

Train the Trainer Modules: Curriculum Management

6.5 Manage Course Enrollment

Introduction

After you schedule classes for a term, and activated students into that term, you are ready to enroll students into classes. Student Records has flexible and robust enrollment processing where all the rules that you have set up in your schedule of classes and course catalog come to fruition.

Overview

You can process enrollment requests on a student-by-student basis through the Quick Enroll and Enrollment Request components. You can process enrollment requests for blocks of students and classes through the Block Enrollment component. Through the Mass Enrollment component, you can post a range of enrollment requests. Enrollment requests from all of these components go through the powerful enrollment engine during the posting process. The enrollment engine verifies that for every class requested, the student meets all rules for requisites, deadlines, permissions, and so on. Optionally, the enrollment engine also warns of potential repeats.

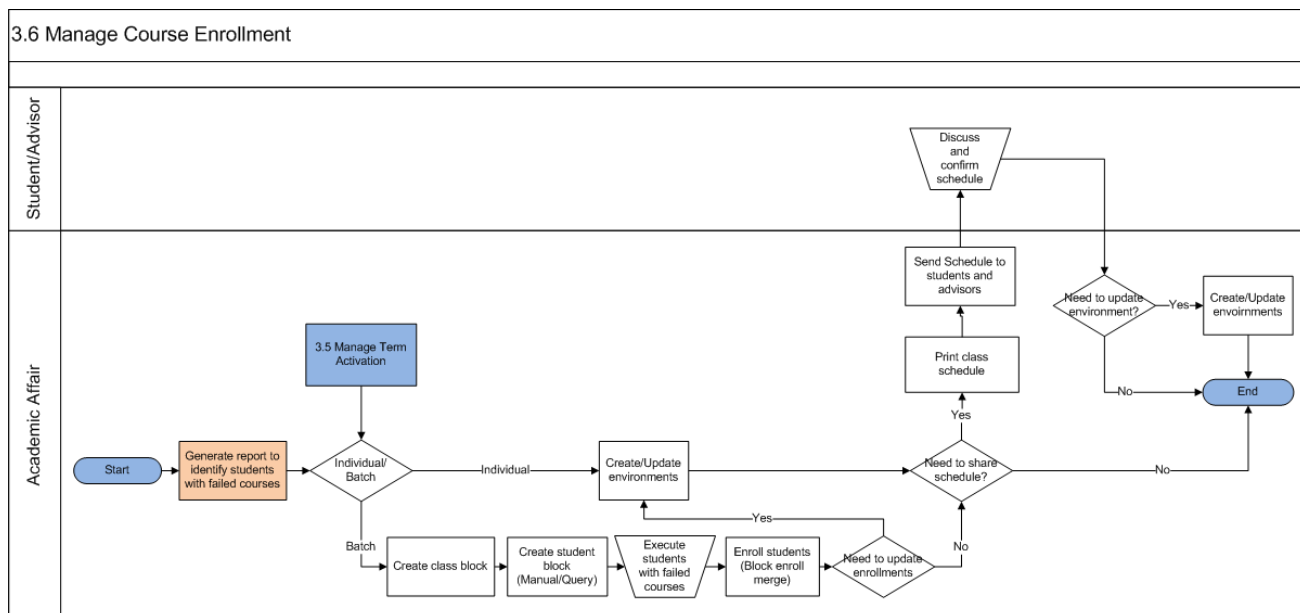
The Enrollment component, in contrast, bypasses the enrollment engine and all of its checkpoints, posting enrollment transactions directly to a student's enrollment record as soon as you save the data in the component. The Enrollment component is intended for use by only a select few power users at your academic institution and should not be made available to a wide user population.

If your academic institution has licensed PeopleSoft Campus Self Service, your students can also submit enrollment requests over the internet during their scheduled enrollment appointment times. These requests function the same as all other enrollment requests in your Student Administration system, writing data directly to your application tables.

Prerequisites

1. Schedule classes for a term, and activated students into that term

Business Process Map



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Course Enrollment

Access the Quick Enrollment page (Records and Enrollment ->Enroll Students ->Quick Enroll a Student->Quick Enrollment)

Request ID

Identifies the enrollment request as unique from other enrollment requests. The Enrollment Request component uses an enrollment request as a key to access transactions. In Add mode, this field is unavailable for edit because the system generates a unique enrollment request ID for you when you save the data in the Enrollment Request component. In other modes, select the enrollment request ID upon accessing the component.

ID

The ID of the student for whom you are submitting the enrollment request.

Career

The academic career of the student for whom you are submitting the enrollment request.

Institution

The academic institution for which you are submitting the enrollment request.

Term

The term for which you are submitting the enrollment request.

