## R18- UI 2.1 CHEAT SHEET
Updated NCWS, June, 2014

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1. **Record a Contact** (CON) – *Counselors DON’T do at this time.*

2. **Counselor Comments** (STRK) – Student Remarks

   *Note: This is page is confidential and can only be viewed by counselors.*

   - At “Quick Access” box, Type “STRK” and ENTER or Click twice on “STRK” from the Menu tree.
   - Type the student’s name, SS# or ID # and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
   - Click on the DETAIL icon to go to the Comment Screen
   - Type your comment of any length
   - From “edit” on the Tool Bar, choose “time/date/log in” from the drop down menu.
   - Click on the DISC + UPDATE (ENTER) or F9 + UPDATE (ENTER)
   - Use the arrow under the “Reference” box to access the pull down menu of choices to identify a subject of your comment, if applicable.
   - Click on DISCS to return to main menu, or F9 + UPDATE (ENTER) to access another student record.

3. **Entering a Student’s Major (SPRO) – Student Profile**

   *Note: Never “end” or “change” a student’s initial numeric program (e.g. 490120) just add his/her “new” or current program*

   - At “Quick Access” box, Type “SPRO” and ENTER or Click twice on “SPRO” from the Menu tree.
   - Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
   - Go to the “Academic Program” line;
   - Use arrows at far right of line to advance through programs (click on the “tree” icon – to the immediate right of the “?” in the tool bar menu - if you can’t see the right side arrows).
   - Click the DETAIL icon at a program you want to change (make the program inactive for the student because they changed their mind) clicking
on the arrow at the “Status/Dt/Opr” box. Choose “Changed Mind” from the pull down menu.

- OR
- Arrow to a blank Academic Program box to ENTER A NEW PROGRAM for the student.
- Type the Department and “…”, e.g. “chem…”
- Type the number of the correct Cabrillo program from the choices shown and ENTER

At “Location/Catalog” click at the 2nd window (red box) and type catalog year and ENTER

- Click on the DISC + UPDATE (ENTER) or F9 + UPDATE (ENTER)
- Click on DISCS to return to the main menu, or F10 to access another student record.

4. **See when a Student may register** (SREP) – Student Registration Priority

- At “Quick Access” box, Type “SREP” and ENTER or Click twice on “SREP” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
- View the student’s registration term by the term
- Click on the DISCS to return to the main menu
- Or F10 + UPDATE (ENTER) to access another student record

5. **See a Student Schedule** (STSC) – Student Schedule

- At “Quick Access” box, Type “STSC” and ENTER or Click twice on “STSC” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
- Type the Term (e.g. 2007fa) and ENTER
- (If nothing comes up, the student is not currently enrolled)
- View student’s schedule.
- To Print Screen, hit the PRINT SCRN key on your keyboard (next to F12) and ENTER
  4. Click on the DISCS to return to the main menu
5. Or F10 + UPDATE (ENTER) to access another student record.

6. **Petitions for >19 units (STPE) – Student Petitions**
   - At “Quick Access” box, Type “STPE” and ENTER or Click twice on “STPE” from the Menu tree.
   - Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
   - Either choices by term will appear and you should choose by typing the number next to the term – OR
   - A dialog box will appear: “Enter (A)dd to add a Petition”
   - Type “A” and ENTER
   - Type term (e.g. 2007fa)
   - Click on the bottom box “Overload Petition Status” and Type “A” for approved and ENTER
   - Click on the DISCS icon to return to the main menu

7. **Dismissals and Probation (PERC) – Person Restrictions**

   **To clear a hold**
   - At “Quick Access” box, Type “PERC” and ENTER or Click twice on “PERC” from the Menu tree.
   - Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
   - Go to “End Date”
   - Type YESTERDAY’S DATE – to allow student to register immediately
   - (Optional: Click on DETAIL icon to make a comment) – finish it with the date/time/log in stamp from the “edit” menu
   - Click on the DISCS to return to main menu or F9 + UPDATE (ENTER) to access another student record

