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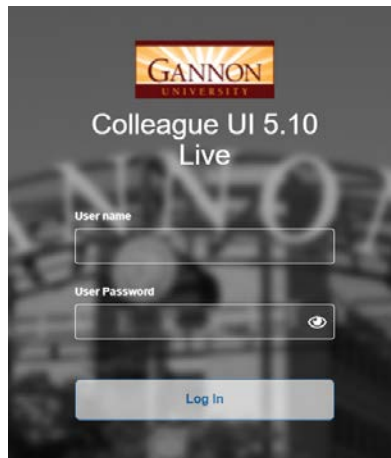
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Accessing Colleague

1. Navigate to webui.gannon.edu
 - o Note that you must be connected to Gannon's network to do so
2. Click the button for LIVE



3. Log in with your Colleague credentials. This is different than your Network ID.



Colleague UI – Basic Training Videos

- Exploring the Colleague User Interface Window
 - [Click here for < 3 minute video](#)
- Access Forms
 - [Click here for < 4 minute video](#)
- Added and Viewing Favorites
 - [Click here for < 4 minute video](#)

CWLI – Course Waitlist Inquiry & SWLI – Section Waitlist Inquiry

CWLI Process Overview

Use the Course Waitlist Inquiry (CWLI) screen to view all of the sections of a course and their waitlist statuses. You can use this information during registration to quickly determine the availability of course sections and evaluate the need to add more course sections based on the number of students registering for a course.

The CWLI screen displays all sections of a particular course by name and title. For each section, the following are displayed for both the local section (L) and globally for all crosslisted sections (G):

- total capacity
- number of seats used (number of students registered)
- number of seats available (capacity minus used)
- number of waitlisted students
- percent of seats used (used compared to capacity)

You can detail from the CWLI screen to the Section Waitlist Inquiry (SWLI) screen to view information about the individual students waitlisted for a particular course section.

Students that are waitlisted but have been given permission to register affect the count of both available seats (shown in Avail) and the waitlist count (shown in Wait). Since they have been offered a seat, the count of available seats is reduced by the number of students given permission to register; since they are still on the waitlist, they are counted as waitlisted students.

SWLI Process Overview

Use the Section Waitlist Inquiry (SWLI) screen to view all students who have been designated as waitlisted for a course section. You can access the SWLI screen by detailing from the Student Waitlist Management (STWM) screen, the Course Waitlist Inquiry (CWLI) screen, or directly from the menu.

Each waitlisted student is listed with the following additional information:

- the waitlist rating
- the latest waitlist status
- the date the student was assigned the latest status

CWLI/SWLI Screen Shots



The screenshot shows a window titled "Course LookUp". Inside the window, there is a search box containing the text "LPHI 237". Below the search box, there are four buttons: "OK", "Cancel", "Finish", and "Help". The "OK" button is highlighted with an orange background.

Colleague Waitlist and Section Enrollment Forms and Reports

CWLI - Course Waitlist Inquiry ☆ Save Save All Cancel

1 of 2 Availability Value 1/11

Course : LPHI_237 Title : Phil Ethical Respon

Course Section/Title	Term	Stat	(G)Cap (L)Cap	Used Used	Avail Avail	Wait Wait	Pct Pct
1 LPHI_237_X1/Phil Ethical Respon 	19/SP	Wcls					0
			22	21	1	0	95
2 LPHI_237_01/Phil Ethical Respon 	19/SP	Open					0
			32	30	2	0	94

Optional, detail (drill down by clicking on paper icon) to SWLI. You can also access SWLI directly for a particular section.







