This document will address the following frequently used Colleague menu items:

TRCL – Transcript Course Listing
STAD – Student Advisor Listing
EVAL – Evaluate Student Program
RSTR – Class Roster Inquiry
SROS – Section Roster Print
STMC – Set a Student's Registration Eligibility
STSC – View a Student's Class Schedule

TRCL -TRANSCRIPT COURSE LISTING

Use the Transcript Course Listing command to display a student's individual transcript.

1. Type **TRCL** in the search box at the top of the screen and press **<Enter>.**

   Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

2. In the Transcript Groupings LookUp box, enter **UD** for an Undergraduate transcript or **GD** for a Graduate listing and press **<Enter>.**

	Academic Credit Entries Course Name	Sect	Grade	Cred Att	Cred Cmpl	Cred Calc	Term
1	ED-997	EA	B	3.00	3.00	3.00	94/S1
2	ED-998	EP	A	3.00	3.00	3.00	94/S2

TIP: You can export this information into Excel by clicking on the green X located at the top left-hand side of the page.

STAD – MODIFYING STUDENT ADVISORS

Use the **STAD** form when you need to add or change a student's advisor(s).

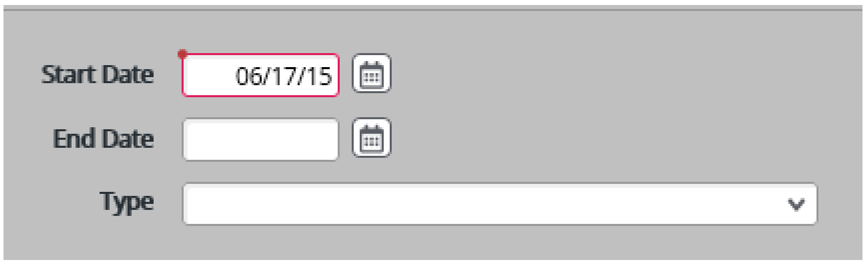
1. Type **STAD** in the search box at the top of the screen and press **<Enter>.**

2. Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

   The **STAD** form displays with the student's current advisors, if any have been assigned.
   Current advisors will have a Start Date but no End Date.

	Advisor	Type	Start Dt	End Date	Academic Program
1	0280489 Holloran, P.		06/17/15		
2					

3. To end an advisor assignment, click the **Detail** button to the right of the advisor you wish to change. This will bring up the **FADT** form. Enter the advising End Date and click on **Save** at the top of the screen, then **Update**. If you are done making changes to this student's advisors, click on **Save** then **Update** again.



4. To assign a new faculty advisor, while in **STAD**, the **Detail** button to the right of the first empty row in the Advisor column. The Faculty Lookup dialog box displays.

5. Enter the faculty advisor's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student. The start date will default to today's date.
6. Click on **Save** at the top of the screen, then **Update**. If you are done making changes to this student's advisors, click on **Save** then **Update** again.

EVAL – EVALUATE STUDENT PROGRAM (Degree Audit)

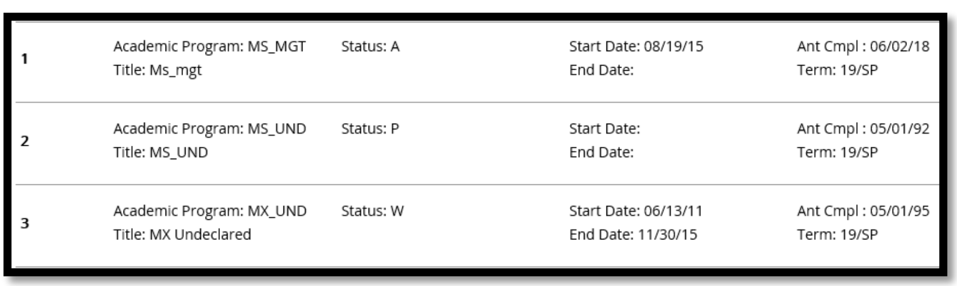
Select **EVAL** to generate a Degree Audit report that evaluates a student's progress towards completion of their academic requirements.

