

COLLEAGUE ACCESS TO STUDENT INFORMATION



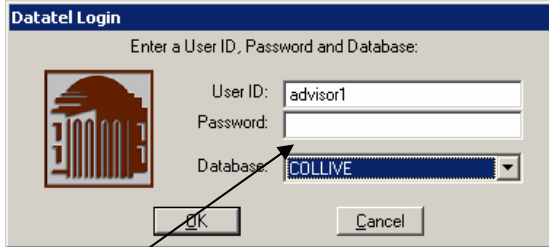
Colleague for Advisors and Administrators

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Colleague – Student – Advisor Menu

Log into Datatel's by double clicking on the Datatel Icon on your desktop.

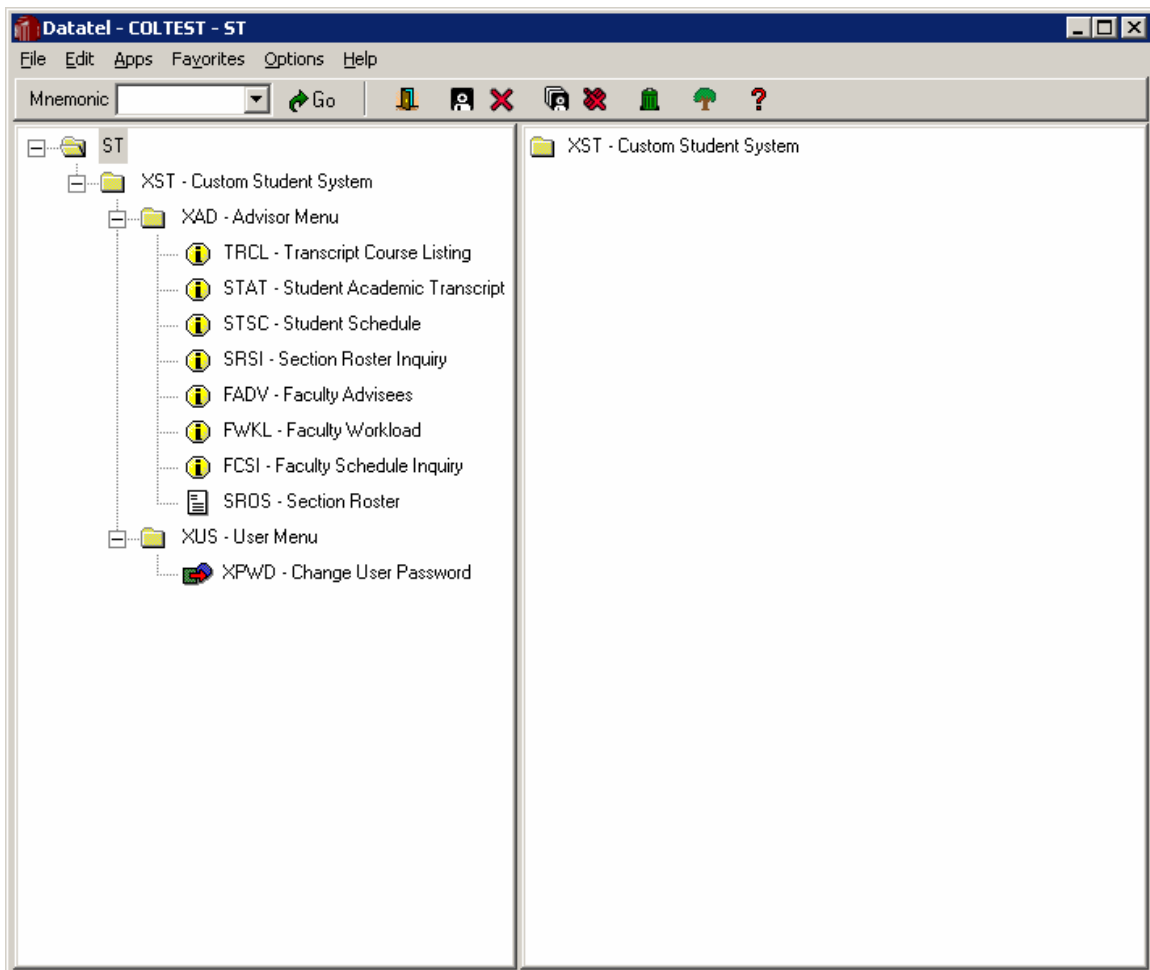


The image shows a 'Datatel Login' dialog box with a blue title bar. It contains a logo on the left and the text 'Enter a User ID, Password and Database:'. There are three input fields: 'User ID' with the text 'advisor1', 'Password' (empty), and 'Database' with a dropdown menu showing 'COLLIVE'. There are 'OK' and 'Cancel' buttons at the bottom. An arrow points from the 'COLLIVE' dropdown to the text 'Select Collive' in the following paragraph.

