



Colleague Mnemonic Tip Sheet

Below is a sample of mnemonics that you may or may not see when you login to Colleague. Training information and documentation is located at:

<https://portal.twu.edu/iss-training/colleague/>

SPRO	Student Profile	Use for global information about a student or applicant.
SCHD	Student Schedule Print	Use to select students and print their respective course schedules.
STAT	Student Academic Transcript	Use to view a summary of a student's academic credit records sorted by criteria defined for the transcript grouping and also by credit type.
TRAN	Transcript Print	Use to print student transcripts.
FCSI	Faculty Schedule Inquiry	Use to view a faculty member's detailed schedule including office hours and teaching schedule.
PERC	Person Restrictions	Use for academic holds.
XROS	Section Roster	Use to produce rosters for course sections.
ACDR	Assign/Change/Delete Restrictions	Use for a group of individuals' records.
ADRR	Add/Drop/Withdrawal Roster	Use to obtain a roster of students in a selected list of course sections.
ASPR	Additional Student Profile Info	Use for "other" additional information about the student.
XSTI	Student Information Report	Use this reporting tool for general student statistic information.
RSTR	Academic Roster Inquiry	Use for academic information by course section and student.
STAL	Student Academic Level	Use for a student's academic levels, including: <ul style="list-style-type: none">* academic standing* catalog* start term* class level* class rank* academic programs

For further information on Colleague mnemonics consult the Help menu in Colleague.