid codes are:

- A (All records)
- D (Detail)
- S (Summary)

**Code:** Required - Either Y (Yes) or N (No) indicating whether you want to print only records with data consistency errors.

*Description:* This menu option prints the contents of the Student Reporting record (sturpt\_rec) in a detail report, including an option to run a data validation check.

*Special considerations:* None

## Registrar Reports

The following report is accessed from the Registrar: Reports menu. You can produce this report from the Registrar: Reports menu:

### Student Locator Report

*Menu option:* Student Locator Report

*Technical name:* stulocat

*Parameters:*

**Session:** Required – The code for the session or use Table Lookup to select the desired code.

**Year:** Required – The instructional year.

**ID#:** Required - The identification number of the student whose schedule to report.

*Description:* This report lists all classes across programs and gives the location, times, phone extension of the building, and the instructor(s) for the designated student.  
*Special considerations:* None

### Miscellaneous Reports (Registration menu)

The following reports are not accessed from the Registrar: Reports menu. You can produce each of these reports from the Registrar: Registration menu:

#### Closed Class Schedule

*Menu option:* Print Closed Classes

*Technical name:* schdfull

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

*Description:* This report lists by department, course, and section those courses that are closed for a specified session, year, and catalog.

*Special considerations:* None

#### Student Schedule Conflict

*Menu option:* Student Schedule Conflict

*Technical name:* conflicts

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Site:** Required - the site code or use Table Lookup to select the desired code.

**Output:** Required - the printer name or use Table Lookup to select the desired output code.

*Description:* This report shows the names of all students who have schedule conflicts, including the associated course conflicts.

*Special considerations:* None

#### Formord Report

*Menu option:* Form Order Report

*Technical name:* formord

*Parameters:*

**Output Form Type:** Optional - the process code to create the form, use Table Lookup to select the desired code, or leave blank to select all output form types.

**ID#:** Required - the identification number of the individual or enter 0 to select all qualifying identification numbers.

**Beginning Date:** Required - the beginning date.

**Ending Date:** Required - the ending date.

*Description:* This report lists the form order history of all types for the specified individual(s).

*Special considerations:* None

#### List of Registration Changes

*Menu option:* Add/Drop History - Date

*Technical name:* regaud

*Parameters:*

**Beginning Date:** Required - the beginning date.

**Ending Date:** Required - the ending date.

*Description:* This report lists all changes in student registrations resulting from adding, dropping, and withdrawing classes for the specified date range.

*Special considerations:* None

### **Registration History Report**

*Menu option:* Add/Drop History - Student

*Technical name:* reghist

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**ID#:** Required - the identification number of the student or use Table Lookup to perform a name query.

*Description:* This report lists the registration history of a student for a specified session and year.

*Special considerations:* None

### **Transcript Order Report**

*Menu option:* Transcript Charge Report

*Technical name:* transnum

*Parameters:*

**Program:** Required - the program code or use Table Lookup to select the desired code.

**ID#:** Required - the identification number of the individual or enter 0 to select all qualifying identification numbers.

*Description:* This report details the number of transcripts requested and charged (ordered through only the FORMENT process) by student, session, and year.

*Special considerations:* None

## **Miscellaneous Reports (Block Registration menu)**

The following reports are not accessed from the Registrar: Reports menu. You can produce each of these reports from the Registrar: Block Registration menu.

### **Block Registration Table Report**

*Menu option:* Block Registration Report

*Technical name:* tblkreg

*Parameters:* None

*Description:* This report lists course numbers by block registration codes.

*Special considerations:* None

### **Class Registration Form**

*Menu option:* Block Registration Forms

*Technical name:* blkregform

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Classification:** Optional - the student classification code or use Table Lookup to select the desired code.

**Block Classification:** Optional - the block registration student classification code or use Table Lookup to select the desired code.

*Description:* This menu option assigns a random number to each student on the form.  
*Special considerations:* None

### **Class Schedule**

*Menu option:* Block Section Schedule

*Technical name:* blksecschd

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Block:** Required - the block code or use Table Lookup to select the desired code.

*Description:* This report sorts the schedule by date and time.

*Special considerations:* None

### **Course Catalog**

*Menu option:* Print Block Schedule

*Technical name:* blkregsched

*Parameters:*

**Catalog:** Required - the catalog code or use Table Lookup to select the desired code.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

*Description:* This report sorts the schedule by the level of the course.

*Special considerations:* None

## **Miscellaneous Reports (Forms menu)**

The following reports are not accessed from the Registrar: Reports menu. You can produce each of these reports from the Registrar: Forms menu:

### **Biographical Data Sheet**

*Menu option:* Biographical - Blank

*Technical name:* bioblank

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Biographical Forms:** Required - the number of blank biographical forms you want.

*Description:* This report prints the format for the biographical form, which could be used to collect data from students.

*Special considerations:* None

### **Biographical Data Sheet**

*Menu option:* Biographical - New

*Technical name:* bionew

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

*Description:* This report is a biographical form for each session in which a student has been enrolled.

*Special considerations:* This option must be run before students have registered for more than one session.

