



# Registering a NEW CE Student

Step #1	<b>NAE</b>	Enters student into Colleague
Step #2	<b>APPN</b>	Application to take classes
Step #3	<b>RGN</b>	Registers student in class
Step #4	<b>CREN</b>	Cash Receipt Payment

## Required Fields on NAE

- Name (Last & First)
- Address
- City /State Zip code County
- Resident County Resident State
- Phone Number Phone Type
- SS# Date of Birth Ethnic/ Gender

*(Mott College is a Public Institution and Government reporting requires that we have this information, without it; Mott College could loose their funding)*

## Step #1

File Edit Favorites Tools Help

Quick Access NAE Go

NAE-Name and Address Entry

File, Ms. Betty J. ID: 0335469 Home: 810-333-2314  
1234 Someplace Court Flint MI 48532

Prefix Ms. Person ID 0335469  
Name LFM **Fife** Betty Jean  
Suffix  
Address 1 1234 Someplace Court  
CSZ/Cnty Flint MI 48532 GENESEE Genesee  
Res Cnty/State GENESEE Genesee MI Michigan  
Country USA U.S.A. Source 1  
Phone/Ext/Ty 1 810-333-2314 HOME Home Phone  
Origin/Date MLT Mailing List 10/24/06  
S.S.N 333-32-3321 Address Change  
Birth Date 09/20/1952 Source  
Ethnic/Gender B Black, Non-Hispanic F Date  
Mail Codes 1 By NCOOK  
E-Mail Adr 1  
Pref Name Ms. Betty J. Fife  
Mail Name 1 Ms. Betty J. Fife  
Other LFM 1 Carmicale Betty Jean



# Registering a NEW CE Student

## Required Fields for APPN

- Start Term
- Catalog (self populates)
- Academic Program (**NOCR**)
- Location (**CE**)
- Department (*Defaults 41100*)
- Degree (*Defaults OTHER*)
- **Majors (Continuing Education)**
- Admit Status (**CE**D Continuing Education)
- Ed Goals ( PENR )
- FA Intent (NO)
- Res Stat ( Enter: 1 = In-District  
2 = Out-of-District  
3 = Out-of- State )
- Student Type (**CE**)
- **Application Status ( AD)**
- **Finish & Update**

## Step #2 APPN

Datatel - coldev - ST

File Edit Favorites Tools Help

Quick Access APPN Go

APPN-Applications

Fife, Mrs. Betsy A. ID: 0335470  
4321 Someplace Flint MI 48532

Start Term 2007/2 Fall 2006  
Catalog 2002 Catalog for 2002  
Acad Pgm NOCR  
Acad Level Non-Credit  
Location CE Continuing Education  
Department 41100 Community Education  
Degree Other  
CCDs 1  
Majors 1 Continuing Education  
Minors 1  
Specs 1  
Ant Cmpl Dt 09/09  
Admit Stat CED Continuing Education  
Ed Goals/Dt 1 PENR Personal En 09/01/06

Appl Dt 09/01/06  
Intend Load  
FA Intent No  
Res Stat 1 In-Dis  
Student Type CE  
Bal/Pay Now  
Rating  
Infl to Apply 1  
Prospect Stat  
Prospect Dt  
Priority  
Addnl Info X  
Comments 1  
Comm Mgmt

Appl Stat MS Move to Student 10/24/06 02:24PM Decision NCOOK  
Cancel Dt Reason Inst Attended Instead



# Registering a NEW CE Student

## Step #3

### Required Fields for RGN

- On first screen choose **NOCR-NP**
- **Finish**
- **Enter Student** ( Shift - @ will bring up last student)
- **Enter Section Number** ( e.g. NOCR-II301-02)
- Change **Pay** field to **Yes**
- **Finish**
- **Choose Method of Pay**
- **Finish**

File Edit Favorites Tools Help

Quick Access RGN Go

RGN-Registration

Fife, Mrs. Betsy A. ID: 0335470  
4321 Someplace Flint MI 48532

Date 10/24/06 Term 2007/2 Pass

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 NOCR-SFCT13-05 RDA Expanded Function		0.00		A	12/02/06	2007/2
2 12/02/06 12/16/06 MMB 2027 LEC S 08:00AM 06:00PM						
3						
4						

