Datatel’s Colleague

Documentation for

SJCC/EVC Area Deans

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This documentation has been written to assist the Area Deans of the San Jose/Evergreen Community College District with their daily access to most commonly used and useful Colleague system mnemonics and processes.

The mnemonics highlighted in this documentation are not all of those available to the Area Deans, but those that are felt to be the most useful. Those mnemonics not identified in this documentation should not be ignored, however, as they also have value, but may not be considered to have common, day to day, value.

Special Note: All Area Deans should have attended at least one “Intro to Colleague” training session upon gaining access to the Colleague. This session provided written documentation on how to navigate through Colleague, FERPA training and some general helpful tips to use the system.
Contact Linda Harris if you need additional copies of this documentation.

Example of Colleague Folders in Area Deans Security Classification

Open up any folder to see what other “sub-folders” and/or mnemonics are available.
Example of Sub-folders and their mnemonics included in the “AM – Recruitment /Admissions Management” FOLDER
Example of Sub-folders and their mnemonics included in the
“AC - ACADEMIC RECORDS” FOLDER
Open up the CU – Curriculum Management Folder to view sub-folders at the COU (COURSE) level and/or the CSS (Sections) level.
Example of the RG – Registration Folder
AREA Deans Cheat Sheet
<table>
<thead>
<tr>
<th>How/Where do I…</th>
<th>Folder</th>
<th>Mnemoninc</th>
</tr>
</thead>
<tbody>
<tr>
<td>View details of student's attendance record by term</td>
<td>AC</td>
<td>STRS/STDT/ASTR</td>
</tr>
<tr>
<td>Print Grade Roster</td>
<td>AC</td>
<td>GROS*</td>
</tr>
<tr>
<td>View Student's entire registration history, including drops</td>
<td>AC</td>
<td>STAT/TRCL</td>
</tr>
<tr>
<td>Print Student Transcript</td>
<td>AC</td>
<td>TRAN*</td>
</tr>
<tr>
<td>Various ways to view grade rosters on line</td>
<td>AC/RG</td>
<td>RSTR/SRSI/SMIN</td>
</tr>
<tr>
<td>Check to see if a student has applied?</td>
<td>AM</td>
<td>SHAP</td>
</tr>
<tr>
<td>Print Section Roster</td>
<td>CU</td>
<td>SROS*</td>
</tr>
<tr>
<td>View COURSE outline information (course not section level)</td>
<td>CU</td>
<td>CRSE</td>
</tr>
<tr>
<td>View SECTION outline information (individual sections of a course)</td>
<td>CU</td>
<td>SECT/SSUM CUOF</td>
</tr>
<tr>
<td>Print Section Availability Report</td>
<td>CU</td>
<td>CSAR*/CSSC</td>
</tr>
<tr>
<td>View a Student's Schedule</td>
<td>RG</td>
<td>STSC</td>
</tr>
<tr>
<td>Print Enrollment Statistics by department</td>
<td>RG</td>
<td>ENST</td>
</tr>
<tr>
<td>View Wait Lists for Student</td>
<td>RG</td>
<td>STWM/SWLI*</td>
</tr>
<tr>
<td>View Wait Lists by Course</td>
<td>RG/CU</td>
<td>CWLM/CWLI/WAIT</td>
</tr>
<tr>
<td>View a Student's address/phone number/etc.</td>
<td>CORE</td>
<td>NAE</td>
</tr>
</tbody>
</table>

* = Those mnemonics with an asterisk will have documentation included in this document.

CSAR (Course Section Availability Report)

DOCUMENTATION:
Screen 1: Select the fields you want to pull data from the Colleague System. Remember, if you are not sure what the correct response is for a field, click on “Help – Field” to get a definition of what is appropriate.