### **Biographical Data Sheet**

*Menu option:* Biographical - One

*Technical name:* bione

*Parameters:*

**ID#:** Required - the identification number of the individual or use Table Lookup to perform a name query.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

*Description:* This report is a biographical form for one student.

*Special considerations:* None

### **Biographical Data Sheet**

*Menu option:* Biographical - Returning

*Technical name:* bioretstu

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code or use Table Lookup to select the desired code.

*Description:* This report is a biographical form for returning students for the specified session and year.

*Special considerations:* None

### **Class Registration Form**

*Menu option:* Block Registration Forms

*Technical name:* blkregform

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Classification:** Required - the student classification code or use Table Lookup to select the desired code.

**Block Classification:** Required - the block registration student classification code or use Table Lookup to select the desired code.

*Description:* This menu option creates Block Registration forms and assigns a random number to each student on the form.

*Special considerations:* None

### **Class Registration Form**

*Menu option:* Registration - Blank

*Technical name:* regblank

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Registration Forms:** Required - the number of blank registration forms you want.  
*Description:* This menu option enables you print blank class registration forms for the specified session and instructional year.  
*Special considerations:* None

#### **Class Registration Form**

*Menu option:* Registration - New

*Technical name:* regnew

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Date:** Required - the date to check for hold records.

*Description:* This menu option enables you to print class registration forms for new students for the specified session and year.

*Special considerations:* None

#### **Class Registration Form**

*Menu option:* Registration - One

*Technical name:* regone

*Parameters:*

**ID#:** Required - the identification number of the individual or use Table Lookup to perform a name query.

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Date:** Required - the date to check for hold records.

*Description:* This menu option prints a class registration form for a student.

*Special considerations:* None

#### **Class Registration Form**

*Menu option:* Registration - Returning

*Technical name:* regretstu

*Parameters:*

**Session:** Required - the session code or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year.

**Program:** Required - the program code or use Table Lookup to select the desired code.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

**Status:** Optional - the academic status code or use Table Lookup to select the desired code.

**Session:** Required - the session code to be printed in the header or use Table Lookup to select the desired session code.

**Academic Year:** Required - the instructional year to be printed in the header.

**Date:** Required - the date to check for hold records.



*Description:* This menu option enables you to print registration forms for returning students for the specified session and year.

*Special considerations:* None

### **Miscellaneous Reports (Session Processing menu)**

The following reports are not accessed from the Registrar: Reports menu. You can produce each of these reports from the Registrar: Session Processing menu:

#### **Recent Graduates Added to Alumni File**

*Menu option:* Print Graduates to Alumni

*Technical name:* recgrads

*Parameters:*

**Session:** Required - the graduation session code or use Table Lookup to select the desired graduation session code.

**Year:** Required - the graduation year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This report lists graduates for whom Alumni records were created.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

#### **Recent Graduates Eligible for Alumni File**

*Menu option:* Print Graduates

*Technical name:* gradalum

*Parameters:*

**Session:** Required - the graduation session code or use Table Lookup to select the desired graduation session code.

**Year:** Required - the graduation year.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**Subprogram:** Optional - the subprogram code, use Table Lookup to select the desired code, leave blank for all programs, or enter an asterisk (e.g., RETL\*) to use as a wildcard to select a group of subprograms.

*Description:* This report lists all recent graduates who are eligible to have alumni records created for them.

*Special considerations:* Before printing this report, update student statistics. See the *Grading User Guide* for information about how to update student statistics.

#### **Unmet Requisites Report**

*Menu option:* Unmet Requisites

*Technical name:* insprereq

*Parameters:*

**Catalog:** Required - The code for the catalog or use Table Lookup to select the desired catalog code.

**Session:** Required - The code for the session or use Table Lookup to select the desired session code.

**Academic Year:** Required - The instructional year.

**Program:** Required - The program code or use Table Lookup to select the desired program code.

**ID#:** Optional - The identification number of the student whose unmet requisites to report.

**Course Number:** Optional - The course number associated with the unmet requisite(s), or leave blank to select all course numbers.

**Section:** Optional - The section number associated with the unmet requisite(s), or leave blank to select all sections.

**Requisites Category:** Optional - The code for the requisite to report, or leave blank to select all requisites. Valid values are:

- C (Corequisites)
- N (Concurrent requisites)
- P (Prerequisites)

**List Met Requisites:** Required – Either Y (Yes) or N (No) indicating whether to list requisites that have been met for the course.

**Output:** Required - The code identifying the source of output for the report.

*Description:* This report lists a student's unmet requisites for parameters you determine.

*Special considerations:* None

### Miscellaneous Reports (Holds Processing menu)

The following reports are not accessed from the Registrar: Reports menu. You can produce these reports from the Registrar: Holds Processing menu:

#### Active Holds Report

*Menu option:* Holds By Student

*Technical name:* holdstu

*Parameters:*

**ID#:** Optional - The identification number of the student whose active holds to report, or enter 0 (zero) to list all students with active holds.

*Description:* This report lists all active holds for the student(s), including the hold actions they affect and whether the action is absolute.

