



FOR STUDENTS OF THE
REAL WORLD

Course Section Building – Student Petitions

Colleague Learning Guide

U.I. 4.5



COLLEAGUE COURSE SECTION BUILDING
STUDENT PETITIONS
Central Texas College

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Colleague Learning Guide
Course Section Building
Student Petitions

Revised by
Sheree Stover, Application Information Specialist/Trainer
Charlie Roseberry, Coordinator, CTAM, Course Scheduling

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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 - STPE

- A. Enter **STPE** in the *Form Search* field and hit **ENTER** or **Search** (**Figure 1**). The **Student Petitions** screen will open.

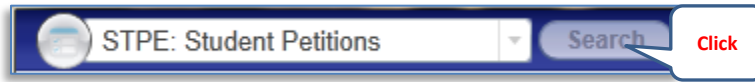


Figure 1

- B. In the **Student LookUp** prompt, enter the student's information (*i.e. name, Colleague ID#, or SSN*) (**Figure 2**). Select **OK**.

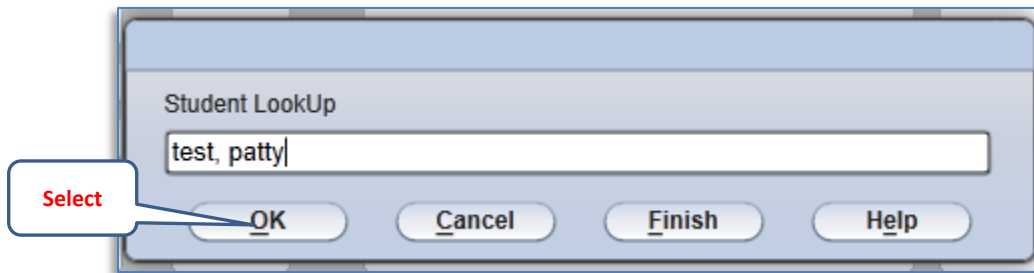


Figure 2

- C. If a **Search Results** menu appears, select the correct student and hit **ENTER** or click **Open** on the bottom of the menu (**Figure 3**).

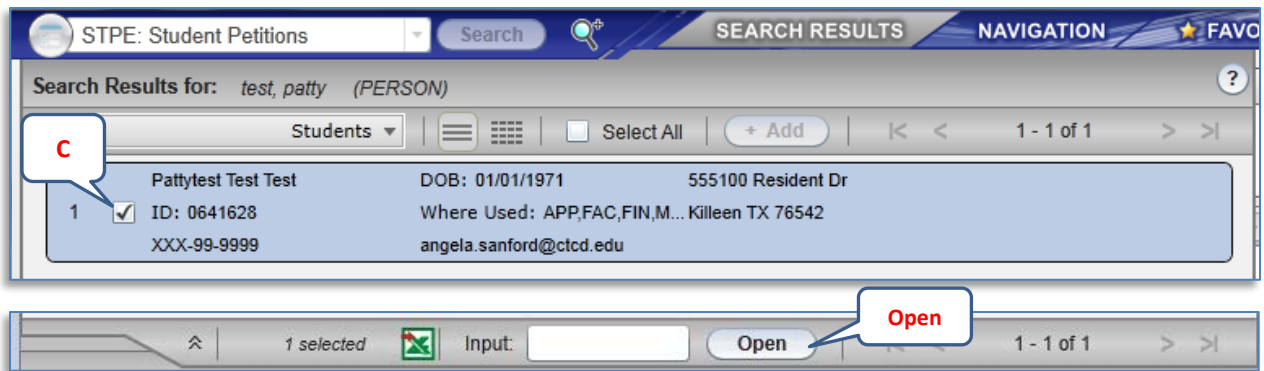


Figure 3

- D. A second **Search Results** menu will appear. Select **+Add** at the top of the screens (**Figure 4**). The **STPE** screen will now open with cursor placed in the **Term** field.

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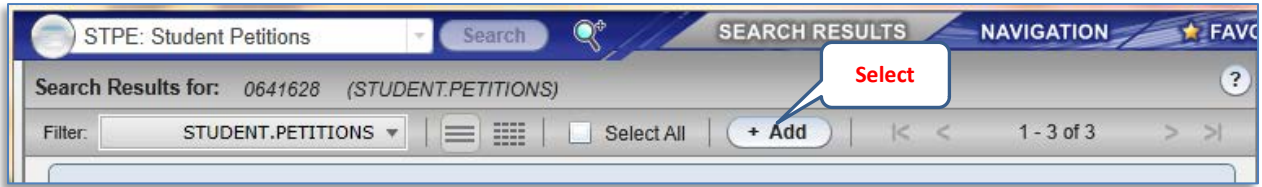


Figure 4

- E. Enter data into the following fields (**Figure 5**):
1. **Term** – Enter the appropriate term (*i.e. FAL14, SPR15*).
 2. The **Start/End Date** fields will automatically populate.
 3. **Course** – Enter the **Course** name and number (*i.e. ITNW-1408*).
 4. **Petition Status** – Enter an “A” for Accepted.

