

CHEAT SHEET 6 (Rev. May, 2006)

| <u>#</u> | <u>Screen</u> | <u>Name</u> | <u>Activity</u> |
|----------|---------------|-------------------------------|---|
| 1 | XCM | Cabrillo Counselor Menu | Reports no longer on XCON: XSAV,XCAV, XGAR, XACN |
| 2 | CON | Contact History | Record a Contact |
| 3 | CASM | Contact & Appt. Summary | |
| 4 | STRK | Student Remarks | Counselor Comments |
| 5 | SPRO | Student Profile | Change a Student's Major |
| 6 | STSC | Student Schedule | See a Student's Schedule |
| 7 | STPE | Student Petitions | Petition for > 19 units and |
| 8 | PERC | Person Restrictions | Dismissals and Probation |
| 9 | SSUM | Section Summary | Section openings |
| 10 | SRSI | Section Roster Inquiry | Class Roster |
| 11 | SWLI | Section Waitlist Inquiry | Waitlist by Section |
| 12 | CWLI | Course Waitlist Inquiry | Waitlist by Course |
| 13 | STAT | Student Academic Transcript | Records by Term *Quick GPA |
| 14 | TRCL | Transcript Course Listing | Records by Course |
| 15 | TRAN | Transcript Print | Print a Transcript |
| 16 | TSUM | Test Summary | Assessment Scores |
| 17 | NCWS | Non-course Work Summary | Equivalencies |
| 18 | STAC | Student Academic Credits | Records by Course |
| 19 | EVAL | Evaluate Student Progress | Degree Audit and Ed Plan |
| 20 | EXOV | Exceptions and Overrides | Exceptions to Degree Audit |
| 21 | PSPR | Proposed Student Program | Degree Audit |
| 22 | IASU | Institutions Attended Summary | See a Student's Degrees |
| 23 | SREP | Student Registration Priority | Check Student's Reg. Time |
| 24 | SAPV | SAP View | Student's Financial Aid Status |

1. Counselor Menu for Reports – (XCM)

See a Report of Courses by Section (XSAV)

Type XSAV and Enter

Type the Section Number or Numbers you wish to check and Enter two times

Once bar comes up, hit ENTER

Type “R” (for move to the right) to view the information out of screen view (class enrollment and seat availability)

See a Report by Course (XCAV)

Type XCAV and Enter

Type the term *ALL IN CAPS* (e.g. 2000FA) and ENTER

Type the course *ALL IN CAPS and with a hyphen between department and course number* (e.g. ENGL-1B) and ENTER

Student’s Status for Graduation (XGAR)

To check the status of a degree petition:

Type XGAR at XCON menu

Type Term petition was entered, e.g. 2001FA, 2002SP, and ENTER

You don’t need to type a specific student’s name, just F9

Type H

F9

F9

System will generate the report.

Student are listed alphabetically.

Use “d” to find your student; use “r” key to navigate to the right.

View the ALLOW column. “N” means the petition has been entered into the system but not yet evaluated.

If the student is off the list after you saw them there before, they have been moved to IASU and the degree granted.

2. Record a Contact (CON) –

Counselors don't do this; Counseling Office Assistant does).

Type CON and Enter

At prompt "Contact Lookup", type "A" (to add a contact) and Enter

Field jump (F4) to field 2

Type any old number for the time – I suggest "9" and Enter

Field jump (F4) to Field 5 and type your login (e.g., cajackso)

Field jump (F4) to Field 7 and type "AF" – for academic follow-up. You can F1, F1 to see the choices, but for reporting purposes, we should all be putting in "AF"

Field jump (F4) to Field 10. Enter each student that scheduled an appointment

With you for that day, whether they showed up or not. by

typing student's SS#, ID# or name and Enter

Type the next student's SS#, ID# or name and Enter, and so on until all are entered.

Field Jump (F4) to Field 11 and type "appt". (Not "APPT", or "Appt.", or "appt.")

(For the purposes of reporting (which is the whole point of doing this!) we must all be consistent with our entries.)

F9 and Enter to finish.

3. Contact & Appt. Summary – (CASM) – *Counselors aren't using this right now.*

4. Counselor Comments (STRK) – Student Remarks

Note: This is page is confidential and can only be viewed by counselors .)