1. Type **EVAL** in the search box at the top of the screen and press **<Enter>.**

   The Person LookUp dialog displays.

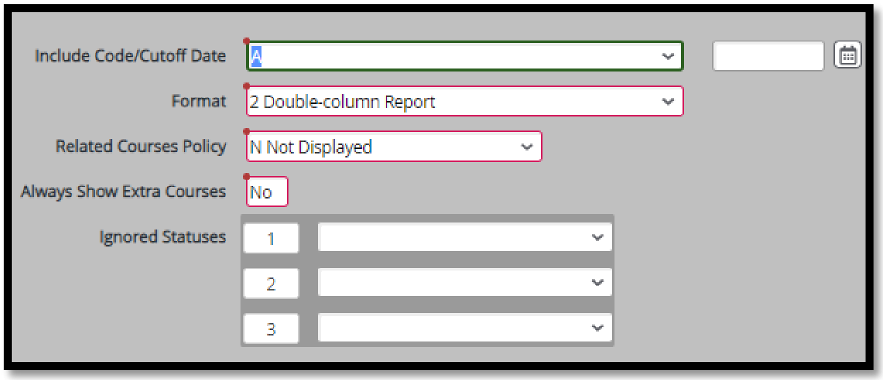
2. Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

   When the Evaluate Student Program form is selected, more than one program **might** be listed.



1	Academic Program: MS_MGT Title: Ms_mgt	Status: A	Start Date: 08/19/15 End Date:	Ant Cmpl : 06/02/18 Term: 19/SP
2	Academic Program: MS_UND Title: MS_UND	Status: P	Start Date: End Date:	Ant Cmpl : 05/01/92 Term: 19/SP
3	Academic Program: MX_UND Title: MX Undeclared	Status: W	Start Date: 06/13/11 End Date: 11/30/15	Ant Cmpl : 05/01/95 Term: 19/SP

3. Type the number of the Academic Program with the **Status of A** (**Active**) in the Input Box, then click Open**.** A screen similar to the one below displays.

