

# Graduate Program Assistant Guide:

## Getting Around In Colleague Web UI January 2016

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# Graduate Program Assistant Guide:

## Getting Around In Colleague Web UI

### *Quick Tour:*

The Quick Tour is an easy and detailed way to learn how to navigate Colleague UI. This video can be accessed by clicking Help, then Quick Tour.

### *Function Keys:*

- **F2** - (Detail): This key allows you to detail on a coloured field. Detailing will take you to a different screen which will give you more *details* about that field.
- **F8** - (Cancel From Current Form): This allows you to cancel the current form you are in without saving. If you have detailed several layers, this key will take you back step-by-step to each previous screen.
- **Shift + F8** - (Finish/End): Exits all screens you are in.
- **F9 or Ctrl+0** (zero, not the letter o) – Saves the current form.
- **Shift + F9** – Saves all open forms.
- **Shift+ F8** - (Cancel): This will exit the student's record that you are in and will bring up the inquiry box (see F10).
- **Ctrl+Alt+L** - (Logging Out): will exit Colleague. You can also do this by clicking on the 'Logout' button in the top right corner of the menu header, or by clicking on File (top left) and logout.
- **Ctrl+Alt+H or F1** - shows help for area currently in focus; F1 may not work in all instances.
- **Ctrl+Alt+K** – shows all keyboard shortcuts. This can also be accessed by Help – List Keyboard Shortcuts.

Since you have 'look-up only' access to these records, you cannot change information or harm the record in any way.

However, when you are in a student's record, NO ONE ELSE can look at or work in that record. So it is imperative that you get the information you need and then get out of the record. You can potentially stop processes that are running elsewhere by simply being in the record of a student who is a part (albeit small) of those processes, which can include creation of a report, sending a group of letters, updating scholarship records etc. PLEASE do not walk away from your desk with a student's record up in Colleague.

### *Ways to Search for a Student:*

1. By Student ID (7 digits)
2. By name: e.g. (i) John Jones; (ii) Jones, John. If you get a listing to choose from, enter the number beside your choice to select that person.

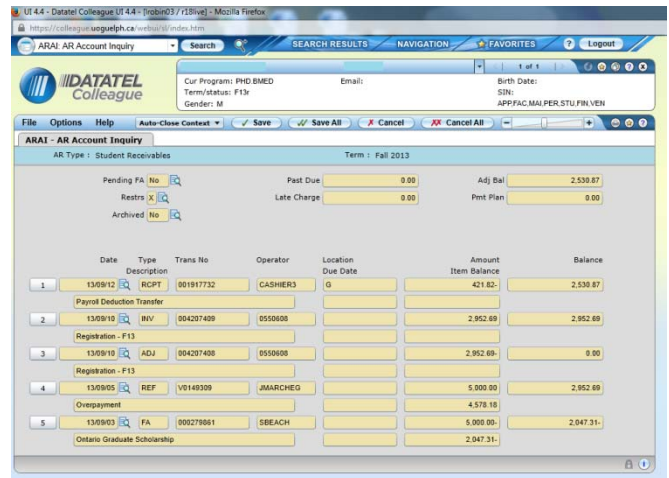
### *Useful Colleague Screens*

Note that any field with the magnify glass has more information stored behind it. You can Detail to that information by clicking on the magnify glass.

The following screens are common screens used on a daily basis:

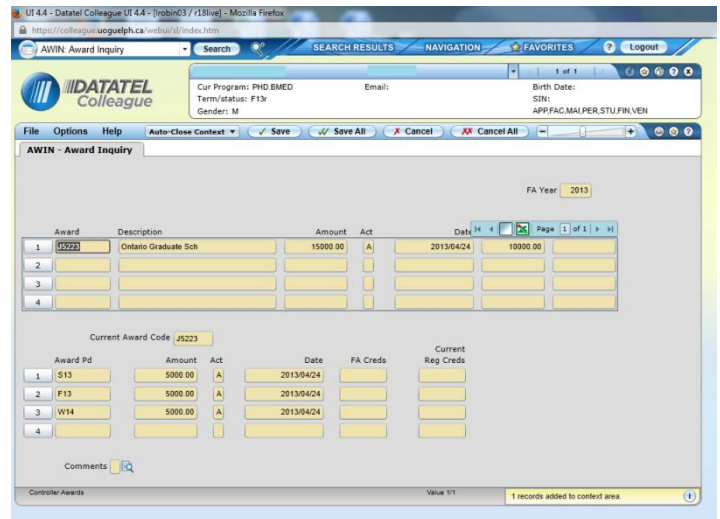
## ARAI – Account Inquiry

Use this screen to check student account. You can look at specific semesters by entering the term in the Term Lookup box. Or you can look at every transaction by entering past the Term Lookup box.



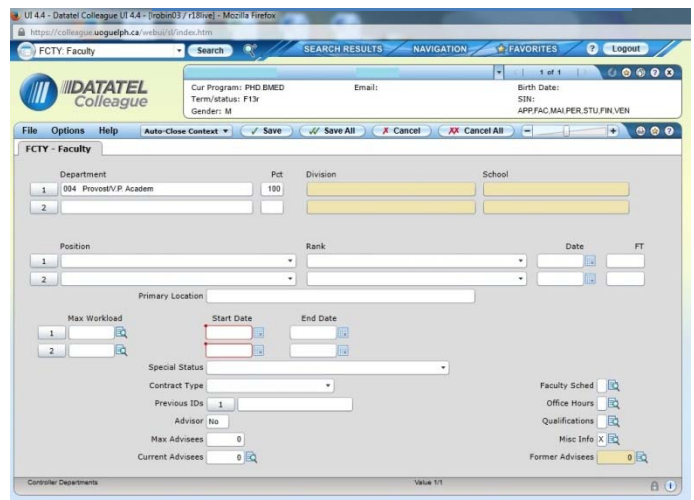
## AWIN- Award Inquiry

Select the year to view individual awards presented to the specified student



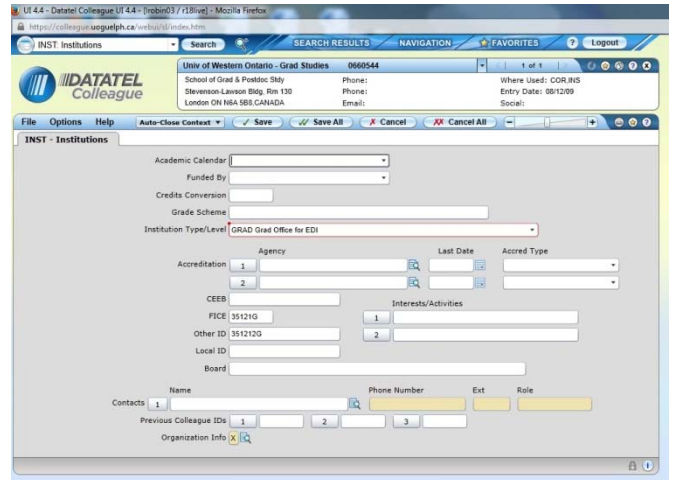
## FCTY- Faculty Advisors

Use this screen to find faculty ID numbers.



## INST – Institution Summary

Allows you to see if an institution is accredited in Colleague. Tip: Sometimes there are many variations of one institution and only 1 is accredited. To see a complete listing of all variations use “...” with short forms of the school in the search fieldname (i.e.) “...Univ of Western Ont...”