Type STRK and Enter

Type the student's name, SSN or ID # and Enter

If there is already a comment(s), SHIFT + F3 to create a new window.

F2, Detail, to go to the Comment Screen

Type your comment, as long as you want

(Type SHIFT+3 and RETURN to have your name automatically printed in), OR

F9 and Enter to return to STRK

F1, F1, to see the choices for type of appointment

Type the number of the type of appointment and Enter

Type your name (e.g., olhand)

F9 and Enter to finish

5. Change a Student's Major (SPRO) – Student Profile

(Note: Never “end” or “change” a student’s initial numbered program (e.g. 070810); just add his/her “new” or current program)

Type SPRO and Enter

Type the student’s name, SSN or ID# and Enter

Field Jump (F4) to 2 – Academic Programs

Use Down Arrow key to move through to a blank space

Type the Department and “...” at the prompt “Academic Program Lookup” (e.g. “lib...”) for the type of degree they want (or check your reference sheet for academic programs)

Type the number of the correct Cabrillo program from the choices shown (or type the degree program exactly – e.g. libarts.aa.csu)

Press Enter 2x or arrow down 2x to catalog (field 2)

Type the appropriate catalog year (X if a year prior to 1998) and Enter

Field Jump to 6 – (start/end date). Type start date - back dated to when they started (if blank) or at least back dated prior to start of current semester, and Enter

You will get a prompt “Save date history – Y/N”

Choose “N” and Enter

Enter again to move to Field 7 – Completion Date

Enter the MONTH and YEAR they will complete, i.e. 12/00]

F9

F9 again

And F9 again to return to main menu

6. See a Student Schedule (STSC) – Student Schedule

Type STSC and Enter

Type Student’s Name, SSN# or ID# and Enter

Type the Term (e.g. 1999fa)

(If nothing comes up, the student is not currently enrolled)

F9 and Enter to finish

7. Petitions for >19 units (STPE) – Student Petitions

Type STPE and Enter

Type Student's Name, SSN# or ID# and Enter

- If Student has **never had a petition**, you will:

Type the Term (e.g. 2006SP)

Field Jump (F4) to 4 and Type "A" for approved.

F9 and Enter to finish

If Student has **had a previous petition**, you will:

Type "A" and Enter to add a petition

Type the Term (e.g. 2006SP)

Field Jump (F4) to 4 and Type "A" for approved.

F9 and Enter to finish

8. Dismissals and Probation (PERC) – Person Restrictions

Dismissal Process As of April 27, 2006 - Temporary

The Pre-approval End Date (PA):

If you can anticipate that the student will be placed on or still be on Academic/Progress Dismissal once grades for the current term are posted, you can enter PA in PERC (go to PERC, return down to an empty line, type "PA" and return). Once the PA is in PERC, any upcoming dismissal for that term will automatically be cleared.

Reinstatement without petition:

If the student has sat out at least one semester (the one you're in at the time or a previous semester with good progress since the return), you can simply put an end date for that dismissal in PERC. In this case no petition paperwork is needed.

Reinstatement with petition:

If the student has the dismissal hold (no end date in PERC), has not sat out for the required semester and wants to continue without sitting out a semester, we need to work with the student on the Petition for Reinstatement.

NEW PROCESS FOR REINSTATEMENT PETITION: Spring, 2006

1. we can now immediately put the end date in PERC.
2. advise the student the *current* hold has been removed.
3. submit the petition to Jay or send it to Jay via the counseling division office.
4. Jay will sign and give to A & R for filing.

**9. Section and Course Openings (for XCAV, XSAV, see XCM Menu #1)
(Note: It is best for the system to use XCAV and XSAV rather than SSUM)**

SSUM – Section Summary

Type SSUM and Enter

Type the Course name with a space between Department and Course Number (e.g. CHEM 1a)

Choose the course that doesn't have an end date

Type current term at Start Date (e.g. 2000sp) and ENTER

Check capacity and enrollment numbers to determine openings

*Optional – you can F2 to get more detail on course sections – Field Jump (F4) to Field 5, arrow down to the section you want to view and F2 to detail. Choose #2 to see specifics of class, e.g., times, room # etc.)