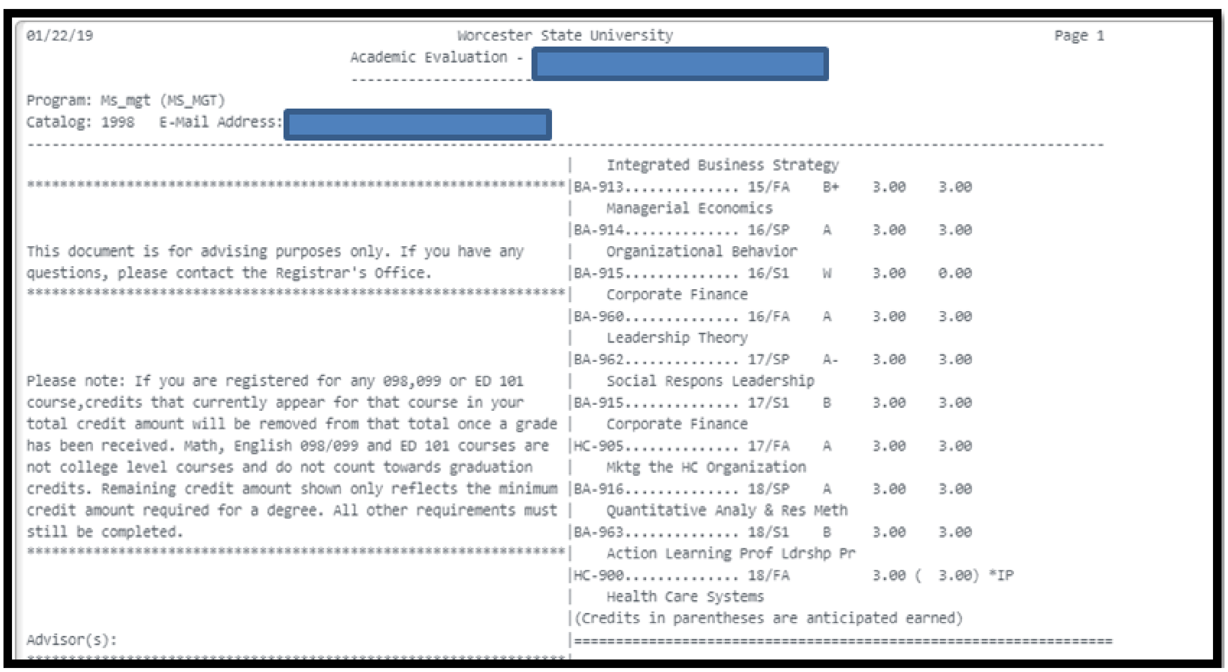


NOTE: Please do not change the default settings. They have been selected and tested by WSU programming personnel to produce desired results. If form settings get changed, accuracy cannot be guaranteed.

Using the Double-column Report (Format option) saves paper. If a single column report is necessary, that is the only setting that can be changed.

4. Click the **Save** button followed by **Update**. An alert indicates the report is evaluating and formatting.

When finished, the Report Browser opens and displays the Degree Audit Report:

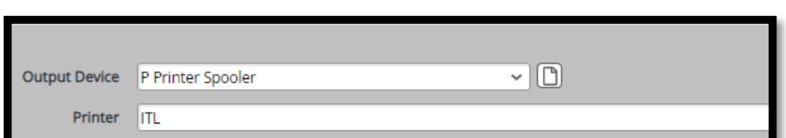


01/22/19 Worcester State University Page 1
Academic Evaluation - [redacted]

Program: Ms_mgt (MS_MGT)
Catalog: 1998 E-Mail Address:[redacted]

| Integrated Business Strategy
|BA-913.............. 15/FA B+ 3.00 3.00
| Managerial Economics
|BA-914.............. 16/SP A 3.00 3.00
This document is for advising purposes only. If you have any | Organizational Behavior
questions, please contact the Registrar's Office. |BA-915.............. 16/S1 W 3.00 0.00
| Corporate Finance
|BA-960.............. 16/FA A 3.00 3.00
| Leadership Theory
|BA-962.............. 17/SP A- 3.00 3.00
Please note: If you are registered for any 098,099 or ED 101 | Social Respons Leadership
course,credits that currently appear for that course in your |BA-915.............. 17/S1 B 3.00 3.00
total credit amount will be removed from that total once a grade | Corporate Finance
has been received. Math, English 098/099 and ED 101 courses are |HC-905.............. 17/FA A 3.00 3.00
not college level courses and do not count towards graduation | Mktg the HC Organization
credits. Remaining credit amount shown only reflects the minimum |BA-916.............. 18/SP A 3.00 3.00
credit amount required for a degree. All other requirements must | Quantitative Analy & Res Meth
still be completed. |BA-963.............. 18/S1 B 3.00 3.00
| Action Learning Prof Ldrshp Pr
|HC-900.............. 18/FA 3.00 (3.00) *IP
| Health Care Systems
|(Credits in parentheses are anticipated earned)
Advisor(s):

To print the report, click Print Remote. Change Output Device to “P” Printer Spooler and enter your Colleague printer name. Click **Save** and **Update**.



5. When finished viewing and/or printing the Evaluation Report, click the **Exit Browser** (X) icon in the upper right-hand corner of the Report Browser window.

6. If you are finished using the EVAL form, click the **Finish** button to close the form and return to the main Colleague window.