**In the top box, select the following:**

*Print Open Sections – Yes = Print open sections on report; No = will not print open sections on report.*

- *Print Closed Sections - Yes = Print closed sections on report; No = will not print closed sections on report.*
- If you want to see both open and closed sections, select Yes for both boxes
- *Print Primary Only – Use this for selecting cross listed class data. Refer to help feature for full definition on use of this box*
- *Print by Loc or Fac – Select the option to print your report in faculty or building/room location order. The most common method is Location; if Faculty is selected, beware that each faculty member in your division/department will have a separate page printed for his/her classes.*

- This is a very good option when looking at enrollment by faculty name.
- *Print Global or Local – Leave as Global*
- *Include Printed Comments – We do not have any comments – leave No*
- *Name/Address Hierarchy – Leave blank*
- Once Waitlists are activated, the current number used will appear.
The set up on the above screen is for a special program. When working with a special program, like ENLACE, select the term(s) you where you want to collect data (2004 FA, FAM, etc), and put in the synonym number of the class you want. You do not need to put in location or anything else, since the synonym is location associated.

If you are a Dean and want to view all of the course sections within your Division:
1. Select the term, or terms, you want to view (2004FA, FAM, etc.)
2. Go to the Division field. Look up your specific Division through a Dot, Dot, Dot, “…” look up mechanism, select the division, hit enter, and you will return to the original set up screen. You do not need to go any further. You do not need to put in a location or anything else, since the division has either a 1 (SJCC) or 2 (EVC) numerical assignment which automatically identifies the location for you.
3. You can do the same thing as #2, if you want to select by department, instead of division

When a selection criterion is complete, Save and Update. Next screen…
Screen 2

This is the screen where you select to:

1. Tell the system to hold/browse on line your print output OR.
2. Print the report…you must fill in the top two lines to print. Do not fill out any other data on this screen.
3. Save and Update. Go to next screen…
Ignore this screen. Simply Save and Update.

The next screen you will see is the screen that is completing what we call the ‘temperature bar’. When it is full, you will be directed to hit FINISH to see output.

DONE.
SROS (Section Rosters)

Help Screen:
1. Use SROS to produce
   a. All class rosters (temporary and permanent)
   b. All drop rosters (first week and final)
   c. Census Rosters (reports)
   d. Positive Attendance Rosters – to report Positive Attendance
      (Generated for grades - currently by ITSS)
   e. Variable Unit Rosters – to report different unit values for variable classes
      (Generated for grades – currently by ITSS)

2. How to complete:
   a. Selection criteria are to be selected by user.

3. Selection criteria:
   a. **ID:** Must choose Colleague ID number to print on roster. Due to pending recent federal regulations regarding use of SSN’s, we are no longer printing rosters with this number. Select Colleague ID, which is the student ID, only. Students have been provided with this number on every statement they receive, as well as their registration appointment letter.
   b. **Double Space** – Can print SROS either single or double space. If using a Create Print form, do not double space.
   c. **Separate Cross-List** – To produce rosters/reports for classes that are cross listed, select Y (yes) to produce separate rosters for each class that is cross listed; select N (no) to produce combined rosters to show all students from cross listed classes on one report. Not recommended for sending out to faculty, as it will confuse them. Recommend using Y.
d. **Print Cross List Ref** – If you say N to Separate Cross List must say Yes to this field.

e. **Print Special Needs** – ALWAYS leave as N. These are fields used by DSPS, not understood or needed for faculty.

f. **Print Dropped/Withdrawn**- If using a Create Print form, leave as No. If not using Create Print and want the faculty to know the drop status of students, then changes this field to Yes. Warning: sometimes this confuses faculty, if they have some rosters printed without and some with.

g. **Print Waitlisted** – If the Waitlist has been activated, Select Y (yes).

h. **Print Phone Types** – Select Hom1 to print a single phone number for a student. If staff have incorrectly coded in additional Hom1, rather than Hom2, etc. codes, then this field will print ALL Hom1 types in system. This will throw off the line sequence on the Create Print Forms.

i. **Saved List Name** – Leave blank. Currently not used by users.

j. **Section Begin/End dates** – Can use this to select classes by beginning and ending dates. Caution: this is literal. Whatever dates selected will be printed, but not those in between. Not recommended.

k. **Terms** – When printing large groups of rosters for Census, Opening day, etc., make sure that the specific terms are all listed. A reporting term will not select any data. Must use 2002FA, 2002FAM, but not 2002FAR. You do not need to put anything in Terms if using a specific Section number.

l. **Faculty Members** – Can produce rosters by faculty member, but easier to use Section field.