Term Summary	Level	Load	Creds	CEUs	Status
1 2007/2 Fall 2006	N		0.00	0.00	Registered
2					
3					

Sched X Waitlist Other Info X Billing Pay Y

Quick Access RGN Go

RGN-Registration RGN-Registration

using REG.CONTROLS, View: REG.CONTROLS

Seq: Record ID Description

<input type="checkbox"/>	1: LPR.CRED	Lapeer Credit Printer-01
<input type="checkbox"/>	2: LPRCRED4	Lapeer Credit Printer-04
<input type="checkbox"/>	3: GUIDCWP	Guidance Access CWP
<input type="checkbox"/>	4: MATH-EMP	Math Empowerment Center
<input type="checkbox"/>	5: ADV.CO2	Advisement Printer #2
<input type="checkbox"/>	6: ADV.COU	Advisement Printer #1
<input type="checkbox"/>	7: TREG	Telephone Registration Co
<input type="checkbox"/>	8: REC	Registration Credit
<input checked="" type="checkbox"/>	9: NOCR-NP	Non-Credit No Printouts
<input type="checkbox"/>	10: REC2	Registrar Window #2
<input type="checkbox"/>	11: REC3	Registrar Window #3
<input type="checkbox"/>	12: REC4	Registrar Window #4
<input type="checkbox"/>	13: REC5	Registrar Window #5
<input type="checkbox"/>	14: REC6	Registrar Window #6
<input type="checkbox"/>	15: REC7	Registrar Window #7
<input type="checkbox"/>	16: REC8	Registrar Window #8

Controller LookUp Resolution Page 1/2  
Seq Number (F) Lag (S)ort/Select:

Quick Access RGN Go

RGN-Registration -METHOD OF PAY ENTRY

Fife, Mrs. Betsy A. ID: 0335470  
4321 Someplace Flint MI 48532

0..Cash/Check/Credit Card  
1..Mott Employee or Qualifying Dependand  
2..GM  
3..Ford  
4..Delphi  
5..Durakon  
6..Personal Care  
7..HCFA  
8..Other Sponsor

Method of Payment for 2007/2 0

Print Map



# Registering and Taking payment For a NEW CE Student

## Step #4

### Required Fields for **CREN**

- Batch # (leave Blank)
- AR Account Holder (Enter Student)
- AR Type (**STDRN st**)
- Term
- Amount
- Pay Method
- Control Number (Last 4 digits of Card or Check #'s)
- Exp Date (Credit Card Expires date)
- Confirmation Number (from Bank Credit Card Machine)
- Print Receipt (**Yes**)

CREN-Cash Receipt Entry

Date: 10/17/06    Cashier: 0000562    Session: 33137    Location: CE

Batch Number: [ ]

AR Account Holder: Mrs. Betsy A. Fife

AR Type: **STDRN st**

Term: 2007/2

Pay Plan: No

Amount: 210.00

Non-AR Receipt Code: [ ]

Location: [ ]

Amount: [ ]

Deposit Account Holder: [ ]

Dep Type: [ ]

Term: [ ]

Amount: [ ]

Convenience Fees: 0.00

Total Payments: 210.00

Distribution: **GENCK Payments Received**

Pay Method: VISA VISA

Control Number: \*4565

Exp Dt: 10/10

Confirmation Number: 186245-9

Amount: 210.00

Change Returned: 420.00

Cash: [ ]

Total Received: 210.00

Payer ID/Name: 0335470    Mrs. Betsy A. Fife

Print Receipt/No: Yes

Comments: [ ]

### To check a students account

- ARAI Account Inquiry

ARAI-AR Account Inquiry

Fife, Mrs. Betsy A.    ID: 0335470

4321 Someplace    Flint    MI    48532

AR Type: Student Receivables Non-Crd 01    Term: Fall 2006

Pending FA Restrs: No

Past Due: 0.00    Adj Bal: 0.00

Late Charge: 0.00    Pmt Plan: 0.00

Date	Description	Type	Trans No	Operator	Location	Due Date	Item Balance	Balance
10/24/06	Registration - NDCR-SPC13-05	INV	001290319	NCOOK			450.00	0.00
10/17/06	Payments Received	RCPT	000348610	NCOOK	CE		450.00	450.00