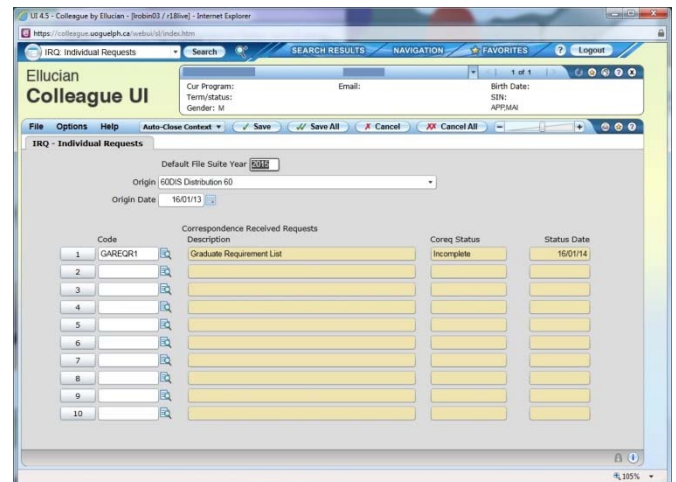


## IRQ – Individual Requests

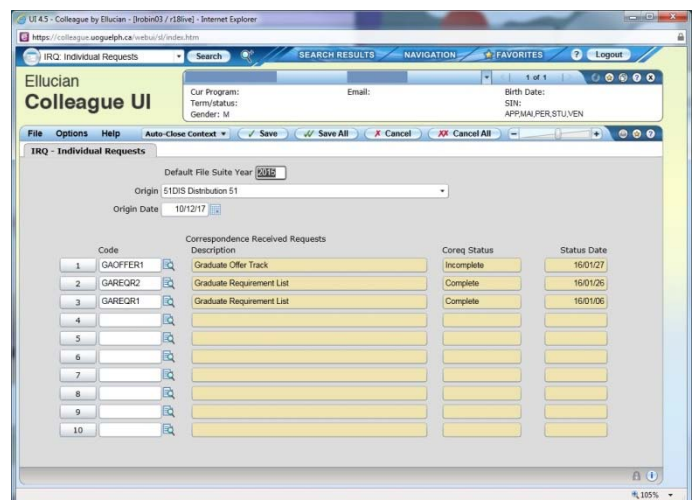
This screen is divided into tracks. When you detail into GAREQR1 (track one) you will see the documents required for the application as requested by the department.

GAREQR2 (track two) will be populated with the documents required once a conditional offer has been produced.

GAOFFER1 is the track used to load the offer to the Webadvisor checklist. This track is never altered by anyone besides CCS.



IRQ during the application stage



IRQ once an offer has been presented

### SGRD: Student Graduation Data

This screen shows the current convocation application information disappears after the Convocation has taken place. The information is then transferred to the IASU screen.

The screenshot shows the 'SGRD - Student Graduation Data' form in the DATATEL Colleague system. The form is for a student with the following details:

- Cur Program: MSC.ENVB
- Term/status: F13
- Gender: F
- Birth Date: APP/FOR/MAJ/PER/STU/FIN/VEN
- Student Program: MSC.ENVB Master of Science
- Eligible for Commencement:
- Requirements Complete: Yes
- Diploma Name: [Empty]
- Address: [Empty]
- City/Pr/PC: [Empty]
- Country: [Empty]
- Term: F13 Fall 2013
- Commencement Dt: 13/10/19
- End Pgm on Commencement Dt: Yes
- Completion Dt: 13/08/20
- Degree Dt MM/YR: 10/13
- CCDs Dt MM/YR: [Empty]
- Graduation Honors: [Empty]
- Reunion Class: [Empty]
- Student Program: MSC.ENVB Master of Scienc
- Commencement Site: VM War Memorial Hall
- Degree Eval: [Empty]

### SHIS - Student Hiatus Summary

Detail in on individual entries for more information on the student hiatus'.

The screenshot shows the 'SHIS - Student Hiatus Summary' form in the DATATEL Colleague system. The form displays a table of hiatus and academic withdrawal records for a student with the following details:

- Cur Program: [Empty]
- Term/status: F13
- Gender: M
- Birth Date: APP/FAC/MAJ/PER/STU/FIN/VEN
- Home Location: G Guelph
- Advisor: [Empty]

Hiatus	Start Date	End Date	Status
1			
2			
3			
4			
5			
6			
7			

Academic Withdrawal	Start Date	End Date	Status
1 PWD Permanent Withdrawal	12/06/05	12/06/21	A Approved
2			
3			
4			
5			
6			

Controller Hiatus: No Values

## SPRO – Student Profile

From this screen, you can get to many other screens with student information.

