How to adjust a student's priority registration date

This is something that we do if a student either

1) Attends the advising fair

2) Works with a faculty advisor on her/his plan just prior to the advising fair

Log in to Datatel/Colleague

- ui.otc.edu
- Login using your current OTC username and password

Type "SREP" into the search box at the top left of the screen

UI 4.5 - Datatel Colleague UI 4.0 - [elderv / prod] - Internet Explorer –					
SREP - Search	C SEARCH RESULTS NAVIGATION FAVORITES ? Logout				
SREP: Student Registration Priority					
COMMUNITY COLLEGE	No Active Context				
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Type in the ID or name of the student you are working with – and hit "ok"

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Adjust the "Start Date" for the semester you are working with

- Click on the small calendar icon next to the "Start Date"
- Adjust the date to the FIRST date of registration
 - Do NOT!!!!! Adjust the date to BEFORE registration opens





• This completes the process for this student