   **To pre approve a hold**
   - At “Quick Access” box, Type “PERC” and ENTER or Click twice on “PERC” from the Menu tree.
• Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
• Go to “Restrictions.” In the first blank box type “PA” + ENTER
• Leave “End Date” blank
• Click on the DISCS to return to main menu or F9 + UPDATE (ENTER) to access another student record

8. **Section and Course Openings**
*Note: XCAV and XSAV are cumbersome – Use the Cabrillo website to search for open sections).*

9. **Class Roster (SRSI) Section Roster**

• At “Quick Access” box, type “SRSI” and ENTER or click on “SRSI”
• Type the Section # - FIVE DIGITS are required
• ENTER
• View the roster
• Use the scroll bar on the right to see the entire list.
• Hit the ”PRINT SCR N” + ENTER key to print
• Click on the DISCS icon or F9 + UPDATE (ENTER) to return to main menu, or F10 + UPDATE (ENTER) to access another student record.

10. **Waitlist by Student (STWM) – Student Waitlist Information**
*Use instead of the former SWLI)*

• At “Quick Access” box, type “STWM” and ENTER or click on “STWM”
• Type the student’s name, SS# or ID# and ENTER
• You will see the student current course waitlists, as well as Previous Waitlist information.
• You may Click the DETAIL ICON (or type F2) on STATUS to see the history of that particular waitlist
• Click on the DISC + UPDATE (ENTER) to check another Section or
• Click on DISCS + ENTER (or F9 + UPDATE(ENTER) to return to the main menu
11. **Waitlist by Course (CWLI) – Course Waitlist Inquiry**
   - At “Quick Access” box, type “CWLI” and ENTER or click on “CWLI”
   - Type the Course name + ENTER
   - Choose THE CURRENT COURSE (no end date) from resolution screen by typing the number next to course name and ENTER, or checking the box next to the course and ENTER
   - Use the scroll bar on the right to find the course by term you need to see (*HINT: SWLI is easier to use!*)
   - Click the DETAIL ICON to see the waitlisted students
   - Hit “PRINT SCRN” to print if desired
   - Click on DISC + UPDATE (ENTER) to check another Section or
   - Click on DISCS or F9 + UPDATE (ENTER) to return to the main menu

12. **Records by Term (STAT) – Student Academic Transcript**
   - At “Quick Access” box, Type “STAT” and ENTER or Click twice on “STAT” from the Menu tree.
   - Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name and ENTER, or checking the box next to the student’s name and F9
   - Type UN for the Transcript Grouping by term
   - Click on DETAIL ICON to see all coursework at Cabrillo or equivalencies
   - To view all Cabrillo coursework DETAIL in “Institutional”
   - To view equivalencies DETAIL in “Transfer”
   - Use arrows at the right to move between terms or to view classes
   - Click on the DISC + UPDATE (ENTER) to check another semester OR
   - Click on DISCS to return to the main menu

13. **Records by Course (TRCL or STAC) – Transcript Course Listing**
   - At “Quick Access” box, Type “TRCL or STAC” and ENTER or Click twice on “TRCL or STAC” from the Menu tree.
   - Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name
   - Type UN for Transcript Grouping (or ALPHA for an alphabetical listing of coursework) or UG
Use the scroll bar to view the entire transcript
You can hit the ‘PRINT SCREEN” key to print the screen
Click on the DISC + UPDATE (ENTER) - OR
Click on DISCS to return to the main menu

14. Print a Transcript (TRAN) – Transcript Print

- At “Quick Access” box, Type “TRAN” and ENTER or Click twice on “TRAN” from the Menu tree.
- “UG” should be in Transcript Grouping – Recipient Field should be empty
- Go to “Students” – There will be a “2” next to the open field.
- Use the Up Arrow to go back to “1” – the first field
- Delete that student and type your new student’s name, ID# or SS#
- Don’t forget! You must identify a student! (that’s why the system starts you on #2
- ENTER

- To print transcripts for more than 1 student, type more student names, hitting ENTER between each name or SS#.
- To delete student names from a previous transcript print, click on the field and hit DELETE

F9 + UPDATE (ENTER) or Click on DISCS to move to next screen
Go to “p” for print or type “h” for hold (to view the transcript on the screen)
Go to “Printer” and type your Printer Q name (e.g. Q116_1)

NOTE: You may Cancel out of the Print a Transcript process at any time by clicking the RED “X” + ENTER or RED “X’s” to return to the main menu.