m. **Subjects** – Can produce rosters by specific subjects, like ART. This will give you all classes in the Art department for both EVC and SJCC, unless you specific a location in the Location field.

n. **Courses** – Different from Subjects. Can produce rosters by a specific course, like ART 012A. This will give you all students in the Art 012 for both EVC and SJCC, unless you specific a location in the Location field.

o. **Sections** – If running rosters for specific sections, type in the Reg ID number or look up by section. This is useful when producing rosters for just a few classes at one time. Not usually printed on Create Print form, unless ITSS is specifically notified.

p. **Locations** – Use this field when selection is by term, faculty members, subjects, or courses. Do not need to use when entering by sections. If you do not put in a term, you will get both EVC and SJCC rosters.

q. **Additional Selection Criteria** – Do not use.

DONE
GROS (Grade Rosters)
GROS (Grade Roster) - Use GROS (mnemonic) to print a final grade roster for faculty to enter grades or to print a roster with final grades when final grades are complete.
Help Screen message for GROS Screen

1. Use this screen to produce Grade Rosters with or without final grades on it (can be printed on a Create Print Form, if requested through A&R Office)
2. How to complete:
   a. Selection criteria are to be selected by user.
3. Selection criteria:
   a. **Prints Request Only** - Choose to print a grade roster with or without grades. Select **No** for a final grade roster with grades; Enter **Yes** to print a final grade roster without final grades.
   b. **Grade Request DT** – If there is a date the grades are due, put date in this field.
   c. **Print Dbl Space** – If you are not using a create print form to print the grade roster, it is suggested to select **Yes** for double space. It is easier to read.
   d. **Dropped Incl** – Yes, to print students who have dropped on the roster; No, to not print these students. Not recommended for final grade rosters, as it could confuse instructors.
   e. **Withdrawn Incl** - Yes, to print students who have dropped on the roster; No, to not print these students. Not recommended for final grade rosters, as it could confuse instructors.
   f. **Class Lvl Inc** – Leave blank…defaults to Undergrad.
   g. **Class Lvl Excl** – Leave blank – defaults to Undergrad.
h. **Ant Comp Dt Inc** – Leave blank  
i. **Ant Comp Dt Excl** – Leave blank  
j. **Xlisted Crs Incl** – Yes, to print cross listed courses.  
k. **Saved List** – Leave Blank – Currently not used by users.  
l. **Course Sections** – Can print rosters for specific sections by entering Reg. ID.  
   Good for printing a few grade rosters at one time.  
m. **Start/End Date** – Can use this to select classes by begin and end dates.  
   Caution – this is literal. Whatever dates you select will be printed, not those  
   date for classes in between. Not recommended.  
n. **Terms** – When printing large groups of grade rosters use specific terms. If  
   you want to print only mini terms classes, use 2002SPM. Will not work for a  
   reporting term.  
o. **Locations Incl** – Usually leave blank  
p. **Locations Excl** – Usually leave blank  
q. **Subjects Incl** – Usually leave blank  
r. **Subjects Excl** – Usually leave blank  
s. **Department Inc** – Usually leave blank  
t. **Department Excl** – Usually leave blank  
u. **Faculty** – Can print rosters by a faculty name. Easier to print by section or  
   reg. ID number  
v. **Schedule Type** – Leave blank  
w. **Additional Selection Criteria** – Do not use

Save and Update (F9 and Enter)
Screen 2  This is the screen that A&R uses for changing the sort for printing the grade rosters. If the sort is okay, ignore this screen. Simply Save and Update
Screen 3  This is the screen where you select to:

4. Tell the system to hold/browse on line your printout so that you can look at the output on your computer before printing it, OR.

5. Print the report…you must fill in the top two lines to print. Do not fill out any other data on this screen.

6. Save and Update. Go to next screen.
Screen 4  Ignore this screen. Simply Save and Update.

The next screen you will see is the screen that is completing what we call the ‘temperature bar’. When it is full, you will be directed to hit FINISH to see output.

DONE.
TRAN (Transcripts) DOCUMENTATION

How to Print a Transcript

(Note: Admissions and Records is the only office authorized to print and distribute official college transcripts.)