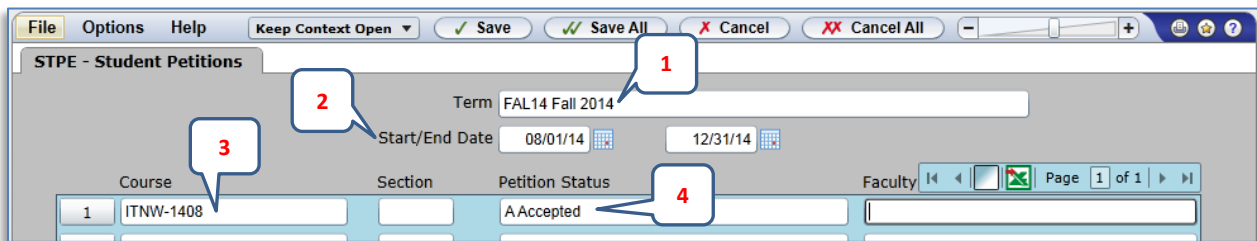


Figure 5

- F. **Save** and **Update** all changes (**Figure 6**).

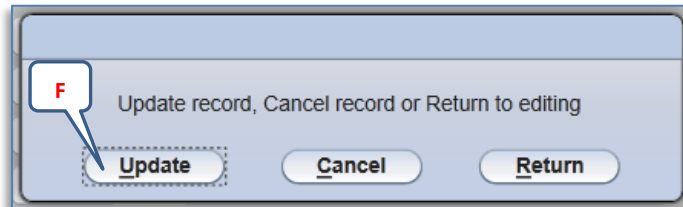


Figure 6

- G. Colleague will take you back to the **Student LookUp** prompt on the **STPE** screen. You can either enter another student petition or select **Finish** or **Cancel** to complete this session (**Figure 7**).

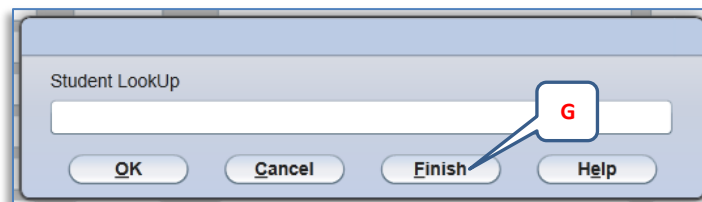


Figure 7

Creating Petitions in the Class Section

- A. From the **SECT (Sections)** screen, bring up the **Term**, **Course**, and **Section** that you wish to edit. Click **OK**.

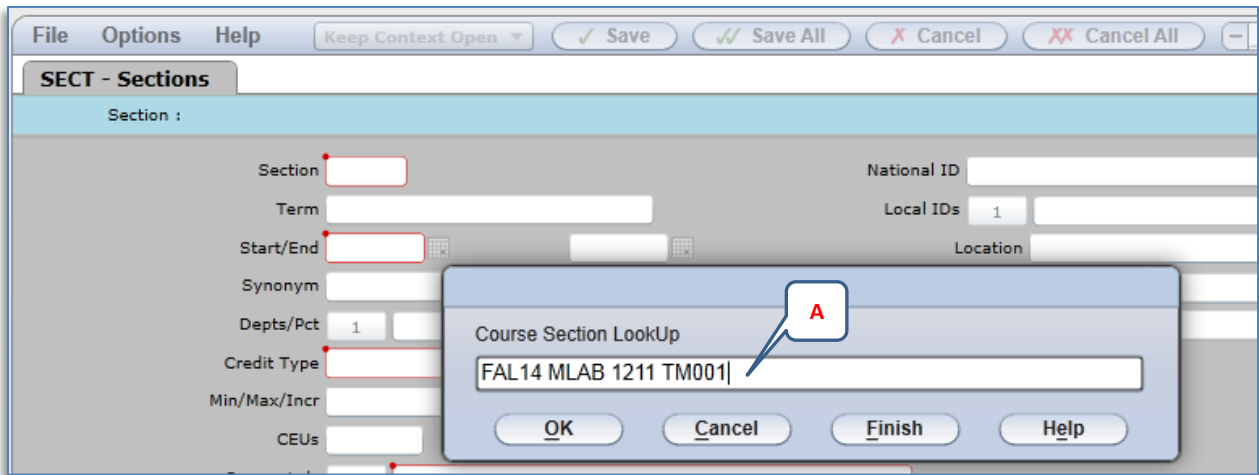


Figure 8

- B. When the **Search Results** menu appears, select the correct course and hit **ENTER** or click **Open (Figure 9)**.

