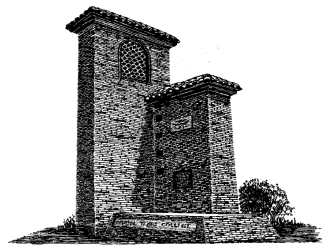


Student Petitions

Course Section Building

**CENTRAL
TEXAS
COLLEGE**



Education for the Individual

COLLEAGUE COURSE SECTION BUILDING
STUDENT PETITIONS
Central Texas College

Central Texas College
COLLEAGUE STUDENT PETITIONS

Course Section Building

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COLLEAGUE COURSE SECTION BUILDING
STUDENT PETITIONS
Central Texas College

Revision History

Date	Page(s)	Added/Updated	Description
11-20-07		Created Original	

The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College's institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.

STUDENT PETITIONS

- A. In the **ST** module, enter **STPE** (Student Petitions) in the **Quick Access** box and click **Go** (see **Figure 1**).

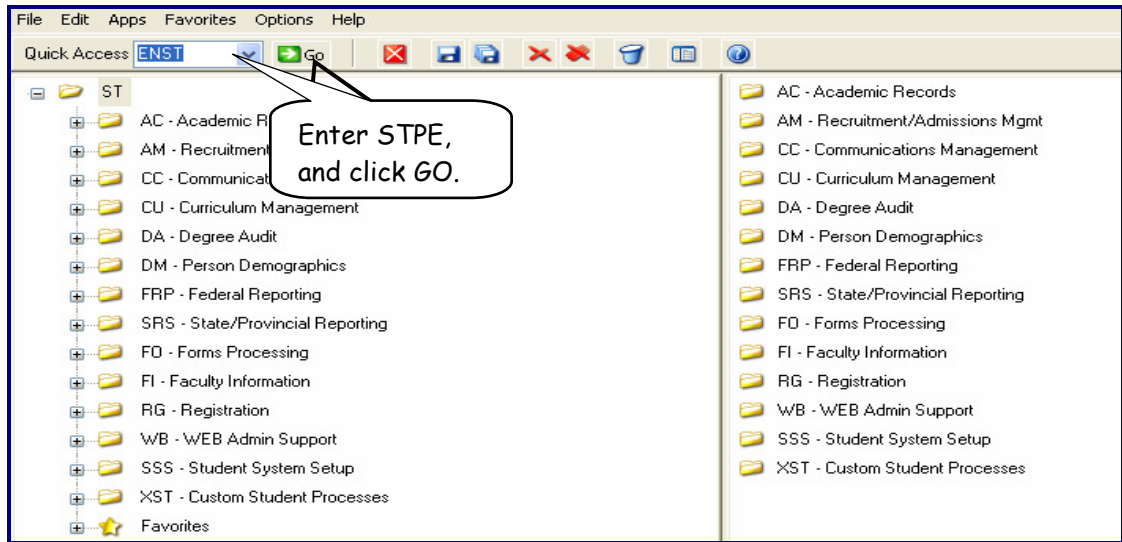


Figure 1

- B. In the **STPE** screen, the Student LookUp prompt will appear, insert the student's information (i.e. name or student id). (see **Figure 2**).