1. *Change Address* – detail in to see the address information on file.
2. The *Academic Program* field has space for multiple entries, with the most recent/current program, class level, load, all "floating" to the top line. Click on the arrows on the right hand side to move through multiple entries.
3. *Student Types* - records if a student is Provisional or Regular (or Special, for non-degree students).
4. *Home Location*: will be 'G' (Guelph) in 99% of the cases. With the exception of MFA.CW students located at Humber.
5. *Advisors* - when an advisory committee has been appointed & processed in OGS, information will be visible here. You can detail on the individual advisor for more information.
6. *Restrictions* - This is where financial sanction, dental opt outs, records sanctions etc. will be shown
7. *Terms* - Detail in to see a summary of all registered terms on STRS.
8. *Transcripts* – detail in to STAT to see a summary of terms/courses/GPA information.
9. *Locator* - is not generally utilized for graduate students.
10. *AddProfile Data* - On this screen you can see whether the student is paying Canadian (CN) or International (IN) fees. It also shows the UHIP category for international students (U1 single coverage, U2 couple coverage, U3 family 3+ coverage, U4 exempt)
11. *Hiatus* - lists all leave of absence or withdrawal activity.
12. *Demographics* - detailing on this box presents a menu with several screens to choose from

UI 4.4 - Datatel Colleague UI 4.4 - [robin03 / r18live] - Mozilla Firefox  
 https://colleague.uoguelph.ca/webui/sl/index.htm

SPRO: Student Profile    SEARCH    SEARCH RESULTS    NAVIGATION    FAVORITES    ?    Logout

**DATATEL Colleague**

1 of 1

Cur Program: PHD.BMED    Email:    Birth Date:  
 Term/status: F13r    SIN:  
 Gender: M    APP.FAC,MAI,PER,STU,FIN,VEN

File    Options    Help    Auto-Close Context    Save    Save All    Cancel    Cancel All

**SPRO - Student Profile**

Preferred Mailing Address    Preferred Residence

Guelph    ON    N1G 1M9    Guelph    ON    N1G 1M9

Change Address    Ant

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Cmpl Date	Admit Status
1   PHD.BMED	No	GR Gr	Active	12/09/21	09/16	Stage 1 Doct

Student Types/Date    1    R Regular    08/04/25

Home Location    1    G Guelph    08/04/25    End Dt

Advisors    1    Dr. Alastair Summerlee    13/01/29

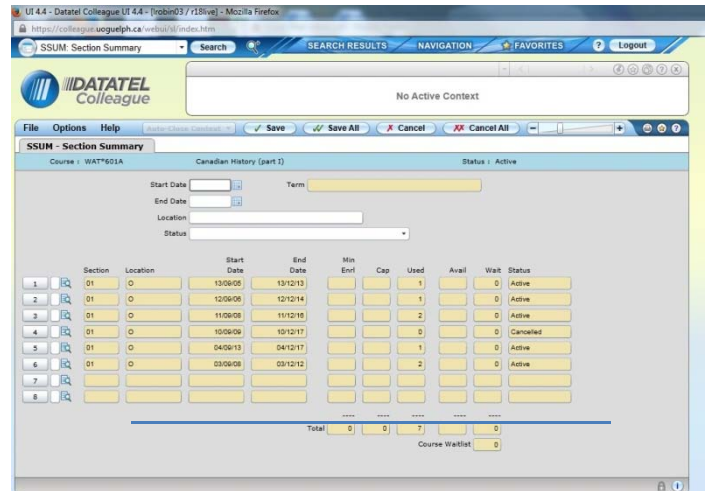
Restrictions    1    DENTO Dental Opt. Out    07/07/13

Directory/Privacy

Terms X    Locator X    Hiatus X  
 Transcripts X    Addl Profile Data X    Demographics X