Select Collive, use your Datatel username and password.

Once in Datatel, go to Apps on the menu and make sure that you are in ST application.

COLLIVE – ST - XAD



Transcript Course Listing

TRCL – Transcript Course Listing

The screenshot shows a web browser window titled "Datatel - ST - TRCL". The address bar contains "Mnemonic" and a "Go" button. The page title is "TRCL-Transcript Course Listing". A blue header bar displays student information: "Reese, Mr. Michael D. ID: 0070156 SSN: #####", "Brooklyn NY 11233 Home: 718-574-3389", and "Transcript Groupings: Undergraduate". Below this is a table of "Academic Credit Entries" with columns for Course Name, Sect, Grade, Cred Att, Cred Cmpl, Cred Calc, and Term. The table lists 14 courses with their respective grades and credit values. At the bottom of the table, it says "Controller Academic Credit Entries Value 2/37".

Academic Credit Entries							
	Course Name	Sect	Grade	Cred Att	Cred Cmpl	Cred Calc	Term
1	A-111		C	4.00	4.00	4.00	97FL
2	L-101		CR	1.00	1.00	0.00	97FL
3	L-110		WF	3.00	0.00	3.00	97FL
4	L-121		B-	3.00	3.00	3.00	97FL
5	L-135		D	3.00	3.00	3.00	97FL
6	T-712		D+	3.00	3.00	3.00	97FL
7	A-112		C	4.00	4.00	4.00	98SP
8	L-111		D	3.00	3.00	3.00	98SP
9	L-132		D	3.00	3.00	3.00	98SP
10	L-313		D	3.00	3.00	3.00	98SP
11	A-311		D	4.00	4.00	4.00	98FL
12	A-321		B	3.00	3.00	3.00	98FL
13	A-341		F	3.00	0.00	3.00	98FL
14	L-313		C+	3.00	3.00	3.00	98FL

Controller Academic Credit Entries Value 2/37

Student Transcript Course Listing - Use the Transcript Course Listing (TRCL) screen to view a list of a student's academic credit by transcript groupings. The TRCL screen displays a list of all of the student's courses and the associated:

- * grade earned
- * credits attempted
- * credits completed
- * credit calculated
- * academic term

Student Academic Credit Detail

SACD – drill down from TRCL – Student Academic Credit Detail

The screenshot shows the 'SACD-Student Acad Credit Detail' window. At the top, it identifies the student as 'Reese, Mr. Michael D.' with ID '0070156' and SSN '#####'. The student's address is 'Brooklyn NY 11233' and home phone is '718-574-3389'. The course information includes 'Course ID/Name/Sec' as '170 [redacted] A-111', 'Title' as 'Design I', 'Subject' as 'Architecture & Interior Design', and 'Acad Lvl/Course Lvl' as 'UG Undergraduate'. The department is 'AD Architecture and Design' and the credit type is 'Institutional'. The start/end dates are '08/26/97' to '12/18/97', and the reporting term is '97FLR Fall 1997 Report'. The status is 'N' with a date of '10/10/02' and time '08:58AM'. The grade scheme is 'UG Undergraduate' and the manual credit is 'C'. The 'Cred/Conversion' is '4.00000'. The 'Att/Cmpl/GPA/Pts' table shows '4.00000' for attempted, '4.00000' for completed, '4.00000' for GPA, and '8.00000' for points. The 'CEUs/Att/Cmpl' table shows '4.00000' for attempted and '4.00000' for completed. The 'Mark/Dt' is '1' and the 'Mark Acad Credential' is '1'. The 'Replaced Code' is empty, 'Replace Allowed' is 'Yes', and 'Notes/Comments' is empty. The 'Controller Departments' section shows 'Value 1/1'.

