

Students

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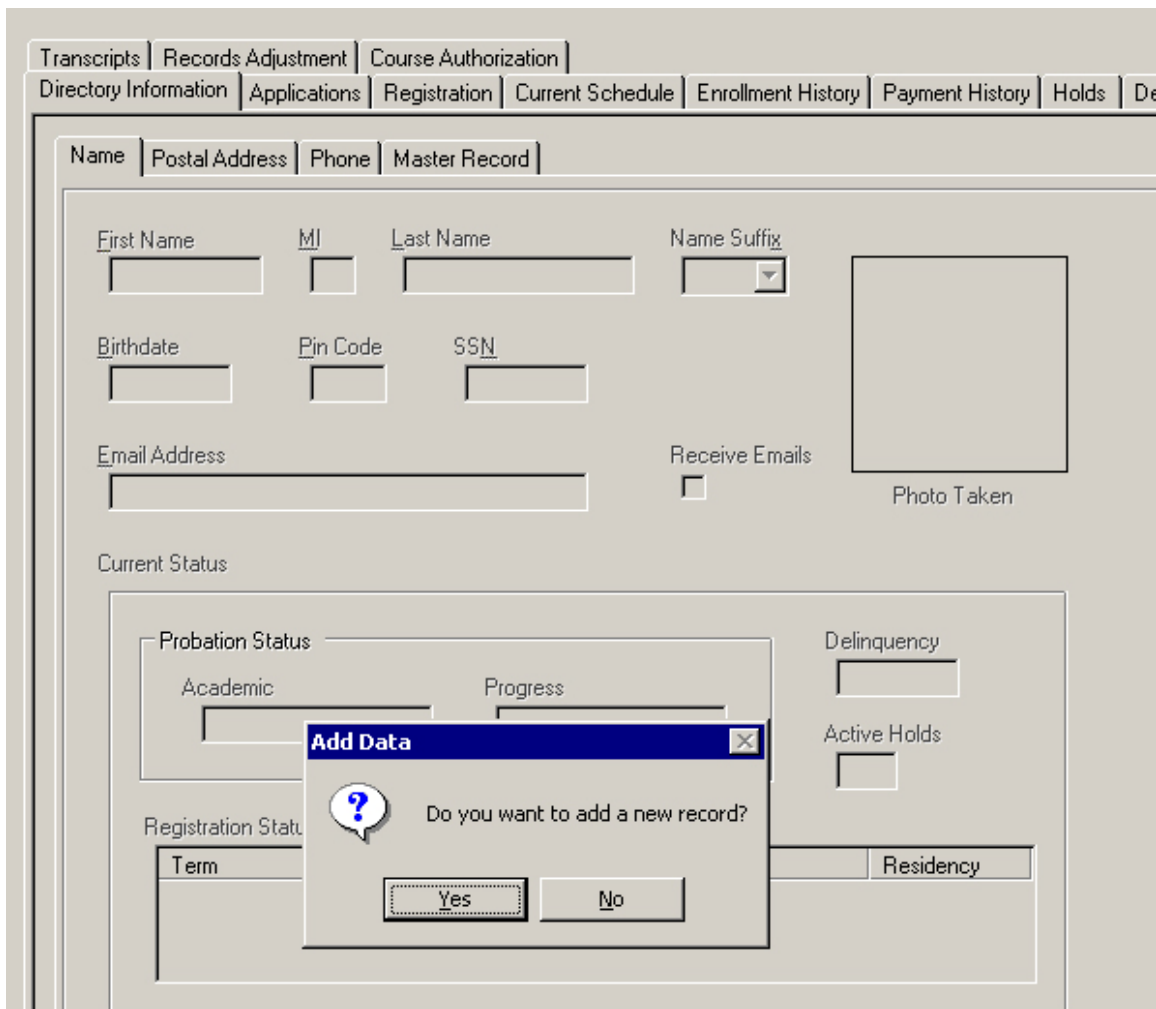
A&R Students

New Students

Adding A New Student

To add a new student into the system, select the white folder icon (new) in the upper left corner of the tool bar.

An add data dialog box appears asking if you want to add a new record. Choose yes or no.



