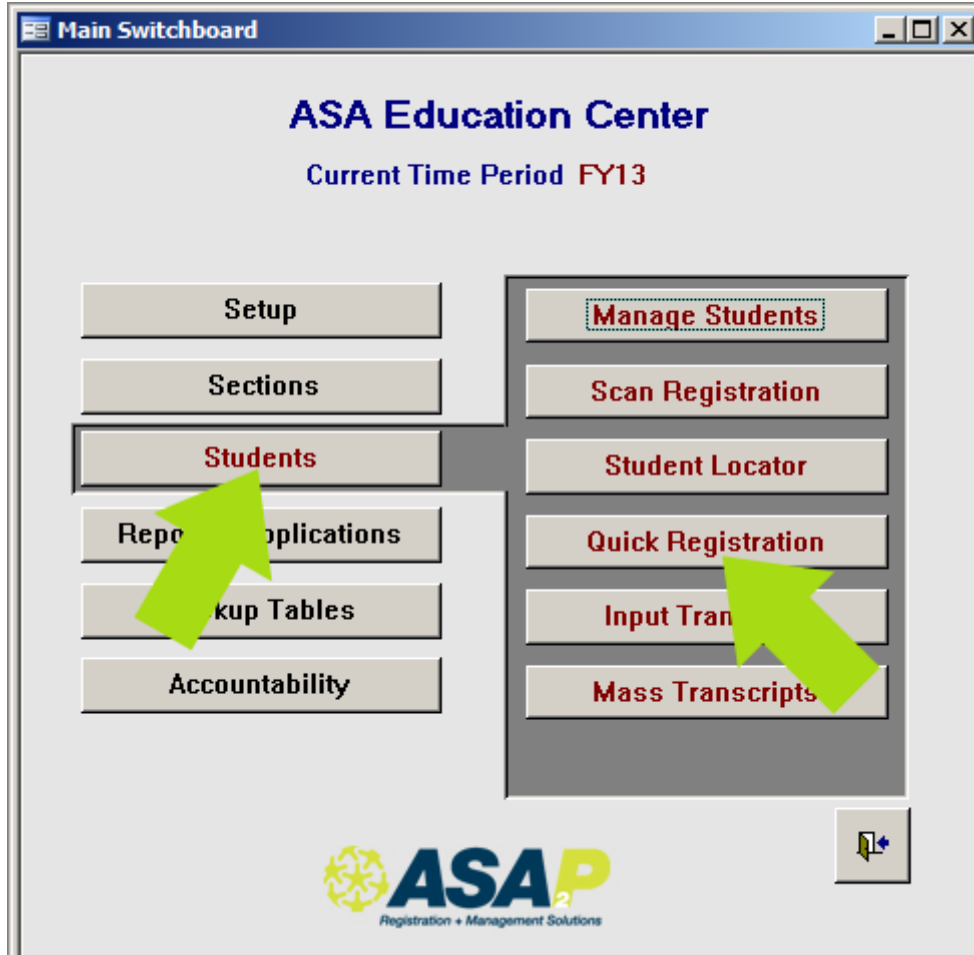


Student – Register

Registering new student can be done from **Quick Registration**




Student – Register

Student ID

There are three ways to give a student an ID number:

1. Type the student's ID # (in SSN format)
2. For a sequenced computer-assigned number (the next number on the "list), click on the "Assign New" button before entering any other fields; OR
3. For a computer-assigned number based on birth date and first initial of last name enter the names and birth date, and then click "Assign New".



The screenshot shows a form with two main sections. The left section contains fields for: Assign#, Student ID, Alternate ID, Last Name, SSN, Show, First Name, Edit Names, Middle Name, Birth Date, Age, Sex, Multi-Search, Search any part of name, CSIS ID, Last TP Att'd, Program, and Site ID. The right section contains fields for: Address, City, ZIP, Home Phone, Work Phone, Ext, e-mail, Cell Phone, Pager #, Fax #, and Driver's License.

Names

Type in all lower case. The computer will default to initial upper case.

Address

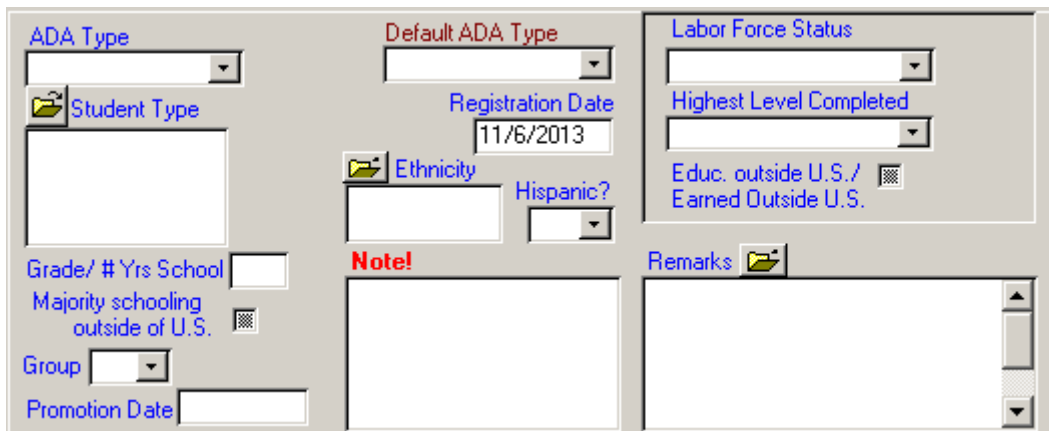
The tab will go to the Zip code field after street name. Type in the Zip code and the City will appear, provided it was entered in the Lookup Table.

Phone #s: Type a string of numbers. The computer will format.

DoB: mm/dd/yy. If the student is over 18 and Concurrent, the age field = red. If over 55, age field = green.

ADA Type: This must be completed.

Fill in the **Default ADA** if all the students that you will register are the same ADA Type.



The screenshot shows a form with several sections. The top left has ADA Type and Default ADA Type dropdowns. Below that is Student Type with a folder icon. The top right has Labor Force Status and Highest Level Completed dropdowns. The middle section includes Registration Date (11/6/2013), Ethnicity, and Hispanic? dropdowns. The bottom left has Grade/ # Yrs School, Majority schooling outside of U.S. checkbox, Group dropdown, and Promotion Date field. The bottom right has a large Remarks text area with a folder icon. A red 'Note!' label is positioned above the Remarks field.



Student – Register

Student Type: Click the button and double-click all that apply. If you make a mistake, double-click to remove.

Highest Level: Choose the highest level completed. (This will pre-slug on the TOPs form).

Group: To give a student a transcript, the student must belong to a group (see discussion under “Department” Lookup Table).

Add'l Info: Click for emergency info., marital status, # children, income level.

Ethnicity: Click on this icon  to view ethnicity list.