*Special considerations:* None

#### Active Holds Report – by Office

*Menu option:* Holds By Office

*Technical name:* holdofc

*Parameters:*

**Office:** Optional - The code for the office whose active holds to report, or leave blank to select all offices.

*Description:* This report lists all active holds for students by office(s).

*Special considerations:* None

### Miscellaneous Reports (SAP Processing menu)

The following report is not accessed from the Registrar: Reports menu. You can produce this report from the Student Management: SAP Processing menu:

#### SAP Listing

*Menu option:* SAP Listing

*Technical name:* saplist

*Parameters:*

**Session:** Required - the session code to appear in the report or use Table Lookup to select the desired session code.

**Year:** Required - the instructional year to include in the report.

**Program:** Optional - the program code, use Table Lookup to select the desired code, or leave blank to select all programs.

**SAP Track:** Optional - the SAP track code, use Table Lookup to select the desired code, or leave blank to select all codes.

**SAP Code:** Optional - the SAP status code, use Table Lookup to select the desired code, or leave blank to select all codes.

**Beginning Date:** Optional - the beginning date to include in the report or leave blank to select all beginning dates.

**Ending Date:** Optional - the ending date to include in the report or leave blank to select all ending dates.

**Beginning ID#:** Required - the beginning identification number to include in the report or enter 0 to select all identification numbers.

**Ending ID#:** Required - the ending identification number to include in the report or enter 0 to select all identification numbers.

*Description:* This report lists students with a specified SAP status.

*Special considerations:* None



## SECTION 24 – IPEDS REPORTING

### Overview

#### Introduction

This section provides user information about the Integrated Post-Secondary Education Data System (IPEDS) Reporting program. A source code program extracts information from the Jenzabar database for standard IPEDS Reporting. The *Registration User Guide*, used in conjunction with the IPEDS instructions provided by the National Center for Education Statistics (NCES), assists you in retrieving, organizing, and reporting such data.

The IPEDS reports process against the fixed record structure called Student Report (sturpt), which draws the necessary data together into a single file using selection by standard session/year or by specifying a date range (specific to fall enrollment).

#### Definitions

The following definitions are provided by NCES to help you understand this program.

##### **Students included in IPEDS reporting**

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award
- Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers
- Full-time students taking remedial courses (if the student is considered degree-seeking for the purpose of student financial aid determination)
- High school students taking regular college courses for credit (report these students in the classification in which they are recorded by the institution)

##### **Students excluded from IPEDS reporting**

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (do not include students taking CEU's unless they are also enrolled in courses creditable toward a degree or other formal award)
- Students exclusively auditing classes
- A student studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal
- Students in any branch campus located in a foreign country

##### **First-time first-year degree/certificate-seeking students**

- Students who never attended any college or postsecondary institution
- Students who enrolled in the fall term but attended college for the first time in the prior summer term
- Students who entered with advanced standing (college credits earned before graduation from high school)

##### **Graduate students**

- Students enrolled in graduate programs at your institution as either full-time or part-time (include students involved in thesis preparation)

##### **First-professional students**

This group consists of students enrolled in programs leading toward a first-professional degree in the fields of:

- Chiropractic (D.C., D.C.M.)
- Dentistry (D.D.S., D.M.D.)

- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathy (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod. D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary medicine (D.V.M.)

### **IPEDS Reports and the Student Report record (sturpt\_rec)**

The generation of accurate, complete IPEDS information on the Jenzabar system relies on compliance with the following assumptions:

- 1) Students are in two classifications: degree seeking and non-degree.

Students should have both degree seeking classifications and degree seeking academic majors; otherwise, they will be reported as non-degree students (e.g., all other students enrolled in credit courses). A "Y" in the Student Academic record/Classification column (stu\_acad\_rec.cl), a "Y" in the Classification table/ Degree Seeking column (cl\_table.deg\_seek) for major1, and a non-blank in the Major table/ Level column (major\_table.lv1) determines a degree-seeking student. No classification is determined for students who are transfers but whose transfer credentials have not been evaluated (IPEDS unclassified by level).

- 2) Students must be assigned to the conventional race/ethnicity groupings as required for IPEDS reporting. Non-resident aliens (temporary Visa) should be assigned to this grouping, but resident aliens (and other eligible non-citizens) should be assigned a regular code that most nearly represents their ethnicity.
- 3) The columns on the Profile record (profile\_rec) provided for the maintenance of resident country (res\_ctry), resident state (res\_st), and resident county (res\_cty) are maintained by your institution.
- 4) The Education records (ed\_rec) are maintained and have date information for determination of high school graduation and graduation within the last year. These records will also be used to identify transfer students and GED completions.
- 5) If multiple programs exist for a student in a reporting period, the student will be reported once in the highest program in which he is registered.
- 6) Follow IPEDS standards of 12 or more credit hours for full time (FT) undergraduate, 9 or more credit hours for FT graduate, and the institutional decision for FT professional students. This information is stored in the Program table (prog\_table).
- 7) Your institution is using the confirmation process to identify students in good standing with the institution. Only students with a registration status (reg\_stat) of "C" will be selected.
- 8) Institutions are expected to create their IPEDS records based on their official census date. However, if run at a later date, students who have totally withdrawn after the census date will be identified and added to the IPEDS records. The census date is typically the last date to add a course via the Academic Calendar (acad\_cal\_rec) through the use of the Student Academic record/Withdraw Date column (stu\_acad\_rec.wd\_date).
- 9) Remedial courses will be determined through the use of the Section record/Credit column (sec\_rec.credit) and the Section record/Remedial column (sec\_rec.remedial).

