COLLEAGUE ACCESS TO STUDENT INFORMATION
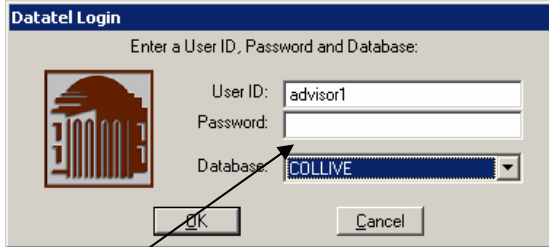

Colleague for Advisors and Administrators

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Colleague – Student – Advisor Menu

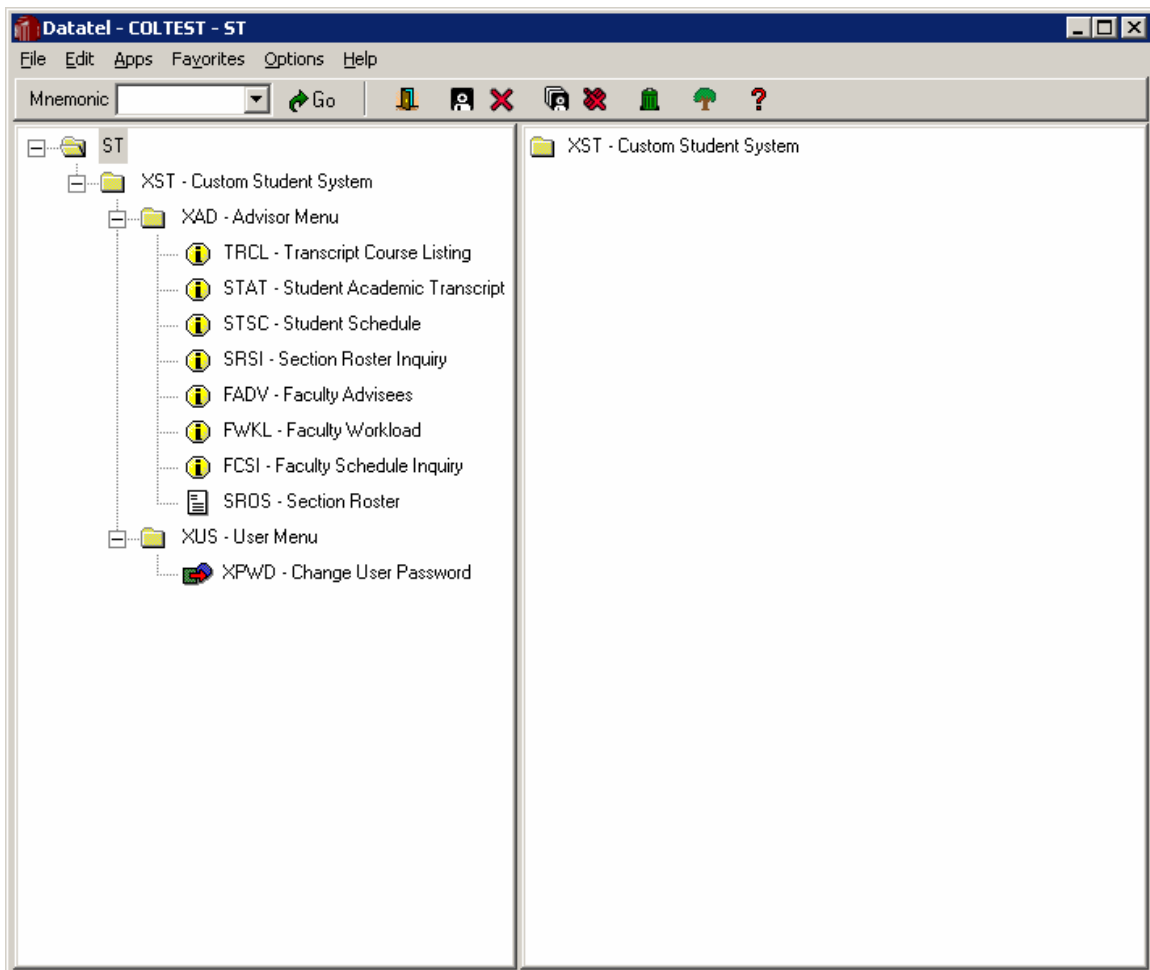Log into Datatel's by double clicking on the Datatel Icon on your desktop.

