



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Registration Changes

## RGCS

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5.


6.


11.

 Required Field

 Optional Field

**All Fields Marked in Red MUST be filled in.**

 Field Not Used

 Autofills

**Procedure Information:**

Title: Registration (Add/Drop) Activity  
 Mnemonic: RGCS  
 File Name: JA\_RGCS.ppt  
 Application: APPS-ST-RG-RGCS  
 Primary Dept: Registration  
 Effective Date: August 15, 2007  
 Revision Date: Rev # 1

**Purpose:** Registration Changes (RGCS) screen is used to make changes to a student's registration for a past time frame. A common use of this screen would be to add a course section to a record of a student that has been taking the course all along but somehow was never actually registered for the course.

**THIS IS A HIGHLY SECURED SCREEN.** It is intended for use by the registrar to fix very odd occurrences of a student's enrollment. It by-passes all of the normal registration checks. **THIS IS NOT A REPLACEMENT OF, OR SUBSTITUTE FOR, THE REGISTRATION (RGN) SCREEN**

## Summary Steps

1. Login to **Datatel**. Click **APP**, then Click **ST**. Type "RGCS", click **GO**.
2. Student Lookup: **Enter** Student Id or SS# or Student Name
3. Person Lookup Screen: **Click on** correct student from list
4. Course Sections Resolution Screen: Scroll through course sections locating section needing changed. **Click** on section and **Finish**
5. Header Bar: Verify Information displayed
6. Status/Date: **Click** drop down box and choose status for change from options
7. Status Reason: **System will auto fill**
8. Drop Grade/Exp Date: **(Not Used by Mott at this time)**
9. Last Attended Date: **(Not used by Mott at this time)**
10. Location/Reg Method: **Autofills** based on section chosen in Step 4
11. Acad Level/Grd Scheme: **Auto fills** based on Step 4
12. Credits/ Types: **Auto fills** based on Step 4
13. Reporting Term: **Auto fill** based on Step 4
14. Start Date: **Auto fills** with Term Start date
15. End Date: **Auto fills** with Term End date
16. **CHECK** your work
  - Bottom half of the RGCS screen will self populate from the information that was entered on the top half of the screen.
17. **Finish Update**
18. ▶ Changes are not complete until BILL screen is run ◀

**Go to Recalculation Adjustments (BILL) to complete process**

**▶ RGCS does not replace RGN to drop a class.  
 RGCS is for special off-sets ONLY**

## Recalculating Adjustments

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### ► Changes are not complete until BILL screen is run

1. In Quick Access window : Type **BILL**
2. Date Falls Beyond : Click Yes
3. Cutoff Date: Type the end of the current term you are filling for
4. Invoice Date: Current date will populate that is what you want
5. Force Rebill: **Yes**
6. Include Detail: **No**
7. Reg Billing /Batch: **Yes**
8. Room Billing /Batch: **No**
9. Meal Billing /Batch: **No**
10. SKIP 3 Saved List Name fields
11. AR Account Holder: **Type** Student's Id

### ► **BILL** *Continued*:

12. Term Include: **Type** semester to be re-calculated
13. Save
14. Out Put Device: Type **Hold**
15. Save and Update
16. Next screen will ask:  
Execute in background mode? **Type No**
17. Save and Update
18. Process screen complete: Click FINISH

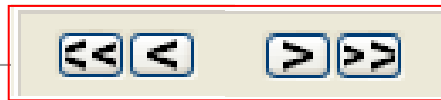
### Check Your Work

1. Quick Access Window: RGCS
2. Person Lookup: Enter Student Id
3. If data is correct: **Cancel All** out of screen

**Using the Guide**

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
  - Notes are bulleted.
    - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