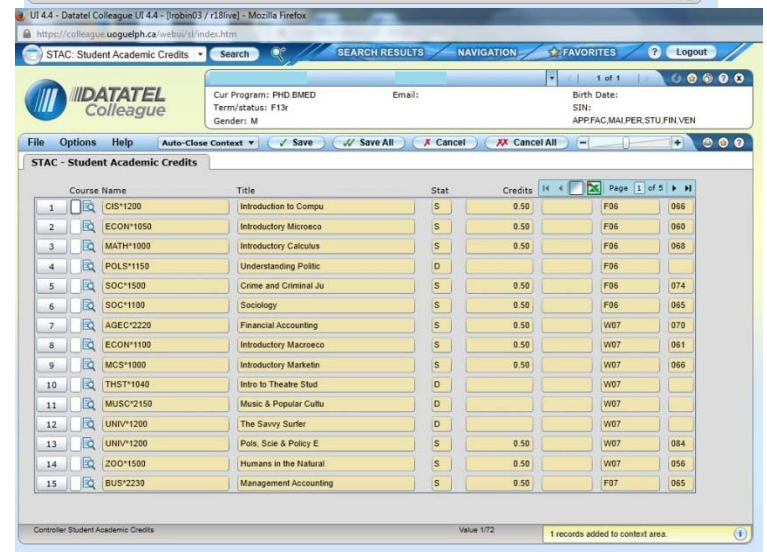
## SSUM – Section Summary

Use this screen to see a history of sections for any particular course. If you enter a specific term in the *Start Date* field, you will see only that term's data.



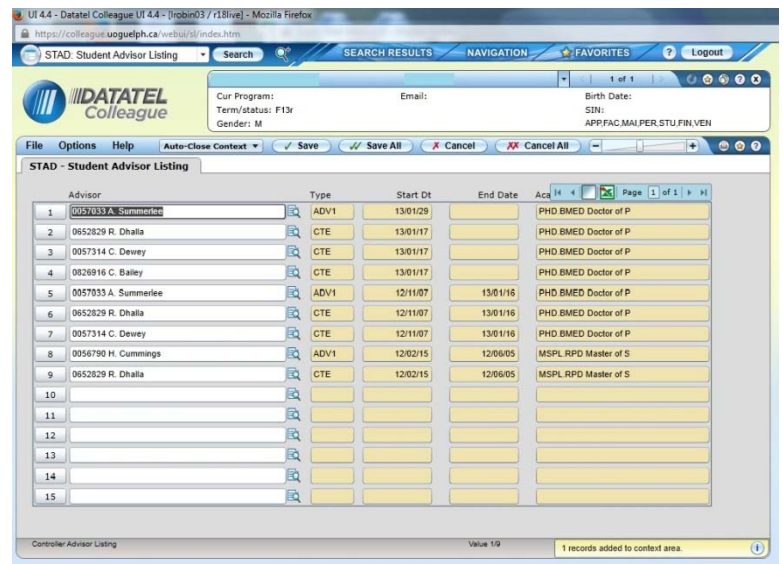
## STAC – Academic Credits and Registration

This screen lists all the courses that a student has ever registered for. It is sorted by semester, and includes undergraduate semesters as well as graduate semesters. You can detail on individual courses for more information. Transfer credits awarded will also be listed on this screen, with a StatCR and a GrCRD.



## STAD – Student Advisor Listing

You can detail in on individual names in the list to see additional details regarding the appointment.



## STAT-Student Academic Transcripts

You will always be asked for the Transcript Grouping. The default will be whatever the student is currently registered in, e.g. GR (graduate) or UGO (undergraduate).

UI 4.4 - Datatel Colleague UI 4.4 - [robin03 / r18live] - Mozilla Firefox  
 https://colleague.uoguelph.ca/webui/#!/index.htm  
 STAT - Student Academic Transcript

Cur Program: PHD BMED  
 Term/Status: F13r  
 Gender: M

Email:  
 Birth Date:  
 SIN:  
 APP.FAC.MAJ.PER.STU.FIN.VEN

Transcript Grouping : Graduate - Including External

Term	Creds	Att	Cmpl	GPA	Cum Att	Cum GPA
1	W11	0.50	0.50	85.000	0.50	85.000
2	W12	1.50	1.50	93.000	2.00	91.000
3	F12	0.00	0.00	0.000	2.00	91.000
4	W13	0.00	0.00	0.000	2.00	91.000

Credit Type

Credit Type	Alt: Cum Att	Cum Cmpl	Cum GPA
1 Institutional	2.00	2.00	91.000
2			
3			
Totals	2.00	2.00	

Totals

Term	CEUs	Att	Cmpl	Cum Att	Cum Cmpl
1					
2					
3					
Totals					

GPA1/GPA2  
 Academic Standing  
 Controller Term Credits Value 10

## STDT: Student Term Detail

View the student's registration by term.

