Course Description:
If you are responsible for entering course sections in Colleague, there’s a lot to know! Accurate course section entry is critical for many CSM business functions. This course will provide all the information you need to correctly add sections. Methods to proof section entry is another critical function you will learn about to help ensure accuracy. You will also hear about the schedule development process and the associated timelines. When you leave this session, you will have the knowledge and reference materials to enter course sections like a pro!
Note: Separate classes are offered for credit and continuing education.

Course Outline (cont’d):
• Additional entry information
  ✓Course and section billing information
  ✓Section entry warning messages

• Proofing section entry
  ✓Standards used by the Registrar’s office
  ✓A query for section proofing
  ✓Section Availability reports
    ▪ CSAR Active
    ▪ XCSP Pending

• How to print a class roster
  ✓SROS

Course Outline:
• Understanding the schedule development time lines

• Term Placement

• Section roll over process (credit only)

• Class schedule changes
  ✓Form
  ✓Directions
  ✓Processing policy

• Understanding course section entry screens
  ✓SECT Section Entry
  ✓FASC Faculty Assignment
  ✓SOFF Offering Info
  ✓SREQ Requisites
  ✓SRES Restrictions
  ✓SXRD Cross-List
  ✓SFIN Financial Info
  ✓SECB Billing Info
  ✓SRGD Reg Date Entry
  ✓ASCI Additional Info

Audience:
• Colleague users responsible for entering course sections

Course Length:
• 2 hours

Prerequisites:
• Required – IMT-1005 Introduction to Colleague
• Recommended – HRD-1012 FERPA Training

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
Technical Training Coordinator
Wendy Cleary
Ext. 7610, email wendyc

Technology Associate
Debbie Proctor
Ext. 7729, email debrap