Colleague Help: Registering a Student for an Internship

1. **Make sure the proper section is set up in Colleague.** Internship sections need to be set up for each semester. To request a set-up, e-mail to Jeri Person (person@roanoke.edu). Include in your request the section ID and supervisor name (e.g., BUAD 416 Galluch). Jeri will confirm with you that the section has been created.

2. **Sign into Colleague 4.3**
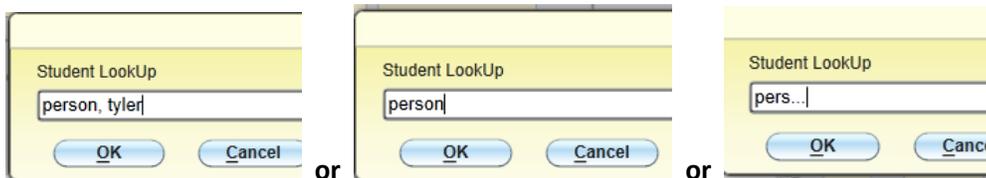   a. Sign into myRoanoke
   b. Click on "Colleague UI 4.3" on the right hand menu
   c. Problem? E-mail support@roanoke.edu

   Informer
   Campus Pack
   Colleague UI 4.3
   Academic Advising
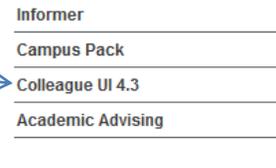
3. **Type in RGN in the quick access field at the top left and then click "Search" or hit "Enter."**

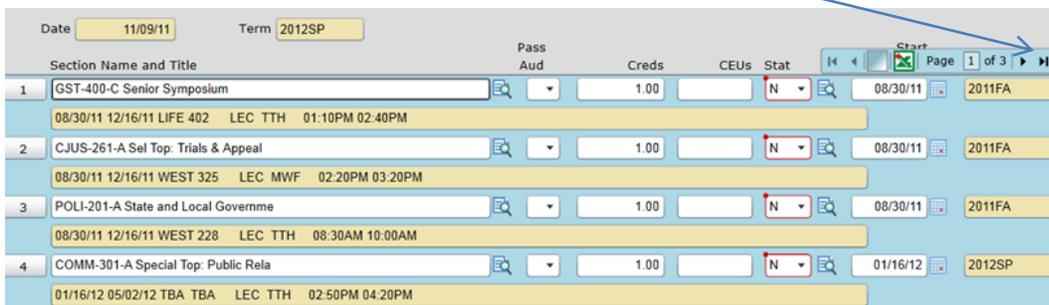   RGN: Registration   Search

4. **To look up a student you can type in the student's RC ID number or the student's name, last name, or portion of last name followed by... Click "OK."**

Student LookUp		Student LookUp		Student LookUp
person, tyler		person		pers...
OK Cancel	**or**	OK Cancel	**or**	OK Cance

5. **If you're lucky, the right student will pop up. To choose that student, double click within the box or click in the checkbox and then "Open" at the bottom of the window. If there are multiple people with the same name/last name, you will need to scroll through the pages to find the right student. Use this arrow to scroll to the next page. (Tip: current students usually have pictures!).**

   Search Results for: *person, tyler* (PERSON)

   Filter: [Combined ▼]   ☐ Select All   + Add |◄ ◄   1 - 1 of 1   > ►|

1 ☑	Tyler Alan Person	821 Stonegate Drive #28	Senior (05/13) Box:1397	taperson@mail.roanoke....
		Salem VA 24153	Start Term: 2009FA	
	ST, AP, EC		Reunion Class: 2013	

6. The student's current schedule will display. Use the "Page" arrows at the right to scroll until a blank line appears.

	Date 11/09/11 Term 2012SP		Pass Aud	Creds	CEUs	Stat		Start	
	Section Name and Title							|◄ ◄ ☒ Page 1 of 3 ► ►|
1	GST-400-C Senior Symposium		▼	1.00		N ▼		08/30/11	2011FA
	08/30/11 12/16/11 LIFE 402 LEC TTH 01:10PM 02:40PM								
2	CJUS-261-A Sel Top: Trials & Appeal		▼	1.00		N ▼		08/30/11	2011FA
	08/30/11 12/16/11 WEST 325 LEC MWF 02:20PM 03:20PM								
3	POLI-201-A State and Local Governme		▼	1.00		N ▼		08/30/11	2011FA
	08/30/11 12/16/11 WEST 228 LEC TTH 08:30AM 10:00AM								
4	COMM-301-A Special Top: Public Rela		▼	1.00		N ▼		01/16/12	2012SP
	01/16/12 05/02/12 TBA TBA LEC TTH 02:50PM 04:20PM								

7. Enter the correct section information for registration using the following format: 2012SP BUAD-416. (Abbreviations for other semesters are: FA, IL, S1, S2, S3.) Hit "Enter."

8. A listing of all sections with that number will appear. Locate the right section/supervisor. Choose the correct section by double-clicking within the box or clicking the checkbox on the left and clicking "Open" at bottom.

9. Datatel will warn you that a "Granted Petition" is necessary for registration. Click "OK." Datatel will warn you that Instructor consent is necessary. Click "OK."

10. The full course information will now appear.

11. Click "SAVE" or "SAVE ALL" at the top.

12. *To remove a student from a section*, first access the student's RGN screen as described above in steps 2-6. Use the "Page" arrows at the right to scroll until the section you wish to remove appears. Change the "Status" field to "X". Hit "ENTER."

13. Click "SAVE" or "SAVE ALL" at the top.