Submit

Click to process all nonposted rows of the enrollment request for the student. The enrollment engine performs validations as necessary at this time. If the enrollment engine encounters any errors, the system displays an enrollment request status of Errors on the corresponding row of the request. You can view the error messages in the appropriate row's Error Messages group box.

Access the Quick Enrollment page (Records and Enrollment ->Enroll Students ->Quick Enroll a Student->Quick Enrollment;Class Enrollment Tab)

Action

An enrollment action is the action performed on the enrollment record. The system by default sets the enrollment action for the request to Enroll, but you can override this default value. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort.

Class Nbr (class number)

If you are submitting a new enrollment transaction, enter the number of the class for the term. The system generates a class number when you schedule classes for a term. The class number also appears on the schedule of classes. **(Note:-** If you do not know the class number from the schedule of classes, click the Search button to view the Basic Class Search page, where you can search the schedule of classes for the class that you want to use for the enrollment transaction.)

Change To

This field becomes available when you select an enrollment action of swap. Enter the number of the new class in which the student wants to be enrolled.

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Class Description

The Class Description link becomes available after you enter a class number. The text for this link changes according to the title of the class that you selected. Click this link to access the Class Detail page, where you can view detail about the selected class.

Sect (section)

The system displays the section of the class that you selected.

Start Date

When a student attempts to enroll in a class scheduled within an OEE session, the system prompts you to enter a class start date. The date that a student starts an OEE class drives the open entry/open exit processing. A class start date is required for enrollment in OEE classes.

Status (unlabeled)

The system displays the status of the enrollment request.

Errors: The enrollment engine was unable to post the submitted enrollment request due to errors. Click this link to view the errors on the Enrollment Message Log page. Pending: The enrollment request is pending submission for enrollment processing. Messages: The enrollment engine was able to successfully post the enrollment request and has returned an informational message, such as the student's wait list position. Click this link to view the messages on the Enrollment Message Log page. Success: The enrollment engine was able to successfully post the enrollment request.

Academic Program

Enter the student's academic program for this enrollment. This field appears if you select the Select Acad Prog During Enroll check box on the Academic Institution 5 page. This field is editable only if the student is active in more than one academic program for this term. In this case, the student's primary academic program for this term appears by default. You can change this value.

Related 1

If you have select an enrollment action of Enroll or Swap, the Related 1 and Related 2 fields become available for edit. If the class has a related class that is not an auto-enroll class, select that class number in this field. The values that appear are those associated sections that are scheduled for the class in the schedule of classes.

Related 2

If the class has another related class that is not an auto-enroll class, select that class number in this field.

Access the Quick Enrollment page (Records and Enrollment ->Enroll Students ->Quick Enroll a Student->Quick Enrollment; Units and Grade Tab)

Unit Taken

The system uses units taken to calculate the transcript GPA and the enrollment load. The enrollment engine uses units taken to calculate the number of units a student can take in a term. Units taken appear by default from minimum units on the Class Associations page. If minimum units and maximum units are different on the Class Associations page, then the class is defined as having variable units. This field becomes active, and you must enter the number of units the student selects in this field.

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Course Count

Indicates the value of the course towards a degree. Some institutions count courses towards a degree as well as units towards a degree. This field indicates the value of the course towards degree progress. This field appears by default from the Course Count field on the Class Associations page.

Grade Base

The system displays the grading basis for the class according to the value set in the corresponding field on the Class Components page of the Class Associations component. If your institution has set the grading basis of the class to student option on the Class Components page, then this field becomes available for edit and students can select their own grading basis. The system determines the prompt values according to the grading scheme for the academic career to which the course belongs, as defined on the Academic Career Table page. However, if your institution has mapped the grading basis from one academic career to another through a grading basis mapping rule (on the Career Pointer Exception Rule page), then the system determines the prompt values according to the grading basis attached to the mapping rule.

Grade Input

This is the final grade given to the student for the class. You can enter the grade here, or you can use the grade roster generator. When a grade is entered and posted, the system displays the grade here.

Repeat Code

Select a repeat code for the enrollment transaction, if applicable.

Requirement Designation

Use this field to select a requirement designation for the class enrollment.

Requirement Designation Option

If there is a requirement designation specified for the corresponding row of the enrollment transaction *and* that requirement designation is at the student's option, select whether the student elects to take the requirement designation.

RD Grade (requirement designation grade)

You can enter the student requirement designation grade for the class enrollment on this page or through the grade roster. Usually, it is more convenient for you to enter grades for groups of students and classes through the grade roster. Values are Satisfied or Not Satisfied.

➤ How to Enroll an Individual Student in a Class?

Following are the brief summary of steps that you required to execute to enroll an individual student in a class:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

The following pre-requisites must be fulfilled before enrolling a student.