The screenshot shows a web-based application interface for student records. At the top, there is a navigation menu with tabs: Transcripts, Records Adjustment, Course Authorization, Directory Information, Applications, Registration, Current Schedule, Enrollment History, Payment History, Holds, and De. Below the menu, there are sub-tabs: Name, Postal Address, Phone, and Master Record. The main form area contains several input fields: First Name, MI, Last Name, Name Suffix (a dropdown menu), Birthdate, Pin Code, SSN, Email Address, and a checkbox for Receive Emails. A large empty box is labeled Photo Taken. Below these fields, there is a section for Current Status, which includes Probation Status (Academic and Progress), Delinquency, Active Holds, Registration Status, Term, and Residency. Overlaid on the form is a dialog box titled 'Add Data' with a question mark icon and the text 'Do you want to add a new record?'. The dialog box has two buttons: 'Yes' and 'No'.

The SRJC student records (short form application entry) screen appears:
Enter in the student's information and press save on the toolbar.

Students

Select Term: Spring 2006 StudentID: 200205792

First Name: Sonny MI: B Last Name: Rainbow Name Suffix: III Home Phone Nbr: (707) 539-0914 Birthdate: 08/04/1984
 Email Address: srainbow@sbcglobal.net Receive Emails: SSN: ***** Pin Code: *****

Mailing Address
 US Canada Other International
 Street Address: 322 Misty Valley Way
 City: Santa Rosa State: California Zip Code: 95409-0000

Waiver Groups
 Staff
 AB540
 Prayer for Healing

Residency: Resident Level of Education: Received High School Diploma Year Received: 2002
 Educational Goal: Earn AA/AS Without Transferring

Data Field	Description
Select Term	Select a term from the drop-down box
Student ID	A student identification number will populate box
First Name	Student's first name. Maximum 20 valid characters.*
MI	Student's middle initial. Maximum 1 valid character.*
Last Name	Student's last name. Maximum of 30 valid characters.*
Name Suffix	Choose a name suffix from the drop-down box if needed
Home Phone Nbr	Student's home telephone number. Use 3 digit area code + 7 digits.
Birthdate	Student's birthdate using six digits. Format is mm/dd/yyyy.
Email Address	Student's email address
Receive Emails	Check box if student is willing to receive emails
SSN	Student's social security number. This is 9 numeric digits.
Pin Code	Student's 4 to 6 digit pin code is populated here
Mailing Address	Student's mailing address
US, Canada, Other International	Choose the correct state from the radio

	buttons
Street Address	Student's street address
City	City of residence▪
State	State of residence
Zip Code	5 to 9 digit zip code
Residency	Choose residency status from drop-down box
Level of Education	Choose current level of education from drop-down box
Year Received	Year student received diploma or equivalent. Format is yyyy.
Educational Goal	Choose student's educational goal from drop-down box
Waiver Groups	Check the boxes to waive certain fees
Staff	The student works for the college
AB540 Student	California Nonresident Tuition Exemption
Prayer for Healing	No health services (student uses prayer only for healing).

* See appendix 1 for valid characters and acceptable international characters.

▪ See appendix 2 for local city shortcuts.

Directory Information

Directory Information Tab

The **Directory Information** tab holds sub-tabs for a student's contact information and master record.

Click on the following hyperlinks to view the Directory Information sub-tabs:

Name Tab

Postal Address Tab

Phone Tab

Master Record Tab

Click on the following hyperlinks to view the details for the additional sub tabs for the Master Record Tab:

Demographics tab, Prior Names tab, Transfer Info tab, Units tab, Comments tab, and Veteran Information tab.

La Chica, Dora D Do NOT Release Info Last updated on 6/8/2006 11:10:20 AM by SRJC Registration

Transcripts | Records Adjustment | Course Authorization |
Directory Information | Applications | Registration | Current Schedule | Enrollment History | Payment History | Holds | Degrees | Certificates | Petitions | Challenges | Equivalencies

Name | Postal Address | Phone | Master Record

First Name: Dora MI: D Last Name: La Chica Name Suffix: None

Birthdate: 07/04/1989 Pin Code: SSN: No Photo

Email Address: dlachica@sonic.net Receive Emails:

Current Status

Academic: Not on probation Progress: Not on probation Delinquency: \$0.00 Active Holds: 0

Registration Status

Term	Form Needed	Priority	Residency
Spring 2006	Registration Card	Open Registration	Resident
Fall 2004	Application	Open Registration	Unknown
Summer 2004	Application	Open Registration	Unknown

Name Tab

The screenshot shows a web-based form for a student's profile. At the top, there are four tabs: 'Name', 'Postal Address', 'Phone', and 'Master Record'. The 'Name' tab is selected. The form contains the following fields and sections:

- Name Section:**
 - First Name:
 - MI:
 - Last Name:
 - Name Suffix:
- Personal Information Section:**
 - Birthdate:
 - Pin Code:
 - SSN:
 - Email Address:
 - Receive Emails:
 - No Photo:
- Current Status Section:**
 - Probation Status:
 - Academic:
 - Progress:
 - Delinquency:
 - Active Holds:
- Registration Status Table:**

Term	Form Needed	Priority	Residency
Summer 2005	Application	Priority period passed	Unknown
Spring 2005	Application	Priority period passed	Unknown
Fall 2004	Application	Priority period passed	Unknown

Data Fields	Description
First Name	First name. Use up to 20 valid characters. See appendix 1 for list of valid entries, including international.
MI	Middle initial. Use 1 valid character. See appendix 1 hyperlink above for list of valid entries.
Last Name	Last name. Use up to 30 valid characters. See appendix 1 hyperlink under first name above for list of valid entries.
Name Suffix	Name suffix such as Jr, SR, I, II, etc. Select from drop-down box.
Birthdate	Date of birth. Use 6 digits in mm/dd/yyyy format.
Pin Code	Student's 4 to 6 digit Personal Identification Number populates.
SSN	Social Security Number. This is 9 numeric digits.
Email Address	Email address. Case insensitive, the valid format is Username@emailDomain.
Receive Emails	Does student wish to receive email? Check box for yes, leave blank for no.
Current	A subsection of the name tab that includes a student's registration and

Students

Status	probation status.
Probation Status	Indicates after enrolling in at least 12 semester units, if a student is on academic and/or progress probation.
Academic	A student that earned a cumulative GPA between 1.00 and 1.99 will be on probation.
Progress	A student will be on probation if over 50% of units contain a "W", "I", and/or "NC".
Delinquency	Debts owed and to be paid by the student before registering..
Active Holds	Disciplinary and other reasons for denying registration- see holds tab
Registration Status	Record of current academic year terms, forms needed from student, the registration priority dates, and residency status of a student.

[Click to return to Directory Information.](#)

[Click to go to Postal Address sub-tab.](#)

Phone Tab

Phone 1 of 1

Phone Number: (707) 824-6991 Extension: Type: Home Primary:

Phone Number	Extension	Type	Primary	Deleted
(707) 824-6991		Home	Yes	

Data Field	Description
Phone [Selection box]	Multiple phone numbers may be on file. Use the selection box to select the appropriate phone number and information set.
Phone Number	Student's phone number. Use 10 numeric digits. the () and - automatically populates.
Extension	Student's extension if appropriate. Use a maximum of 6 digits.
Type [Drop down menu]	Select phone type.
Primary [Check box]	Check box if this is student's primary contact number.
Current Phones	This table is for viewing a student's multiple phone numbers and cannot be modified.

Click to return to Directory Information Tab.
 Click to go to Master Record Tab.

Postal Address Tab

The screenshot shows a software interface with four tabs: 'Name', 'Postal Address', 'Phone', and 'Master Record'. The 'Postal Address' tab is selected. The form contains the following elements:

- Address:** A selection box showing '1 of 1'.
- Country:** Radio buttons for 'US' (selected), 'Canada', and 'Other International'.
- Address Type:** A drop-down menu currently set to 'Conversion'.
- Street Address:** A text input field containing '2726 Canfield Rd'.
- City:** A text input field containing 'Sebastopol'.
- State:** A drop-down menu currently set to 'California'.
- Zip Code:** A text input field containing '95472-0000'.

Data Field	Description
Address [Selection box]	Multiple addresses may be on file. Use the selection box to select the appropriate address and information set.
Country [Radio button]	Select country.
Address Type [Drop down menu]	Select address type.
Street Address	Student's street address. Use up to 40 alphanumeric characters.
City	Student's city. Use up to 20 letter characters. See appendix 2 for list of city shortcuts.
State [Drop down menu]	Student's state. Select from the drop-down box.
Zip Code	Student's ZIP code. Use 5 to 9 numeric digits for the US.. The computer will automatically hyphenate. See appendix 3 for Canadian and International postal code entries.

Click to return to Directory Information tab.
 Click to go to Phone Tab.

Master Record Tab

The Master Record tab holds sub-tabs for Demographics, Prior Names, Transfer Info, Units, Comments, and Veteran Information.

Click the hyperlinks above to view the Master Record sub tabs.

