Colleague Student System

Training Manual
Using
wIntegrate

Release 17

Revised: July 14, 2003
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### FUNCTION KEYS

#### FIELD FUNCTION KEYS

<table>
<thead>
<tr>
<th>Key</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F1</strong></td>
<td><strong>Element Forward</strong> Move the cursor forward to the next element.</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td><strong>F1</strong> <strong>Element Back</strong> Move the cursor back to the prior element.</td>
</tr>
<tr>
<td><strong>F2</strong></td>
<td><strong>Window Forward</strong> To advance forward to the next window group.</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td><strong>F2</strong> <strong>Window Back</strong> To move back to a prior screen group.</td>
</tr>
<tr>
<td><strong>F5</strong></td>
<td><strong>Field Forward</strong> Move the cursor forward to the next field.</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td><strong>F5</strong> <strong>Field Back</strong> Move the cursor back to a prior field.</td>
</tr>
<tr>
<td><strong>F6</strong></td>
<td><strong>Field Jump</strong> Can transfer to another field location when you specify a specific number</td>
</tr>
</tbody>
</table>

#### PROCESSING FUNCTION KEYS

<table>
<thead>
<tr>
<th>Key</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F7</strong></td>
<td><strong>CANCEL</strong> Cancel changes made to the current record, Redisplay the current screen And prompts you for a new RECORD ID.</td>
</tr>
<tr>
<td><strong>F8</strong></td>
<td><strong>FINISH/END</strong> To save changes made to the record And returns you to a previous screen</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td><strong>F8</strong> <strong>EXIT</strong> To exit the screen.</td>
</tr>
<tr>
<td><strong>F9</strong></td>
<td><strong>UPDATE</strong> Updates the current record. Redisplay current screen, And prompts you for a new RECORD ID.</td>
</tr>
</tbody>
</table>

#### HELP FUNCTION KEYS

<table>
<thead>
<tr>
<th>Key</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F10</strong></td>
<td><strong>Field Help</strong> When you press this key once a short message will display. If you hit the ENTER key, additional detailed information will be provided.</td>
</tr>
<tr>
<td><strong>F10</strong></td>
<td><strong>Field Help</strong> When you press this key twice a long message will display</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td><strong>F10</strong> <strong>Process Help</strong> Will display a general overview of the current process. Press CANCEL to return to the screen / RETURN to continue.</td>
</tr>
<tr>
<td><strong>F11</strong></td>
<td><strong>DETAIL</strong> When a field has an asterisk (*) press this key to view the screen(s) containing additional information.</td>
</tr>
</tbody>
</table>
GETTING STARTED

From your desktop, double click on the wIntegrate icon. You will then be asked to login. You will see the following:

SunOS 5.8

Login:
Password:

: ST Type ST at the colon prompt. You will then be asked to enter in your colleague password. Type in your password and then hit the Enter key.

The following menu displays. Keep in mind that the menu screens vary from person to person. This depends on the type of access one may have. Type “XREG” to access Registrar Information. A second window will appear.

<table>
<thead>
<tr>
<th>09-06-08 16:25</th>
<th>Student System</th>
<th>Student System</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAIN20</td>
<td>Keen University (Second Conversion)</td>
<td>Colleague 16.0</td>
</tr>
</tbody>
</table>

```
Maintenance
10 XREG Registrar Information
Processing
20 EX Exit
21 LO Logout
```

Enter Mnemonic or Selection Number, or press FINISH: XREG

Press HELP for assistance

<table>
<thead>
<tr>
<th>09-15-08 12:38</th>
<th>Registrar Information</th>
<th>Student System</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSTOCK</td>
<td>Keen University (Second Conversion)</td>
<td>Colleague 16.0</td>
</tr>
</tbody>
</table>

```
1 SIPE Student Petitions
2 PREG Person Restrictions
3 STAT Student Academic Transcript
4 TRCL Transcript Course Listing
5 SRBD Student Registration by Date
6 STSC Student Schedule
7 SMIN Section Meeting Inquiry
8 SRSI Section Roster Inquiry
9 RSTR Academic Roster Inquiry
10 RGAM Registration Activity Monitor
11 SPRO Student Profile
12 SACP Student Academic Program
13 SHIS Student Hsitus Summary
14 LOGR Student Locator
15 RLAI Current Residence Life Inq
16 IASU Institutions Attended Summary
```

Enter Mnemonic or Selection Number, or press FINISH: 

Press HELP for assistance

To Logout of colleague:

- At the menu type LO (logout). You can type LO at any menu or at the colon (;) prompt.
- Once you see [Connection closed from host], you will go to the Menu bar and:
  - Click on “File”
  - Click on “Exit”
  - Click OK on the exit confirmation window.
- You have now properly logged out of Colleague.
SPRO  STUDENT PROFILE

The Student Profile screen is an inquiry only screen; you cannot change any information on this screen. 
Primary screen to view information for a student.

- Address
- Academic program changes, detail (F10) to Student Academic Program (SACP)
- Student type
- Home location
- Advisors
- Restrictions
- Directory/privacy

Additional detail screens can be accessed: (F11 to detail from field)

- 2* Academic Program  SACP
- 9* Transcripts  STAT → ACTD
- 10* Location  LOCR
- 11* Current Resident Life  RLAI
- 12* Hiatus  SHIS
- 13* Institutions Attended Summary  IASU

Type SPRO at the MENU

System prompt:  Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples:  1234567
            123456789
            Powers, Christine
            Pow, Chr
            @

Press Enter

The header displays the student's name, preferred city, state, zip, student ID number, social security number and home phone number.
**SACP**

**STUDENT ACADEMIC PROGRAM**

The Student Academic Program screen is an inquiry only screen; you cannot change any information on this screen.