1. Student should be matriculated and term activated in the system before the enrollment process.

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Individual Student Course Enrollment

1. Login to system using your credentials (username & password)
2. **Go to page:**Main Menu >Records and Enrolment>Enroll Students>Enrolment
3. Enter ID information and click 'Search'. This will display the search results. If no search result is displayed, please modify the search parameters.
4. Click on a search result row to view the student details.
5. Enter Class and click "Save". This will enroll individual student in a class/course.

➤ How to Update an Individual Student Enrollment?

Following are the brief summary of steps that you required to execute to update an individual student enrollment?:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:

The following pre-requisites must be fulfilled before enrolling a student.

1. Student should be enrolled before any update on enrollment data.

Individual Student Course Enrollment

1. Login to system using your credentials (username & password)
2. **Go to page:**Main Menu >Records and Enrolment>Enroll Students>Enrolment
3. Enter ID information and click 'Search'. This will display the search results. If no search result is displayed, please modify the search parameters.
4. Click on a search result row to view the student details.
5. Enter Class and click "Save". This will enroll individual student in a class/course.

➤ How to Create New Class Block?

Following are the brief summary of steps that you required to create new class block:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before creating class block.

1. Classes are already been created for that particular term.

Define Class Block

1. Login to system using your credentials (username & password)
2. Go to page:Main Menu >Records and Enrollment> Enroll Students >Block Enrollment> Create Class Block
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Class Enrollment Block. Click on a search result row to open the page. OR Click on the "Add a New Value" tab, enter Academic Institution and new Class Enrollment Block and click "Add" to open the page.
4. Setup Block Enrollment Classes by entering Description information.
5. Then enter Term, Action and Class Nbr information.
6. Click "Save". This will create Block Enrollment Classes in the system.

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➤ How to Create New Student Block?

Following are the brief summary of steps that you required to create new student block:
(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before creating Student block.

1. Student is already matriculated and term activated in the system.

Define Student Block

1. Login to system using your credentials (username & password)
2. Go to page: Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Student Enrollment Block. Click on a search result row to open the page OR Click on the "Add a New Value" tab, enter Academic Institution and new Student Enrollment Block and click "Add" to open the page.
4. Setup Block Enrollment Students by entering Description information.
5. Then enter Student ID and Academic Career information.
6. Click "Save". This will create Block Enrollment Students in the system.

➤ How to Enroll Students in Batch (Block Enroll Merge)?

Following are the brief summary of steps that you required to enroll students in batch:
(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before enrolling student using block enrollment.

1. Student is already matriculated and term activated in the system.

Enroll student in batch

1. Login to system using your credentials (username & password)
2. Go to page: Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge
3. On the "Find an Existing Value" tab, Enter Enrollment Request ID and click "Search" to display the list of existing Enrollment Request IDs. Click on a search result row to open the "Block Enroll Merge" page. OR Click on the "Add a New Value" tab, Enter Institution, Student Block & Class Block and click "Merge".
4. Click "Submit" to create enrollment request.
5. Go to page: Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Mass Enrollment
6. On the "Find an Existing Value" tab, click "Search" to display the list of existing Run Control IDs. Click on a search result row to open the "Mass Enrollment" page. OR Click on the "Add a New Value" tab, enter the new Run Control ID and click "Add" to open the "Mass Enrollment" page.
7. Enter Enrollment Request IDs and click "Save".
8. Click "Run" to start the process.

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9. On the "Process Scheduler Request" page, select the process "Student Record Mass Enrollment" and click "OK"
10. Note the Process Instance ID on the " Mass Enrollment" page and click "Process Monitor" to view the status of your process instance

➤ How to Print Class Schedule?

Following are the brief summary of steps that you required to print class schedule:
(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following pre-requisites must be fulfilled before printing class schedule report.

1. Student is already matriculated and term activated in the system.
2. Student must be enrolled in classes.

Class Schedule Printing process

1. Login to system using your credentials (username & password)
2. Go to page: Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Run Control IDs. Click on a search result row to open the " Print Class Schedule" page.
OR Click on the "Add a New Value" tab, enter the new Run Control ID and click "Add" to open the "Print Class Schedule" page.
4. Enter Academic Institution and Term Information and click "Save".
5. Click "Run" to start the process.
6. On the "Process Scheduler Request" page, select the process "Schedule of Classes" and click "OK"
7. Note the Process Instance ID on the " Print Class Schedule" page and click "Process Monitor" to view the status of your process instance
8. Wait for the process instance to finish. If the process runs successfully, Run status value should be "Success" and Distribution Status value should be "Posted". If the process does not run successfully, please contact your system administrator.
9. Click on the "Report Manager" Administration tab.
10. Select "Schedule of Classes" report and download in PDF format.