Use TRAN to call up and produce student transcripts.

In general, you can call up unofficial transcripts:

1. By SJCC College (UG1)
2. By EVC College (UG2)
3. By District (UG)

It is recommended to call up a transcript by District for purposes of viewing all graded college work taken in the SJECCD. You can identify the specific college by referencing the SEC column on the transcript.

Colleges are identified as follows:

1. SJCC – the three digit section number will lead with a number 1 (101, etc)
2. EVC – the three digit section number will lead with a number 2 (201, etc)

If you only want to print a transcript for a specific college, however, use UG1 or UG2 for the appropriate transcript groups. This is a multi-valued field. You can request as many groupings as you desire. You will receive as many transcripts, as groupings you request. Each transcript will be labeled at the top with the name of the grouping.

In some cases, a counselor might want to produce a transcript of graded college work taken in the SJECCD for only courses that have a transferable status. Use the TRNSF transcript grouping for this particular transcript. It will produce all graded college work within the SJECCD that is transferable; will exclude all non-transferable/remedial work.

To run TRAN, complete the following:

1. Transcript Grouping (Multi-valued field – can request more than one grouping – UG1, UG2 and UG3.
2. Student - best to use SSN or Colleague ID.

*If using a Name Search method, try to type in as much of the name as possible. IE: Last name, first name. Otherwise, you could be waiting a while for the search.

Once these two fields are populated, hit SAVE and UPDATE and follow through out the four required screens.

TRAN:
Note: Only Trans Grouping and Students fields are populated. Leave all other fields as they appear above unless otherwise directed to change by the IT staff.

**SAVE and UPDATE**

Printer Output Request Screen:
Use this screen to tell the system where to print the transcript. You should set this field to NO, so that you will be able to select your office printer as your printer of choice.

Some printers in Admissions and Records have been pre-set to automatically print to a specific printer. In this case, the field “Use Grouping Ptr” on the first set up page, will be set to “Yes”, and all copies will be printed on this remote printer. If you do not set your field to NO, it will be printed in A&R. You do not want this to happen. If you do not want to print immediately, you can change the P for printer in the first line field to an H, for hold/browse feature on your PC. Sometimes it is preferred to view the transcript on line before printing it. You can print from the H field to a printer of your choice. Simply follow the printer symbol directions.

**SAVE and UPDATE**

Job Description Screen – Do not use. Simply SAVE and UPDATE.
SAVE and UPDATE

The next screen that should appear is the “temperature bar” screen which tells you when the search for the report began, estimated completion time, and actual completion time.

When the line is 100% filled, the FINISH bar (box) will change from a neutral color to black. Click on FINISH and the job will either print to the designated location or go to the Hold/Browse mode on your computer screen. You can then print from there as noted above.

DONE

WAIT LIST FOR DEANS

Definitions
During registration, students may attempt to enroll in a course section that has reached its' capacity. The Waitlist module in Colleague is used to keep track of students who are not yet enrolled in a section, but wish to be enrolled in the course.

A student remains on a waitlist until he/she is manually moved in the Admissions and Records Office from the waitlist through the processes set up by colleague to either enroll or drop the student from the waitlist. If neither of these processes is used, the student will remain on the waitlist in an “active” status.

Once a waitlist is activated for a class (based upon the section closing with a full status), the class never opens up again. This means that when students drop the class making space for new adds, these spaces remain open until school starts when the instructor gives permission to students from the waitlist to add the class.

Glossary of Mnemonics used for Waitlists for Deans

<table>
<thead>
<tr>
<th>Mnemonic</th>
<th>Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWLM</td>
<td>Course Wait List Management</td>
<td>Deans</td>
</tr>
<tr>
<td>CWLI</td>
<td>Course Wait list Inquiry</td>
<td>Deans</td>
</tr>
<tr>
<td>STWM</td>
<td>Student Wait List Management</td>
<td>Deans</td>
</tr>
<tr>
<td>SWLI</td>
<td>Student Wait List Inquiry</td>
<td>Deans</td>
</tr>
<tr>
<td>SROS</td>
<td>Section Roster - Printable</td>
<td>Deans</td>
</tr>
<tr>
<td>CSAR</td>
<td>Course Section Availability Report - Printable</td>
<td>Deans</td>
</tr>
</tbody>
</table>
CRSE – Can be set up at the COURSE level, by detailing in to the Restrictions (SRES) screen to set the flag for Wait list from No to Yes. This method will tell the system to set up a wait list for all sections of this course. IE: ASTRO 010 - all sections of ASTRO 010 will have the wait list feature set up, if the flag is changed to Yes. It does not, however, tell they system how many can be allowed on the wait list. That must be set up at the Section level.