If you want more than 1 copy go to “Copies” and type number you want.

F9 + UPDATE (ENTER) or Click on DISCS
F9 + UPDATE (ENTER) or Click on DISCS

The computer will build the transcript. Click on “Finish” or hit ENTER.
(View the Screen if you typed “h” or get the printed transcript from your printer)

If you were just viewing the report on screen, you may advance through the pages by clicking on the ARROW icons. Click on the RED X on the left to close the report and return to the main menu
If you want to print after (h) holding to the screen, click on the first (left hand) PRINTER icon.

15. **Assessment Scores** (TSUM) – Test Summary

- At “Quick Access” box, Type “TSUM” and ENTER or Click twice on “TSUM” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name

- Go to “Placement Tests”
- You can click on the DETAIL Icon at “YES” to see what equivalency they met. If it says “NO”, the student did not meet the equivalency.

- Click on DISC + UPDATE (ENTER) to check another equivalency or DISCS to return to the main menu

16. **Equivalencies** (NCWS) – Non-Course Work Summary

To **view** a Student’s Equivalencies:

- At “Quick Access” box, Type “NCWS” and ENTER
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by clicking on the student’s name and ENTER
- View the equivalencies
- Click on CANCEL to return to main menu

To **enter** an Equivalency:

- At “Quick Access” box, Type “NCWS” and ENTER
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by clicking on the student’s name and ENTER
- Under “Noncourse Work”, type the course name on the first available line (e.g. math4 – with no spaces between) and ENTER

- Click on the “Start Date” line. Type the date the course began (e.g. 1/1/06) and ENTER
Note: Datatel cannot read a course taken prior to 1982, so if the course was taken prior, TYPE 198, as start date and note in the COMMENTS field the actual year the course was taken.

Do not type an end date! This will be read by the computer as “equivalency ends on such and such a date.” If an end date is present, simply delete the end date and make sure to SAVE ALL when done.

- Go to “Grade” and type the grade received
- Go to “Source” and make a selection from list, or Type “CO” for College
- Go to “Status” and type “A” for accepted – date will go in automatically
- Go to “Institution” and type the name of the college or school where course was taken. (you may use abbreviations such as SJSU or UCSC)
- Choose the institution from the resolution screen by clicking on the institution and ENTER. **If the school attended is not an option, go to COMMENTS field and click on the DETAIL icon and type the name of the school there.**
- Go to “COMMENTS” and click on the DETAIL icon.
- Type comment if any
- Choose the “time/date/log in” - to document who entered the equivalency.
- Click on SAVE. Check that there is a YES next to the equivalency.

**If the Equivalency does not say “YES” – Click on DETAIL Icon to go back in and check for the following:**

1. Date of class cannot be prior to 1982
2. Grade, Source, Status and Institution have information filled in and the Status Date is the current date or prior

- Click on SAVE to enter another equivalency or SAVE ALL to return to the main menu

To **Delete** an incorrect equivalency that doesn’t have a Prerequisite:
In NCWS, Click on the DETAIL Icon next to the “YES” of the Incorrect Equivalency – this takes you to the NEQV screen

- Go to the box that says “NC”
- Change “NC” to “PR” (Preliminary Equivalency)
- Click on SAVE + update to return to NCWS screen
- Click on the number next to the course to delete at “Noncourse Work” and DELETE or type “D” then select DELETE or type “D” again to delete – you cannot use the “Delete” key.
- Click SAVE + update

If you get a message that says “This student noncourse has an equivalency that cannot be deleted” – follow the directions below.