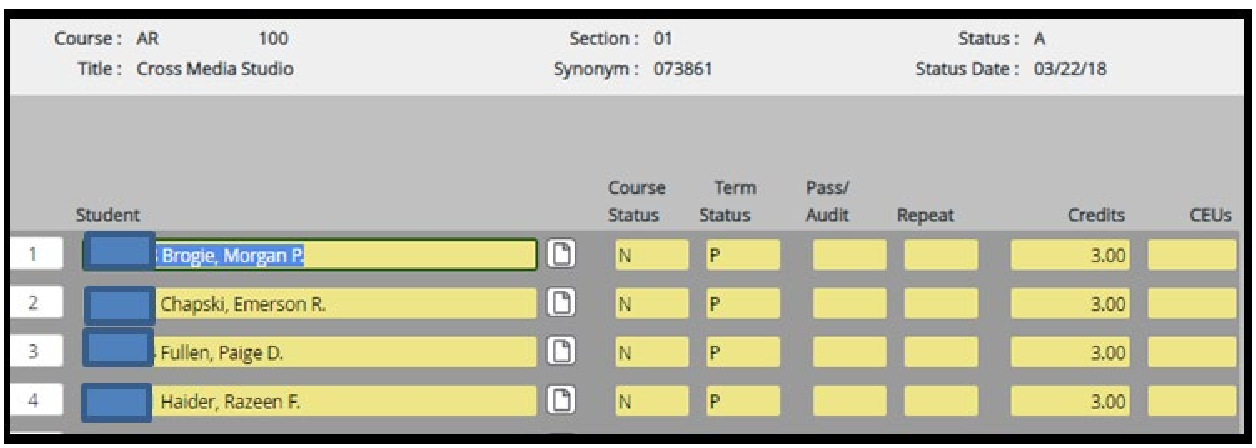
RSTR – CLASS ROSTER INQUIRY

- **RSTR** will display a list of currently enrolled students in a course. If the Add/Drop period is not over, rosters will reflect enrollments for the date the roster is viewed or printed. Final rosters can be obtained after the last day of Add/Drop.

1. Type **RSTR** in the search box at the top of the screen and press **<Enter>.**

2. Type the desired Course Section in the Course Section LookUp box (e.g. AR 100 01) and click **OK.** If there are multiple semesters with the same course number, select the number of the semester you desire in the **Input** box and click **Open**.

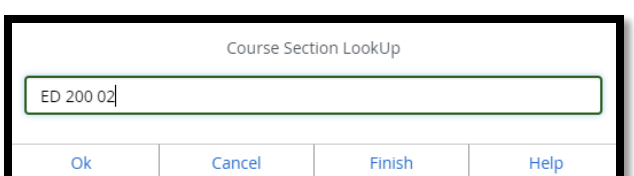
   The Class Roster displays a list of enrolled students.



3. When finished, click **Cancel All** if you do not wish to view another roster, or **Cancel** to close the displayed roster and view another roster.

   An alert displays asking if you wish to Cancel record or Return to editing. Select Cancel if you're done viewing this roster or select Return if you would like to continue viewing the roster.