F9 and Enter to finish (If you detailed in on a specific section you will have to F9 and Enter again) OR

F10 to enter a new Course number

10. Class Roster_(SRSI) Section Roster

Type the Section # - FIVE DIGITS are required

Enter

View the roster

F10 to enter a new section # OR

F9 and Enter to Finish

11. Waitlist by Section (SWLI) – Section Waitlist Inquiry

Type SWLI

Type the Section Number

Enter

View the Waitlist

F9 and Enter to finish.

12. Waitlist by Course (CWLI) – Course Waitlist Inquiry

Type CWLI

Type the Course Number (e.g. Math 152) and Enter

Choose the course without an end date by typing the number

Enter
F2, Detail to see the Waitlist

F9 and Enter
F9 and Enter to Finish

13. Records by Term (STAT) – Student Academic Transcript

Type STAT and Enter
Enter Student name, SS# or ID# and Enter
Type UN for the Transcript Grouping

F2, Detail to see equivalencies, coursework by term or all institutional work at Cabrillo.

F9 and Enter to finish

14. Records by Course (TRCL or STAC) – Transcript Course Listing

Type TRCL or STAC and Enter
Type Student Name, SS# or ID# and Enter
Type UN for Transcript Grouping (or ALPHA for an alphabetical listing of coursework)
You can arrow down or Enter down to view the entire transcript

F9 and Enter to finish.

15. Print a Transcript (TRAN) – Transcript Print

Type TRAN and Enter
“UG” should be in Transcript Grouping –
Check that Field 2 says “No”.

Type Student’s Name in Field 8 – don’t forget! You must identify a student!

- **To print transcripts for more than 1 student, type more student names at field 8, hitting ENTER between each name or SS#.**
- **To delete student names from a previous transcript print, Type CTRL + D at Field 8 when the student’s name you want to delete is showing.**

F9 and Enter

F9 and Enter (nothing required in this screen)

Type “p” for print or “h” for hold (to view the transcript on the screen)

Enter or arrow down to Field 2 “Printer”

Type in your Datatel printer name, (e.g. Q116_1)

- **If you want more than 1 copy, Field Jump (F4) to Field 5 and type the number of copies you want**

F9 and Enter

F9 and Enter (nothing required in this screen)

Be Patient while the computer builds the transcript. When there is a black rectangle on the right side, Type Enter

(View the Screen if you typed “h” or get the printed transcript from your printer)

F9 to finish

16. Assessment Scores (TSUM) – Test Summary

Type TSUM and Enter

Type student name, SS# or ID# and Enter

Field 2 shows the assessment scores (Placement Tests) “Score Point” coordinates with the “Assessment Course Equivalencies and Placements” sheet from assessment

To see if a student met the equivalency for English 100, 255 or Math courses:

Field Jump (F4) to Field 2

Type Enter to move to the EQ (equivalency) field. “Yes” or “NO”.

If “Yes”, F2, detail

Field 2 shows the “equivalent course title” – the course for which the student met the equivalency.

If “No”, student did not meet any equivalencies and would enroll in the basic skills level course (Engl 255; Math 254).

F9 and Enter to finish

*Note: You can also view equivalencies from TRCL. Specify “UN” and equivalencies will show on the top of the list of student course work.

17.Equivalencies (NCWS) – NonCourse Work Summary

To view a Student’s Equivalencies:

Type NCWS and Enter

Type the student name, SS# or ID# and Enter

F9 and Enter to finish.

To Enter an Equivalency:

Type NCWS and Enter

Type the Student Name, SS# or ID# and Enter

(If there are already equivalencies listed, Type SHIFT + F3 to create a open line, or arrow down to the bottom of the list)

At the prompt “Noncourse Lookup:”, type a Course (e.g. ENGL1A – with no spaces between, or “...”) and Enter

(If you typed “...” for all possible equivalencies, you will select the appropriate course by typing the number next to the name of the course, and Enter)

Field 3, type the term course was taken (e.g. for Spring, 1997, type 1/1/97, for a Fall course, 9/1/97) and Enter *Note: Datatel cannot read a course taken prior to 1982, so if you must, use 1982 as start date and add a comment at Field 15 entering actual year.*

Do not enter an end date! This will be read by the computer as “equivalency ends on such and such a date”. If an end date is present, simply delete the end date by backspacing over it, or typing Ctrl + D at the end date line.