UI 4.4 - Datatel Colleague UI 4.4 - [robin03 / r18live] - Mozilla Firefox  
 https://colleague.uoguelph.ca/webui/#!/index.htm  
 STDT - Student Term Detail

Cur Program: PHD BMED  
 Term/Status: F13r  
 Gender: M

Email:  
 Birth Date:  
 SIN:  
 APP.FAC.MAJ.PER.STU.FIN.VEN

Term: F13 Start Date: 13/09/05 End Date: 13/12/13 Reg Credits: 1.50

Academic Load: Full Time Residency Status: Canadian Tuition Rates

Term Status/Date: 1 13/09/21  
 Term Acad Standing/Date:

Acad Level: Graduate Class Level: 4.0 Enroll Status: Academic Standing: Date:

Student Program: PHD BMED Custom Program: No Addnl Major: Addnl Minor: Start Date: 12/09/05 End Date:

Section Name and Title	Cred Att	Cred	Cmpl	GPA Cred	S	Loc
1 UNIV7510'04 Active FT Registration					A	G
2 UNIV7500'01 Research/Writing					A	G
3						
4						

Hiatus Term Notes Comments Addnl Info  
 Controller Term Status Value 11



## STNT – Student Term Notes

Used primarily by Student Financial Services to record the Authorization for Settlement form information for specific terms, or De-registration information. It is also where we record a student's full-time distant fee status if appropriate.

Student Notes	Type	
1 PHYSICAL Deduction - Full	R - Registrat	13/08/23
2		
3		

## STRS – Student Term Summary

The codes in Term Status are significant:

- P - Pre-registered: student selected courses in the pre-registration time slot
- R - Registered: student selected courses after the pre-registration time slot
- T - Transcribed: courses have been graded, automatically assigned by Colleague at the end of the term.
- C - Completed early: This status code is assigned when a student finishes the requirements for their program early in the semester. This code is only assigned if a student has requested a tuition rebate prior to the "freeze date" in the term. Students with this term status do not show up on the registration reports, and are not eligible for government funding for that term.  
*Any term with one of the above status codes is counted for semester credit.*
- X - Deleted: this status code is assigned when a student withdraws from a term prior to the beginning of that term. It is also assigned if a student is de-registered from the term for non-payment of tuition.
- W - Withdrawn: assigned when a student withdraws from a term after the 100% refund deadline  
*Any term with one of these two status codes is not counted for semester credit.*

UI 4.4 - Datatel Colleague UI 4.4 - [robin03 / r18live] - Mozilla Firefox  
 https://colleague.uoguelph.ca/webui/sl/index.htm

STRS: Student Terms Summary Search SEARCH RESULTS NAVIGATION FAVORITES Logout

**DATATEL Colleague**

Cur Program: Email: Birth Date:  
 Term/status: F13r SIN:  
 Gender: M APP,FAC,MAI,PER,STU,FIN,VEN

File Options Help Auto-Close Context Save Save All Cancel Cancel All

**STRS - Student Terms Summary**

Acad Level GR Graduate

Terms	Reg Date	Term Stat	Reg Creds	Att Creds	Cmpl Creds	GPA Creds	Acad Load	Start	End
1 F13	13/08/21	R	1.50				Full	13/09/05	13/12/13
2 S13	13/09/10	R	1.50	1.50	0.00	0.00	Full	13/05/09	13/08/16
3 W13		P	1.50	1.50	0.00	0.00	Full	13/01/07	13/04/19
4 F12	12/09/11	R	1.50	1.50	0.00	0.00	Full	12/09/06	12/12/14
5 S12		W					Full	12/05/10	12/08/17
6 W12	11/12/22	T	3.00	3.00	1.50	1.50	Full	12/01/09	12/04/20
7 F11	11/08/28	T	2.50	2.00	0.50	0.50	Full	11/09/08	11/12/16
8									
9									
10									
11									
12									
13									
14									

Controller Terms Value 1/7

## XGAS – Admissions Summary

This screen includes important information, including U of G calculated GPAs for particular U of G programs, names of referees, TOEFL results, previous institutions attended, degrees received, and ratings, application status, comments, etc.

