Graduate Program Assistant Guide:

Getting Around In Colleague Web UI
January 2016

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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 FlO).
- **Crtl+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.
- **Crtl+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:
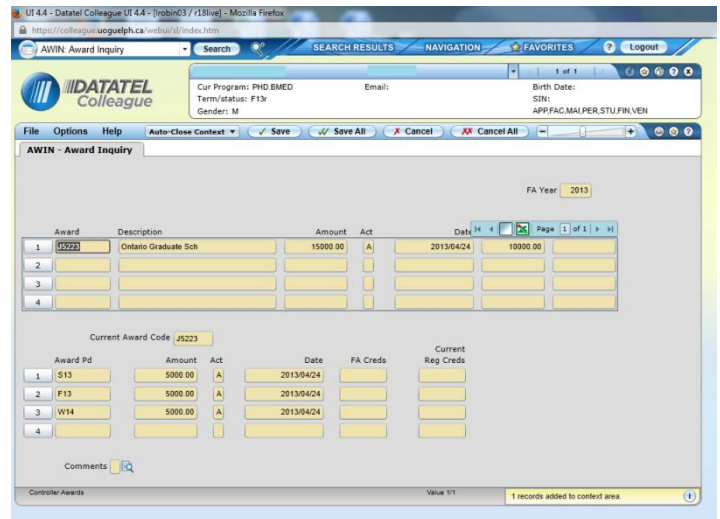
ARAI – Account Inquiry

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.
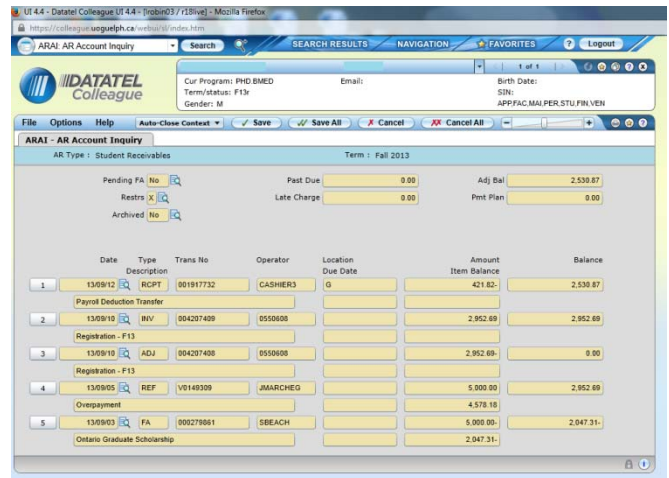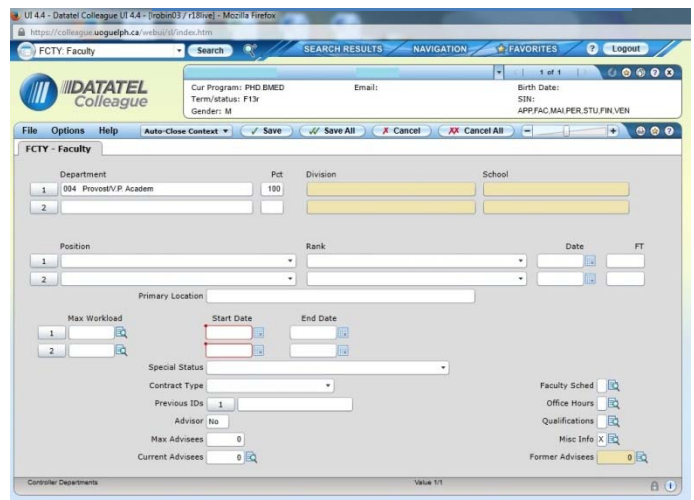