Detail to the Student Academic Credit Detail (SACD) from TRCL screen to view additional information about each record, including:

- * academic level
- * credit type
- * grade scheme
- * attempted, completed and GPA credit/CEU totals
- * replaced code

Student Academic Transcript

STAT – Student Academic Transcript

Reese, Mr. Michael D.
Brooklyn NY 11233
Transcript Group

Drill down here to go to ACTD for detailed Term information.

Term	Creds	Alt	Cmpl	Cum GPA
1 97FL	17.00	14.00	1.438	17.00
2 98SP	13.00	13.00	1.308	30.00
3 98FL	13.00	10.00	1.538	43.00
4 99SM	9.00	9.00	2.444	52.00
Totals				81.00

Credit Type	Cum Alt	Cum Cmpl	GPA
1 Institutional	81.00	62.00	2.063
2 Transfer	0.00	12.00	0.000
3			
Totals	81.00	74.00	

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

GPA1/GPA2 Academic Standing

Controller Term Creds Value 1/9

Use the Student Academic Transcript (STAT) screen to view a summary of a student's academic credit records sorted by criteria defined for the transcript grouping and also by credit type.

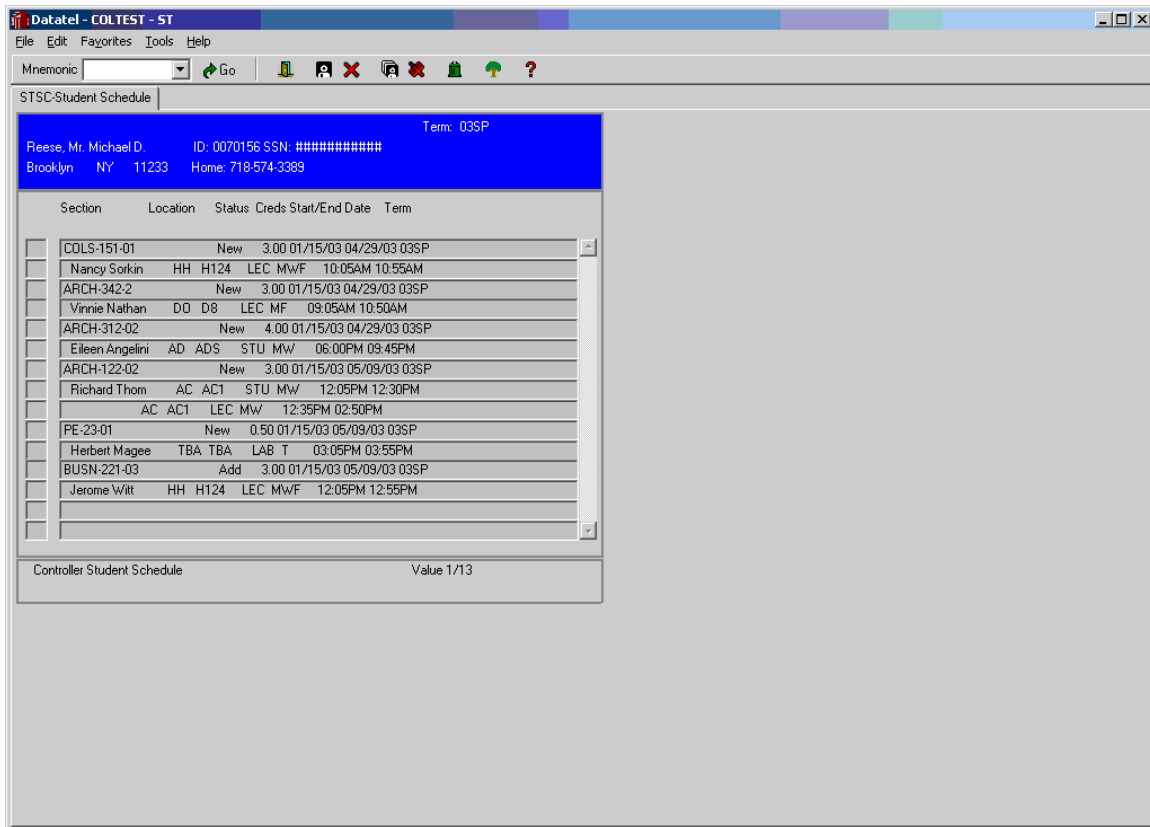
Transcript Grouping - Use UG for undergraduate, GR for Graduate or COMB for combined.