CWLI • SWLI - Section Waitlist Inquiry ☆ Save Save All Ca

1 of 5 Waitlisted Students Value 1/61

LPHI_237_X1 Phil Ethical Respon

Waitlisted Seats

Section Capacity

Waitlisted Students	Wait Rating	Waitlist Status	Status Date
1  Del Diego Rodriguez, 	999	E Enrolled	11/20/18
2  Hodder, Baylee J. 	75	E Enrolled	11/09/18
3  Klein, Caitlin N. 	75	E Enrolled	11/12/18

Optional, detail to WLSI for individual student

Colleague Waitlist and Section Enrollment Forms and Reports

CWLI • SWLI • **WLSI - Waitlist Status Inquiry** ☆ • Save

1 of 1 Status History

Altmire, Alexander D. ID:3099127 SSN:200-78-7006 Recruiter CRM
Renfrew PA 16053-1222 Home:724-586-5951

Section : LPHI_131_14 Short Title : Intro to Philosophy
Term : 19/FA Fall 2019

Date Added to Waitlist 08/21/19
Time Added to Waitlist 03:18PM

	Date	Time	Operator	Value
1	08/28/19	08:43AM	CAMILJM	Waitlist Closed

SXWL – Section Cross-List Waitlist

SXWL Process Overview

Note: Waitlist management screens override the settings in the following fields:

- Enrollment in Waitlisted Courses field on the Registration Users (RGUS) screen
- Allow Enrollment in Waitlisted Courses field on the Registration Controls (RGCT) screen

Use the Section Cross-List Waitlist (SXWL) screen to view all sections of a cross-list, and then enroll waitlisted students in their waitlisted section or another section in the cross-list.

When you access SXWL, you must enter a course section that is cross-listed, or you receive an error. After you enter a section, all sections in the cross-list are displayed. The Cap (capacity), Avail (available), and Wait (waitlisted) columns display numbers for the section. If a section has been canceled, these columns are blank. Also shown are the Global Capacity (the cross-list capacity) and the Global Waitlist Maximum (the cross-list waitlist maximum).

Students who are waitlisted but have been given permission to register affect both the count of available seats (shown in Avail) and the waitlist count (shown in Wait). As they have been offered a seat, the count of available seats is reduced by the number of students given permission to register; however, as they are still on the waitlist, they are also counted as waitlisted students.

The meeting pattern for each course section can be seen by detailing on the section to the Section Meeting Inquiry (SMIN) screen.

Only active waitlisted students are shown, sorted in order by the waitlist rating, then the waitlist status date, then the time added to the waitlist. To enroll a student in their waitlisted section or another of the cross-listed sections, enter the desired section in the Enroll Section field. You can enter only a section from the cross-list that does not have a status of Cncl (canceled) or Froz (frozen). Once you've entered a section, you'll automatically be taken to the Registration (RGN) screen with the section already filled out. When you register the student on RGN and save, all checks, warnings, and rules are applied. You are then returned to SXWL and Colleague updates the waitlist status date and prevents further changes to the waitlist record.

ALERT: If you do not want to save your changes on RGN, cancel from the screen. Once you save on RGN, you cannot reverse your changes by canceling from SXWL.

Only waitlists of entries that have the same course as the section in which the student was enrolled are affected by registering in the section. Cross-listed sections are usually for different courses; enrolling a student in a section of a different course than the one in which the student was waitlisted will not affect the unenrolled section's waitlist. This is because it might be valid for a student to enroll in more than one of the sections in the cross-list.

For example, suppose that MATH 101 01 is cross-listed with COMPSCI 121 01. Both those sections show in the top group. As the subject is different, these sections are sections of different courses. If a student is waitlisted for MATH 101 01, but is registered into COMPSCI 121 01, the waitlist for MATH 101 01 is not affected and the student still shows as active. If the MATH 101 01 waitlist for the student is no longer needed, it can be deleted or can be marked with a status showing it to be no longer active. It can also be left unchanged, and the student may be enrolled in that section at another time.

ALERT: If an e-mail type is not defined on WLDF or if the e-mail type defined cannot be found (or if there is no Space Available Paragraph or Student Enrolled Paragraph defined), communication triggered by the waitlist

Colleague Waitlist and Section Enrollment Forms and Reports

management screen can generate Communications Management documents (if defined on WLDF). These documents are pending and must be processed through the Process Correspondence Batch (PCB) screen in a timely manner so that students are notified.