4. You can enter another course at the Course Section LookUp prompt or select Finish if you're done.



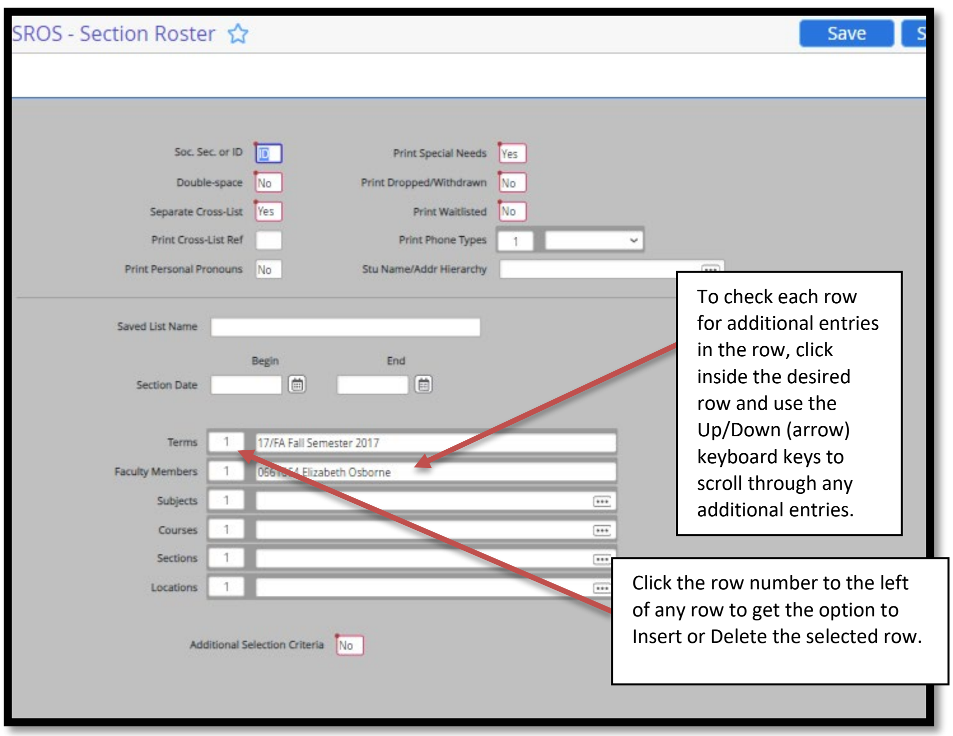
SROS – SECTION ROSTER PRINT

- **SROS** will generate a report of currently enrolled students in a course. If the Add/Drop period is not over, rosters will reflect enrollments for the date the roster is viewed or printed. Final rosters can be obtained after the last day of Add/Drop.
- **When Using the SROS form, it is a good idea to use the Scroll buttons to verify that only semesters and faculty for whom you wish to print rosters are listed.**

1. Type **SROS** in the search box at the top of the screen and press **<Enter>.**

   The Section Roster form displays with criteria requested the last time you used that form.

- In order to print desired section rosters using the **SROS** form, it is necessary to enter the term and name of the faculty member teaching the desired course. In order to narrow down a search, additional information also can be entered.



2. If a date already appears beside Terms click inside the term row and press the Up/Down arrow keyboard keys to view any additional rows (e. g. 1, 2, 3) that might already exist in the form.
3. If it is necessary to delete an undesired row (e. g. term, faculty member's name) from the screen:
   a. Click in the Row (1, 2, 3) you wish to delete and click the row number on the left-hand side. The "Select Table Operation to Perform" alert displays.
   b. Click **Delete** to remove the selected row or **Insert** if you wish to insert a new row.

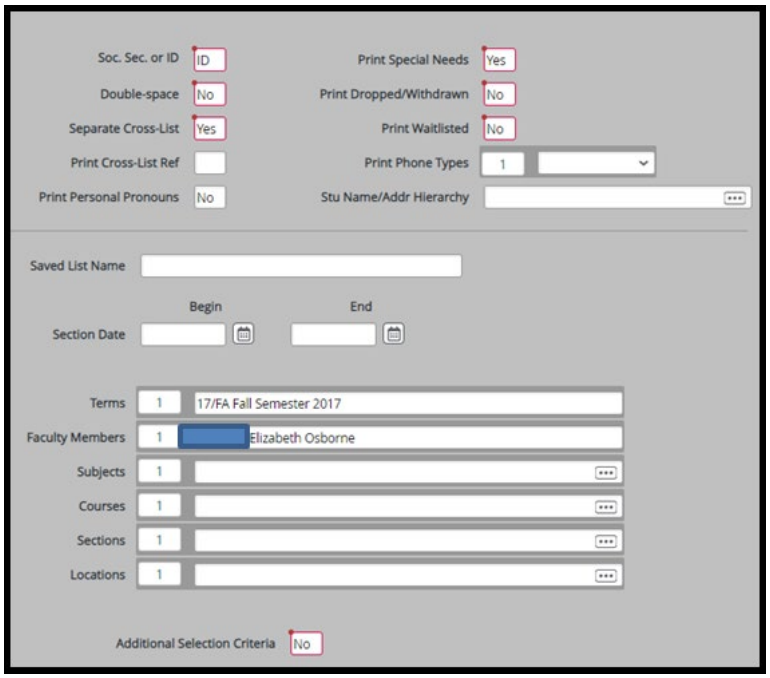
4. Click inside the empty **Terms** field.

5. Type the **Term** for the roster you wish to print in the **YY/MM** format (e.g. **19/FA, 18/SP, 18/S2**) and Press **<Enter>**.