You can detail to the Academic Credit Total Detail (ACTD) screen to view all of the student academic credit records that make up a given line item.

Student Schedule

STSC – Student Schedule

Information you need before using the screen –
Colleague ID for the student or their full name
Term Code



Use the Student Schedule (STSC) screen to view a student's schedule as a result of an immediate registration or for the purpose of doing an inquiry on a student's schedule.

The screen displays the Section name, credits, start and end dates, term, faculty name, building, room and time information.

Section Roster Information

SRSI – Section Roster Inquiry

The screenshot shows the SRSI-Section Roster Inquiry window. The header bar is blue and contains the following information:

- Section: COLS-130-01
- Term: 03SP
- Status: Active
- Title: Finite Mathematics
- Synonym: 207
- Status Date: 11/26/02

Below the header, there are input fields for Start Date (01/15/03), End Date (04/29/03), and Location. There are also fields for Cross-listed Course and Title. A 'Faculty' field is set to 1. There are checkboxes for Meeting Times (checked) and Include All Cross-Listed Sections (unchecked). A 'Detail to SPRO' callout bubble points to a button in the Faculty field.

Student	Loc	Type	Needs	Creds	CEUs
1 0070696 Ash, Robin M.		DAY		3.00	
2					
3					
4					
5					
6					
7					
8					
9					

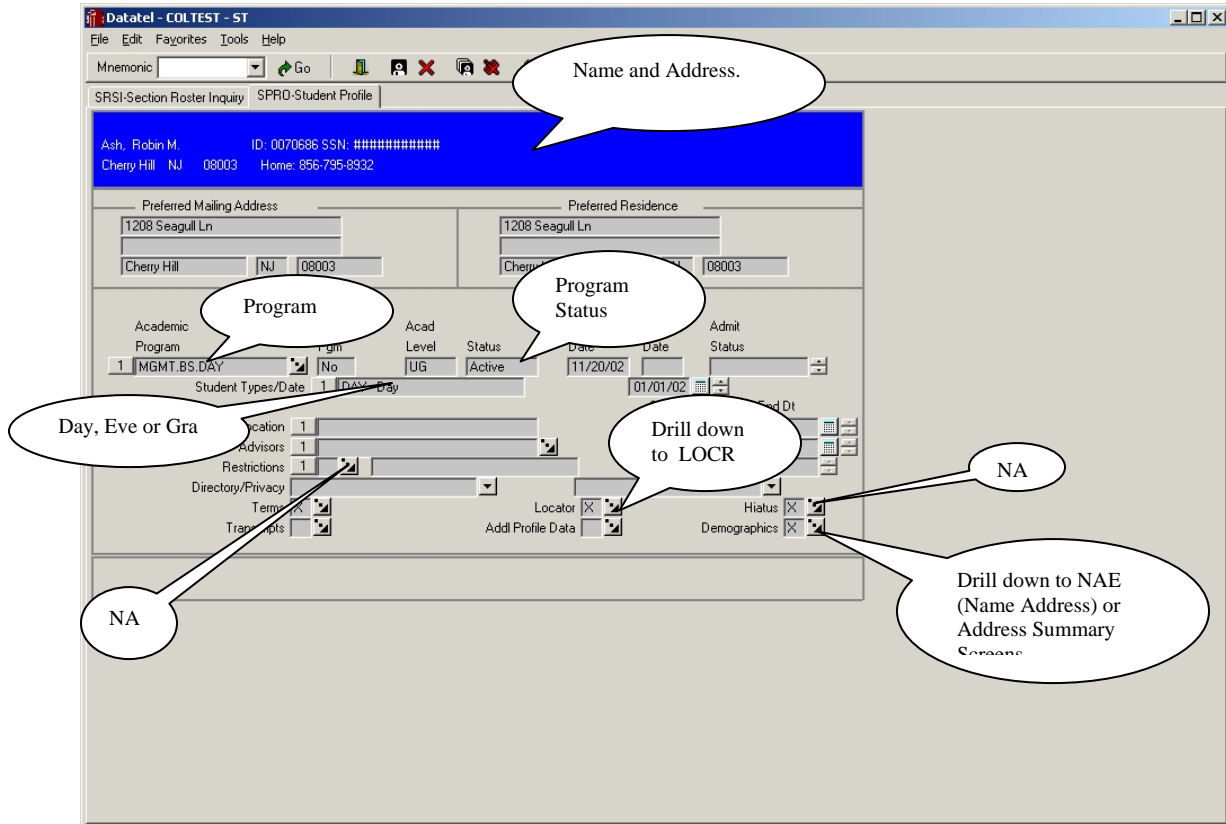
Controller Cross-listed Courses: No Values

Use the Section Roster Inquiry (SRSI) screen to view cross listed section faculty and student information for a course section.