**If the equivalency has a prerequisite that has been automatically inputed, as for Math and English classes, you must also change the “Type” of the prereq to “PR” before deleting. To do this:**

**You have to start over:**
In NCWS, Click on the DETAIL Icon next to the “YES” of the Incorrect Equivalency – this takes you to the NEQV screen

- Go to the box that says “NC”
- Change “NC” to “PR” (Preliminary Equivalency)

- After changing to “PR” for the course you want to delete, click the DOWN ARROW at the far right of the line to go to the pre-requisite equivalency. *(depending on how wide your GUI page is, you may not be able to see these arrows – use the scroll bar at the bottom of the screen to move to the far right, and click the DOWN arrow. Now scroll back so you can see the far left of your screen)*

- You have moved to the prerequisite course buried beneath the equivalency you want to delete. Change this “NC” to “PR”. This will allow you to delete the equivalencies.
- Click SAVE + update to return to NCWS
- Click on the number next to the course to delete at “Noncourse Work” and DELETE or type “D” then select DELETE or type “D” again to delete – you cannot use the “Delete” key.
- Click SAVE + update
17. **Evaluate a Student’s Program – (EVAL) – USE PSPR for Degree Audit**
(#19 below)

18. **See a Student’s Degrees – Cabrillo and Other (IASU)**

- At “Quick Access” box, Type “IASU” and ENTER or Click twice on “IASU” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name
- View the degrees listed
- Click on the DETAIL Icon to get more info on specific degrees
- Click on DISCS to return to the main menu

19. **Degree Audit – (PSPR) - Proposed Student Program**

Degrees for 2001 to present are available. As of 2006 catalog, all AA degrees have “suggested model major preparation” as well.

- At “Quick Access” box, Type “PSPR” and ENTER or Click twice on “PSPR” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name
- Type the “Department … “ for the degree the student is seeking, (e.g. MUS…, LIB…)
- Type the Seq. # of the correct degree from the list given
- Type the Seq. # of the catalog year from the list given
- Go to “Evaluate”
- Click on the DETAIL Icon
- Click on DISCS –message on screen will say “Evaluating, Please Wait” Report will appear on screen.
- Click on “Page and Arrow” icon in tool bar to move to next page.
- To save to your computer, click on the Computer Icon and file in your Document or elsewhere (?)
- To print, click one of the Printer Icons (the left will go to your “local printer”, you don’t need to type a printer Q, just click and ENTER)
- When done viewing the report, Click on the RED X to close the report, and DISCS to return to the main menu or F9 + UPDATE (ENTER)
NOTE: the bug still exists in Datatel which does not allow running back-to-back PSPR’s on the same student, same degree, different catalog years …

If you get a Degree Audit report which lines saying “Missing Block”, this is what has happened.

You must log out and log in again, or run a different program for the student to break the cycle – and then run the program in the catalog year you want again.

20. Graduation Audit Report - XGAR

To check the status of a degree petition:

- At “Quick Access” box, Type XGAR” and ENTER or Click twice on “XGAR” from the Menu tree.
- Type the student’s name, SS# or ID# and ENTER – choose student from resolution screen if necessary by typing the number next to student’s name
- At “Graduation Term”, you can only search for the current term
- Make sure the “Students” field is BLANK and click on DISCS
- Type H to hold the report to the screen, or put in your Printer Q to print
- Click on DISCS
- System will generate the report.
- Students are listed alphabetically.
- View the ALLOW column. If “Y”, they are approved to graduate. If the “N” it means the petition has been entered into the system but the student hasn’t completed all the requirements to graduate.
- If the student is off the list after you saw them there before, they have been moved to IASU and the degree granted.
- If the student isn’t on the list – their petition has not yet been entered.

21. Log out - LO

To log out:

- At “Quick Access” box, Type LO” and ENTER
END of R18 GUI 2.1 Cheat Sheet
(June, 2014)