



Dual Credit Counselor Dual Credit Off-Site Registration Status Report Guide

ADM0158- Dual Credit Off Site Registration Status: Shows all admitted students who are/are not registered for classes. If students are registered for classes, this will show you the classes for which they are registered. Students who withdraw will have their grade updated to a W on this report as soon as they are withdrawn. This report will also show you final grades for the semester if you would like to see how students performed.

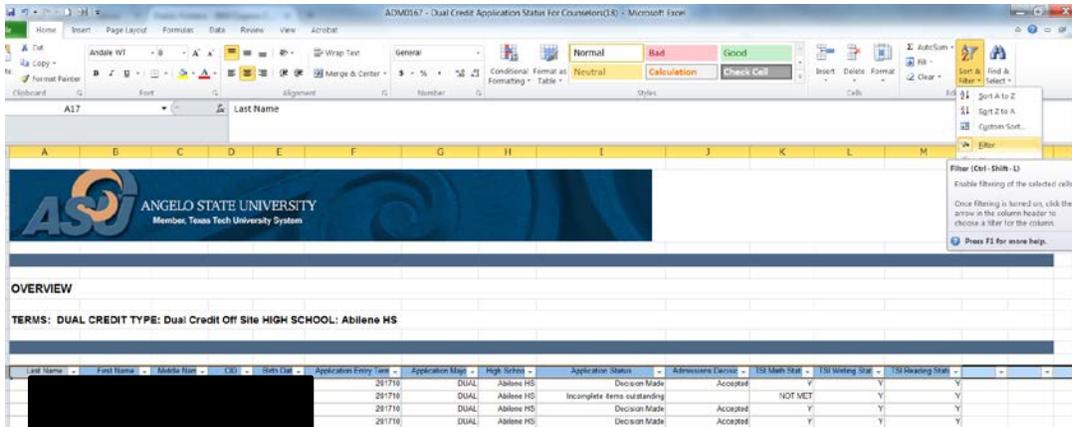
When to use this: After students have been admitted and registered to ensure they are in the correct class. We will send you a report to make these changes later; to ensure a student's grade was changed to W; to research how your students performed by looking at their final grades.

HOW TO FILTER EXCEL REPORTS:

Filters allow you to select only the information that you want to see in each row. These will make reading reports tremendously easier.

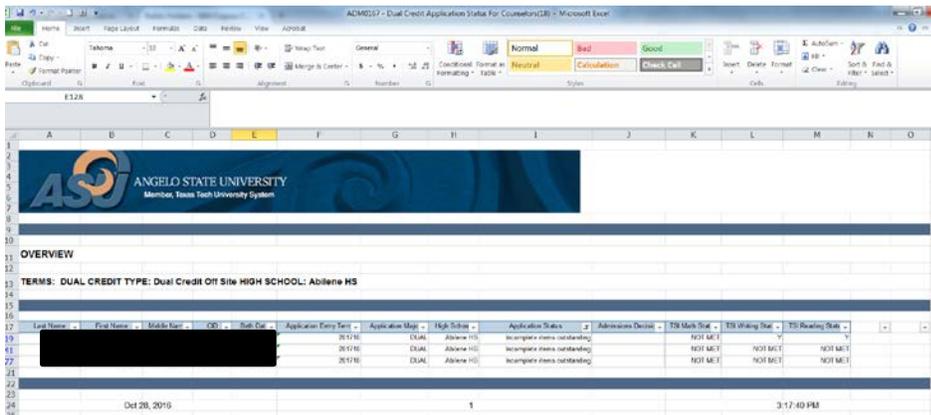
1. Click on the row with titles and select the entire row.
2. On the home tab, go to the Sort & Filter selection at the very end and select filter.

Example:



3. For example, if you would like to filter to show only the students who have not been admitted, go to the Application Status column, click the filter button and select Incomplete Items Outstanding.

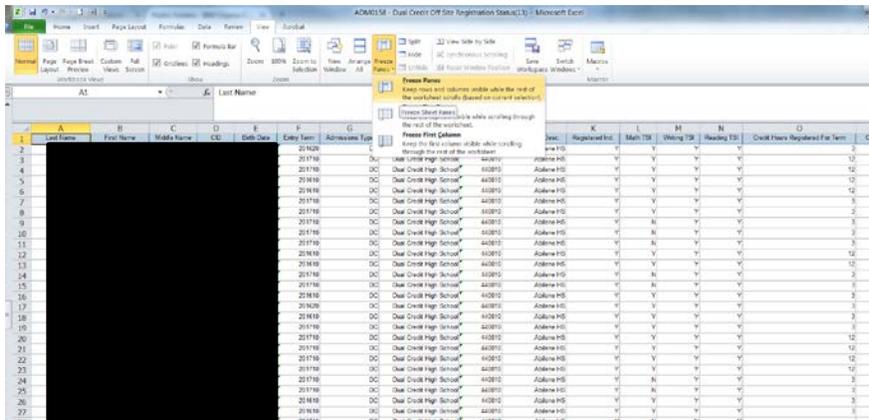
After filtering:



HOW TO FREEZE PANES WITHIN REPORTS:

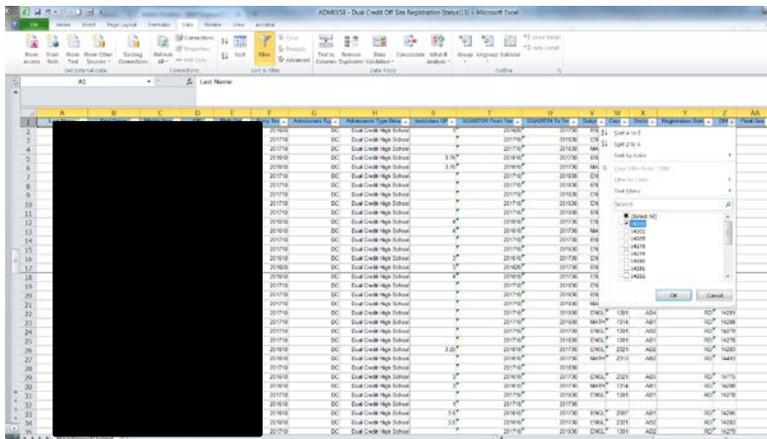
You may want to see certain rows or columns all the time in your worksheet, especially header cells. By freezing rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells. This helps when the reports are very long!

1. Delete the columns and rows that you don't want to see. It is helpful for your header column to be at the very top.
2. Select the very first cell (A1).
3. Go to the View tab on the menu bar.
4. Click on Freeze Panes.
5. Select Freeze Panes.



ADM0158- DUAL CREDIT OFF SITE REGISTRATION STATUS:

1. Add filters to the title row.
2. Freeze Pains if desired for scrolling.
3. The Registration column will show a Y or N. If it says Y, the student is registered for courses. If it says N, the student is not registered for courses.
4. The classes the student is registered in will show near the end of the report. To see all students in a selected course, select the CRN from the filter. This will show you all students registered in that section.



After filtering:

The screenshot shows a Microsoft Excel spreadsheet with a filtered list of students. The status bar at the bottom left indicates 'Ready 33 of 200 records found'. The spreadsheet columns include Last Name, First Name, Middle Name, ID#, Birth Date, Entry Date, Admissions Type, Admissions Type Desc, Section ID, SCATTER Point Test, SCATTER To Test, Entry Date, Credit, Entry Date, Program Name, and Fee Code. The data is sorted by Last Name in descending order.

1	Last Name	First Name	Middle Name	ID#	Birth Date	Entry Date	Admissions Type	Admissions Type Desc	Section ID	SCATTER Point Test	SCATTER To Test	Entry Date	Credit	Entry Date	Program Name	Fee Code
64	Hightower	Morgan	L	81071502	1913-1995	281702	DC	Dual Credit High School	331	201600	201700	BCL	1401	AB1	RDY	1401
70	Horne	Wayne	Harold	81028657	05-28-1995	281702	DC	Dual Credit High School	F	201700	201700	BCL	1401	AB1	RDY	1401
72	Horn	Lane	Walter	81028658	05-28-1995	281702	DC	Dual Credit High School	4	201600	201700	BCL	1401	AB1	RDY	1401
79	Kilam	Phyllis	Ruby	81028551	11-08-1995	281602	DC	Dual Credit High School	F	201600	201700	BCL	1401	AB1	RDY	1401
91	Madhavan	Jaclyn	Lynne	81028656	03-02-1995	281702	DC	Dual Credit High School	F	201700	201700	BCL	1401	AB1	RDY	1401
116	Phelps	Gwen	Ann	81028657	09-18-1995	281702	DC	Dual Credit High School	375	201600	201700	BCL	1401	AB1	RDY	1401
122	Reis	Agnes	Harold	81028653	05-25-1995	281602	DC	Dual Credit High School	325	201600	201700	BCL	1401	AB1	RDY	1401
149	Stapp	Shawna	Lynn	81028623	05-22-1995	281602	DC	Dual Credit High School	315	201600	201700	BCL	1401	AB1	RDY	1401
152	Stokes	Clara	Jill	81028734	03-07-2000	281702	DC	Dual Credit High School	F	201700	201700	BCL	1401	AB1	RDY	1401
160	Stuckey	Haley	Lynn	81028757	05-08-1995	281602	DC	Dual Credit High School	2	201600	201700	BCL	1401	AB1	RDY	1401
163	Taylor	Haley	Jane	81028696	03-24-1995	281702	DC	Dual Credit High School	F	201700	201600	BCL	1401	AB1	RDY	1401
166	Taucy	Herman	Elizabeth	81028656	05-18-1995	281702	DC	Dual Credit High School	F	201700	201700	BCL	1401	AB1	RDY	1401
171	Tomasik	Arge	F	81028656	11-06-1990	281602	DC	Dual Credit High School	3	201600	201700	BCL	1401	AB1	RDY	1401
179	Valentine	Amanda	Delores	81028753	03-12-2000	281702	DC	Dual Credit High School	F	201700	201600	BCL	1401	AB1	RDY	1401
188	Wicham	James	Holger	81028656	03-18-1995	281602	DC	Dual Credit High School	375	201600	201700	BCL	1401	AB1	RDY	1401
193	Wilhelm	Laura	Elizabeth	81028647	06-08-1995	281702	DC	Dual Credit High School	F	201700	201600	BCL	1401	AB1	RDY	1401
202																
203																

*Shows how many students are in the course you selected.