View information about student’s academic program(s) including

- Program status
- Location/Catalog
- Admit status
- Department, Division, School
- Academic standing
- Start and end dates
- Anticipated completion date
- Degree
- CCDs
- Majors, first and second
- Minors, first and second
- Specializations

Type SACP at the MENU
Press Enter

System prompt:  Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples:   1234567
            123456789
            Powers, Christine
            Pow, Chr
            @

Press Enter

<table>
<thead>
<tr>
<th>Academic Level: UG</th>
<th>Class Level: FR</th>
<th>Academic Level Standing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Status/Dt/Opr.:</td>
<td>Active</td>
<td>09-02-93 BRANCOME</td>
</tr>
<tr>
<td>2: Location/Catalog:</td>
<td></td>
<td>1999 1999 Catalog</td>
</tr>
<tr>
<td>3: Admit Status...</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>4: Dept/Div/School:</td>
<td>PT PHYSICAL THERAPY</td>
<td></td>
</tr>
<tr>
<td>5: Acad Standing/Dt :</td>
<td>1:</td>
<td></td>
</tr>
<tr>
<td>6: Start/End Dt...</td>
<td>09-02-93</td>
<td>7 Ant Cmpl Dt MM/YY:</td>
</tr>
</tbody>
</table>

Degree............: BS Bachelor of Science
8 CCDs............: 1:                2:
9 Majors...........: 1: 08101 PHYS THERAPY/PRE P  2:
10 Minors.........: 1:                2:
11 Specializations: 1:                2:
12 Program Additions: 16 * Advisors..: 16 * Printed Comments:
13 OR Eval/Estr....: 15 * Counselors: 17 * Comments.........:
RLAI  CURRENT RESIDENCE LIFE INQUIRY
The Current Residence Life Inquiry screen is an inquiry only screen; you cannot change any information on this screen.
View information about student’s residence:

- Building
- Room
- Room type
- Housing status
- Residence staff
- Room characteristics
- Meal plan

Type RLAI at the MENU
Press Enter

System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
          123456789
          Powers, Christine
          Pow, Chr
          @
Press Enter

09-02-00 09:25  CURRENT RESIDENCE LIFE INQ

| Building.......: | Start Date: |
| 1 * Room.........: | End Date..: |
| Room Type.......: |
| Housing Status.: |
| Res Staff Indic: |
| 2 Room Chars.....: 1: |
| 2: |
| 3 * Meal Plan Unit No Term Start Dt End Dt Meal Card |
| 1: |
| 2: |
| 3: |
| 4: |
| 5: |
| 6: |
| 4 * Emergency Info: |
| 5 * Demographics..: |
| 6 * Student Profile: |

Person Lookup: 6

7
SHIS   STUDENT HIATUS SUMMARY
The Student Hiatus Summary screen is an inquiry only screen; you cannot change any information on this screen.

View information about students including

- Hiatus (temporary leave)
- Start date
- End date
- Status
- Withdrawal or permanent departure by student
- Start date
  - End date
  - Status

Type SHIS at the MENU
Press Enter

System prompt:  Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
          123456789
          Powers, Christine
          Pow, Chr
          @

Press Enter

<table>
<thead>
<tr>
<th>09-02-00 09:29</th>
<th>STUDENT HIATUS SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shait, Jeffrey W.</td>
<td>ID: [REDACTED]</td>
</tr>
<tr>
<td>Springtech, No Street</td>
<td>Home: 207-379-4719</td>
</tr>
<tr>
<td>Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

1 * Hiatus
1:
2:
3:
4:
5:
6:
7:

2 * Academic Withdrawal
1:
2:
3:
4:
5:
6:

Controller Hiatus  No Values
LOCR STUDENT LOCATOR

The Student Location inquiry screen is an inquiry only screen; you cannot change any information on this screen.

Displays student’s scheduled activities for a given date. Helpful in emergency situations when you need to locate a student.

- Student Schedule
- Course title,
- Start and end times
- Building and room
- Preferred residence
- Phone number
- Current housing assignment, Detail (F11) to view RLAI

Type LOCR at the MENU
Press Enter

System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
123456789
Powers, Christine
Pow, Chr

Press Enter

System prompt: Enter the date to locate the student.
Note: This date displays the location for of the date entered.
Enter 09-07-00 will display the student schedule for the date.
For example, by entering 09-02-00, the student does not have an active program on this date; the student location screen is blank

<table>
<thead>
<tr>
<th>Date: 09-07-00</th>
<th>STUDENT LOCATOR</th>
<th>LOCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-02-00 09:31</td>
<td>Student Schedule</td>
<td></td>
</tr>
<tr>
<td>Powers, Christine N.</td>
<td>ID: 62238748</td>
<td>SCH: 151 7D 2000</td>
</tr>
<tr>
<td>Medford, MA 02055</td>
<td>Home, 617-456-7890</td>
<td></td>
</tr>
</tbody>
</table>

1: CALCULUS I-6EB4
   Start: 02:00PM  End: 03:20PM
   Bldg: 0  Room: 206

2: Preferred Residence......: 1: 45 Branch Street
   CSZ: Medford  NJ 08055
3: Phone Number | Phone Extension | Phone Type
   1: 617-456-7890 | NOHE
4: Current Housing Assignment: X
5: View Additional Addresses:
6: Emergency Contact/Phone....

7: Status: | 8: Student Profile: X | 9: E-Mail:

Controller Student Schedule | Value 1/1 |

Enter date to locate the student: 09-02-00
The Student Registration by Date screen is an inquiry only screen; you cannot change any information on this screen. View student registration information including:

- Academic levels
- Start and end dates
- Course and title
- Section
- Start date
- End date
- Credits
- Status
- Pass/Audit

Type SRBD at the MENU
Press Enter

System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
          123456789
          Powers, Christine
          Pow, Chr

Press Enter
Enter Academic Level: UG or GR
Enter Start/End Date: YY/SS (year and semester)
The Student Schedule screen is an inquiry only screen; you cannot change any information on this screen.

