

Colleague Quick Tips

For Faculty

Term Codes

Curriculum Terms

2007FA	Fall 2007
2008SP	Spring 2008
S008SU	Summer 2008

Registration Status Codes

Code	Description	Time Frame
N	New	Registered before 1st day of term
A	Added	Registered on or after 1st day of term
X	Deleted	Dropped prior to 1st day of term
D	Dropped	Dropped on or after 1st day of term
W	Withdrawn	Withdrawn after census date
NP	Non-Payment	Dropped for non-payment after payment deadline

Mnemonics

Description

ENST	Enrollment Statistics Report
FADV	Faculty Advisees– View advisees assigned to a faculty member
GRAU	Grade Audit Report
GRDS	Grade Distribution Report
PCIN	Personal Contact Information –View Students email address and phone number
PPIN	Personal ID Numbers—Create and active student’s PIN number
RGAM	Registration Activity Monitor—View registration activity in sections (seats available vs. seats used) Reg Controls Group: ADVISORS
RSTR	Academic Roster Inquiry—View roster by section
SPRO	Student Profile –All purpose screen displays general information
SROS	Section Roster—Print roster by sections, departments, or divisions
STSC	Student Schedule– View students schedule for a selected term
TRAN	Transcript– View transcript in report form
TRCL	Transcript Course Listing– View transcript
TSUM	Test Summary—View students test scores
XAAR	Advisee by Advisor Report– Prints listing of advisees by advisor

Keyboard Shortcuts

@	Brings up last person or course accessed	Tab	Move to next field
Shift +F8	Cancel	Shift+Tab	Move to previous field
F10	Save (Update)	Down Arrow	Move forward one row
F9	Close (Finish)	Up Arrow	Move back one row
F2	Detail	Page Up	Move forward one screen
Shift +F10	Record Delete	Page Down	Move backward one screen
Shift +F9	Exit	Home	Move to the beginning of current field
F3	Field Insert	End	Move to the end of current field
F4	Field Delete	Ctrl + Home	Move to the first row of a window
		Ctrl + End	Move to the last row of a window