You can detail down to SPRO from SRSI

Student Profile

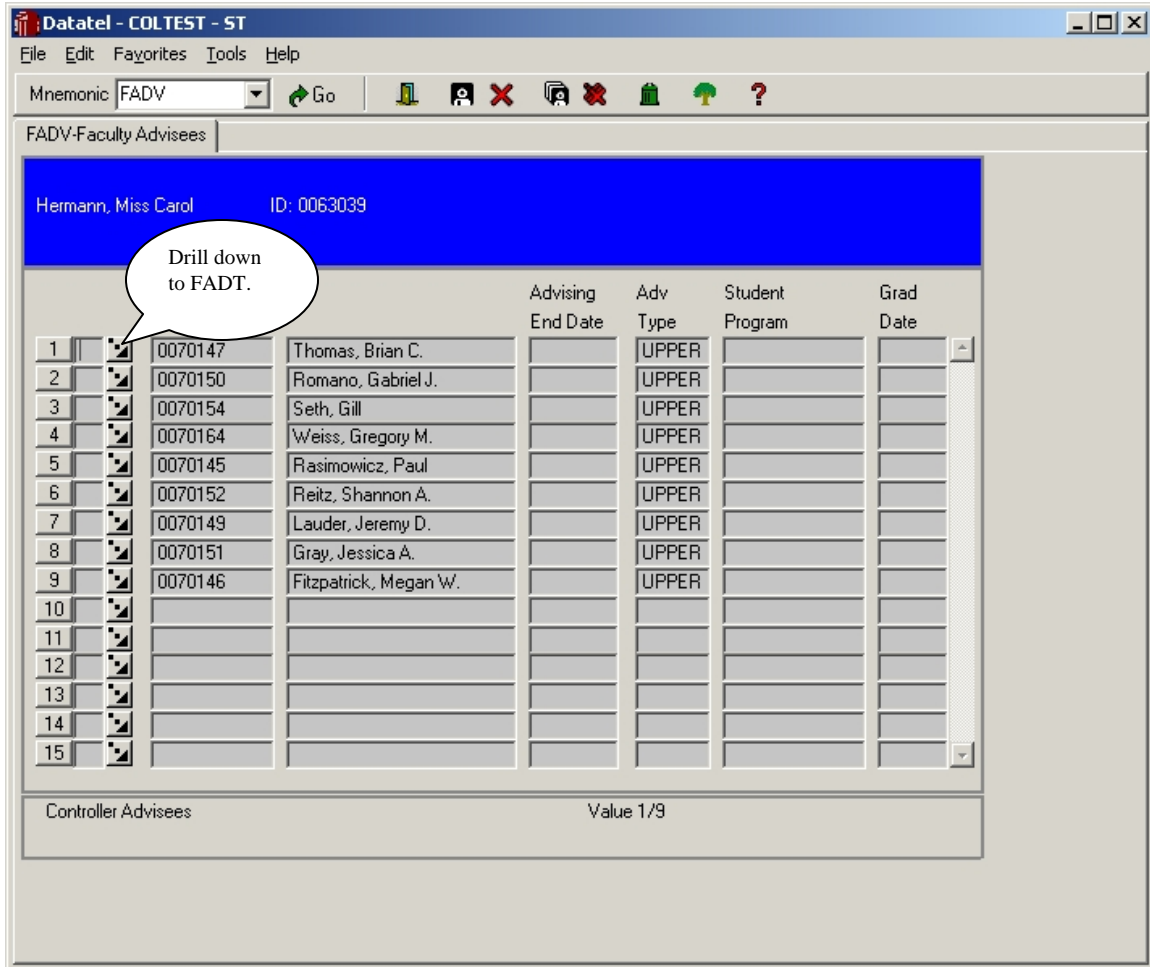
You can detail down to SPRO (Student Profile)from SRSI.