View information on the Student's schedule including:

- Course and section
- Instructor
- Location
- Building and room
- Status
- Credits
- Method
- Days
- Start and end dates
- Start and end times
- Term
- Grade

Type STSC at the MENU
Press Enter

System prompt:  Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples:  1234567
           123456789
           Powers, Christine
           Pow, Chr
           @

Press Enter
System prompt: Term Lookup  YY/SS    (Year/Semester)
Examples:  00/FA, 00/SP, 00/S1, 00/S2
Press Enter

<table>
<thead>
<tr>
<th>Section</th>
<th>Instructor(s)</th>
<th>Location</th>
<th>Status</th>
<th>Credits</th>
<th>Start/End Date</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2411-02</td>
<td>G. Avirappattu</td>
<td>DAY (KEAN)</td>
<td>Add</td>
<td>3.00</td>
<td>09-07-00 12-22-00</td>
<td>00/FA</td>
</tr>
<tr>
<td>ENG-S105-01</td>
<td>Rodríguez-Bachiller</td>
<td>EVENING (KEAN)</td>
<td>Add</td>
<td>3.00</td>
<td>09-07-00 12-22-00</td>
<td>00/FA</td>
</tr>
</tbody>
</table>
SMIN SECTION MEETING INQUIRY

The Section Meeting Inquiry screen is an inquiry only screen; you cannot change any information on this screen.

View the following Section meeting information including:

- Total enrollment, Detail (F11) to the Section Roster Inquiry screen (SRSI)
- Cross-listed sections
- Faculty name
- Instructional method
- Section schedule
- Start and end dates
- Building and room
- Days
- Start and end times

Type SMIN at the MENU
Press Enter

System prompt: Course Section Lookup:
Examples: 00/FA Lists every course & section offered Fall 2000
00/FA ENG Lists every ENG section offered Fall 2000
00/FA ENG 0109 Lists every ENG 0109 section offered Fall 2000
00/FA ENG 0109 01 List this section only
00/FA ENG 01… Lists every ENG section that begins with 01 for Fall 2000
Press Enter

The SRSI Section Roster Inquiry screen can be accessed from field 1(*) Total Enrollment.
SECTION ROSTER INQUIRY

The Section Roster Inquiry screen is an inquiry only screen; you cannot change any information on this screen.

View Section Roster information including:

- Cross-listed course and title
- Faculty
- Meeting time
- Students information
- Student ID number and name
- Home location
- Student type
- Special needs
- Credits
- CEUs

Type SRSI at the MENU
Press Enter

System prompt: Course Section Lookup:
Examples:
00/FA Lists every course & section offered Fall 2000
00/FA ENG Lists every ENG section offered Fall 2000
00/FA ENG 0109 Lists every ENG 0109 section offered Fall 2000
00/FA ENG 0109 01 List this section only
00/FA ENG 01... Lists every ENG section that begins with 01 for Fall 2000

Press Enter
Registration Activity Monitor (RGAM)

**Purpose:** Use the Registration Activity Monitor (RGAM) to view the status of a course, the capacity, seats used and seats available. A percent is given to show the total percentage full for this course.

\[ST \rightarrow RG \rightarrow RGAM\]

<table>
<thead>
<tr>
<th>09-11-00 15:32</th>
<th>REGISTRATION ACTIVITY MONITOR</th>
<th>NAMELESS (0%)</th>
<th>RGAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup Criteria Used: :SECTION.INDEX <em>00/FA</em>ENG<em>5105</em>01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Course Section/Title</th>
<th>Title</th>
<th>Tern</th>
<th>Stat (G)Cap</th>
<th>Used</th>
<th>Avail</th>
<th>Wait</th>
<th>Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: ENG-5105-01/GENERAL LINGUISTICS</td>
<td>00/FA</td>
<td>Open</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Controller Course sections  Value 1/1

**Reg Controls LookUp:** Type Nameless. ENTER

**Course Sections LookUp:** The Course Section LookUp prompt allows a wide variety of ways to “look up” a course section:

- 01/FA Lists every section offered during Fall 2001.
- 01/FA ENG Lists every ENG section offered during Fall 2001.
- *01/FA ENG 2203 Lists every ENG 2203 section offered during Fall 2001.

01/FA ENG 2203 01 Assumes that this is a specific section and the only section wanted. Therefore section 01 is displayed.

**Special Note:** This specific LookUp can help determine which sections are open.
RSTR   ACADEMIC ROSTER INQUIRY
The Academic Roster Inquiry screen is an inquiry only screen; you cannot change any
information on this screen.
View student information including:

- Student ID number and name
- Course status
- Term status
- Pass/Audit
- Repeat
- Credits
- CEUs

Type RSTR at the MENU
Press Enter

System prompt: Course Section Lookup:
Examples:  ENG   Lists every ENG section offered
           ENG 0109  Lists every ENG 0109 section offered
           ENG 0109 01 List this section only
           ENG 01…  Lists every ENG section that begins with 01
Press Enter

<table>
<thead>
<tr>
<th>09-02-00  09:47</th>
<th>ACADEMIC ROSTER INQUIRY</th>
<th>RSTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: ENG 0109</td>
<td>Section: 01</td>
<td>Status.....: Active</td>
</tr>
<tr>
<td>Title.: DEVELOPMENTAL WRITING II</td>
<td>Synonym: 1323</td>
<td>Status Date: 09-07-00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Course Term</th>
<th>Pass/Audit</th>
<th>Repeat</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Edreira, Jorge O.</td>
<td>A</td>
<td></td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hughes, Kelly A.</td>
<td>A</td>
<td></td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
TRCL TRANSCRIPT COURSE LISTING

The Transcript Course Listing screen is an inquiry only screen; you cannot change any information on this screen.

View student transcript information

- Heading: Student identification information
- Course name
- Section
- Grade
- Credits attempted
- Credits completed
- Credit calculated
- Term

Type TRCL at the MENU
Press Enter
System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
123456789
Powers, Christine
Pow, Chr

Press Enter
System prompt: Transcript Grouping Lookup:
Enter UG
UGADV
GR
GRADV
PB
PBADV

<table>
<thead>
<tr>
<th>1</th>
<th>Academic Credit Entries</th>
<th>Cred</th>
<th>Cred</th>
<th>Cred</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CFS*1631</td>
<td>08</td>
<td>C</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>2</td>
<td>CS*0410</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>CS*0411</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>ECO*1620</td>
<td>09</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>ENG*0188</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>ENG*0189</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7</td>
<td>ENG*1020</td>
<td>15</td>
<td>C+</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>8</td>
<td>ENG*2060</td>
<td>04</td>
<td>C+</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>9</td>
<td>ENG*2280</td>
<td>05</td>
<td>C</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>10</td>
<td>ENG*2283</td>
<td>01</td>
<td></td>
<td></td>
<td>00/FA</td>
</tr>
<tr>
<td>11</td>
<td>ENG*2280</td>
<td>01</td>
<td></td>
<td>01/FA</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ENG*5105</td>
<td>01</td>
<td></td>
<td></td>
<td>00/FA</td>
</tr>
<tr>
<td>13</td>
<td>GE*1100</td>
<td>04</td>
<td>B~</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>14</td>
<td>GE*1200</td>
<td>11</td>
<td>C</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Controller Academic Credit Entries  Value 1/30
The Student Academic Transcript screen is an inquiry only screen; you cannot change any information on this screen.