- 10) Registered credits are considered to be those with a Status column on the Coursework record equal to registered "R", withdrawn "W", and, if the *COUNT\_EDIT\_HRS* include (include/custom/trans) is defined, resident coursework added through the Transcript Edit process "E".
- 11) A student is considered to be associated with a degree group for those courses that are tied to a Student Academic record (stu\_acad\_rec) with a non-blank degree group. It is recommended that the Degree Group (deggrp) in the Program Enrollment record (prog\_enr\_rec) be blanked out when a student drops out of the degree group. This blank value will then be carried over to future Student Academic records.
- 12) If students have no Education records (ed\_recs), they cannot be considered first-time freshmen or first-time transfer students. It is expected that there be ed\_recs available for high school/GED complete with a graduation date. All post-secondary ed\_recs are expected to have an actual or approximate begin date to indicate when enrollment began at the institution. This information determines first-time freshman/first-time transfer categories. It is also expected that through the admissions process, an intended degree (adm\_rec.deg), a classification (adm\_rec.cl), and major (adm\_rec.major/major2) be entered for students and be consistent with the degree seeking categories in Registration.

### How to Generate IPEDS Reports

Access the IPEDS Reports menu (Student Management/Registrar/Reports/External Agencies/IPEDS Reports) to run the IPEDS process. This process should be done for each program at your institution.

- 1) Run the STURPT program *Create Enr Data – IPEDS (menu option a)* using the reporting session code for fall and the year. Specify other parameters as appropriate. If you want to run the process separately for traditional and non-traditional students, you may do so by specifying the correct group in the *Group to process* parameter. Running this program gathers the data necessary for IPEDS reporting and creates Student Report records (sturpt\_recs).
- 2) After creating the sturpt\_recs, whether by traditional session or specified date ranges, run the *Student Detail Report (menu option c)* and *First Time Flags Report (menu option d)*. These reports identify data inconsistencies that need to be corrected.
- 3) Make corrections to the records, and rerun the STURPT program *Create Enr Data – IPEDS* until data is correct. A scroll screen has been provided to make minor changes directly to the sturpt\_rec if necessary.
- 4) After the process has been run without data inconsistencies for each program, run the *Create Enr Data IPEDS Sum (menu option b)*.
- 5) Run the necessary IPEDS reports from the IPEDS menu (*options e-n*). Each IPEDS report will automatically reference the summary record of the sturpt\_rec for the "I" reporting type (or whatever default type is defined in the macro *IPEDS\_REPORT\_TYPE* in macros/custom/student).

## SECTION 25 – ACADEMIC PERMISSIONS

### Overview

#### Introduction

This section provides parameter and table changes that affect setting and installing the Academic Permissions feature of the Registration product. The Academic Permissions feature can allow only individuals with specific permissions (e.g., a student's advisor) to do the following:

- Select a student to access that student's records
- Enter student information
- Register students
- Run student-specific reports



# Building the Registration Tables

## Introduction

The processes in the Registration product use the Registration tables to control data entry and to provide necessary information for Registration processing. You must build these tables before performing any Registration processing and before building any other Registration tables. The Registration tables affected by Academic Permissions follow.

## Access

You access the Academic Permissions tables in Registration from the Registrar: Table Maintenance menu.

## User/Group Permissions Table for Registration

The following lists new fields in the User/Group Permissions Table for Registration table (regperm\_table). To access this table, select Registration Permissions from the Table Maintenance: Registrar (R-Z) menu.

### Major

The major/minor value of the student to which this entry will allow access. The value entered will be compared against any field in the Program Enrollment record that begins with *major* and *minor*.

**Note:** Leave this field blank to select all majors.

### Advisor ID

The advisor identification number for the student to which this entry will allow access. The value entered will be compared against any field in the Program Enrollment record that begins with *advisor*.

**Note:** Leave this field blank to select all advisors.

### Subprogram

The subprogram code of the student to which this entry will allow access.

**Note:** Leave this field blank to select all subprograms.

### Allow Change of Date

Either Y (Yes) or N (No) indicating whether this user can change the effective date within the registration process.

### Allow Requisite Override

Either Y (Yes) or N (No) indicating whether this user can override unmet requisites.

### Allow Other Overrides

Either Y (Yes) or N (No) indicating whether this user can override other conditions such as conflicts, grading type restrictions, and entrance restrictions.

### Allow Capacity Override

Either Y (Yes) or N (No) indicating whether this user can override course capacity restrictions.

### Capacity Override Dept

The code of the department whose courses this user can override capacity.

**Note:** Leave this field blank to select all departments.

## Field Name

The name of the field in the Program Enrollment record for which permissions compliance is to be checked.