The screenshot shows a web interface for a student's Master Record. At the top, there are tabs for 'Name', 'Postal Address', 'Phone', and 'Master Record' (which is selected). Below these are sub-tabs for 'Demographics', 'Prior Names', 'Transfer Info', 'Units', 'Comments', and 'Veteran Information'. The main content area contains several fields:

- Admission Date:** 05/28/2001
- Attendance Level:** Complete Attended Spring
- Release Info:** Do Not Release Info
- Gender:** Male
- Citizenship:** U.S. Citizen
- Ethnicity:** Other Pacific Islander
- Last Attended:**
 - Credit:** Spring 2002
 - Non-Credit:** (empty)
- Transcript Count:** 0
- Verification Count:** 0
- Education:**
 - High School Last Attended:** (empty)
 - Year of Grad:** 1981

Click to return to Directory Information Tab.

Demographics

The screenshot shows a web-based form for student demographics. At the top, there are tabs for 'Name', 'Postal Address', 'Phone', and 'Master Record'. Below these is a sub-section with tabs for 'Demographics', 'Prior Names', 'Transfer Info', 'Units', 'Comments', and 'Veteran Information'. The 'Demographics' tab is selected. The form contains several dropdown menus and text boxes. A mouse cursor is pointing at the 'Demographics' tab. The fields are: Admission Date (05/28/2001), Attendance Level (Complete Attended Spring), Release Info (Do Not Release Info), Gender (Male), Citizenship (U.S. Citizen), Ethnicity (Other Pacific Islander), Last Attended (Credit: Spring 2002, Non-Credit:), Transcript Count (0), Verification Count (0), High School Last Attended (), and Year of Grad (1981).

Data Field	Description
Admission Date	Student's original date of admission.
Attendance Level	Choose an attendance level: pre-application, application, registered, registered then dropped, complete current term attended, complete with records, or incomplete in vault.
Release Info	Select to Release or Do Not Release student's info.
Gender	Student's gender.
Citizenship	Student's citizenship.
Ethnicity	Student's ethnic affiliation or group
Last Attended	Last term and year attended.
Credit	Last term and year student attended a section that received credit.
Non-Credit	Last term and year student attended a section that was non-credit.
Transcript Count	Number of transcript requests for student.
Verification Count	Number of requests verifying student's enrollment
High School Last Attended	Last high school attended.
Year of Grad	Student's high school graduation year. If concurrent high school student, enter projected graduation date. Use the yyyy format.

[Click to return to Master Record Tab](#)
[Click to go to Prior Names Tab.](#)

Prior Names

Data Field	Description
Prior Name	Select student's prior name and information set if appropriate.
Name Prefix	Select name prefix.
First Name	Student's first name.
MI	Student's middle initial.
Last Name	Student's last name.
Name Suffix	Student's name suffix.

Click to go back to Master Record tab.
 Click to go to Transfer Info Tab.

Transfer Info

Name | Postal Address | Phone | Master Record

Demographics | Prior Names | **Transfer Info** | Units | Comments | Veteran Information

Transfer Institution 1 of 1

TransferInstitution

Dates Attended

From (mm/yyyy) To (mm/yyyy)

Degree Received Year Received

Transfer Units

	Attempted	Completed	Grade Points	GPA
Total				
Degree Applicable				

Data Field	Description
Transfer Institution	Multiple transfer institutions may be on file. Select the appropriate institution and information set.
Transfer Institution	Select transfer institution.
Dates Attended	Type dates attended. Use mm/yyyy format.
Degree Received	Select degree received.
Year Received	Year degree was received. Use yyyy format.
Transfer Units	Applicable transfer units attempted, completed, and grade points.

Click to go back to Master Record Tab.

Click to go to Units Tab.

Units

Online Units				
	Attempted	Completed	Grade Points	GPA
Total	1.50	0.00	0.00	0.000
Degree Applicable	1.50	0.00	0.00	0.000

Offline Units				
	Attempted	Completed	Grade Points	GPA
Total	0.00	0.00	0.00	0.000
Degree Applicable	0.00	0.00	0.00	0.000

Transfer Units				
	Attempted	Completed	Grade Points	GPA
Total	0.00	0.00	0.00	0.000
Degree Applicable	0.00	0.00	0.00	0.000

Data Field	Description
Online Units	Units attempted, units completed, grade points, and grade point average currently on computer system.
Offline Units	Units attempted, units completed, grade points, and grade point average before a certain time period, vaulted, and not on the current computer system.
Transfer Units	Units attempted, units completed, grade points and grade point average from another college.

Click to return to Master Record Tab.

Click to go to Comments Tab.

Comments

Data Field	Description
Comment	Multiple comments may be on file for this student. Select the appropriate comments and information set.
Date Entered	Date comments were entered.
Entered By	Name of person who entered comments.
Comment Text	Free type field.