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

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

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

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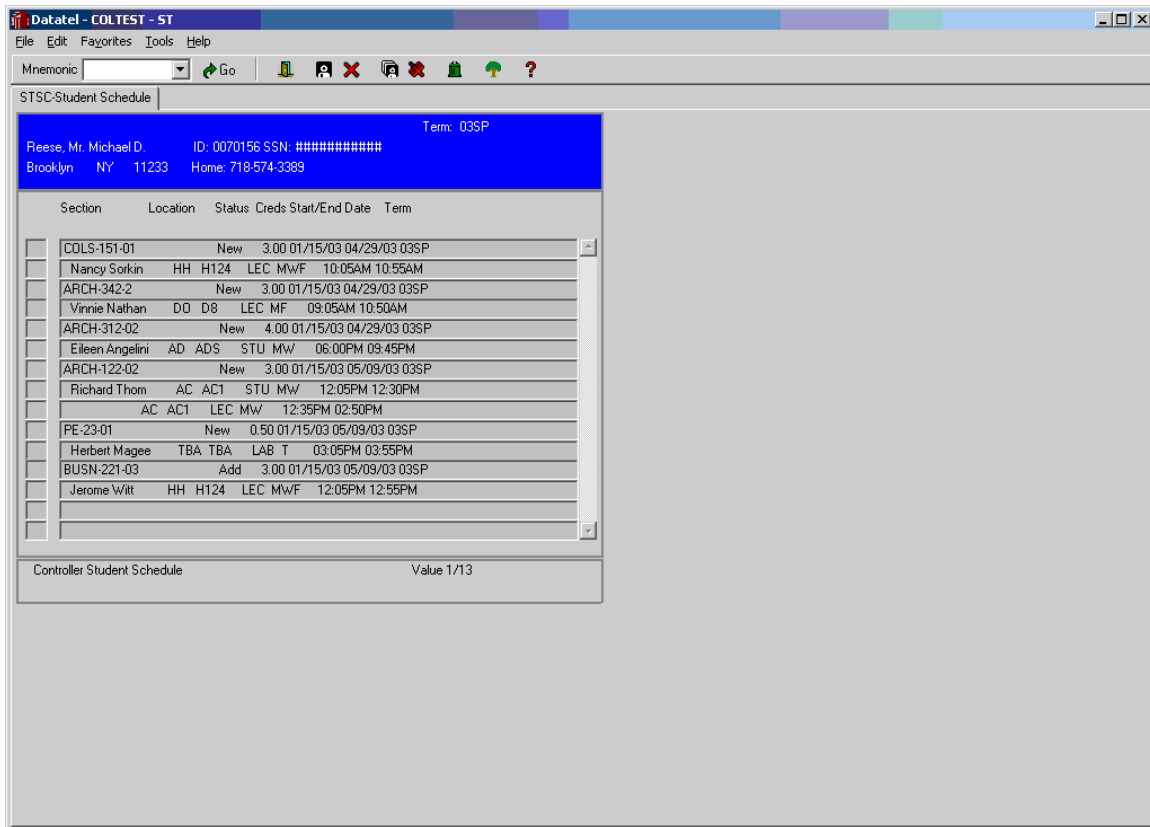
Use the Student Schedule (STSC) screen to view a student's schedule as a result of an immediate registration or for the purpose of doing an inquiry on a student's schedule.

