The following are suggested processes for integrating enrolment checking, dealing with Invalid units, and checking changes to enrolment. This is not a definitive document and Faculties are not at all obliged to follow these suggestions. This document aims to assist Faculties which did not participate in the on-line changes of enrolment process last year to avoid the mistakes made at the beginning of 2006. For further information on terminology, or using Callista please contact SIMS Support.

**TERMINOLOGY USED ON STUDENT CONNECT:**

**During the re-enrolment window:**
During the re-enrolment window students can ‘add’ ‘remove’ or ‘delete’ a unit from their ‘shopping cart’. They are only enrolled in a unit after they ‘proceed to checkout’. On the shopping cart screen, any units that a student has ‘added’ but not proceeded to checkout will be highlighted in pink – they are not enrolled in these units yet. There is no record of any of the changes that student’s make to their enrolment during the re-enrolment window, except what they print out and keep.

**After the re-enrolment window:**
Once the re-enrolment period closes the enrolment is final, and the normal Change of Enrolment rules apply. Students can no longer ‘delete’ a unit, they must withdraw from it using the change of enrolment process, and there will be a record of the change. When using the on-line change of enrolment students will be able to ‘add’ or ‘discontinue’ a unit, they cannot ‘discontinue’ an Invalid unit.

**THINGS TO REMEMBER AND TELL YOUR SCHOOLS:**

**“Invalid” units – How it affects their enrolment:** Student’s with an invalid unit will still have access to WebCT for that unit for the first few weeks of semester. Invalid enrolments do not appear on class lists. It is suggested that Faculties advise their schools to use DIY reports for data when looking at room bookings etc. but only distribute class lists which exclude invalid students.

**“Inactive” course attempt status –** The course attempt status of “Inactive” indicates that a student is not currently undertaking a unit. All students’ course attempt statuses switch over to ‘Inactive’ on the last day of the last teaching period in which they have an enrolment. Even once a student is re-enrolled the course attempt status will remain as “Inactive” until the first day of teaching in the first teaching period for which the student has an enrolment. In 2006 this caused a large amount of confusion for students and staff alike.

**ENROLMENT CHECKING**

1. Faculties should not commence checking enrolments via Callista until after Friday 21st December (for standard S1 and S2 students) as students can change their enrolments continuously until this date.
2. Faculties are strongly recommended to check the enrolments of students doing Semester 3 (summer semester), or other early starting non-standard teaching periods first. Faculties can obtain reports of which students are enrolled in a particular teaching period from DIY reports.
3. Faculties have a number of options to obtain records for students whose enrolment needs checking:
   a. Use the “Enrolment Approval Screen (UWAF1290)” in Callista SMS and download Academic History reports individually for each student
   b. Use DIY reports to run Academic Records for all students with an un-approved enrolment (TBC – SIMS are currently working on this functionality; if it is not available in time Lisa Howard will be able to provide regular reports of unapproved students to Faculties that require them).
   c. Use DIY reports to run Academic Records for all students enrolled in a particular teaching period. (This will need to be combined with a or b. to ensure that all students are captured eventually).
4. All enrolments which do not need any adjustments can be marked as ‘approved’ on UWAF1290.
5. Faculties have a number of options for fixing incorrect enrolments:
   a. Contact student and request that they change their enrolment on-line once available – in this case Faculties should not mark the enrolment as approved but may wish to make a note in the comments section
   b. Contact student, and once a change has been agreed on mark up an Ac Rec and send to Student Administration for action – in this case Faculties should mark the enrolment as ‘approved’ and make a note in the comments section of the date that the Ac Rec was sent.
INVALID UNITS:
6. Students with Invalid units in their enrolment are marked with an * on UWAF1290. A daily report is produced by SIMS of all students with Invalid enrolments. Faculties have a number of options in terms of process for dealing with Invalid units:
   a. Fix the Invalid unit during the enrolment checking process. This involves either logging in to Staff Connect and using the “waive rule” function (which may also involve the completion of a special approval form) or requesting student administration to withdraw the student via an Ac. Rec (and informing the student). In each case, once the Invalid unit has been resolved the enrolment can be marked as ‘approved’ (so long as the rest of the enrolment is correct).
   b. Not check students with Invalid units during the enrolment checking process but undertake a separate process to identify these students via the Invalid unit report provided by SIMS. In this case it is suggested that each time you resolve an Invalid unit you also go in to UWAF1290 and mark their enrolment as ‘approved’ (so long as the rest of the enrolment is correct).
   c. Faculties will most likely find that students contact them directly about invalid units on their enrolment. Again, whenever you waive a unit or organise a withdrawal it is suggested that you also approve the enrolment (or make the appropriate comments) via UWAF1290.

CHANGES OF ENROLMENT
7. SIMS will distribute regular reports listing all on-line changes of enrolment and on-line changes of unit sets. (See attached example reports)
8. If a students’ enrolment has already been checked Faculties only need to use the report provided to check that the change is OK.
   a. If the change is OK, mark this on the changes of enrolment report.
   b. Where a change of enrolment causes the students’ enrolment to become ‘incorrect’ the Faculty should contact the student and advise them to change their enrolment again. It is suggested that wherever possible Faculties encourage students’ to change their own enrolment on-line rather than sending Ac Rec’s to student administration. In either case, it is suggested that Faculties make a note of the outcome on the changes of enrolment report.
   c. Where a change of enrolment causes an ‘invalid’ unit Faculties will need to waive the rule on Staff Connect, or organise for the unit to be withdrawn via student administration, and again should note this on the changes of enrolment report.
9. If a students’ enrolment has not yet been checked by the Faculty at the time they change their enrolment the Faculty has 2 options:
   a. Ignore the change of enrolment and check the students’ enrolment in the normal course of enrolment checking.
   b. Check the students’ full current enrolment as per the enrolment checking process (see 4 & 5 above). Also make note of the outcome on the changes of enrolment report.

NOTES:
Remember that if a student changes their own enrolment it is instantaneous, if a Faculty requests a change via student administration it will take up to a week.

Because students can change their own enrolments it is very important that they are kept informed of any changes that the Faculty is making on their behalf, and how long they will take to be processed.

It is recommended that Faculties use UWAF1290 to make a record of all changes that are made (rules waived, changes sent to Donna, etc.) as this enables any Faculty staff member with responsibilities in this area to see what has already been done to a student’s record and can go some way to avoiding duplication.

REPORTS: SIMS will distribute Change of Enrolment reports and Change of Unit Sets reports weekly (unless we request otherwise). Invalid unit reports will be updated on the web daily (via the “tools and techniques” page on SIMS Support). SIMS can provide reports of non-approved enrolments on request.