**Note:** Institutionally defined permissions criteria can be entered in this field.

#### **Field Value/Operator**

Two fields indicating the value in the Field Name field to be checked for compliance, and the relational operator to be used when checking the value in the Field Name for compliance.

Valid values are:

- = (Equal to)
- ! (Not equal to)
- > (Greater than)
- < (Less than)

The following lists changed fields in the User/Group Permissions Table for Registration table. To access this table, select Registration Permissions from the Table Maintenance: Registrar (R-Z) menu.

#### **Course Programs**

A code indicating the course permissions. Valid codes are:

- D (Display)
- N (None)
- U (Update)

**Note:** The E (Extended) code is no longer valid.

#### **Academic Calendar Record**

The following lists new fields in the Academic Calendar record (acad\_cal\_rec). To access this table, select Academic Calendar from the Table Maintenance: Registrar (A-B) menu.

#### **First/Last Advisor Reg**

Two fields indicating the first date (mm/dd/yyyy) advisors are permitted to register students, and the last date (mm/dd/yyyy) advisors are permitted to register students.

**Note:** A null date means no beginning and/or end. The check for the first date is enabled via the -A parameter to the regent program.

#### **First/Last Grade Update**

Two fields indicating the first date (mm/dd/yyyy) grade changes are allowed for courses within this session, subsession, year, and program, and the last date (mm/dd/yyyy) grade changes are allowed for courses within this session, subsession, year, and program.

# Parameters

## Introduction

CX contains parameters and compilation values for executing the Academic Permissions features of the regent and stuentry programs. You can specify parameters to compile stuentry and regent in a specified manner at the time of execution.

**Note:** You can also specify compilation values with the includes for the Registration product that affect the Registration program.

The program parameter syntax for *regent* and *stuentry* including Academic Permissions follows.

## Parameter Syntax

You can display *regent* parameters by entering the following: **regent -**,

The following is the correct usage for running the *regent* program from the UNIX shell:

```
regent -p program -F registration finish [-m mainopts] [-e enrollopts] [-r registopts]
[-w] [-P] -L sitecode [-I] [-d] [-A] [-v]
```

Parameters that appear in brackets are optional. Parameters that do not appear in brackets are required.

## Parameters

The following lists the new Academic Permissions parameters for running *regent*.

**-A**

Optional - Indicates Advisor Registration mode.

**Note:** Passing this parameter will cause Registration to look at the dates in the First/Last Advisor Reg fields in the Academic Calendar.

## Parameter Syntax

You can display *stuentry* parameters by entering the following: **stuentry -**,

The following is the correct usage for running the *stuentry* program from the UNIX shell:

```
stuentry [-d] [-T tick] [-o ofc_added_by] [-m menuname] [-f form_selected] [-t today]
[-L site] [-P scr_path] [-a] [-F] [-M menu_title] [-q] [-p prog] [-k] [-D debug_level]
[-S pause_level] [-w idtype_screen]
```

Parameters that appear in brackets are optional. Parameters that do not appear in brackets are required.

## Parameters

The following lists the new Academic Permissions parameters for running *stuentry*.

**-k**

Optional - Specifies the parameter to check permissions to a student.

**Note:** This parameter is used to enable checking of the User/Group Permissions Table for Registration (regperm\_table) for permissions to the student. When a student is queried in the program, the student will be checked against the user

permissions. Permissions will be checked by attempting to find a match for the uid/gid, program, subprogram, site, major, and advisor. If they are granted, the processing of the program proceeds with no change from its current operation. If permissions are not granted, the user will be given a message, and the cursor will remain in the ID field in the same manner as is done for an invalid ID or social security number.

## Example

### Introduction

An example of the Academic Permissions evaluation process follows.

### Example

Given the following entry in the User/Group Permissions Table for Registration table for a user:

Program	UNDG
Subprogram	“ “
Site	“ “
Advisor ID	1200
Stu Prog Perm	U
Crs Prog Perm	U
UID/GID	150
uid/gid type	U
Change Date	N
Reinstate	N
Override Sec Req	N
Override Capacity	Y
Override Requisites	Y
Override Cap Dept	ART
Field Name	“ “
Value	“ “
Operator	“ “

The function that checks permissions (reg\_chk\_regperm) in Libreg looks for the first entry in the table for the user's uid/gid where the program, subprogram, site, major, and advisor ID match the values for the selected student. A blank program would match all, a blank major would match all, as would a zero advisor ID. Also, any check on a character field would consider the use of the asterisk (\*) as a wildcard character when determining a match.

This user will be allowed to add and drop courses for any student who has an advisor of 1200 and is in the UNDG program. If a course is full, the user will be allowed to exceed the capacity only for those courses in the ART department. The user will not be able to change the effective date for adds or drops.

## SECTION 26 – RESPONDING TO SYSTEM MESSAGES

### Overview

#### Introduction

This section provides the following:

- Descriptions of the status, warning, field error, and fatal error messages that can appear while you are using Registration
- Information you need to respond to status, warning, and error messages

#### Four Types of Messages

Four types of messages can appear in Registration. The messages appear on the comment line, on the error line, in a dialog box, or in your electronic mail. The types of messages are:

- Status message
- Field error message
- Warning message
- Fatal error message

#### Descriptions of Message Types

This list describes each of the four types of messages, by degree of severity.