SPRO lists student program, program status, DAY/EVE/GRA information. You can also drill down to LOCR that will list the student's classes for any given day. Drill down to NAE or ADSU through the Demographics hook and see student information. You can also see student transcript information by drilling down through the Transcript hook on this screen. The list of all academic program codes and their descriptions is attached to this document.

Faculty Advisee Listing

Faculty Advisee screen FADV



Use the Faculty Advisees (FADV) screen to view the advisees that are assigned to a faculty member. You can detail to the Faculty Advisee Detail (FADT) screen to view complete information about a specific advisee.

Faculty Workload

FWKL – Faculty Workload Screen

Mnemonic: FADV Go

FWKL-Faculty Workload

Hermann, Miss Carol ID: 000

Start/End Date: 08/26/02 12/19/02

Type in term for example, 02FL or a date range.

Instructional Workload			
Course	Start Date	End Date	Load
1 ARCH-321-2 I: Modeling	08/26/02	12/19/02	3.00
2 ARCH-851-01 Management I	08/26/02	12/19/02	2.00
3			
4			
5			

Non-Instructional Workload			
Activity	Start Date	End Date	Load
1			
2			
3			
4			
5			

Load 5.00

Load 0.00

Total Load 5.00

Controller Instructional Workload Value 1/2

Use the Faculty Workload (FWKL) screen to view the instructional workload for a faculty member. When you first enter this screen, you are prompted to enter the faculty member and a date for your search. This screen displays workload data for the range of dates you specify.

Faculty Schedule

FCSI – Faculty Schedule Inquiry Screen

The screenshot shows the 'Datatel - COLTEST - ST' application window. The title bar includes 'File Edit Favorites Tools Help'. Below the menu bar is a search bar with 'Mnemonic' set to 'FADV' and a 'Go' button. The main window title is 'FCSI-Faculty Schedule Inquiry'. A blue header bar displays 'Hermann, Miss Carol' and 'ID: 0063039'. Below this, there are three 'Faculty Office' dropdown menus. A table with columns 'Faculty Office', 'Hours', 'Start Date', 'End Date', 'Start Time', 'End Time', 'Days of Week', and 'Freq' is shown. A callout bubble points to the 'Start Date' field with the text 'Enter Term or date range.'. Below the table, there are fields for 'Start Date' (08/26/02), 'End Date' (12/19/02), and 'Term' (02FL). A 'Faculty Teaching Schedule' table follows, with columns 'Faculty', 'Teaching Schedule', 'Start Date', 'End Date', 'Bldg', 'Room', 'Start Time', 'End Time', 'Days of Week', and 'Freq'. The table contains two rows: Row 1: '1', '08/26/02', '12/19/02', 'AD', 'ADL', '03:05PM', '05:20PM', 'MW', 'W'; Row 2: '2', '08/26/02', '12/19/02', 'DO', 'D2', '07:00PM', '08:45PM', 'T', 'W'. Below the table is a 'Faculty Calendar Summary' button.

Use the Faculty Schedule Inquiry (FCSI) screen to view a faculty member's detailed teaching schedule.

Student Section Roster

SROS – Student Section Roster

PLEASE DO NOT CHANGE ANY OTHER PARAMETERS OTHER THAN WHAT IS MENTIONED IN THIS DOCUMENT.

Update Button.

Type HOME and press Enter
Then type BUS

Type in the Term code...for example 03SP (03 Spring) 03SM (for summer) or 03FL (for Fall). You can select more than one term at a time. Type in one term on line 1, press ENTER to go to line 2 and enter the second term....

Enter the Section Name here. You need to enter the '-'. If you don't know the exact name, type in the term code and press enter.

1. Enter HOME and BUS for Phone types.
2. Type in the Term Code – term codes start with the two character year codes for example, 03 for 2003, 04 for 2004 ... followed by SP for spring, FL for fall and SM for summer. Term code examples...03SP, 04SM, 05FL.
3. Enter the section name here. If you know the section name, type it in with ‘-’ where appropriate...if you are not sure of the name-follow instructions on the next page.
4. Update out of the screen.

If you know the name of the section, skip the next page.

