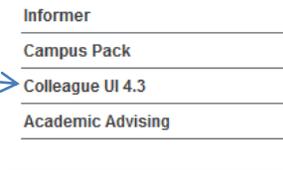


Datatel Help: Registering a Student for a Permission-Only Class

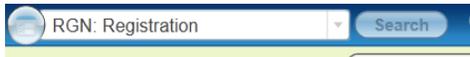
1. **Many department have special courses (e.g., seminars, ensembles) that require instructor or departmental permission for enrollment.** To register these students, first obtain a list of students from your department chair or the instructor of the course. If you don't have the students' RC ID numbers, make sure you have their correct first and last name (nicknames will make your job very difficult!).

2. **Sign into Datatel 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

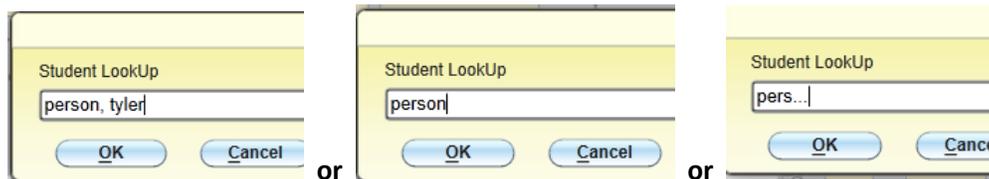


3. **Type in RGN in the quick access field at the top left and then click "Search" or hit "Enter."**



4. **To register each student, follow this process:**

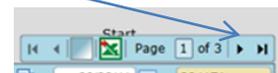
- a. **Look up a student by typing in the student's RC ID number or the student's name, last name, or portion of last name followed by... Click "OK."**



- b. **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!)**



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



- d. **Enter the correct section information for registration using the following format: 2012SP BUAD-499. (Abbreviations for other semesters are: FA, IL, S1, S2, S3.) Hit "Enter."**

- e. 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.



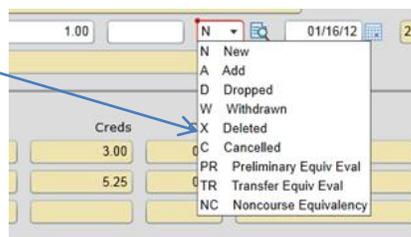
- f. Datatel may warn you that a “Granted Petition” is necessary for registration. Click “OK.” Datatel will warn you that Instructor consent is necessary. Click “OK.”

- g. The full course information will now appear.



- h. Click “SAVE” or “SAVE ALL” at the top. Repeat for the next student!

5. To remove a student from a section, first access the student’s RGN screen as described above in steps 4a-c. 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.” And then click “SAVE” or “SAVE ALL” at the top.



6. To verify that you have registered all the students correctly, follow the help instructions for running rosters (using RSTR or SROS).