SXWL Screen Shots

Course Sections LookUp

19/FA ECE 348 01

Ok
Cancel
Finish
Help

SEARCH RESULTS FOR :
COURSE.SECTIONS
 19/FA ECE 348 01

COURSE.SECTIONS Input Open

1	Course: ECE_348_01 Instr: Dr. Y. Jung	Term: 19/FA Status: Active	Title: Digital Design w HDL &... Start Date: 08/21/19	Location:
Schedules: 08/21/2019-12/11/2019 Laboratory Monday, Wednesday 01:30PM - 02:50PM, Zurn, Room 346				

Add

1 - 1 of 1

Open
0 Selected
 Select All

SXWL - Section Cross-List Waitlist Save Save All Cancel Cancel All

1 of 2
CSXL.COURSE.SECTIONS
Value 1/2

Term : 19/FA

	Sections Location	Short Title	Stat	Pri	Cap	Avail	Wait
1	GECE_598_0A	Digital Dsgn w/HDL &	Open	YES	20	16	0
2	ECE_348_01	Digital Design w HDL	Open		5	4	0
Local Totals					25	20	0
Global Totals					25	20	0

Global Waitlist Maximum

	Current Waitlist Wait Section	Enroll Section	Rating	Location Status	Telephone Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

WAIT – Course Waitlist Report

WAIT Process Overview

Use the Course Waitlist (WAIT) screen to generate a report of students that are on a waitlist for a course by specifying the report options.

This front-end screen sets up the criteria for running the Course Waitlist report. The user first specifies the report options. He or she must first specify the phone type to print (required field). The yes/no flags (print acad programs/class and print addresses) are also required. Name/address hierarchy is required if print address is set to "Yes." Selection is from the WAIT.LIST file. Users can specify a range of waitlist ratings to select (either begin or end rating can be blank, if they want to select ratings GE or LE), a list of courses (and optionally, a preferred section), a list of terms, and a list of preferred locations. If a user enters a course with no preferred section entered, select all WAIT.LIST records with that course no matter what preferred section. If the user wants to select more than one preferred section of a course, they will need to list the course that many times, with a different preferred section beside each one.

If you select courses you can not select sections, and if you select sections you can not select courses.

WAIT Screen Shots

ENST – Enrollment Statistics (Can run with census (as of) date)

ENST Process Overview

Use the Enrollment Statistics (ENST) process to generate a report displaying statistics about enrollment during a given time period.

This process selects records from the COURSE.SECTIONS file.

You can choose course sections by either term or start and end date. For example, if you want all the course sections for a particular term, enter that term in the Term field. The start and end dates associated with that term are displayed on the screen in inquiry mode.

The report generated from this process will total, break, and sort by section term, department, division, and school.

ENST Screen Shots

The screenshot shows the ENST - Enrollment Statistics interface. At the top, there is a header bar with the title "ENST - Enrollment Statistics" and a star icon. To the right of the header are three buttons: "Save", "Save All" (highlighted with an orange box), and "Cancel".

Below the header, the main form area contains several sections:

- Census Date:** A text input field containing "10/25/19" with a calendar icon to its right.
- Saved List Name:** An empty text input field.
- Term Selection:** A table with columns for Term, Start Dt, and End Dt.

	Term	Start Dt	End Dt
1	19-FA 2019	08/21/19	12/13/19
2			
- Start/End Date:** Two empty text input fields, each with a calendar icon to its right.
- Location:** Two empty text input fields, each with a dropdown menu icon to its right.
- Department:** Two text input fields. The first field contains "PHIL Philosophy" and is highlighted with an orange box. The second field is empty.
- Division:** Two empty text input fields, each with a dropdown menu icon to its right.
- School:** Two empty text input fields, each with a dropdown menu icon to its right.