AWIN- Award Inquiry

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…"
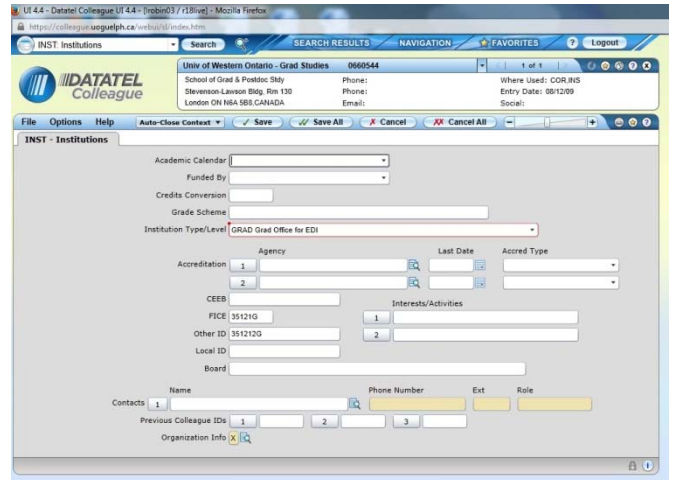

IRQ – Individual Requests

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.
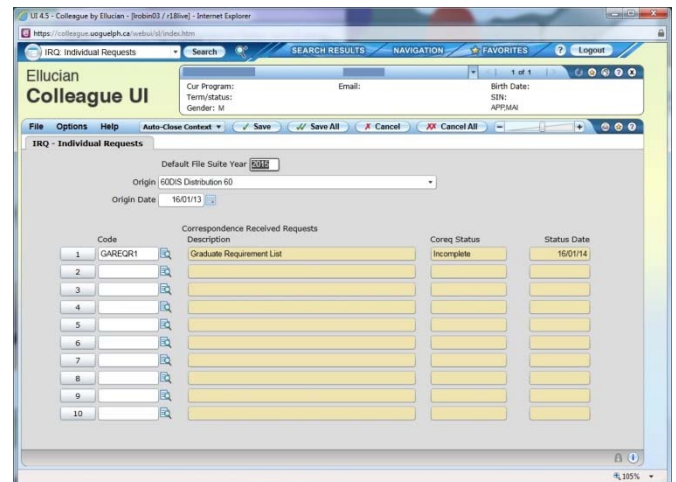
IRQ during the application stage
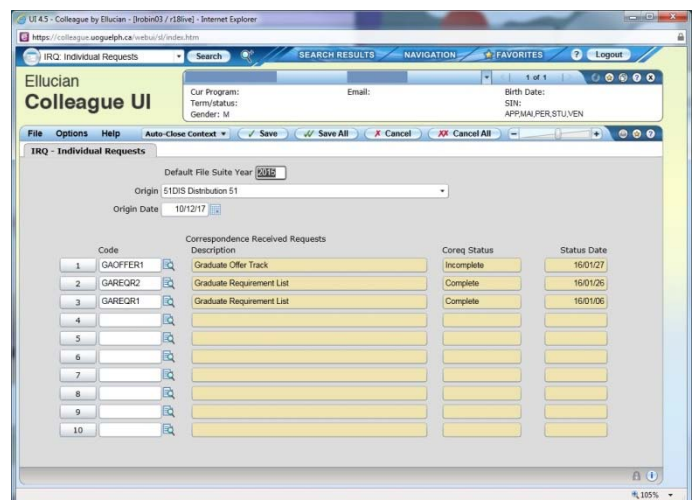
IRQ once an offer has been presented

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.

SHIS – Student Hiatus Summary

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

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. *Addl Profile 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

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.
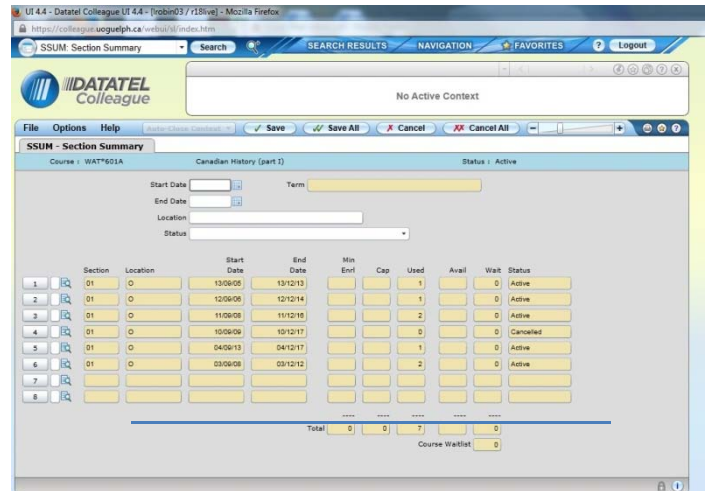
STAC – Academic Credits and Registration