View Student Academic Transcript information including:

- Subject Credits
- Attempted credits
- Completed credits
- GPA
- Cum attempted credits
- Cum completed credits
- Cum GPA
- Credit Type

Type STAT at the MENU
Press Enter
System prompt:  Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples:  1234567
123456789
Powers, Christine
P ow, Chr
Press Enter
System prompt:  Transcript Grouping Lookup:
Examples:  UTERM
GTERM
Press Enter

```
<table>
<thead>
<tr>
<th>1</th>
<th>Subject Credits</th>
<th>Att</th>
<th>Cmpl</th>
<th>GPA</th>
<th>Cum Att</th>
<th>Cum Cmpl</th>
<th>Cum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.00</td>
<td>53.00</td>
<td>0.00</td>
<td>0.00</td>
<td>53.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>ACCT</td>
<td>3.00</td>
<td>3.00</td>
<td>2.00</td>
<td>3.00</td>
<td>56.00</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>D10</td>
<td>12.00</td>
<td>0.00</td>
<td>1.43</td>
<td>15.00</td>
<td>64.00</td>
<td>1.547</td>
</tr>
<tr>
<td>4</td>
<td>CHEM</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15.00</td>
<td>64.00</td>
<td>1.547</td>
</tr>
</tbody>
</table>
2 | Credit Type    |     |      |     |         |          |        |
| 1 | Institutional  |     |      |     | 83.00   | 79.00    | 2.255  |
| 2 | Transfer       |     |      |     | 0.00    | 53.00    | 0.00   |
3 |               |     |      |     |          |          |        |
Totals  |          | 83.00| 132.00|    |          |          |        |
3 | Subject CEUs   | Att | Cmpl |     |         |          |        |
| 1 |               |     |      |     |         |          |        |
| 2 |               |     |      |     |         |          |        |
| 3 |               |     |      |     |         |          |        |
Totals  |          |          |      |      |          |          |        |
4 | GP01/GP02: X  |     |      |     |         |          |        |
5 | Academic Standing:  |       |      |     |         |          |        |
|Controller Term Credits | | | | | | | Value 1/18 |
ACTD ACADEMIC CREDITS
The Student Credits screen is an inquiry only screen; you cannot change any information on this screen.
View information about student’s subject:

- Subject
- Section
- Course Title
- Grade
- Attempted subject credits
- Completed credits
- Grade points

ACTD can only be access from STAT field 1. (F11 detail)
STAT → ACTD

System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
123456789
Powers, Christine
Pow, Chr
@
Press Enter

<table>
<thead>
<tr>
<th>Subject Credits - CPS</th>
<th>GPA: 2.00000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: CPS 1031</td>
<td>C</td>
</tr>
<tr>
<td>3.00 3.00 6.00000</td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td></td>
</tr>
<tr>
<td>3.00 3.00 6.00000</td>
<td></td>
</tr>
</tbody>
</table>

Controller Courses

Adding Value 2
### Transcript Grouping: Undergraduate

#### Total Quality Points

<table>
<thead>
<tr>
<th>Credits</th>
<th>Att</th>
<th>Compl</th>
<th>GPA</th>
<th>Cum Att</th>
<th>Cum Compl</th>
<th>Cum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>97/S1</td>
<td>3.00</td>
<td>3.00</td>
<td>4.00</td>
<td>3.00</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>97/S2</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>7.00</td>
<td>7.00</td>
<td>4.00</td>
</tr>
<tr>
<td>97/FA</td>
<td>15.00</td>
<td>39.00</td>
<td>4.00</td>
<td>22.00</td>
<td>46.00</td>
<td>4.00</td>
</tr>
<tr>
<td>98/SP</td>
<td>15.00</td>
<td>15.00</td>
<td>3.80</td>
<td>37.00</td>
<td>61.00</td>
<td>3.919</td>
</tr>
</tbody>
</table>

#### Credit Type

1. **Institutional**
   - GPA: 94.00
   - Credit Points: 46.00
   - Cum GPA: 3.895

2. **Transfer**
   - GPA: 0.00
   - Credit Points: 24.00
   - Cum GPA: 0.00

#### Totals

- GPA: 94.00
- Credit Points: 118.00

#### CEUs

- GPA: 94.00
- Credit Points: 366.10

---

#### Credit Type: Institutional

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>GPA</th>
<th>Grade</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGS*2120</td>
<td>BUSINESS STATISTICS</td>
<td>3.00</td>
<td>12.0000</td>
<td>A</td>
</tr>
<tr>
<td>BIO*1000</td>
<td>PRINCIPLES OF BIOLOGY-GBE3</td>
<td>4.00</td>
<td>16.0000</td>
<td>A</td>
</tr>
<tr>
<td>ENG*2203</td>
<td>LANDMARKS OF WORLD LITERATURE</td>
<td>3.00</td>
<td>12.0000</td>
<td>A</td>
</tr>
<tr>
<td>ECO*1020</td>
<td>PRINCIPLES OF ECONOMICS I-GBE2</td>
<td>3.00</td>
<td>12.0000</td>
<td>A</td>
</tr>
<tr>
<td>GE*1100</td>
<td>EMERGENCE OF THE MODERN WORLD</td>
<td>3.00</td>
<td>12.0000</td>
<td>A</td>
</tr>
</tbody>
</table>

**Controller Credit Types**

- Value: 1/2

**Controller Courses**

- Value: 1/36

---

**Total Quality Points**
STPE STUDENT PETITIONS (For students with no prior petition record.)

View student petitions/instructor consent information including:

- Term
- Course
- Section
- Status

Type STPE at the MENU
Press Enter

System prompt: Student Lookup: 7 Digit Student ID, Social Security, Last name and First name
Examples: 1234567
          123456789
          Pow, Chr or Powers, Christine

Press Enter
Enter A(dd) to add a new petition
Term Lookup: 00/FA (Term must be entered.)
Course Lookup: Enter the course
Press Enter

1. Enter the course requiring a petition
2. The course section field can be left blank if the approval applies to all sections of a course. If the petition applies to a specific section, enter the section number.
3. Enter an 'A' (approved code) for the petition status. The status of Approved will display. (Only an approved status of an 'A' will allow override in the registration process.)
4. Repeat these steps (1 – 3) in this current window for each course you are giving a petition for.

NOTE: If the term you wish to give a petition for already exists, add your information to the existing petition record. DO NOT (A)dd to create another petition record. (See page 21 for an example.)
STPE STUDENT PETITIONS (For students with a prior petition record.)

- After you complete your student lookup, you may come to a resolution screen.
  - **DO NOT** (A)dd to create another petition record for an existing term.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Term</th>
<th>Petition Status</th>
<th>Fac Consent</th>
<th>St Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/FA</td>
<td>APPROVED</td>
<td></td>
<td>09/05/02</td>
<td>12/20/02</td>
</tr>
</tbody>
</table>

The resolution screen will show all terms that petitions have been approved for.
- If you were entering a petition for **02/FA**, you would select number ‘1’ to add to the existing petition record. **(DO NOT** (A)dd to create another petition record for an existing term.)
- Enter the course requiring a petition
- The course section field can be left blank if the approval applies to all sections of a course. If the petition applies to a specific section, enter the section number.