##### Status

Assures you that the program is working properly when you select an option involving a long pause.

- Can appear after you select a command or option, type data, or press a key
- Appears on the comment line
- Requires no action by you

**Example:** "Opening files ..."

##### Field error

Tells you of an invalid field value entered and provides valid field values from which to choose.

- Can appear after you enter an invalid code in a field
- Appears on the error line
- Requires you to select a valid code from those provided in the field error message, a table lookup, or a query, and enter it into the field

**Example:** "Valid values: (A,I)"

##### Warning

Informs you of a condition of which you must be aware in order to continue.

- Can appear after you select a command or option, type data, or press a key to begin or end a process that requires a decision
- Appears in a dialog box
- Requires you to act or make a decision
- Instructional; does not terminate processing

**Example:** "Are you sure you want to exit? (Y/N)"

##### Fatal error

Informs you of a serious problem occurring within the system.

- Can appear when the system is missing information (such as a required table or record) needed to continue processing, or when there is a program error
- Appears in a dialog box, or in your electronic mail, and/or in your Jenzabar coordinator's electronic mail
- Requires you to contact the Jenzabar coordinator immediately to resolve the problem
- Terminates processing

**Example:** "XXXX An unrecoverable error has occurred. Contact your Jenzabar coordinator."

### **Electronic Mail Messages**

Occasionally, CX programs send status or error messages to your electronic mail, as well as to the comment or error line. Programs do not send messages about background processes to the comment or error line, but only to your electronic mail. Such messages tell you any of the following information:

#### **A process was completed successfully**

You can delete or save them according to your preferences or established policy.

#### **Errors have occurred while trying to complete a process**

Tell your Jenzabar coordinator about the message to resolve the problem.

#### **Information cannot be found**

Try the process again with new field values.

## Warning and Error Messages

### Messages You Might Receive

The following is an alphabetical list of some of the field error, warning, and fatal error messages that can appear when you use Registration.

Warning messages do not affect program processing, while field error messages indicate problems you can correct by following the directions in the message. However, fatal error messages stop the processing of a program; if you receive a fatal error, contact your Jenzabar coordinator immediately.

**/usr/carsdevi/install/sys/util/lpfnf/usr/carsdevi/text/sdsbill/S0a02470' failed. Errno: 0  
<RETURN>**

Contact your Jenzabar coordinator to resolve this problem at once.

**A section can only be selected while registering for a course**

Select a section from the Locate Sections window only when you are adding a course; otherwise, this window is view only.

**Absolute holds exist. Override not possible. <RETURN>**

This student has one or more absolute holds. Since you can override only notation holds and continue processing registration, you will be unable to process registration for this student until the absolute hold is removed.

**Academic status is invalid**

Do one of the following:

- Check the code in the Academic Status field in the Enrollment Information window to ensure that the student has the correct academic status
- Notify a person authorized to check the Academic Status field in the Program Enrollment record

**Adding this course will exceed student's maximum allowed hours.**

Do one of the following:

- Drop a course
- Drop a course and add one of fewer hours
- Notify a person authorized to change the maximum hours in the student's Program Enrollment record

**Are you sure you want to cancel? Yes No**

Select **Yes** only if you want to do one of the following:

- Back out of a current command, screen, or window
- Return to a previous command line
- Return to a previous screen

**Are you sure you want to exit? Yes No**

Select **Yes** only if you want to exit the Registration application and return to the UNIX command line or to the Registrar: Registration Menu.

**Cannot get meeting detail for a course until the section is specified. <RETURN>**

You have selected a course, but not a section for that course; therefore, you are not able to view the meeting detail. Select a section for the course, and then select Meeting Detail from the Course Information drop-down menu again.

**Cannot perform block add when not adding a course. <RETURN>**



You selected Block Registration from the Registration drop-down menu without first selecting **Add** from the Online Registration screen menu bar. Select **Add**, and then select **Block Registration** to add a block of courses to a student's schedule.

**Cannot remove hold. Change end date instead. <RETURN>**

You tried to remove an absolute hold from a student's Student Services record; however, the hold itself cannot be removed. Instead, change the end date of the hold to a date occurring before today's date. The absolute hold will no longer appear on this student's Hold record.

**Course cannot be added after XX/XX/199X**

Do one of the following:

- Change the date in the Effective Date field of the Online Registration screen to a date that is on or before the last add date
- Contact your Jenzabar coordinator, who can check the add date in the academic calendar to ensure that the add date is on or after today's date

**Course cannot be added before XX/XX/199X**

Check the Effective Date field in the Online Registration screen to ensure that the effective date is on or before the date appearing in the message.

**Do you really want to drop 'XXXXXX' 'X'? Yes No**

You have selected a course from which you are dropping a student. CX requires you to answer this question in order to verify that you are indeed dropping the student from the correct course and section.

