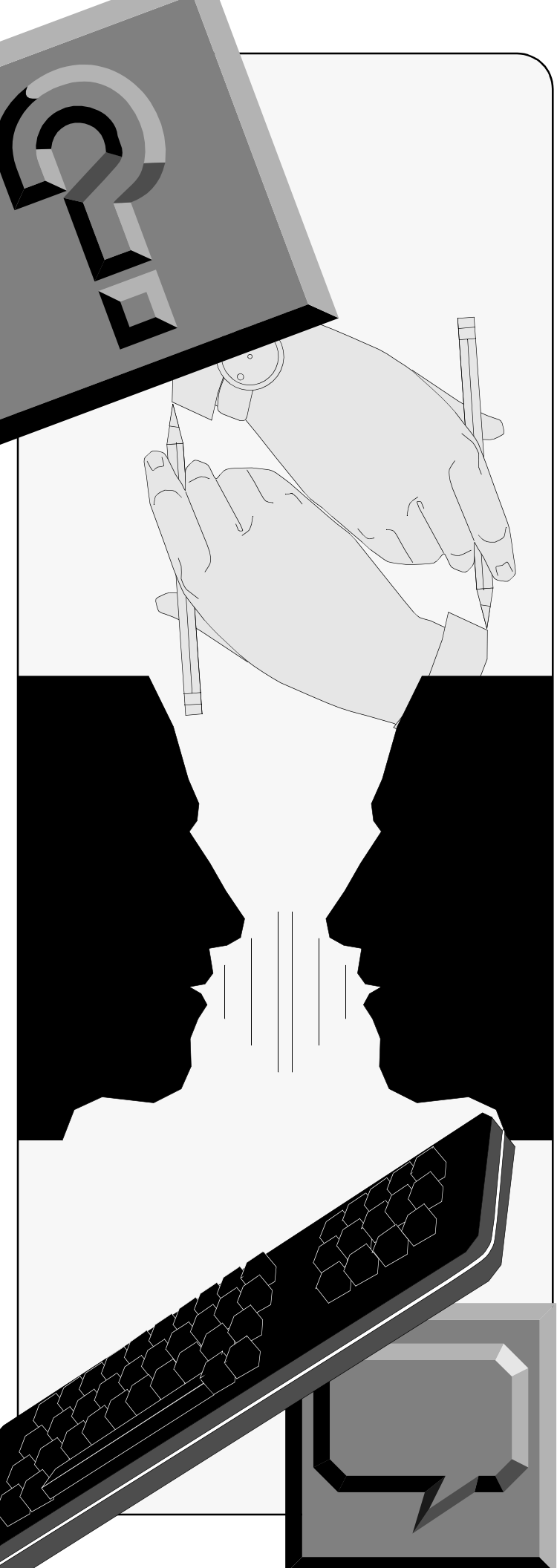
























**Quick Reference for  
Function Keys**



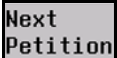
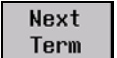






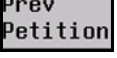
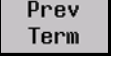














# A. Quick Reference

## Navigating through the program

Button	Press	To
List Select	<F6> on the key-board	view the list of records that meet your selection criteria
Tab	<Tab> on the keyboard	move forward though the fields or move from one menu selection to the next
	accept	update computer with the data shown on the screen
	accept no app	accept no application from the student and continue registering (this is for audit classes only)
	add	add a new record
	all sections	display all sections in a course
	backtab	move backwards through the fields
	change keys	switch to another set of function key labels
	done	complete action and return to social security prompt
	down	move down through the records list
	enroll tracking	view changes made to the enrollment record for the semester
	erase trans	erase the current set of transactions

Button	Press	To
	exit program	exit the program
	first term	view the first term of a student's record
	help branch	display help for a particular menu item
	help field	display help for a particular field, usually in a pick list
	help screen	view information on the use of the screen and its fields
	last term	view the last term of a student's record
	left	move to the left of a field
	list by crs ttl	list all scheduled sections of a course title
	list petition	display the student's petition(s), their status, and any action that has been taken
	list waivers	display all financial waivers for the student
	main menu	return to the main menu
	more classes	add/drop more classes

Button	Press	To
	name lookup	search for an SSN by last and first name
	next page	view the next page of data
	next petition	this displays the next petition
	next term	view the next term of a student's record
	no	answer in the negative
	no more sections	end the add/drop portion of the registration process and begin the fee payment portion
	placement results	show the student's placement test level in English, math, and chemistry
	prerequisite-lookup	view detailed information on the prerequisites or corequisites
	previous action	go to the previous page or record
	previous page	go to the previous page or record
	previous petition	display the previous petition
	previous term	view the previous term of a student's record

Button	Press	To
	print classes	prints a copy of current classes
	reject or <F8> on the keyboard	reject changes or current screen and return to the previous screen or menu
	return select	enter new selection criteria
	scroll backward	move up the page in the report
	scroll forward	move down the page in the report
	section lookup	show more details of the section: meeting times, location, instructor, number of students enrolled, etc.,
	schedule comments	view the comments for a particular section
	show classes	display a list of classes the student is enrolled in for the current semester
	stufees tracking	view changes made to student fees for the semester, including fees waived and deferred fees
	up	move up through the records list
	withdraw	withdraw student from all sections in which they are currently enrolled
	yes	reply in the affirmative