- Enter an 'A' (approved code) for the petition status. The status of Approved will display. **(Only an approved status of an 'A' will allow override in the registration process.)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/FA</td>
<td>09/05/02 - 12/20/02</td>
</tr>
</tbody>
</table>

Enter the course requiring a petition:
- The course section field can be left blank if the approval applies to all sections of a course. If the petition applies to a specific section, enter the section number.
- Enter an 'A' (approved code) for the petition status. The status of Approved will display. **(Only an approved status of an 'A' will allow override in the registration process.)**

- Once you have entered in all necessary information, Update (F9) to save your work.

**NOTE:** If the term you wish to give a petition for already exists, add your information to the existing petition record. **DO NOT** (A)dd to create another petition record.
PERSON RESTRICTIONS

View/maintain restrictions (former hold flags) assigned to individuals

- Restriction code and description
- Start date
- End date

Type PERC at the MENU
Press Enter

System prompt: Student Lookup:

System prompt: Student Lookup: Student ID number, Last name and first name
Examples: 1234567
123456789
Powers, Christine
Pow, Chr
@
Press Enter

REMOVE RESTRICTIONS
1. Enter an End Date to remove the restriction.
2. To cancel the entry, press F7
3. To update the record, press F9.

Note: The restriction is still active until midnight of the end date. If you want the effective date to be the current date, enter the previous day’s date.
IASU INSTITUTIONS ATTENDED SUMMARY

The Institutions Attended Summary screen is an inquiry only screen, you cannot change any information on this screen. View Institutions attended information including:

- Institutions attended, Detail (F11) to HSA or INAT
- Start date
- End date

Type IASU at the MENU
Press Enter

System prompt: Student Lookup:

System prompt: Student Lookup: Student ID number, Last name and first name
Examples: 1234567
123456789
Powers, Christine
Pow, Chr
@

Press Enter

Access to additional screens:
High Schools Attended HSA
External Institutions Attended INAT

![Institutions Attended Summary Screen]

09-02-00 18:45 INSTITUTIONS ATTENDED SUMMARY IASU

Chait, Jeffrey H. ID: 0
Southeastern MI 07861 Home:

1 * Institutions Attended:

1: [ ] J Dayton Reg H S Start Dt 1990
2: [ ] Union County College End Dt 1990
3: 
4: 
5: 
6: 
7: 
8: 
9: 
10: 
11: 
12: 
13: 

Controller Institutions Attended Adding Value 3
Institutions Lookup:
HSA HIGH SCHOOLS ATTENDED

The High Schools Attended screen is an inquiry only screen, you cannot change any information on this screen.

View high schools attended information including:

- Institution
- Transcript type
- Years attended
- Start and end dates
- Rank
- Graduation type
- High school GPA

Type HSA at the MENU
Press Enter

System prompt: Student Lookup:

System prompt: Student Lookup: Student ID number, Last name and first name
Examples: 1234567
          123456789
          Powers, Christine
          Pow, Chr

Press Enter

<table>
<thead>
<tr>
<th>Institution</th>
<th>0183942 J Dayton Reg H S</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>311410</td>
</tr>
<tr>
<td>Date Recd Status</td>
<td></td>
</tr>
<tr>
<td>1 Transcript Type...</td>
<td>HIGH High School Tr 06-13-00 FIN Final</td>
</tr>
<tr>
<td>2 Years Attended.....</td>
<td>1990 1990</td>
</tr>
<tr>
<td>3 Start/End Dates...</td>
<td>1: / %</td>
</tr>
<tr>
<td>4 Rank and/or Pct...:</td>
<td></td>
</tr>
<tr>
<td>5 Graduation Type....</td>
<td></td>
</tr>
<tr>
<td>6 • Counselor........</td>
<td></td>
</tr>
<tr>
<td>7 High School GPA.....</td>
<td>Equivalent Transfer</td>
</tr>
<tr>
<td>8 Summary Credits...</td>
<td>Degree/CDs MM/VR</td>
</tr>
<tr>
<td>9 • Acad Credentials:</td>
<td>1:</td>
</tr>
<tr>
<td>10 • Comments</td>
<td>2:</td>
</tr>
</tbody>
</table>

Controller Transcript Info Value 1/1

24
INAT  EXTERNAL INSTITUTION ATTENDED

The External Institutions Attended screen is an inquiry only screen, you cannot change any information on this screen.

View external institutions attended information including:

- Institutions attended
- Date received status
- Transcript type
- Years attended
- Start and end dates
- Non credential GPA
- Summary Credits

Type INAT at the MENU
Press Enter

System prompt:  Student Lookup:
System prompt:  Student Lookup:  Student ID number, Last name and first name
Examples:  1234567
123456789
Powers, Christine
Pow, Chr
@
Press Enter

| Institution........: 0104401 Union County College | CEEB/FICE 002921 |
| Date Read Status: OFFICIAL |
| 1 Transcript Type....: COLL |
| 2 Years Attended....: 1: 2: |
| 3 Start/End Dates....: 1: 2: |
| 4 Non Credential GPA: 2.507 Equivalent Transfer |
| 5 Summary Credits....: 69.00 0.00 0.00 |
| 6 * Acad Credentials: 1: 2: |
| 7 * Counselor........: |
| 8 * Comments |
| 1: Controller | Value 1/1 |
SATK  Section Attendance Tracking

From the XREG menu type SAT (Student Attendance Tracking) and hit enter.

<table>
<thead>
<tr>
<th>11/29/01 08:24</th>
<th>Registrar Information</th>
<th>Student System</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLEMBO</td>
<td></td>
<td>Colleague 16.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 STPE</td>
<td>Student Petitions</td>
</tr>
<tr>
<td>2 PERC</td>
<td>Person Restrictions</td>
</tr>
<tr>
<td>3 STAT</td>
<td>Student Academic Transcript</td>
</tr>
<tr>
<td>4 TRCL</td>
<td>Transcript Course Listing</td>
</tr>
<tr>
<td>5 SRBD</td>
<td>Student Registration by Date</td>
</tr>
<tr>
<td>6 STSC</td>
<td>Student Schedule</td>
</tr>
<tr>
<td>7 SMIN</td>
<td>Section Meeting Inquiry</td>
</tr>
<tr>
<td>8 SRSI</td>
<td>Section Roster Inquiry</td>
</tr>
<tr>
<td>9 RSTR</td>
<td>Academic Roster Inquiry</td>
</tr>
<tr>
<td>10 RGAM</td>
<td>Registration Activity Monitor</td>
</tr>
</tbody>
</table>

Enter Mnemonic or Selection Number, or press FINISH: SAT

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX Press HELP for assistance XXXXXXXXXXXXXXXXXXXXXXXXXXXXX*

On the next menu select SATK  Section Attendance Tracking.

<table>
<thead>
<tr>
<th>11/28/01 08:43</th>
<th>Student Attendance Tracking</th>
<th>Student System</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLEMBO</td>
<td></td>
<td>Colleague 16.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SATS</td>
<td>Section Attendance by Student</td>
</tr>
<tr>
<td>2 SATK</td>
<td>Section Attendance Tracking</td>
</tr>
</tbody>
</table>

Enter Mnemonic or Selection Number, or press FINISH: SATK

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX Press HELP for assistance XXXXXXXXXXXXXXXXXXXXXXXXXXXXX*
Enter your course information at the “Course Section LookUp” at the bottom of the screen and hit enter.