**Do you really want to void 'XXXXXX' 'X'? Yes No**

You have selected a course to void from a student's registration. CX requires you to answer this question in order to verify that you are indeed voiding the correct course and section.

**End Date must be after Begin Date. <RETURN>**

You entered a date in the End Date field preceding the date in the Begin Date field. Enter a date in the End Date field occurring after the date in the Begin Date field.

**Entry of this field is required**

You must enter a valid code in the field the cursor is in before you are permitted to proceed.

**ERROR: Dbfind on sec\_rec in upd\_sec. Status: 6010: record cannot be found <RETURN>**

Contact the Jenzabar coordinator, who may have to rebuild the Section record because of corrupt data.

**ERROR: No academic calendar could be found for this session. <RETURN>**

Contact your Jenzabar coordinator to resolve the error.

**Error: No meetings were found for 'XXXXXX' 'X'. <RETURN>**

There are no Meeting records for the course and section you selected. Select another course and section for this student.

**ERROR: reg\_get\_crswrk Libreg\_sec\_rec dbfind(6010): record cannot be found (cat:UG9X, Sess:FA, crs\_no:XXXXXX, sec:A); cannot get sec\_rec. <RETURN>**

Contact your Jenzabar coordinator to resolve the error.

**Faculty consent is required. Do you want to add the student to this record? Yes No**

The student must obtain faculty consent in order to register for the course selected. Select **Yes** only if the student produces verification that he or she has obtained faculty consent for this course and section.

**Financial aid could not be recalculated for student XXXXX because of a financial aid error**

See *Recalculating Financial Aid Manually* in this guide, and contact the Financial Aid office.

**Financial aid could not be recalculated for student XXXXX because of a locked financial aid record**

See *Recalculating Financial Aid Manually* in this guide, and contact the Financial Aid office.

**ID XXXXX has no financial aid for FA9X <RETURN>**

This student has not been awarded financial aid for this session and year. If the student believes that he or she should be receiving financial aid, refer the student to the Financial Aid office at your institution to resolve the problem.

**Invalid course number**

Check the number of the course you selected for the Course field of the Online Registration screen. Enter a valid course number from the course catalog specified in the Online Registration - Registration Initialization screen.

**Invalid date value. Please re-enter.**

The date you entered is not valid. Enter a valid date.

**Invalid section entered for course/catalog**

The section selected is not valid for the current course and course catalog. Select a valid section from the Locate Sections window.

**Invalid table value. Use CTRL-T for table lookup.**

The value you entered is not valid for the field the cursor is in. Select a valid code from the list provided in the Table Lookup window.

**Neither course number nor catalog may be blank**

Enter both a course number and a course catalog code in order to complete this screen.

**No academic calendar record exists for XXXX in XXXX**

Contact your Jenzabar coordinator, who can do one of the following:

- Check the academic calendar to ensure that today's date falls between the first and last access dates
- Contact or create the academic calendar record

**No appropriate data in table. <RETURN>**

The Table Lookup window does not contain valid options that meet your specifications for the field the cursor is in. Clear the field, and then select **Table Lookup** again; all valid values will be listed in the Table Lookup window.

**No permissions to modify holds for office <XXXX> <RETURN>**

You do not have the login permissions that allow you to modify holds for the office listed in the error message. Contact your Jenzabar coordinator, who can set your login permissions so that you are able to modify holds.

**No program enrollment record can be found**

CX does not have a Program Enrollment record for the ID you have selected. Check the identification number to make sure you have entered the correct number. If the number is correct, contact your supervisor.

**No sections exist for this course/catalog**

Do the following:

- Ensure that you typed the course correctly
- Ensure that the catalog in the Cat field is the correct catalog you want to use
- Contact your supervisor, who can access the Course/Class Schedule product and add sections for the course in the appropriate catalog

**Please enter a course number**

Type a valid code for the course in the Course field of the Online Registration screen; otherwise, select **Cancel**.

**Processing of last student was unsuccessful. Check your mail for errors. <RETURN>**

Contact your Jenzabar coordinator to resolve the problem.

**Processing of last student was unsuccessful due to data alteration. Another user was probably processing the same student. Check your mail for specific conditions and recovery instructions. You may continue processing the current student <RETURN>**

Only one CX user at a time is permitted to access, update, and save a student's registration information. In this case, probably another user was accessing the last student's Student Services record at the same time you were. You should check your mail for further messages, but you can continue to process the student's registration. If you are uncertain how to resolve this problem, contact your Jenzabar coordinator.

**Program enrollment record cannot be found**

Contact a person authorized to add a Program Enrollment record.

**Program enrollment record locked by another user. Registration canceled. <RETURN>**

Another user is accessing the Program Enrollment record of the current student you are processing; therefore, you cannot register this student. Try again at a later time.

**PTP: Billing has failed. Check mail for error message. <RETURN>**

The software that calculates billing information is not currently operable. You will not be able to collect fee payments from students, or view financial aid awards, until the problem is resolved. Contact your Jenzabar coordinator.

**Reference number and title display can't be swapped while adding a course**

Use the View Reference # option when you are not adding a course.