SECT – Set up can also be done directly from the SECT level by detailing into the Restrictions (SRES) screen to set the flag for Wait List from NO to Yes. Also, it will be necessary to set the maximum allowed for wait list number on this screen. At this time, leave the Waitlist Rating area blank.

Note: The waitlist will not go in to affect until the maximum enrollment for the class has been reached, then the waitlist maximum enrollment begins.

The key is that the “Allow Waitlist” field must be set to “Yes” for the waitlist to activate. A maximum limit can be set to an established value or left blank for no maximum. For Spring 2004 both colleges have selected “no maximum” for wait listing. This means that an unlimited number of students can sign up on waitlists.

2. How students enroll from the Waitlist
A. During the Add Period – after the term begins – all student enrollments from Waitlisted Classes is via In-Person Registration.
B. Students can be enrolled on a “one by one” basis or via the block add method.
C. All enrollment from waitlist is based upon instructor approval either on signed individual add forms or block add forms turned in to Admissions and Records.

D. Once a student has been placed on one or more waitlists, their registration screen will reflect an “X” symbol in the “Waitlist box on the RGN screen. Staff can detail into this box from this screen.

E. Wait Listing – Special note about adding:

1. Students are showing on Wait List screens (CWLM, SWLI, etc) with an “enrolled” status, yet the student has not been enrolled in the specific section that they are listed for on the Waitlist.

2. Student goes in to WebReg or TREG and formally adds to an OPEN (non-waitlisted) section of the course. So they have requested another specific section of the same course. System allows add, because it is open. System automatically changes the student’s status from “Active” to “Enrolled” for waitlist of the COURSE.

3. Why? Because system was designed to give preference to making sure the student gets the COURSE and it assumes that the student now prefers this specific section of the course over the waitlisted section. Student forfeits place on waitlist when formally adds another section of same course.

4. SROS – roster will reflect enrollment for student in the added section. SROS for the student who was on a waitlist for another section, but status has changed to “enrolled” will NOT print student name on waitlist. In other words, student has lost waitlist placement, when he/she added to another section of the same course.

5. Example: History 001 at EVC
   - CWLM – Students: Mylan Phan (547417) and Laura Candelari (494030) both were on waitlist for section 203. Phan used TREG to add section 202; Candelari used TREG to add section 204. Status changed from Active to Enrolled on CWLM; Roster for 202
shows Phan added, 204 shows Candelari added, and 202 does not show either name on waitlist.

6. What should instructors tell students? (recommendation)
   - If student is not on the waitlist, should ask student if they are added (enrolled) in another section of the same class.
   - If student says yes, then instructor will have to either tell the student to attend the other section because they forfeited their waitlist place in his/her class or tell student to drop other section and give student an add form, if there is still space in class.
   - If student is not sure, they should contact A&R.

7. What does student’s schedule (SCHD) look like? Shows that the student has enrolled in the course (may not be original section the student requested on waitlist, but it is the section the student called TREG for registration. The original waitlisted class does not show on SCHD because it now has an “enrolled” status.

As a side note: When we first started inquiring about using the Datatel waitlist, we were told by other colleges that one of the flaws of the existing feature is that it will enroll students in the course, but not necessarily by their preferred section. This has been made public in SIT meetings from the beginning. We now know just how it looks when this enrollment feature works in this matter.

Special Note:: Datatel is coming out with an enhanced feature in 2005 that should include automatic registration from a waitlist, pre-requisite and time conflict checking, and billing.
WAITLIST INQUIRY
AND/OR
PRINTABLE JOBS
FOR DEANS

Use any of the following mnemonics to VIEW (Inquiry) students listed on a wait list.

