**Course Description:**
Our Registrar will guide you through the steps to enter students in Colleague and process registrations. Workflow procedures will be utilized. You will also learn about functions such as viewing course section information, producing registration statements and printing student schedules. Other topics such as understanding registration error messages, override capabilities and modifying addresses will also be reviewed.

**Note:** Separate classes are offered for credit and continuing education.

**Audience:**
- Colleague users who register students (con ed or credit)

**Course Length:**
- 2 hours

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

**Course Outline:**
- Entering a new student
  - Person Entry
  - ADSU Address Summary
  - ADR Person Addresses
- Registration
  - Workflow
  - Returning students
  - New students
- Priority registration
  - Dates and messages
- Employee and dependent registrations
- Registration error messages
  - Review of typical messages
  - What do they mean?
  - How to handle them

**Course Outline (cont’d):**
- Restriction screen / codes
- Entering remarks
  - STRK Student Remarks
- Reports
  - RGST Registration Statement
  - SCHD Student Schedule
- Modifying an address
- Wait listing (for credit)

**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