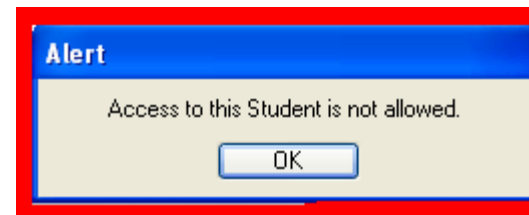




# Registering a student that is in NAE screen

- Step #1 **NAE** Enters student into Colleague
  - Check Demographic information for all required fields
  - **Error Message** “ Access to Student Not Allowed” means that this student is probably a credit student and needs to have an APPN for CE set-up.
  - Follow Step #2 - #4 on Registering a New CE Student
- Step #2 **APPN** Application to take classes
- Step #3 **RGN** Registers student in class
- Step #4 **CREN** 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)*



# 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-Dist  
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: TREC	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