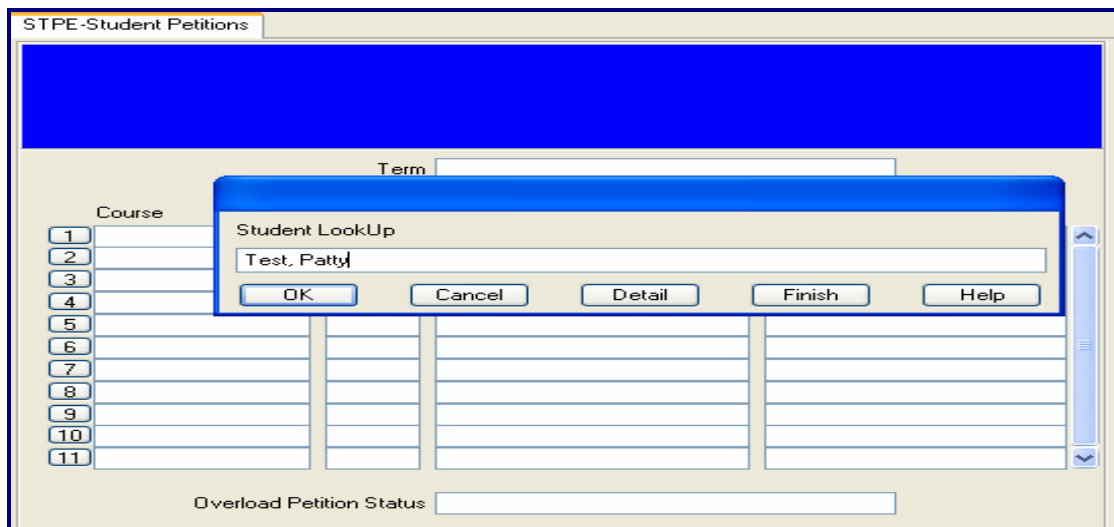


Figure 2

COLLEAGUE COURSE SECTION BUILDING
STUDENT PETITIONS
Central Texas College

Note: If there are multiple students with the same name the Person LookUp Screen will appear (see **Figure 3**). Select the correct student and proceed to Step C.

PERSON Lookup Screen
using PERSON, View: Students

<input type="checkbox"/>	Seq: Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
<input checked="" type="checkbox"/>	1: Test, Patty	555100 Resident Dr	999-45-9772
	0641628, Active	Killeen, TX 76542	03/05/05
		APP,MAI,PER,STU,FIN	01/01/71
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Figure 3

C. Enter 'A' at the bottom to the Controller LookUp Resolution screen.
Save and **Update** (see **Figure 4**).

using PERSON, View: Students

<input type="checkbox"/>	Seq: Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
<input checked="" type="checkbox"/>	1: Test, Patty	555100 Resident Dr	999-45-9772
	0641628, Active	Killeen, TX 76542	03/05/05
		APP,MAI,PER,STU,FIN	01/01/71
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Controller LookUp Resolution
Seq Number, (F)lag, (S)ort/Select: Page 1/1

Figure 4

COLLEAGUE COURSE SECTION BUILDING
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- D. Enter the appropriate term (i.e. FAL07, SPR08) the Start/End dates will automatically populate. Enter the Course and Course Number (i.e. ITNW 2405), and enter an 'A' in the petition status. **Save** and **Update**. (see Figure 5).

Course	Section	Petition Status	Faculty Consent Status
1 ITNW-2405		A Accepted	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Figure 5

- E. Colleague will take you back to the Student LookUp prompt on the **STPE** screen where you can enter another student petition. If you are not entering another petition select **Finish** or **Cancel**.

Creating Petitions in the Class Section

A. From the **SECT** screen drill into the Restrictions (see Figure 6).

SECT-Sections

Section: AGRI-1231-TM001

Section: **TM001**
Term: FAL06 Fall 2006
Start/End: **08/28/06** 12/15/06
Synonym: 20455
Depts/Pct: 1 AG Ag 100.00
Credit Type: **ICC Institutional Credit Course**
Min/Max/Incr: 2.00000
CEUs: 0.00
Course Lvl: 1 LD Lower Division
Acad Lvl: **CR Credit**
Grade Scheme: CTC CTC Credit
Short Title: **The Agriculture Industry**
Status: A Active Date: 04/10/06

National ID: 01.0103 Agricultural
Local IDs: 1 0101035201
Location: TCENT Central Campus
Course Types: 1 AC Academic
Topic Code:

Drill into Restrictions

Faculty Assignment X
Offering Info X
Requisites X
Restrictions X
Financial Info X
Billing Info X
Reg Dt Ranges X
Cross-Listings X
Additional Info X

Figure 6

B. On the Section Restrictions (**SRES**) change the Petition Required to Yes. (see Figure 8). Save and Update.

SECT-Sections SRES-Section Restrictions

Section: AGRI-1231-TM001 Term: FAL06 Status: Active
Title: The Agriculture Industry Synonym: 20455 Status Date: 04/10/06