Click to return to Master Record Tab.
 Click to go to Veteran Information Tab.

Veteran Information

This tab is currently unpopulated as of Feb 13, 2006
No screenshot available.

Data Field	Description

Registration

Registration Tab


The **Registration** tab holds sub-tabs for a student's registration process.

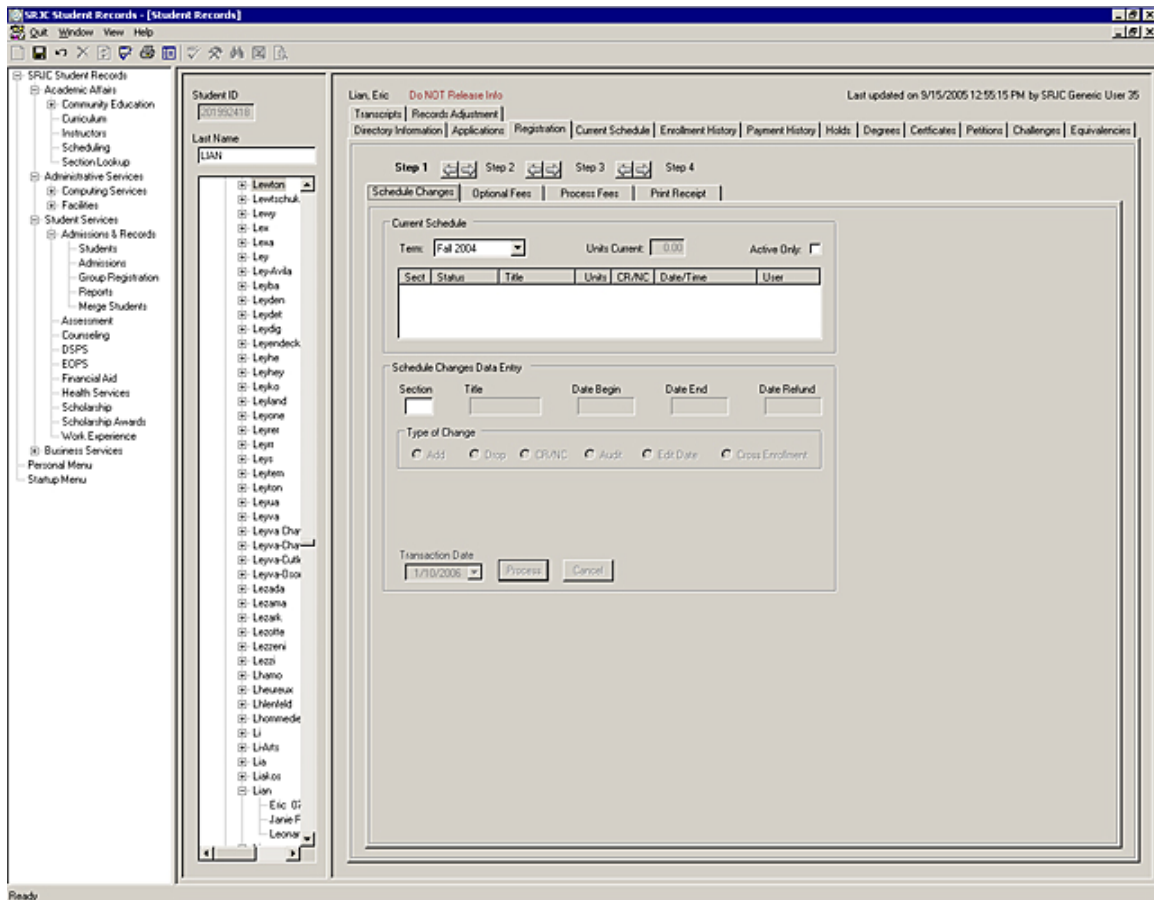
Sub-tabs include: **Schedule Changes**, **Optional Fees**, **Process Fees**, and **Print Receipts**.

To begin using the registration sub-tabs do one of the following:

- Type the student's ID in the Student ID field
- Type the student's last name in the Last Name field and select the student's first name in the sub-menu area.

The Schedule Changes tab should be activated.

Note: The registration process is linear and tabs must be populated in the order they appear from **Schedule Changes** (Step 1) to **Optional Fees** (Step 2) to **Process Fees** (Step 3) and ending with **Print Receipt** (Step 4). To move from one tab to the next, complete all necessary fields and click on the arrows  to move to the next step. Clicking directly on the tabs to move to the next step is disabled.



Students

Schedule Changes Tab

A student must be selected in order to proceed through the registration process. To select a student see Registration Tab.