**IMPORTANT:** When you enter in your course information you **MUST** enter a term, department, catalog number and section number. For example: **01/FA ENG 1020 01**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Section Attendance Tracking</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/28/01</td>
<td>08:44</td>
<td>SATK</td>
<td></td>
</tr>
<tr>
<td><strong>Section:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start/End Dates:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Date:</th>
<th>* Attendance Crs</th>
<th>Total</th>
<th>Absent</th>
<th>Spec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System ID</td>
<td>Name</td>
<td>Type</td>
<td>Stat Absences</td>
</tr>
<tr>
<td>1:</td>
<td>1234567</td>
<td>Nancy J. Stehle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td>1234567</td>
<td>Majin Zuniga</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td>1234567</td>
<td>Tonimarie Amabile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td>1234567</td>
<td>Stephanie L. Bohmer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td>1234567</td>
<td>Sunny Choudhry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td>1234567</td>
<td>Nicholas J. Eng</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:</td>
<td>1234567</td>
<td>Anthony B. Gotto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:</td>
<td>1234567</td>
<td>Danielle C. Leva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:</td>
<td>1234567</td>
<td>Alejandra Hong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:</td>
<td>1234567</td>
<td>John A. Laico</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:</td>
<td>1234567</td>
<td>Melissa M. Nunez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:</td>
<td>1234567</td>
<td>Elizabet Morales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:</td>
<td>1234567</td>
<td>Zahira D. Putman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:</td>
<td>1234567</td>
<td>Michael V. Reinmann</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Section LookUp: **01/FA ENG 1020 01**

After entering in the course the first date of the class will default in. Just press the “Enter” key.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Section Attendance Tracking</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/01</td>
<td>09:40</td>
<td>SATK</td>
<td></td>
</tr>
<tr>
<td><strong>Section:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start/End Dates:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Date:</th>
<th>* Attendance Crs</th>
<th>Total</th>
<th>Absent</th>
<th>Spec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System ID</td>
<td>Name</td>
<td>Type</td>
<td>Stat Absences</td>
</tr>
<tr>
<td>1:</td>
<td>1234567</td>
<td>Nancy J. Stehle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td>1234567</td>
<td>Majin Zuniga</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td>1234567</td>
<td>Tonimarie Amabile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td>1234567</td>
<td>Stephanie L. Bohmer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td>1234567</td>
<td>Sunny Choudhry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td>1234567</td>
<td>Nicholas J. Eng</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:</td>
<td>1234567</td>
<td>Anthony B. Gotto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:</td>
<td>1234567</td>
<td>Danielle C. Leva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:</td>
<td>1234567</td>
<td>Alejandra Hong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:</td>
<td>1234567</td>
<td>John A. Laico</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:</td>
<td>1234567</td>
<td>Melissa M. Nunez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:</td>
<td>1234567</td>
<td>Elizabet Morales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:</td>
<td>1234567</td>
<td>Zahira D. Putman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:</td>
<td>1234567</td>
<td>Michael V. Reinmann</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date for attendance: **09/10/01**
The system automatically marks everyone in the class “Present” for that date. The cursor will automatically be placed in the “Attendance Type”. To record that the student has never attended, place the cursor over the attendance type next to the person’s name and then enter “N”. This will indicate that the student has never attended your course.

Once complete:
- Press F9 to Update
- Press F8 to Finish/End
Kean WISE Faculty Instructions

Kean WISE Faculty Instructions:

- Access Web through your Internet Browser
- Go to http://www.kean.edu (Kean University Web Page)
- Click on Kean WISE
- Review message page
- Click on Kean WISE

To Login

- Click Log In at top right
- Enter Your User Name (lower case) and PIN
- Click SUBMIT
- Click on Faculty Menu

Options:

Class roster
- Select the term
- Click SUBMIT

My class schedule
- Select the term
- Click SUBMIT

Grading (Only available during dates that grades are due)
- Select the term
- Click SUBMIT
- Select the class
- Click SUBMIT
- Enter grade information for all students.
- Click SUBMIT

Search for classes
- Select correct term (required)
- Select specific Department with Course Level for limited search or enter Department for general search.
- Scroll down and click SUBMIT

Change password
- Six to nine character PIN is required including both Alpha and Numeric values.

Remember to log out.
How to Copy a Roster from Web to Excel

- Follow the “Kean WISE Faculty Instructions”, on page 28, and open your class roster
- Highlight roster information (Only student information. See Example 1.1)
  - Manually type in class title information.
- Go to the menu bar and click “Edit” then “Copy”
- Open Microsoft Excel
- Go to the menu bar in Excel and click “Edit” then “Paste”
- Adjust column width and row height to your preference
- Make sure to save your work in Excel.

Example 1.1

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>ID</th>
<th>E-mail address</th>
<th>Pass Aud</th>
<th>Class</th>
<th>Status</th>
<th>Credits</th>
<th>CEUs</th>
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<td>Allen, Robert B.</td>
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</tr>
<tr>
<td>3</td>
<td>Farez, Pablo E.</td>
<td>1234567 <a href="mailto:farezp@kean.edu">farezp@kean.edu</a></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Gianni, Thomas V.</td>
<td>1234567 <a href="mailto:giannit@kean.edu">giannit@kean.edu</a></td>
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<td></td>
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<tr>
<td>5</td>
<td>Gomes, Sandra F.</td>
<td>1234567 <a href="mailto:gomess@kean.edu">gomess@kean.edu</a></td>
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<td>Hackett, Aqueelah N.</td>
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<td>7</td>
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<td></td>
</tr>
<tr>
<td>8</td>
<td>Larsen, Erik D.</td>
<td>1234567 <a href="mailto:larsene@kean.edu">larsene@kean.edu</a></td>