The screenshot shows the 'Datatel - COLTEST - ST' application window. The main area is titled 'SROS-Section Roster' and contains a table of course sections. The table has the following columns: Seq, Course, Sect, Term, Course Title, and Location. The first row is highlighted with a blue background. A callout bubble points to a white box next to the first row, with the text: 'Select the Section by clicking on the white box next to the desired item.' Another callout bubble points to the 'Update' button at the bottom right of the screen, with the text: 'Click Update to save out of the screen and go back to the previous screen.'

Seq	Course	Sect	Term	Course Title	Location
139	L	131	1	03FL Finite Mathematics	08/26/03
140	L	131	2	03FL Finite Mathematics	08/26/03
141	L	131	3	03FL Finite Mathematics	08/26/03

That will take you to the previous screen. Update out of the SROS.

- 5) Update out of the next three screens.
- 6) Press Enter and a report browser screen will bring the following information up –

Report Browser

Mar 06 2003 13:47 SECTION ROSTER Page 1
 03SP

Section.....: A-111-024 Design I
 Instructors: M. Livingston

----- Schedule -----
 01/15/03 05/09/03 TBA TBA STU TR 01:05PM 04:50PM

ID	Student Name/Phone Number(s)	Spec Credits/ Need	Credits/ CRUs	Acad Level Taken	Class	Acad Program	Admit Stat	Ant Cmpl Date	Ept Crs	P/A	Acad Add/Drop/ Cr Withdraw Drop Stat Date Cr
0071774	Esposito, Courtney 856-428-2865 (HOME)	4.00	cr	UC	FR	UDEC.BS.DAY					New 01/14/03
0070148	Goshow, Bethany 570-924-3642 (HOME)	4.00	cr	UC	FR	ARCH.BR.DAY		02/07			New 01/14/03
0070153	Lawson, Karyn 609-259-9483 (HOME) 609-259-9483 (HOME)	4.00	cr	UC	SO	ARCH.BR.DAY		02/07			New 01/14/03
0103865	Maxy, Chris 2159510476 (HOME) 2159510478 (HOME)	4.00	cr	UC		ACCT.BS.DAY		12/06			New 01/01/03
0073372	Shepherd, Nicole	4.00	cr	UC	FR	ARCH.BS.DAY	FR	05/07			New 01/14/03
0071491	Wheaton, Dorothy A. 610-681-6516 (HOME)	4.00	cr	UC	JR	PA.BS.DAY					New 01/14/03

6 Students currently enrolled

Print the report and then click on the 'X' to go back to your menu.

Program Codes and descriptions.

Day Undergraduate Programs

Program	Title
ACCT.BS.DAY	Accounting, B. S.
APRL.BS.DAY	Fashion Apparel Management, B. S.
ARCH.BR.DAY	Architecture, B. Arch.
ARST.BS.DAY	Architectural Studies, B. S.
BCHM.BS.DAY	Biochemistry, B. S.
BIOL.BS.DAY	Biology, B. S.
BPSY.BS.DAY	Biopsychology, B. S.
BSSC.BS.DAY	Business and Science, B. S.
CHAS.BS.DAY	Chemistry/Applied Science, B. S.
CHEM.BS.DAY	Chemistry, B. S.
CIS.BS.DAY	Computer Information Systems, B. S.
CS.BS.DAY	Computer Science, B. S.
ECOM.BS.DAY	E-Commerce, B. S.
EDES.BS.DAY	E-Design, B. S.
FASD.BS.DAY	Fashion Design, B. S.
FINC.BS.DAY	Finance, B. S.
FM.BS.DAY	Fashion Merchandising, B. S.
GRPD.BS.DAY	Graphic Design Communicn, B. S.
HRM.BS.DAY	Human Resource Mgmt. B. S.
INDD.BS.DAY	Industrial Design, B. S.
INTB.BS.DAY	International Business, B. S.
INTD.BS.DAY	Interior Design, B. S.
MARK.BS.DAY	Marketing, B. S.
MGMT.BS.DAY	Management, B. S.
MIS.BS.DAY	Management Information Systems, B. S.
NONU.DAY	Undergraduate Non-Degree
PA.BS.DAY	Physician Assistant Studies
PRMD.BS.DAY	Pre-Med Studies
PSYC.BS.DAY	Psychology, B. S.
TENG.BS.DAY	Textile Engineering, B. S.
TEXD.BS.DAY	Textile Design, B. S.
TMM.BS.DAY	Textile Management & Marketing, B. S.
TTEC.BS.DAY	Textile Technology, B. S.
UDAD.BS.DAY	Undeclared School of Architecture and Design
UDBU.BS.DAY	Undeclared School of Business Administration
UDEC.BS.DAY	Undeclared
UDSC.BS.DAY	Undeclared School of Science & Health
UDTE.BS.DAY	Undeclared School of Textiles & Materials Technology