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

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.
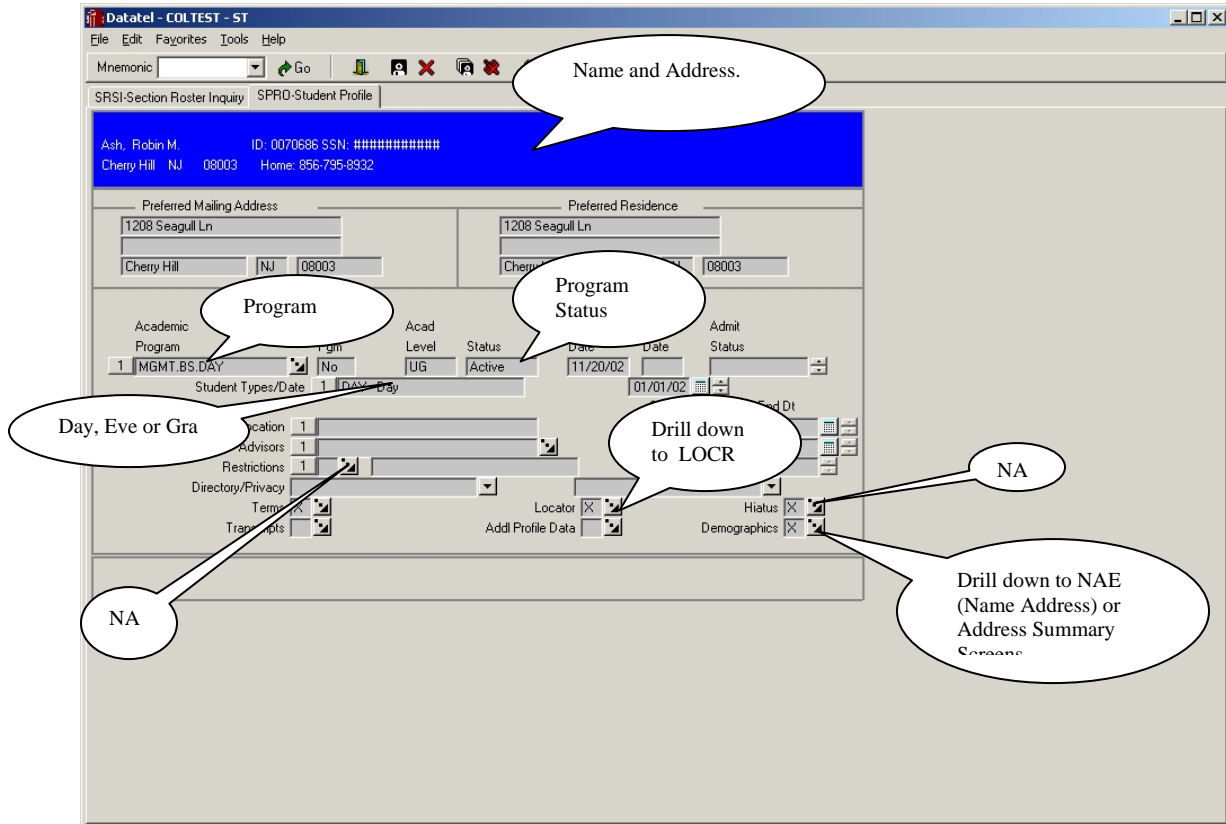
SPRO lists student program, program status, DAY/EVE/GRA information. You can also drill down to LOCR that will list the student's classes for any given day. Drill down to NAE or ADSU through the Demographics hook and see student information. You can also see student transcript information by drilling 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
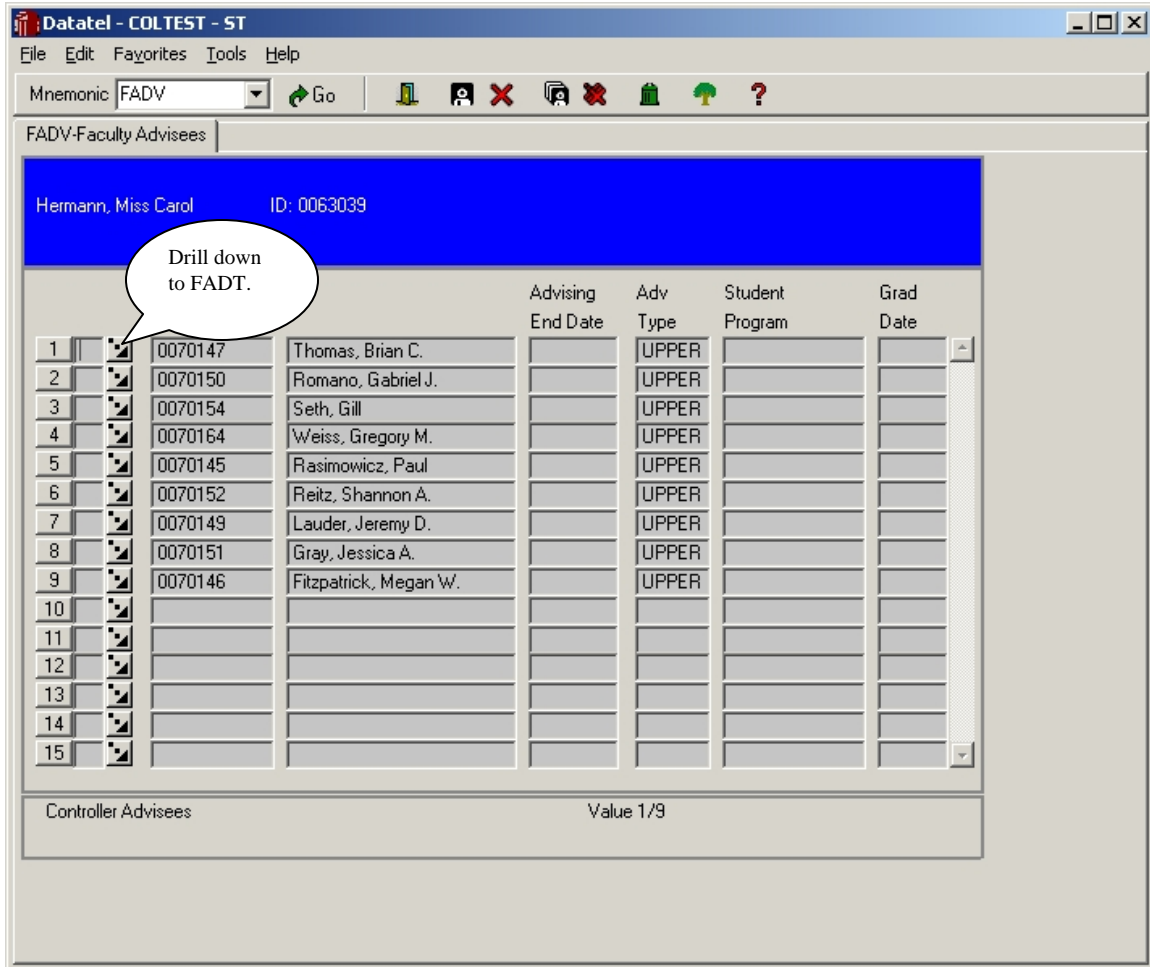
Use the Faculty Advisees (FADV) screen to view the advisees that are assigned to a faculty member. You can detail to the Faculty Advisee Detail (FADT) screen to view complete information about a specific advisee.

Faculty Workload

FWKL – Faculty Workload Screen

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

<u>FCSI – Faculty Schedule Inquiry Screen</u>

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.

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.

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

🔲 🔲 🔲 🔲  1/1  🔲 🔲 🖨 🖨
```
Click on Print Icon to send it to
your default network printer.

```
Mar 06 2003                                SECTION ROSTER                                        Page    1
13:47                                           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


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

    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	Intsructional 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.