The screenshot shows the 'XGAS - Admissions Summary' web application. The browser title is 'UI 4.4 - Datatel Colleague UI 4.4 - [robin03 / r18live] - Mozilla Firefox'. The URL is 'https://colleague.uoguelph.ca/webui/sf/index.htm'. The application header includes 'XGAS Admissions Summary', a search bar, and navigation options like 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. The user profile information is displayed as follows:

- Cur Program: PHD BMED
- Term/status: F13r
- Gender: M
- Email:
- Birth Date:
- SIN:
- APP:FAC, MAI:PER, STU:FIN, VEN

The main form area is titled 'XGAS - Admissions Summary' and contains the following sections:

- Application Prog:** PHD.BMED, St Term Acad Lvl: F12, Loc: GR, Ap Stat: G, Stat Dt: MSMov, Adm Stat: 12/06/21, F Sta.
- Guelph Programs:** PHD.BMED, Stat: Active, GPA: 91.00, Cred: 0.00
- Reg'd:** Y, MSPL:RPD, PWD-Prog: 2.00
- Institutions Attended:** 1 0031571 Notre Dame Roman Cath S S, Accredited.
- Table of Degrees:**

Type	Degrees	Deg Date	Ext Avg	Years Attend	Rating	Dt Proc	Stat

- Referee:**

Referee	Name	Rating	Date
1	Summerlee, A	2%	12/06/04
2	Murray, J	2%	12/06/04

- Other Documents:**

Other Documents	Date	Score	Status
1			

- Other Admission Decisions:**

Other Admission Decisions	Date	Status
1 Direct Admission Doctoral	12/06/13	YY

Comments: 1

## XGCL – Graduation Checklist (degree by courses/project)

This screen tracks the progress a student has made towards degree completion. The screen above shows all the information one would expect to see for a student who has completed a program by coursework and major project. Once the degree requirements have been completed, the *Completion Date* is entered, as well as the *Convocation Date*.

The screenshot shows the 'XGCL - Graduation Checklist' form. Key fields include:
 

- Program: MSC ENVB
- Department: 131 School of Environment
- Cur Program: MSC ENVB
- Term/status: W16r
- Gender: F
- Birth Date: APP/MAJ/PER/STU/FIN/VEN
- Ex Exmr: 1
- Defence: 1st time SAT 13/07/17
- 2nd time
- Graduation Recommendation
- Application for Graduation
- Grad Diploma Name
- Thesis 1, 2
- Alternate Degree Title
- Attending Convocation?
- Conv Date: 13/10/19
- Time
- Hometown
- Province
- Country
- Completion Date: 13/08/29
- Comments: 1 SubmChB.DepfmsReod :THESIS APPROVED AUG 29

## XGRF – Graduate Referees

This screen is used during the application phase and outlines the documents required for the application.

The information at the top of the screen shows the referees listed, the email address the request for assessment was sent to and the date that the request was sent.

The lower portion of the screen is a mirror image of what the applicant sees on Webadvisor. The documents indicate what is required for the application, what has been uploaded, and the date the document was received.

When referee assessments are received by the University the assessment is automatically linked to the application and marked as received.

The screenshot shows the 'XGRF - Graduate Referees' screen. It includes a list of referees and a table of required documents.

Code Instance	Description	Req	Asgn Dt	Action Dt	Status	Comment	Date
1	GAREFC Referee Assessment	Yes	15/1/028		Received		15/11/03
2	GAREFC Referee Assessment	Yes	15/1/028		Received		15/11/07
3	GASORC Stmt of Research or Intere	Yes	15/1/028		Received		15/10/28
4	GATRYC Transcript	Yes	15/1/028		Received		15/10/28
5	GACVRESC CV or Resume	Yes	15/1/028		Received		15/10/28

At the bottom, it shows '1 records added to context area.' and a status bar with 'Value: 1/2'.