To begin the registration process, select the correct term from the **Term** drop down menu.

Type a section number in the **Section** field.

Section **Title**, **Date Begin**, **Date End**, **Date Refund**, and **Transaction Date** will be automatically populated. The **Type of Change** radio buttons may be automatically selected or made available.

Grading Options radio buttons will also be automatically selected or made available depending on the section.

Select the appropriate Type of Change

Select the appropriate Grading Option

Click the Process button to add or modify the section in the section record field.

Proceed to the Optional Fees tab (Step 2).

Directory Information	Applications	Registration	Current Schedule	Enrollment History	Payment History	Hold
-----------------------	--------------	--------------	------------------	--------------------	-----------------	------

Step 1 Step 2 Step 3 Step 4

Schedule Changes | Optional Fees | Process Fees | Print Receipt

Current Schedule

Term: Units Current: Active Only:

Sect	Status	Title	Units	CR/NC	Date/Time	User

Schedule Changes Data Entry

Section: Title: Date Begin: Date End: Date Refund:

Type of Change

Add
 Drop
 CR/NC
 Audit
 Edit Date
 Cross Enrollment

Grading Options

Letter Grade
 Non-Credit
 Credit by Exam
 CR/NC
 Non-Graded

Transaction Date:

Add section: 2300 for grade

Students

Proceed to the Optional Fees Tab

Schedule Changes Data Fields

Data Field	Description
Term	Select term from drop-down box.
Units Current	Student's current load.
Active Only	If checked, only adds will be populated. Drops will not be shown.
Section	Section number. Use 4 numeric digits
Title	Section title. Title automatically populates.
Date Begin	Date section begins. Date automatically populates.
Date End	Date section ends .Date automatically populates.
Date Refund	Last date for refund. Amount automatically populates in box.
Add	Add section.
Drop	Drop section.
CR/NC	Credit, No credit.
Audit	Audit section.
Edit Date	Select to edit a transaction date, to avoid having to drop and re-add to correct date.
Cross Enrollment	Student primarily enrolled in another institution, but enrolled in a specific section in this institution for a discounted flat enrollment fee.
Transaction Date	Date schedule was processed.

Optional Fees Tab

Optional Fees are fees that are not associated with instruction and include memberships and parking..

Select the options the student wishes to purchase and proceed to the Process Fees tab (Step 3).

Optional Fee	Cost	Already Purchased
<input type="checkbox"/> Photo Id Card	\$2.00	
<input type="checkbox"/> Associated Student Membership	\$13.00	
<input type="checkbox"/> Parking General	\$60.00	
<input type="checkbox"/> Parking Motorcycle	\$7.50	
<input type="checkbox"/> Parking - Weekend Only	\$16.00	

Process Fees Tab

The Process Fees tab calculates the balance due on all fees, allows the selection of a particular method of payment, and posts payments.

- If the Overpayment field is populated, the student is carrying a credit.
- If the Amount field is populated, the student owes for unpaid fees.

1. If student wishes to pay for all fees, click the full payment check box.
2. If student wishes to pay for specific fees only, select the check boxes for each specific fee.
3. Enter the amount the student is going to pay.
4. Select the method of payment from the drop-down box.
5. Click on the Post Payment button to process the payment.

Proceed to the Print Receipt tab (Step 4).

La Chica, Dora D Do NOT Release Info Last updated on 6/8/2006 11:10:20 AM by SRJC Registration

Degrees | Certificates | Petitions | Challenges | Equivalencies | Transcripts | Records Adjustment | Course Authorization |
 Directory Information | Applications | Registration | Current Schedule | Enrollment History | Payment History | Holds |

Step 1 Step 2 Step 3 Step 4

Schedule Changes | Optional Fees | **Process Fees** | Print Receipt

Balance Due: **\$193.00** Overpayment:

Payment

Amount: Method:

Full Payment

Apply payment to the following fees:

Description	Sect	Amt Due	Amt Paid	How Paid
<input checked="" type="checkbox"/> Student Representation Fee	0061	\$1.00		
<input checked="" type="checkbox"/> Health Services Fee	0061	\$13.00		
<input checked="" type="checkbox"/> Enrollment Fee	0061	\$39.00		
<input checked="" type="checkbox"/> Enrollment Fee	0054	\$78.00		
<input checked="" type="checkbox"/> Photo Id Card Fee		\$2.00		
<input checked="" type="checkbox"/> Parking General		\$60.00		

Data Field	Description
Overpayment	Credit to student.
Amount	Amount owed by student.
Method	Method of payment.
Post Payment	Button to process fees owed by student.