Colleague Waitlist and Section Enrollment Forms and Reports

Report Browser

1 of 1

Save As

Export PDF

Print Remote

Default Page View



Oct 28 2019 17:49

ENROLLMENT STATISTICS

Page 1

Term.....: 19/FA
 School.....: AH School of Humanities
 Division...:
 Department: Philosophy

Course	Synonym	Title	Instructor	Instr Meth	Max	Used	Avail	Wait	Cens	Creds	CEUs	Total Creds	Total CEUs
PHIL_393_01	1740	Healthcare Ethi			30	0	30	0	0	3.00		0.00	0.00
PHIL_393_02	1742	Healthcare Ethi			0	0	0	0	0	3.00		0.00	0.00
PHIL_210_01	1747	Logic	Haggerty, William	LEC	30	26	4	0	26	3.00		78.00	0.00
PHIL_225_01	1755	Phil of Communi	Kerr, Aaron K.	LEC	30	29	1	0	29	3.00		87.00	0.00
PHIL_239_01	1762	Phil of Science	Latzer, Michael	LEC	30	31	-1	0	31	3.00		93.00	0.00
PHIL_271_01	1765	Hist of Ancient	Mitchell, Jason A.	LEC	25	25	0	0	25	3.00		75.00	0.00
PHIL_350_01	1777	Intro Metaphysi	Mitchell, Jason A.	LEC	25	25	0	0	25	3.00		75.00	0.00
PHIL_210_02	1794	Logic	Prianti, Dominic P	LEC	30	28	2	0	28	3.00		84.00	0.00
PHIL_392_01	1797	Critical Thinki			30	0	30	0	0	3.00		0.00	0.00
PHIL_392_02	1799	Critical Thinki			30	0	30	0	0	3.00		0.00	0.00
					=====	=====	=====	=====	=====				
					260	164	96	0	164				

CSAR – Section Availability Report (Includes room capacity)

CSAR Process Overview

Use the Section Availability Report (CSAR) screen to generate a report indicating whether course sections are available.

You can include open sections and/or include closed sections. The report indicates the following:

- instructors
- scheduled meeting places and times
- room capacity
- section minimum enrollment and capacity
- figures for the used seats
- waitlist count
- available seats in each section

Students that are waitlisted but have been given permission to register affect the count of both available seats (shown in Avail) and the waitlist count (shown in Wait). Since they have been offered a seat, the count of available seats is reduced by the number of students given permission to register; since they are still on the waitlist, they are counted as waitlisted students.

Colleague Waitlist and Section Enrollment Forms and Reports

CSAR Screen Shots

CSAR - Section Availability Report Save Save All Cancel Cancel All

Print Open Sections Yes Print Global or Local
 Print Closed Sections No Include Printed Comments
 Print Primary Only Name/Address Hierarchy
 Print by Loc or Fac

Saved List Name

Sec Dates Begin/End

Terms
 Subjects
 Courses
 Course Sections
 Synonyms
 Departments
 Divisions
 Schools
 Locations
 Faculty Members

Report Browser 1 of 12 Save As Export PDF Print Remote Default Page View ? X

Nov 05 2019 10:52 SECTION AVAILABILITY REPORT Page 1
 OPEN SECTIONS BY LOCATION LOCAL

LOCATION:
 TERM : 19/FA

Course Section/ Synonym	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ACCT_305_01 1950	Intermediate Fin Accounting 3049698 Dr. Renee M. Castri	CBI 012 LEC	TTH	01:30PM 08/21/19 02:50PM 12/13/19	31	3.00	7	25	21	0	4
ACCT_375_01 1953	Organiztnl Internshp 3049698 Dr. Renee M. Castri	BY- ARR LEC		08/21/19 12/13/19	500	3.00	1	3	2	0	1
ACCT_375_02 2932	Organiztnl Internshp 3036356 Mr. Blase A. Nicoli	BY- ARR LEC		08/21/19 12/13/19	500	3.00	1	3	0	0	3
ACCT_375_03 3364	Organiztnl Internshp 3000349 Mr. Terry S. Holmes	BY- ARR LEC		08/21/19 12/13/19	500	1.00	1	2	1	0	1
ACCT_415_01	Adv Financial Acct	CBI 010	TTH	09:30AM 08/21/19	22	3.00	7	25	17	0	8