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</tr>
<tr>
<td>9</td>
<td>Lawlor, Eileen</td>
<td>1234567 <a href="mailto:lawlore@kean.edu">lawlore@kean.edu</a></td>
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</tr>
<tr>
<td>11</td>
<td>Lott, Lisa C.</td>
<td>1234567 <a href="mailto:lottl@kean.edu">lottl@kean.edu</a></td>
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<tr>
<td>12</td>
<td>Marzo, Maricris L.</td>
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<td>3.00</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
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<tr>
<td>16</td>
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<td>1234567 <a href="mailto:reinharj@kean.edu">reinharj@kean.edu</a></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>18</td>
<td>Silva, Adriana C.</td>
<td>1234567 <a href="mailto:silvaa@kean.edu">silvaa@kean.edu</a></td>
<td></td>
<td>FR</td>
<td>New</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
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<td>1234567</td>
<td></td>
<td>JR</td>
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<tr>
<td>20</td>
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<td>1234567 <a href="mailto:tigninid@kean.edu">tigninid@kean.edu</a></td>
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<td>SO</td>
<td>New</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: E-mail addresses listed above do not indicate an active e-mail account. Please notify students that they need to go to Campus School South, Rm. CSS-113 to file the necessary paper work to activate their cougar e-mail account.
Appendix I

Confidentiality of Student Records
(FERPA Policy)

Introduction
Kean University collects data and information about students in order to facilitate their educational development. The Family Educational Rights and Privacy Act (FERPA) of 1974 and the Higher Education Amendments of 1998 delineate the rights of students to be informed of the existence of this information, to have access to it, and the conditions under which information about students may be disclosed to others. A copy of the Family Educational Rights and Privacy Act is available in the Office of the Registrar. The material below specifies the University policy and procedures for complying with FERPA. All employees of the University who handle student records are bound by the Kean policy and procedures.

General Policy Statement
Information from student educational records may be shared within the University by those officials with a “legitimate educational interest” (as defined in this document) in such information. Information from records, files, and data directly related to a student shall not be disclosed by any means (including telephone) to individuals or agencies outside the University without the written consent of the student, except in response to directory information or to a subpoena or court order, or in those cases of specifically designated educational and governmental officials as required by FERPA and explained below.

Students
A student is defined as an individual currently or previously enrolled in any academic offering of the University.

Annual Notification
Students will be notified of their FERPA rights each semester through an insert in the registration bulletin that refers them to the policy in the undergraduate student handbook or the undergraduate and graduate catalogs. A copy of the policy will also be available in the Office of the Registrar.

Student Records
Educational records are those, which contain information directly, related to the student. Records originating at another institution are also subject to this policy. Educational records include the following:

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Records</td>
<td>Admissions Office, Graduate Office, Office of the Registrar</td>
</tr>
<tr>
<td>Career Placement Records</td>
<td>Career Services Center</td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Graduate Office, Office of the Registrar</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Vice President for Student Affairs, Residence Life</td>
</tr>
<tr>
<td>Health Records</td>
<td>Health Services</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Financial Aid, Student Accounting</td>
</tr>
<tr>
<td>Progress Records</td>
<td>Deans, Department Chairpersons</td>
</tr>
</tbody>
</table>
Excluded from the definition of student educational records are records or notes of instructional and administrative personnel, which are in the sole possession of the individual. Records exempt include the notes of a professor or staff member concerning a student and intended for that individual’s own use; information maintained by a physician, psychiatrist, psychologist, or paraprofessional used in connection with the provision of treatment; and alumni records.

**University Officials Responsible for Student Records**
The Vice President for Academic Affairs, the Vice President for Administration and Finance, and the Vice President for Student Affairs are responsible for student records within respective areas.

**Directory (Public) Information**
Kean University designates the following items as Directory Information:
- **Category I** student name, permanent and local address, dates of attendance, class, date of graduation.
- **Category II** degrees and awards conferred, major.
- **Category III** weight and height of members of athletic teams.
- **Category IV** photographic, video, or electronic images.

This information is regarded as public, and the University may disclose any of these items without prior written consent. The student is entitled to request that any or all categories of this information not be made publicly available. Such a request must be made in writing to the Registrar on an annual basis. Requests must be filed within ten days after the start of the fall or spring semester and shall remain in effect until the next fall semester.

**Student Rights to Inspect Education Records**
A student has the right to inspect and review his or her educational records. To do so, the student must submit a request in writing to the director of the office in which the record is located. This official must respond within 45 days of the request by arranging an appointment for the student to view the records. When a record contains information about more than one student, the student may inspect and review only the records, which relate to him or her. The student is also entitled to copies of his or her records generated at Kean University at a reasonable administrative cost.

Educational records will not be released to the student or to any third party if the student has a financial obligation or if a serious academic and/or a disciplinary matter involving the student remains unresolved.