Full Payment	Check Full Payment if student wishes to pay for all fees.
Description	Description of various fees.
Section	Fees are applied to certain section numbers.
Amt Due	Amount due for each particular fee.
Amt Paid	Amount paid for each particular fee.
How Paid	How fees were paid.

Students

Print Receipt Tab

Use the Print Receipt tab to print a receipt for fee payments.

No screenshot available as of February 13, 2006.

Current Schedule Tab

Type topic text here.

Term	
Units Current	
Active Only	

Students

Enrollment History Tab

The Enrollment History tab shows the linear record of sections attempted by a student and the resulting grade.

Data Filed	Description
Term	
Section	
Course Title	
Add/Drop Status	
Units	
Grade	
Chg Code	
Date/Time Posted	

Payment History Tab

Type topic text here.

Hold Tab

Cloud, White E Do NOT Release Info Last updated on 6/29/2006

[Transcripts](#) | [Records Adjustment](#) | [Course Authorization](#) | [Directory Information](#) | [Applications](#) | [Registration](#) | [Current Schedule](#) | [Enrollment History](#) | [Payment History](#) | [Degrees](#) | [Certificates](#) | **Hold**s | [Petitions](#)

Hold of 3 Active

Description

Placed By Date Placed

Cleared By Date Cleared

Comment

Student Hold Detail

Status	Description
Active	EOPS
Active	Books (See Library)
Active	Admission Info (See K. King)

How to use the holds tab:

General instructions are as follows: You may add, clear, or reinstate a hold by right clicking to view the contacts menu.

There are a number of required fields. You will not be able to save data if the required fields are left blank. To see which fields need data, use the validate button on the toolbar. A red icon will indicate the missed required fields.

Option A: How to add a hold:

Step 1: Right click to choose add hold from the contacts menu.

Step 2: When adding a hold, the add data dialog box asks Do you want to add a new record? Choose yes.

Step 3: Choose a description of the hold from the drop down box. A list of descriptions used by SRJC is detailed in Appendix 4.

Step 4: Enter the name of the person placing the hold.

Step 6: The date placed automatically populates. It can be changed by using the drop down calendar.

Step 7: Enter comments regarding the transaction in the box.

Step 8: Click the save button on the toolbar. Do you want to save the changes made to the data? will appear. Choose yes.

Step 9: The continue with student dialog box appears and asks Do you want to continue with student "ID #"?

Option B: How to clear a hold

Step 1: Right click to choose clear hold from the contacts menu.

Step 2: Select the hold desired to clear from the student hold detail list box.

Step 3: Right click to choose clear hold from the contacts menu. The status will change to "to be cleared".

Step 4: Enter your name in the cleared by box.

Step 5: The date cleared automatically populates. It can be changed by using the drop down calendar.

Step 6: Click the save button on the toolbar. A dialog box will ask if you want to save the changes made to the data. Choose yes.

Step 7: The continue with student dialog box appears and asks if you want to continue with student "ID #".

Option C: How to reinstate a hold

Step 1: Select the item to be reinstated from the student hold detail list box.

Step 2: Right click to choose reinstate hold from the contacts menu.

Step 3: The name of the person reinstating the hold can be changed if desired.

Step 4: The date reinstated can be changed if desired by using the drop down calendar.

Step 5: Click the save button on the toolbar. The save data dialog box will appear. Choose yes.

Step 6: The continue with student dialog box appears.

table 1

Data Field	Description	Required Field?
Description	Choose from drop-down box- see table 2 in Appendix 4 for list of hold descriptions.	yes
Placed by	Name of person placing hold. Use a maximum of 50 characters.*	yes
Date Placed	Drop down box with calendar for choosing date hold placed	yes
Cleared by	Name of person clearing the hold. Use a maximum of 50 characters.*	yes
Date Cleared	Date hold cleared	yes
Comment	Place for comments and reasons for holds	yes
Student Hold Detail	List box of details regarding all past and present holds	yes

* For a listing of valid characters, including international, see Appendix 1.

Students

Degrees Tab

This tab is currently unpopulated as of Jan 3, 2006

Certificates Tab

This tab is currently unpopulated as of Jan 3, 2006

Students

Petitions Tab

This tab is currently unpopulated as of Jan 3, 2006

Challenges Tab

This tab is currently unpopulated as of Jan 3, 2006

Students

Equivalencies Tab

This tab is currently unpopulated as of Jan 3, 2006

Transcripts

Transcripts Tab

This tab is currently unpopulated as of Jan 3, 2006

Students

Incoming Tab

Type topic text here.