**Registration is not open for students with the classification of XXXX <RETURN>**

If you want to exclude a group from registration, such as seniors, press <Enter>. If you do not want to exclude a group from registration, access the Online Registration - Registration Initialization screen and leave the Restricted Class(es) field blank.

**Session 'SP9X -SB ', ID 'XXXXX': Not calculated by billing. <RETURN>**

The software that calculates billing information does not have data for this student for the session you specified. Select another session or another student's identification number.

**Student's schedule provided for display only. Registration is disallowed. <RETURN>**

You do not have the login permissions to update, add, or delete courses on this student's Registration record. You can only view this student's schedule. Contact your Jenzabar coordinator, if necessary, who can set up your login so that you have the necessary permissions to update, add, or delete courses on this student's registration.

**The block of courses ('XXXX') couldn't be found.**

The value you entered in the BLOCK ADD field of the Block Registration window is not valid. Select **Table Lookup** to view valid block codes.

**The blockcode ('XXXX') is invalid. Do you want to enter another? Yes No.**

The value you entered in the BLOCK ADD field of the Block Registration window is not valid. Select **Cancel** to remove this code from the field, and then select **Table Lookup** in order to view valid block codes.

**The course 'XXXXXX' is full. Do you want to Force the Add, Add to the Wait List, or Abort? Abort Force Add Wait List**

The course you are adding to a student's registration is full. Depending on the policy of your institution, you have three options: add the course, even though it is full (Force Add); add the student to the wait list for this course (Wait List); or cancel this student's registration in this course (Abort).

**The course has no sections**

Do the following:

- Ensure that you entered the correct session and course catalog

- Contact the person authorized to access Course/Class Schedule (such as the Jenzabar coordinator) who can check the entries for that course and section

**The course is not in the catalog**

Do the following:

- Ensure that you entered the course correctly
- Ensure that the catalog in the Cat field is correct
- Contact a person authorized to access Course/Class Schedule (such as the Jenzabar coordinator) who can enter the course in the desired catalog

**The cursor must be on the course line in order to view the enrollment menu.**

Move the cursor to the Course field on the Online Registration screen, and then select **Course Options** from the command line in order to view enrollment information in the Course Information drop-down menu.

**The selected section is invalid. Please choose one from the list.**

Select a valid section from the Locate Sections window, which automatically appears.

**The session/yr XXXX is invalid.**

There is no information in the database for the session and year you selected. Ensure that you have entered the correct session and year for the current registration processing session.

**The student does not have permission to the XXXX program at site XXXX**

Do the following:

- Ensure that the Site and Prog fields on the screen contain the correct information
- Check the Enrollment Information window to ensure that the student is enrolled in the correct program
- Contact a person authorized to change the program in which the student is enrolled in the Program Enrollment record (such as the Jenzabar coordinator)

**The student has an invalid classification of XXXX. <RETURN>**

This student has a classification value that is not valid. For example, a valid value might be SOPH for sophomores. Enter a valid classification for this student in the Program Enrollment record.

**The student is already registered for a section of "XXXXXX" or its equivalent in this session. Do you want to add it again? Yes No**

You are adding a course for which this student is already registered. CX requires that you verify whether you want to add this course (or its equivalent course) again.

**The student is not currently registered; confirmation is canceled. <RETURN>**

You selected Confirm from the Registration menu bar to confirm this student's registration; however, this student is not registered. Therefore, confirmation is canceled.

**There are no ID records satisfying the conditions**

CX cannot find an ID record corresponding to the data you entered; ensure that you entered the identification number correctly.

**There are no instructors assigned to this meeting**

The Instructors window will not appear because there have been no instructors assigned to this section meeting.

**There are no records satisfying the conditions**

Do the following:

- Check the spelling of the name
- Type an asterisk (\*) next to the name to find all occurrences of that name
- Ensure that the search values in the ID Query screen are set so you will be able to find the record for which you are searching

**There is no financial aid information in XXXX for XXXX**

You will view financial aid information only for a student who has financial aid in a specified session and year.

**This section is unavailable**

Select another section in which to add a student.

**This student's academic status prevents registration: 'No academic status yet'.**

**<RETURN>**

This student's academic status does not allow you to register this student for courses. Ensure that the academic status is correct for this student; if it is not, notify an individual with the login permissions to change the academic status for this student.

**Use Cancel to drop a course still being added. <RETURN>**

If you are in the process of adding a course, do not select Drop a Course from the Course Information drop-down menu; rather, simply select **Cancel** to drop this course from the student's registration.

**WARNING: The student has received a degree from this program on XX/XX/199X.**

**<RETURN>**

You may be registering the student in the wrong program. Check the Prog field to ensure that it contains the correct program. If it does not contain the correct program, select the **Query** command again to change the program in the Prog field.

**XXXXXX has already been voided on XX/XX/199X <RETURN>**

The course the cursor is on has already been voided; ensure that the cursor is on the correct course when you void a course.

**You have not selected an ID record yet**

Type a student's identification number before you select **ID-type**.

**You must specify a section before completing the add.**

Enter a section for the course you just added before adding another course or finishing the registration processing session for this student.



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