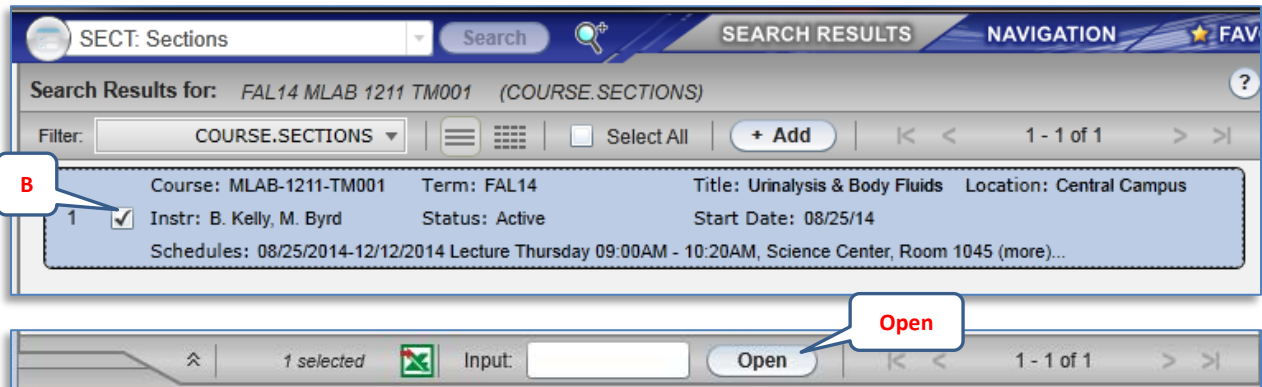


Figure 9

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- C. On the **SECT** screen, detail into the **Restrictions** field (**Figure 10**). This will open the **SRES (Section Restrictions)** screen.

Figure 10

- D. On the **SRES** screen, change the **Petition Required** to **Yes** (**Figure 11**). **Save** and **Update** back to the **SECT** screen.

Figure 11

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E. Back on the **SECT** screen, detail into the **Additional Info** field (*Figure 12*).

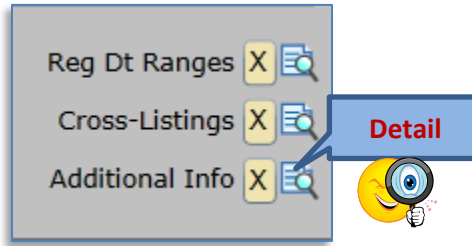


Figure 12

F. When the pop-up **Menu** appears, select **ASCI – Additional Section Info** and click **OK** (*Figure 13*).

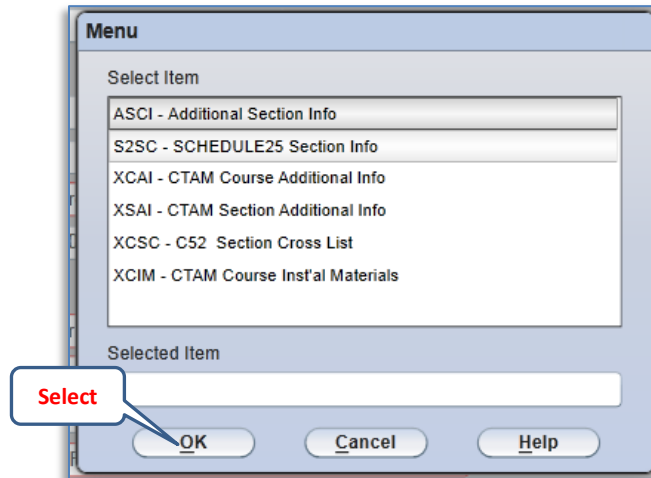


Figure 13

G. When the **ASCI** screen opens, post comments in the **Printed Comments** field (*Figure 14*).
Save and **Update** all changes out of **SECT**.

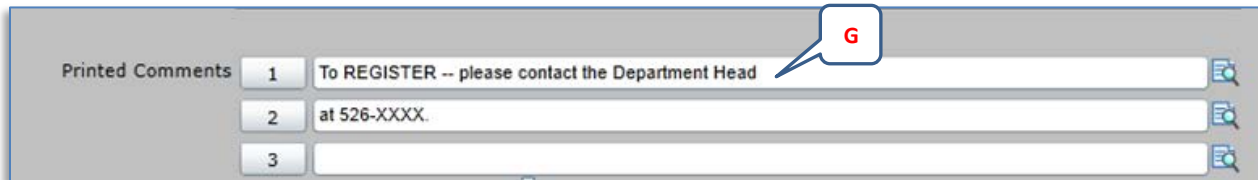


Figure 14

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Points of Contact

Name	Title	Phone	Email
Pamela Dancer	Director, C&I Records	Ext. 1308	Pamela.Dancer@ctcd.edu
Charlie Roseberry	Coordinator, Course Schedules (CTAM/Ft Hood/EUR/PFEC/TS Sites/API)	Ext. 1867	Charlie.Roseberry@ctcd.edu
Sharon Herman	Coordinator, Course Schedules (C&I/CTAM/TDLRN/NAVY)	Ext. 1703	Sharon.Herman@ctcd.edu
VACANT	Coordinator, Course Schedules (CTAM/Main Campus/CONT. ED/TDLRN)	Ext. 1714	
Stephanie Ledlow - Arndt	Associate Registrar of Technology	Ext. 1431	SLedlow-Arndt@ctcd.edu
Sheree Stover	Application Information Specialist/Trainer	Ext. 1643	Sheree.Stover@ctcd.edu
Datatel Learning Guides	http://www.ctcd.edu/colleague/CTCColleagueDocumentation.htm		
	Within TX (800) 223-4760		
	Out of State (800) 792-3348		

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