   The next row number displays. Use the Up/Down keyboard keys to move to different rows, when necessary.

6. Enter additional Terms in subsequent rows (e.g. 2, 3), if desired.

7. Click in the **Courses** box and type the Course Number for the roster you wish to print. Then, Press **<Enter>.**



If a lookup screen displays, locate the desired **course** or other requested information on the screen that displays, **type the number** (e.g. 1, 2, 3…) **located to the left of the** requested data in the Input box, and Press **< Enter>.**

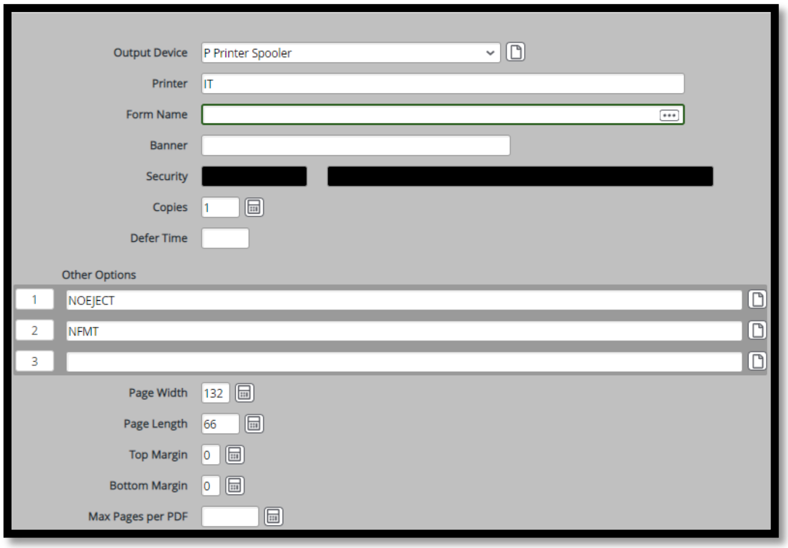
8. Use the same process to add Faculty Members, Sections, or other information, if desired, to narrow the search.

9. When all desired criteria has been typed in the **SROS** – Section Roster form, click the **Save** button.

10. Click **Update** to proceed to the **SROS** sort screen. Do not enter anything here.

11. Click **Save** followed by **Update** to proceed to the **SROS** Print screen.

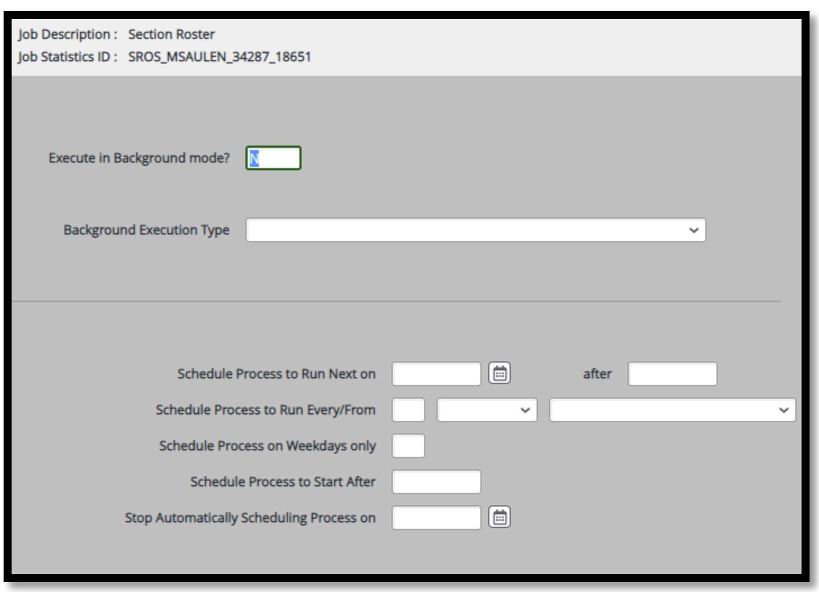
12. Beside Output Device, select **P** Printer Spooler. Beside Printer, type the name of the **Colleague** printer where you want the roster to print <u>OR</u> enter **H** (Hold/Browse File Output) in Output Device to display the report on the screen:



NOTE: There are two printer names assigned to each Colleague printer. One is used to print in an 8 ½" by 11" (portrait) format and the other prints in the 11" by 8 ½" (landscape) format. An "L" at the end of a Colleague printer name signifies landscape printing.