Section Capacity: 23
Schedule Capacity: 23
Minimum Enrollment: 0
Reg Restrictions: 1
Other Restrictions: 1
Reg Retake Policy: 2X Repeat 2 Times
Equipment/Quantity: 1
Supplies: 1
Room Characteristics: 1
Room Types: 1
Instructor Consent: No
Petition Required: No
Allow Audit: No
Only Pass/No Pass: No
Allow Pass/No Pass: No
Allow Waitlist: No
Waitlist Maximum:
Waitlist Rating:
Waitlist Enroll No Days:
Waitlist Mult Sections:
Cross-Listing: X

Figure 7

COLLEAGUE COURSE SECTION BUILDING
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Central Texas College

SECT-Sections | SRES-Section Restrictions

Section: AGRI-1231-TM001 Term...: FAL06 Status.....: Active
 Title...: The Agriculture Industry Synonym: 20455 Status Date: 04/10/06

Section Capacity: 23
 Schedule Capacity: 23
 Minimum Enrollment: 0
 Reg Restrictions: 1
 Other Restrictions: 1
 Reg Retake Policy: Repeat 2 Times
 Equipment/Quantity: 1
 Supplies: 1
 Room Characteristics: 1
 Room Types: 1
 Instructor Consent: No
Petition Required: Yes
 Allow Audit: No
 Only Pass/No Pass: No
 Allow Pass/No Pass: No

Allow Waitlist: N
 Waitlist Maximum: []
 Waitlist Rating: []
 Waitlist Enroll No Days: []
 Waitlist Mult Sections: []
 Cross-Listing: X

Figure 8

C. Drill into the Additional Section Info (ASCI) Screen. Click **OK**.

SECT-Sections

Section: AGRI-1231-TM001

Section: TM001 National ID: 01.0103 Agricultural
 Term: FAL06 Fall 2006 Local IDs: 1 0101035201
 Start/End: 08/28/06 12/15/06
 Synonym: 20455 Location: TCENT Central Campus
 Depts/Pct: 1 AG Ag 100.00
 Credit Type: ICC Institutional Credit Course
 Min/Max/Incr: 2.00000
 CEUs: 0.00
 Course Lvl: 1 LD Lower Division
 Acad Lvl: CR Credit
 Grade Scheme: CTC CTC Credit
 Short Title: The Agriculture Industry
 Status: A Active Date: 04/10/06

Faculty Assignment: X
 Offering Info: X
 Requisites: []

MENU

Select Item

- ASCI - Additional Section Info...
- S2SC - SCHEDULE25 Section Info...
- XCAI - CTAM Course Additional Info...
- XSAI - CTAM Section Additional Info...
- XCSC - C52 Section Cross List...
- XCIM - CTAM Course Inst'al Materials...

Selected Item

OK Cancel Help

Figure 9

COLLEAGUE COURSE SECTION BUILDING
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D. Enter Comments in the Printed Comments. **Save and **Update****
(see Figure 10).

The screenshot shows a web application window titled 'SECT-Sections' with a sub-tab 'ASCI-Additional Section Info'. The main content area has a blue header with the following information:

- Section: AGRI-1231-TM001
- Term...: FAL06 F
- Status.....: Active
- Title..: The Agriculture Industry
- Synonym: 20455
- Status Date: 04/10/06

Below the header, there are several input fields and a list of comments:

- Purpose: [Dropdown menu]
- Transfer Status: [Dropdown menu]
- Special Property: [Text input field]
- Allow Portal Site Creation: [Text input field]
- Default: No
- Portal Site: [Text input field]
- Comments: A list of four numbered text input fields (1-4) with save and delete icons to the right.
- Printed Comments: A list of four numbered text input fields (1-4) with save and delete icons to the right. The first two fields contain the text: '1 To REGISTER|- please contact the Department Head' and '2 at 526-XXXX.'.

Figure 10