Outgoing Tab

Type topic text here.

Students

Records Adjustment Tab

This tab is currently unpopulated as of Jan 3, 2006

Applications Tab

This tab is currently unpopulated as of Feb 13, 2006
No screenshot available.

Course Authorization

Course Authorization Tab

The **Course Authorization** tab is used to enter approved courses from the high school concurrent enrollment application.

La Chica, Dora D Do NOT Release Info Last updated on 6/6/2006 11:52:59 AM by SRJC Registration

[Directory Information](#) | [Applications](#) | [Registration](#) | [Current Schedule](#) | [Enrollment History](#) | [Payment History](#) | [Holds](#) |
[Degrees](#) | [Certificates](#) | [Petitions](#) | [Challenges](#) | [Equivalencies](#) | [Transcripts](#) | [Records Adjustment](#) | **Course Authorization**

Term
 Spring 2006

Find Course

Authorize All PE

Available Courses

- AERO 50
- AERO 50L
- AERO 51
- AERO 51L
- AERO 52
- AERO 52L
- AERO 55
- AERO 58
- AGBUS 2
- AGBUS 7
- AGBUS 50
- AGBUS 51
- AGBUS 52
- AGBUS 60
- AGBUS 61
- AGBUS 62
- AGBUS 70
- AGBUS 71

Authorized Courses

Double-Click on available courses to move them to the authorized course list.
 Double-Click on authorized courses to remove them from the authorized list.
 Check 'Authorize PE' to authorize all Physical Education courses.

Data fields	Description
Term	Choose a term from the drop-down list
Find Course	A search feature for the available courses box
Available Courses	Scroll as needed and double click on a course to move it to the authorized course list
Authorized Courses	A listing of chosen approved courses. Double click on courses to remove them.

Authorize all PE	A check box to authorize all physical education courses. If your college policy is to allow student to take all PE courses if one is approved, then check this box.
------------------	---

Appendix 1

Valid Characters:

Letter (ie. a), period (.), apostrophe ('), space (), and dash (-).

International Characters

Keyboard shortcuts for international characters

[▶ Show All](#)

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,). To type a lowercase character using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+*symbol/keys* simultaneously, and then release them before typing the letter.

Press

To do this	Press
à, è, ì, ò, ù À, É, Í, Ó, Ú	CTRL+` (ACCENT GRAVE), <i>the letter</i>
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), <i>the letter</i>
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), <i>the letter</i>
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), <i>the letter</i>
ä, ë, ï, ö, ü, ý Ä, É, Í, Ó, Ú, Ý	CTRL+SHIFT+: (COLON), <i>the letter</i>

Appendix 2

Local city shortcuts

Shortcut	City
ANN	Annapolis
BHS	Boyes Hot Spring
BO	Bodega
BOB	Bodega Bay
CAL	Calistoga
CAM	Camp Meeker
CAZ	Cazadero
CLO	Cloverdale
COT	Cotati
DIL	Dillon Beach
DUN	Duncan Mills
ELD	Eldridge
ELV	El Verano
FOR	Forestville
FUL	Fulton
GEY	Geyserville
GLE	Glen Ellen
GRA	Graton
GRN	Guerneville
GUA	Gualala
HLD	Healdsburg
JEN	Jenner
KEN	Kenwood
MAN	Manchester
MR	Monte Rio
NOV	Novato
OAK	Oakmont
OCC	Occidental
PEN	Penngrove
PET	Petaluma
PTA	Point Arena
RN	Rio Nido
RP	Rohnert Park
SEA	The Sea Ranch
SEB	Sebastopol
SF	San Francisco
SON	Sonoma
SP	Stewart's Point

Students

SR	Santa Rosa
TOM	Tomales
VF	Valley Ford
VG	Villa Grande
VIN	Vineburg
WIN	Windsor

Appendix 3

Canadian postal code format

Letter, digit, letter, space or '-', digit, letter, digit.

examples: A1B-2C3
29Y 8X7

Appendix 4

table 2

SRJC Description of holds [drop down box]
Admission (See R. Lopilato)
Admission info (See K. King)
Affidavit Missing (See FINAID)
Audio Visual (See Library)
Books (See Library)
Campus Police
Disciplinary (See R. Navarrette)
Enabling Services
EOPS
F-1 Student
Health Appliance Not Returned
Health Status (See Health Serv.)
Loan Default (See Fin.Aid.)
Los Guilucos Center
Petaluma campus
Presidents office
Residency Problem in Admission