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.
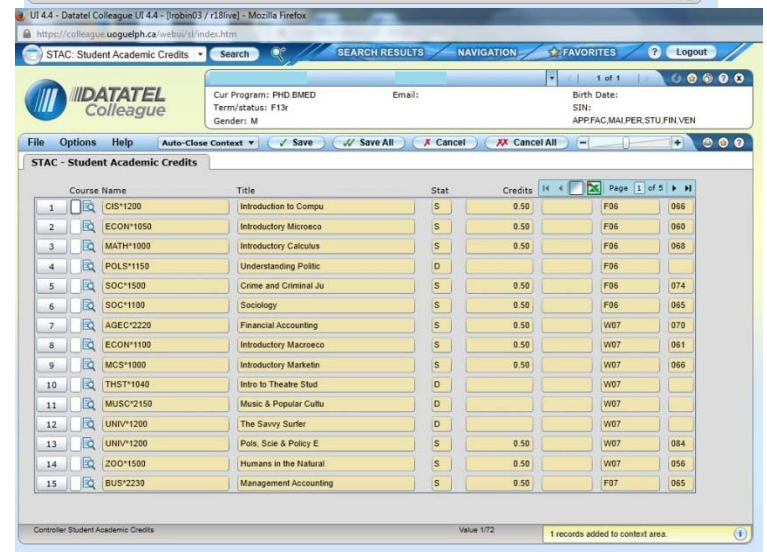
STAD – Student Advisor Listing

You can detail in on individual names in the list to see additional details regarding the appointment.
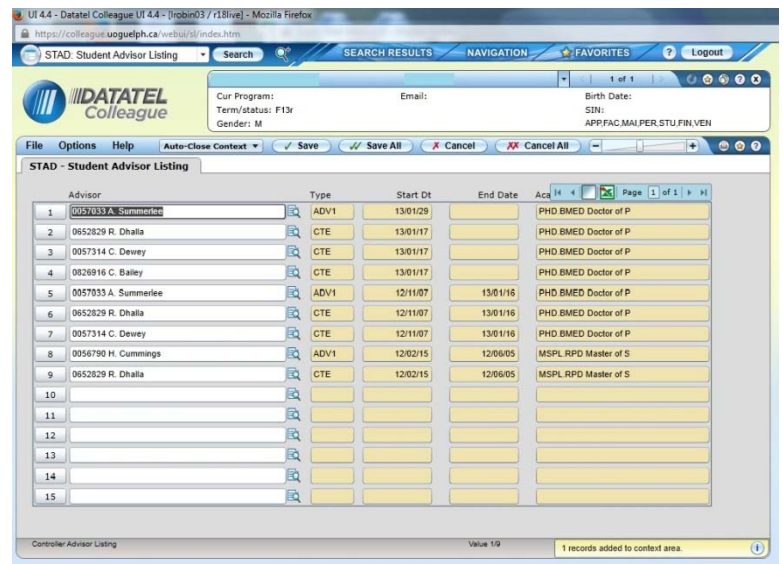
STAT–Student Academic Transcripts

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).

STDT: Student Term Detail

View the student's registration by term.

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.

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 - Transcripted: 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.

https://colleague.uoguelph.ca/webui/sl/index.htm

| STRS: Student Terms Summary | ▼ | Search 🔍⁺ | | SEARCH RESULTS | NAVIGATION | ★ FAVORITES | ? | Logout |

DATATEL Colleague

| | | | | ▼ | ◀ | 1 of 1 | ▶ | ○ ✿ ⊕ ? ✕ |

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, i ncluding U of G calculated GPAs for p articular U of G programs, names of referees, TOEFL results, previous institutions attended, degrees received, and ratings, application status, comments, etc.

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.*

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.