Course Description:
Are you responsible for entering course sections in Colleague? Need a timely review to jog your memory as the next development cycle begins? Join our Registrar for a refresher of the process, complete with printed screen captures to remind you of critical information to be entered. Accurate course section entry is essential for many CSM business functions. This course will provide a quick review of all the information you need to correctly add sections, proofing methods to ensure accuracy, billing information and an overview of the entire schedule development process with the associated timelines.

Audience:
• Colleague users responsible for entering / maintaining course sections

Course Length:
• 1.5 hours

Prerequisites:
• Required – IMT-1005 Introduction to Colleague
• Recommended – HRD-1012 FERPA Training
• Completion of Course Section Entry

Course Outline:
• Understanding the schedule development time lines
  ✓ Review of production calendar

• Section roll over process (for credit only)

• Review of course section entry screens
  ✓ SECT Section Entry
  ✓ SOFF Offering Info
  ✓ SREQ Requisites
  ✓ SRES Restrictions
  ✓ SFIN Financial Info
  ✓ SECB Billing Info
  ✓ RGBR Billing Rates
  ✓ SRGD Reg Date Entry
  ✓ SXRF Cross-List
  ✓ ASCI Additional Info

Course Outline (cont’d):
• Course and section billing information

• Proofing section entry
  ✓ Standards used by the Registrar’s office
  ✓ A query for section proofing

• Questions / review of problem areas

For more Technical Training information, visit:
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