**Task Bar**



First Record    Previous Record    Next Record    Last Record



Course Levels **1** 100 Beginning L

**DROP DOWN LIST** – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental



Course Levels **1** 100 Beginning L

**SCROLL** – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



**CALENDAR** – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



**CALCULATOR** – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



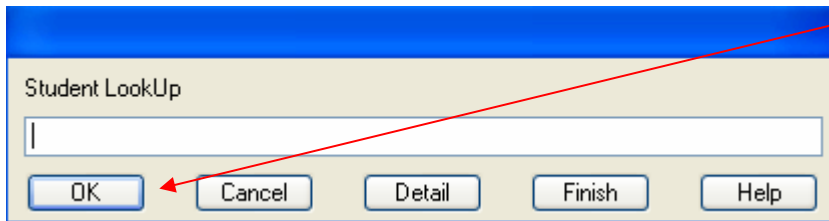
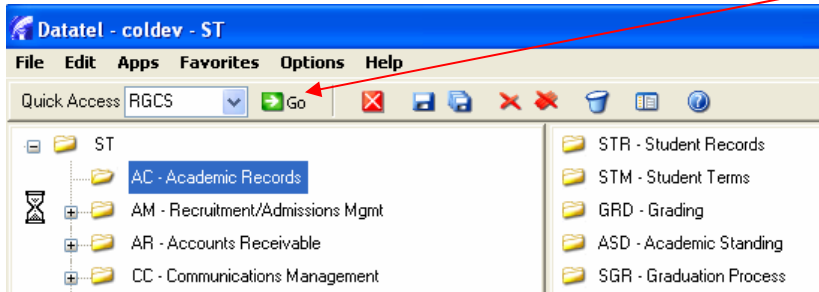
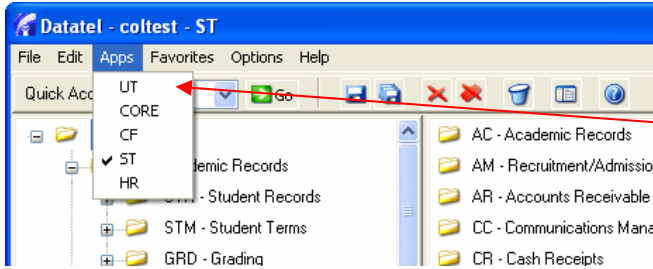
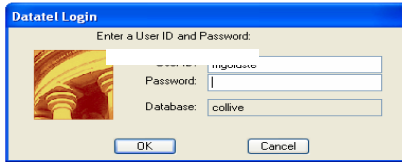
Status

A Active

**DETAILS** – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

**Original Function Keys**

<b>Shift &gt;</b>	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



**Step 1: Login to Datatel**

1. **Double Click** on the **Datatel Icon**.
2. Enter your "**User ID**" and "**Password**"
  - **Database should be [collive]**
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **RGCS**
7. Click **Go**

Step 2. Student Lookup: **Type** Student ID, or Student Name, or SS#, **Click "OK"**

➤ **DO NOT USE LOOKUP FUNCTION (...)** on Student Lookup screen. Datatel has over a million records that would process.

RGCS-Registration Changes RGCS-Registration Changes


PERSON Lookup Screen  
using PERSON, View: Students

Seq:	Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date

<input type="checkbox"/>	1: Fife, Barney J	1234 E. Somewhere St	222-22-2222
	0350940	Flint, MI 48506	06/19/07
	FRD - Frie	APP,MAI,PER,STU	09/11/60

Step 3: **Click** on correct student from list presented

- Finish 

RGCS-Registration Changes RGCS-Registration Changes

Course Sections Resolution  
using COURSE.SECTIONS, View: COURSE.SECTIONS

Seq:	Course	Sect	Term	Course Title	Location
	Instructor			Status	Start Date
	Meeting Schedules				

<input type="checkbox"/>	1: EUSM	104	10	2008/2 Intro to Business	Main Campus
	. Staff			Active	09/04/07
	09/04/07	12/19/07	CM	2143 LEC HW	11:00AM 12:25PM
<input type="checkbox"/>	2: ENGL	101	01	2008/2 English Composition 101	Main Campus
	A. Orme			Active	09/04/07
	09/04/07	12/19/07	CM	2032 LEC TR	08:00AM 09:25AM
<input type="checkbox"/>	3: ENCL	102	23	2008/2 English Composition 102	Main Campus
	T. Prever			Active	09/04/07
	09/04/07	12/19/07	CM	2023 LEC HW	06:00PM 07:25PM

Controller LookUp Resolution Page 1/2  
Seq Number, (F)lag, (S)ort/Select, (A)dd:

Step 4. Course Sections Resolutions Screen:  
**Scroll** through course sections location section needing special change.