Letters of recommendation and other information obtained or prepared prior to January 1, 1975, which were written on the assumption of confidentiality, will not be made available to the student.

**Disclosure to Others**
Kean University will disclose information from a student’s education records only with the written consent of the student, except if required by University officials with “legitimate educational interest”, defined in a, below, or in those cases delineated in part b, below.

a. University officials with “legitimate educational interest” are those with general or specific responsibility for promoting the educational objectives of the University. This includes individuals within the institution involved in teaching, research and related activities such as
academic advising, counseling, academic support, supervision of co-curricular activities, official University committees or clubs, financial assistance, medical services, and job placement.

A University official is a person employed by the University in administrative, supervisory, academic, or research, or support staff positions. This includes members of the Board of Trustees and person employed by or under contract to the University to perform special tasks, such as the attorney or auditor.

University officials have “legitimate educational interest” if they are:

- performing a task that is specified in their job description
- performing a task related to a student’s education
- performing a task related to the discipline of a student
- performing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid assistance.

Clerical personnel employed to assist University officials in their job performance may also be granted access to students records. Access by all personnel is restricted to that part of the student record necessary for the discharge of assigned duties.

b. Information may also be disclosed without the written consent of the student if requested under the circumstances delineated below:

1. **By Federal and State Authorities.** Student records may be disclosed to certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with certain State or federally supported education programs.

2. **By Other Educational Institutions.** Disclosure of appropriate academic records may be made to officials of other educational institutions to which the student has applied or intends to enroll.

3. **In Response to a Judicial Order.** Information concerning a student shall be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding.

   In the case of a judicial order or a subpoena, the University will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.

4. **In Support of Financial Aid Requests.** Information from student records may be released in connection with a student’s request for financial aid as necessary to determine eligibility or to enforce the terms and conditions of the aid.

5. **If Mandated by a State Law** requiring disclosure that was adopted prior to November 1994.

6. **By Educational Agencies Conducting Research.** Information, which will not permit the individual identification of students, may be released to educational agencies for research or for the development of predictive tests. Information may also be released to organizations conducting certain studies on behalf of the University. In these cases, the information may not be used in any way that permits identification of an individual student.

7. **By Accrediting Agencies.** Information may be released to accrediting agencies to enable them to carry out their functions.
8. **In Case of Emergency.** On an emergency basis, information about a student may be released by the Registrar when that information is necessary to protect the health or safety of a student or other individuals.

9. **To Parents of Dependent Students.**

   Information concerning a student, who is dependent, within the meaning of section 152 of the Internal Revenue Code of 1954, may be released to that student’s parents. For purposes of this policy, unless information is presented that the student is, in fact, a dependent, students will be assumed not to be dependent. Parents who wish to provide such information should be referred to the Office of the Vice President for Student Affairs.

10. **Parental Notification of Drug and Alcohol Violations**

   Section 952 of the 1998 amendments to the Family Educational Rights and Privacy Act authorizes the University to inform a parent or legal guardian of any student under the age of 21, who has been found in violation of any law or University policy governing the use or possession of alcohol or controlled substances.

   For purposes of this policy the University will first notify the student of its intent to notify the student’s family. The family will then be notified unless it is determined that such communication will put the student at risk. (See Drug and Alcohol Policy)

**Record of Requests for Disclosure**

Kean University will maintain a record of all requests for and/or disclosure of information to outside agencies from a student’s educational record. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party has in requesting or obtaining the information. This record may be reviewed by the student.

**Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of the privacy rights. The substantive judgment of a faculty member about a student’s work, expressed in grades or other evaluations, is not within the scope of this right to challenge information.

To challenge his or her record, a student must submit a request to amend the record to the University official in whose area of responsibility the material is kept. (See p. x, above). The official may comply with the request and correct the material or the official may rule against changing the record. If the official decides not to comply, the student will be notified of the decision and advised of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his or her rights.

The hearing must be held within three weeks of the request and the student notified of the time, date, and place in advance of the hearing.

The hearing will be conducted by a hearing officer who is a disinterested party. He or she may, however, be an official of the University. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend his or her records. The student may be represented by an individual of his or her choosing, including and attorney (at the student’s expense).
Within two weeks of the conclusion of the hearing, the hearing officer will prepare a written decision based solely in evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If it is decided that the challenged information is not inaccurate, misleading, or in violation if the student’s right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

Students have the right to file a complaint with the Department of Education concerning alleged failures of the University to comply with the requirements FERPA.