CWLM – Course Waitlist Management Inquiry
This is what CWLM looks like after enrollment and drop processes complete. Note that students who were once on the waitlist as A (Active) move to the Previous Waitlist area and have a new status of either E (Enrolled) or D (Dropped). This allows us to keep history of students in a waitlist class.

CWLI Course Waitlist Inquiry
This screen is course specific and will display all waitlist activity for all sections within a course. Provides helpful enrollment data, but does not reflect the number of students who have attempted to enroll in the course/section beyond the Waitlist maximum limit. Can detail to SWLI from this screen.
STWM  Student Waitlist Management
Displays all waitlisted course sections for a student. Can detail from this screen to specific lists.

SWLI  Section Waitlist Inquiry
Use this screen to look up a student's status and position number of placement on the waitlist for a specific section. Good screen for telephone and walk-in inquiries. Status placement is based upon the date and time the student requests placement on the waitlist. On a particular date, if more than one student requests placement on the waitlist, the priority is time-based. The example below reflects the students who
requested placement on the waitlist for ASRO 010 101, including the waitlist status of active, dropped or
enrolled, and status date.

Use the following to Print Waitlist Information from Colleague:

SROS  Section Roster Report – Printable document for faculty for Temporary Rosters Only.
Set up screen - make sure the Waitlist set up is set at Yes.

It is important to remember to change the set up field from Yes to No for Print Waitlists on SROS after
Temporary Rosters are produced. You will not want to include the Waitlisted Names on future rosters as it
will become confusing to faculty.

Here is what the Roster will look like with waitlisted students.
The order above is the order the students were actively waitlisted.

ITSS and the Directors of Admissions and Records will create a “Create Print” background form to run the SROS process for Temporary Rosters and Waitlisted students. This background form should include a numerical value to the waitlisted students in the order of their active status above.

CSAR – Course Section Availability Report

This report provides course section enrollment information. Can be set up to run by individual sections, department or division order, etc. Once the waitlist is activated, the column for Waitlist will reflect the number of students who are currently on the waitlist for the course.
This example shows a set up for Closed classes only, in the department of Physical Science, at SJCC, for Fall 2003. Here is how it is set up:

Here is what the output will look like. Note the Wait column shows 2 students on waitlist.

Colleague's Wait List - Pros and Cons

1. Provides students with an option to be put on a wait list for closed classes.  
2. Integrates with Colleague. Is part of the Colleague module.
Can be used via in-person, telephone (TREG) and Web Reg - we believe. As of this date only in-person has been tested.

Students will receive a statement (RGST or SCHD) with wait listed class(es) if other registered classes exist.

Student will not receive a statement (RGST or SCHD) with wait listed classes if other registered classes do not exist.

Students who forget what classes they were put on for the wait list can call or come in to A&R to look up this information. There are Colleague screens that will view this information very easily.

Faculty rosters (SROS) can print wait listed students in addition to registered students. The order of the print is the order the student was waitlisted.

Faculty wait listed class information will be easy to access.

A capacity can be set for wait listed classes, setting a limit to this process.

ITSS currently runs a batch process to activate the waitlist feature and maximum enrollment (not currently used by Deans). Wait lists can also be activated individually by contacting Scheduling.

Wait list information on rosters and student schedules will cause less confusion the first week of classes.

Wait listed students cannot be automatically added to classes as they open up. This feature will be part of the new, enhanced version of Waitlist Datatel is currently developing for release in 2005.

Classes that have a wait list will remain closed, even if students drop and their appears to be openings in the class.

Student CANNOT add to the same wait list more than once (multiple times)

Student can register for one course section and be put on a wait list for another section of the same course.

Prerequisites are not checked before adding to wait lists. This feature will be part of the new, enhanced version of Waitlist Datatel is currently developing for release in 2005.

Time/Date conflicts are not checked before adding to wait lists. This feature will be part of the new, enhanced version of Waitlist Datatel is currently developing for release in 2005.

CSAR (Course Section Availability Report) will produce wait listed numbers for Deans to review.

<table>
<thead>
<tr>
<th>P</th>
<th>Pros</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Cons</td>
</tr>
</tbody>
</table>

P = Pros  C = Cons