- **Click** on section

- **Finish** 

Step 5. Header Bar:  
Verify Information displayed

Step 6. Status/ Date: Click on drop down box and choose reason for change from options listed.

# 7 Status Reason: System will auto fill from Rules

# 8 Drop Grade/Exp Date: Not used by Mott at this time

RGCS-Registration Changes

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien  
 1234 E. Somewhere St Flint MI 48506  
 MUS.-182-04 Jazz Appreciation Term: 2008/2 Loc: Lapeer

Status/Date: N 06/22/07 Pass/Audit:   
 Status Reason: Petitions:   
 Drop Grade/Exp Date: Start Date: 09/04/07   
 Last Attended Date: End Date: 12/19/07   
 Location/Reg Method: LAPR Lapeer STAND Standard Req   
 Acad Level/Grd Schm: C Credit NUMBR Numeric Grades   
 Credits/Type: 3.00 I Institutional Billing:   
 Continuing Ed Units: Reporting Term: 2008/2 Fall 2007

Status	Date	Time	Reason
1 N Add	06/22/07	03:28PM	

Instructors: 1 K. Duquaine 2

Scheduled	Meeting Times
1	Building: LAPR Lapeer Campus Room: C301 S.Date: 09/04/07 E.Date: 12/19/07 Days: M S.Time: 06:00PM E.Time: 08:55PM

Step 9. Last Attended date: **Enter** date student last attended the course

10. Location / Reg Method: **Auto fills** based on section chosen in Step 4

11. Acad Level/Grd Scheme: **Auto fills** based on section chosen in Step 4

12. Credits/ Types: **Auto fills** based on Step 4

13. Reporting Term: **Auto fills** based on Step 4

14. Start Date: **Auto fills** with Term Start Date based on #13

15. End Date: **Auto fills** with Term End Date based on #13

**Alert**

Update record, Cancel record or Return to editing

Update Cancel Return

Step 16. **CHECK YOUR ENTRIES**

Step 17. **Finish**  **Update**

Bottom half of the RGCS screen will self populate from the information that was entered on the top half of the screen.

# Finishing Correction Procedures

## Recalculation Adjustments

The screenshot shows the 'BILL' window in the Datatel system. The window title is 'BILL-Batch Reg/Room/Meal Billing'. It contains several sections:

- Top Section:** Cutoff Date (12/28/07), Invoice Date (08/24/07), Force Rebill (Yes), and Include Detail (No).
- Billing Options:** Reg Billing/Batch (Yes), Room Billing/Batch (No), and Meal Billing/Batch (No).
- Saved List Names:** Three empty text boxes for Reg Billing, Room Billing, and Meal Billing.
- AR Accountholder:** A list with '0350940 B.J. Fife' selected.
- Term Selection:** Term Include and Term Exclude fields with dropdowns for 1, 2, and 3.
- Additional Selection Criteria:** A 'No' button.

An 'Alert' dialog box is overlaid on top, asking '08/24/07 falls beyond the current fiscal year. Accept Date? (Y,N)' with 'Y' and 'N' buttons.

- Step 1. In Quick Access window: Type **BILL**
- Step 2. Date Fall beyond: **Yes**
- Step 3. Cutoff Date: **Type** the end date of the current term that the corrections are needed
- Step 4. Invoice Date: **Current date will auto fill**
- Step 5. Force Rebill: **Yes**
- Step 6. Include Detail: **No**
- Step 7. Reg Billing/ Batch: **Yes**
- Step 8. Room Billing/ Batch: **No**
- Step 9. Meal Billing / Batch: **No**
- Step 10. **SKIP** 3 Saved List Name Fields
- Step 11. AR Account Holder: **Type** Student Id
- Step 12. Term Include: **Type** Term to recalculated
- Step 13. Save