13. Click **Save** followed by **Update**.

An **SROS** Job Description screen displays.



14. Click **Save** followed by **Update** to proceed. A "Processing" window with a completion bar will appear and the report will print to the designated printer.

STMC- SET A STUDENT'S REGISTRATION ELIGIBILITY

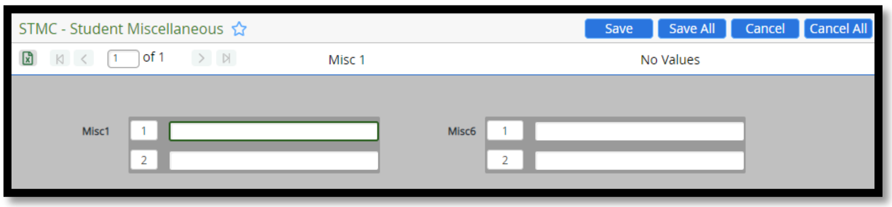
- Use the **STMC** screen to activate students' eligibility to register for courses.

1. Type **STMC** in the search box at the top of the screen and press **<Enter>.**

   The Person LookUp dialog displays.

2. Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

   The **Student Miscellaneous** form displays.



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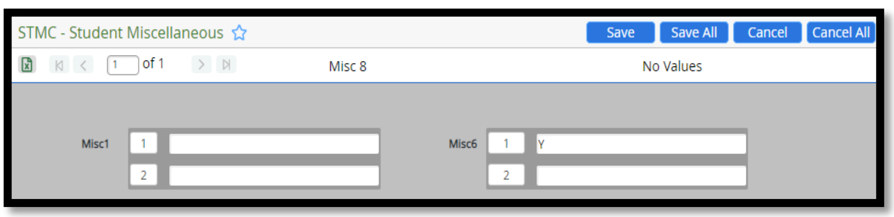
3. In the **Misc 6** first row box, type **Y** to activate registration eligibility**.** Click the **Save** button, followed by **Update**.



   You will be returned to the Person LookUp dialog box. Continue entering student ID numbers for all students whose registration eligibility you wish to activate.

4. Click the **Finish** button when you want to close the form and return to the main Colleague window.

STSC- VIEW A STUDENT'S CLASS SCHEDULE

IMPORTANT NOTE REGARDING FERPA GUIDELINES:
Only designated agents of Worcester State University (i.e. department faculty members, chairs, administrative assistants) are authorized to obtain a student's schedule or location in order to perform their official WSU duties.

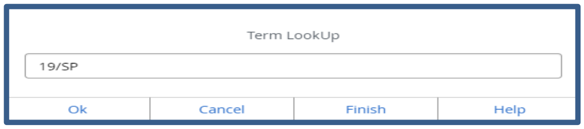
ANYONE ELSE REQUESTING A STUDENT SCHEDULE OR LOCATION MUST BE SENT TO THE WORCESTER STATE UNIVERSITY POLICE DEPARTMENT (508-929-8911 or 508-929-8044 for emergencies, Wasylean Hall).

1. Type **STSC** in the Form Search box, and click <Enter>.

   The Student LookUp dialog displays

2. Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

3. Term LookUp displays:



4. Type the **term** for the schedule you wish to view in a two digit year**,** followed by a forward slash (/), and a two character term format (i.e. 19/FA or 18/SP, 19/S1). Then, click **OK.**

The student's schedule for the specified semester displays.

5. Click the **Cancel** button when finished viewing the current schedule, followed by **Cancel** when the "Cancel record or Return to editing" Alert displays. Click **Cancel All** to close the form.

Logout of Colleague

When you are finished using Colleague, make certain to **Logout** by clicking the **Logout** button on the far right-hand side of the window.