Evening Undergraduate Programs

Program	Title
ACCT.AS.EVE	Accounting, A. S.
ACCT.BS.EVE	Accounting, B. S.
ACCT.GC.EVE	Accounting, Post-Bac Cert.
ARID.CR.EVE	Architecture & Design, Cert.
BADM.AS.EVE	Business Administration, A. S.
BSSC.BS.EVE	Business and Science, B. S.
CHAS.BS.EVE	Chemistry/Applied Science, B. S.
CHEM.BS.EVE	Chemistry, B. S.
CIS.BS.EVE	Computer Information Systems, B. S.
CIS.CR.EVE	Computer Information Systems, Cert.
COTA.BS.EVE	Cert Occupatnl Therapy Asst, B. S.
CS.BS.EVE	Computer Science, B. S.
CS.CR.EVE	Computer Science, Cert.
DESF.CR.EVE	Design Foundations, Cert.
ENTR.CR.EVE	Entrepreneurship, Cert.
FASD.BS.EVE	Fashion Design, B. S.
FASD.CR.EVE	Fashion Design, Cert.
FINC.BS.EVE	Finance, B. S.
HRM.BS.EVE	Human Resource Mgmt, B. S.
HRM.CR.EVE	Human Resource Mgmt, Cert.
HSMG.BS.EVE	Health Services Mgmt, B. S.
HSMG.CR.EVE	Health Services Mgmt, Cert.
HSPR.BS.EVE	Health Service Professional, B. S.
MARK.BS.EVE	Marketing, B. S.
MBPR.GC.EVE	M.B.A. Preparation, Post-Bac. Cert.
MGMT.BS.EVE	Management, B. S.
MIS.AS.EVE	Management Information Systems, A. S.
MIS.BS.EVE	Management Information Systems, B. S.
MIS.CR.EVE	Management Information Systems, Cert.
NONU.EVE	Undergraduate Non-Degree
ORGL.BS.EVE	Organizational Leadership, B. S.
PSYC.BS.EVE	Psychology, B. S.
RN.BS.EVE	Registered Nurse, B. S.
TEXD.CR.EVE	Textile Design, Cert.
TMM.BS.EVE	Textile Management & Marketing, B. S.

Graduate Programs

Program	Title
APRL.MS.GRA	Fashion Apparel Studies, M. S.
BADM.MBA.GRA	Master of Business Administration
BADM.MBA5.GRA	Master of Business Administration-Five Year
BADM.MBAD.GRA	Master of Business Administration-Day
BADM.PM.GRA	Business Admin, Post-Master's Cert.
DIGD.MS.GRA	Digital Design, M. S.
ITEC.MS.GRA	Instruactional Technology, M. S.
ITEC.PM.GRA	Instructional Technology, Post-Master's Cert.
MBIT.MBA.MS.GRA	Instructional Technology, M. B. A./M. S.
MBPR.GC.GRA	Business Administration, Pre-Master's Cert.
MBTM.MS.GRA	Textile Marketing, M. B. A./M. S.
MBTX.MBA.MS.GRA	Taxation, M. B. A./M. S.
MWIF.MS.GRA	Midwifery, M. S.
NONG.GRA	Graduate Non-Degree
OT.MS.GRA	Occupational Therapy, M. S.
PA.GC.GRA	Physician Assistant Studies, Post-Bac Cert.
PA.MS.GRA	Physician Assistant Studies, M. S.
TAX.MS.GRA	Taxation, M. S.
TENG.MS.GRA	Textile Engineering, M. S.
TEXD.MS.GRA	Textile Design, M. S.
TMAR.MBA.GRA	Textile Marketing, M. B. A.
TMAR.MS.GRA	Global Textile Marketing, M. S.