Field 6, check that Grade Scheme is “GC”, not “GR”

Field 7, type the grade received

Field 8, F1, F1 to see the choices, or Type CO

Field 9, Type "A" for accepted

Field 11, Type the name of the college or school where course was taken (No Abbreviations!)

Choose the institution from the resolution screen by typing the number next to the correct institution and Enter. **If the school attended is not an option, Field Jump (F4) to Field 15, F2 to detail in and type the name of the school there.**

Field 15, F2, Detail to add a comment (optional)

F9 and Enter to return to NCWS screen

If the Equivalency does not say "YES" – detail (F2) back in and check for The following:

- 1. Date of class not prior to 1982*
- 2. Grade Scheme (Field 6) is GC, not GR*
- 3. Fields 7, 8, 9 and 10 have information and the status date is the current date or prior*

To Enter another equivalency, type the course name at the "NonCourse Lookup" prompt and begin the process again, OR

F9 and Enter to finish.

Note: You don't have to enter co-requisites e.g. (ENGL 100 + 100L, the system automatically inputs it. Also, if you enter an equivalency for MATH 4, MATH 152 will automatically input).

To Delete an incorrect equivalency:

In NCWS, Type "ENTER" or arrow to YES

F2

Field Jump (F4) to Field 2,

ENTER 5x to STATUS

Type "PR" (Preliminary Equivalency)

F5 to move to next Value if applicable and Type "PR" again (e.g. from Math 4 to Math 152)

F9

F9

Arrow up to correct line of equivalencies and CNTRL + D, twice. This will delete the equivalency.

Enter correct equivalency if applicable.

19. Evaluate a Student's Program (EVAL) – Degree Audit

Better to Use PSPR for Degree Audit ...

Type EVAL and Enter

Type Student's Name, SS# or ID# and Enter

A list of the student's academic programs will appear.

Type the Seq. # of the program you want to evaluate and Enter. (Remember you cannot evaluate a numbered program (e.g. 200013); it must be an AA, AS, Cert or TR type of program.)

(If the correct program doesn't show up, you will have to go to SPRO and enter it).

Type F9 and Enter

The screen will say "Evaluating, please wait"

Your Degree Audit will appear on the screen.

Type S and Enter to print it.

Type "p"

Field Jump to 2 and type your printer name.

F9 and Enter

Screen will say "press return to continue"

Report will appear on your screen when you ENTER

F9 to finish

21. Degree Audit for Cabrillo AS and Vocational Degrees - PSPR Proposed Student Program –

Note: There is a bug in the system as of Fall, 05: if you run consecutive Degree Audits on the same student, same program, different catalog year, you will get a weird error-filled report “Missing Block # “, etc.

If you want to run the same student, same degree in different catalog years, you must F9 back to the log out page – you don’t need to shut Datatel down completely, just F9 to the page where you usually enter “Live”, and enter “Live” again – and then PSPR.

Type PSPR at the XCON screen.

At “Person Lookup”, type the student’s name or number

Type the Department ... for the degree the student is seeking, e.g. MUS..., LIB..., and ENTER

Choose the catalog year – 2001 or later (Degree Audit will never be Correct/complete for years prior to 2001).

Field Jump (F4) to Field 3

F2 (detail in)

F9 to generate evaluation report

Use “d”, “u”, etc. to navigate, or “S” to spool to printer.

-- You can also use PSPR to check GE for CSU and IGETC. These programs names are:

GE.CSU

GE.IGETC

GE.UCSC (for campus specific GE)

At the “Choose the program” prompt, you can type “GE ...” and choose the correct GE pattern and the CURRENT catalog year. Then Steps 6-8 above.

22. See a Student's Degrees – Cabrillo and Other (IASU)

Type IASU at the XCON screen

Type the student's name, ID# or SSN

View the degrees listed

Field Jump and F2 to get more info on a specific degree.

F9 and Enter to return to XCON menu

23. Student's Registration Time – SREP

Type SREP at the XCON screen

Type the student's name, ID# or SSN

View the registration time by term

F9 and Enter to return to XCON menu

24. Student's Financial Aid Status – SAPV

Type SAPV at the XCON screen

Type the student's name, ID# or SSN

View the student's Financial Aid Status by date

F9 and Enter to return to XCON menu.