

STMC- SET A STUDENT'S REGISTRATION ELIGIBILITY

- Use the STMC screen to activate students' eligibility to register for courses.

1. Type **STMC** in the search box at the top of the screen and press **<Enter>**.

The Person LookUp dialog displays.

2. Enter a student's 7-digit ID and press **<Enter>** OR perform a name search to locate the correct student.

The Student Miscellaneous form displays.

The screenshot shows the 'STMC - Student Miscellaneous' form. At the top, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below the header, there is a navigation bar with a search icon, a back arrow, a page indicator '1 of 1', a forward arrow, and a refresh icon. The main content area is divided into two sections: 'Misc 8' and 'Misc 6'. Each section contains two rows of input fields. The 'Misc 6' section has the value 'Y' entered in the first row.

3. In the **Misc 6** first row box, type **Y** to activate registration eligibility. Click the **Save** button, followed by **Update**.

The screenshot shows the 'STMC - Student Miscellaneous' form after the 'Y' has been entered. The navigation bar now shows 'Value 1/1'. The 'Misc 6' section has 'Y' entered in the first row. The 'Misc 1' section is also visible on the left.

You will be returned to the Person LookUp dialog box. Continue entering student ID numbers for all students whose registration eligibility you wish to activate.

4. Click the **Finish** button when you want to close the form and return to the main Colleague window.