Enrollment Scheduling Scenarios & Procedures

The following Student Enrollment procedures should be followed when scheduling students in to the appropriate scenario. **These procedures are not be used when correcting a data entry error**. In most cases, the procedures for correcting data entry scheduling errors are different.

Enrollment Scenarios for AFTER first day of school	ClassMate Procedure
1. Class Change: A student is enrolled in Culinary Arts AM and switches to Culinary Arts PM.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab, click to select the Culinary AM schedule • Enter the end date • Enter Teacher Session change for the program status • Click Save • Click Create New, select Culinary Arts course • Select PM class • Select Instructional Delivery • Select Currently Enrolled program status • Enter the start date. Ending date = 01/01/1900 • Click Save
2. Course Change: A student is enrolled in Culinary Arts AM and switches to Culinary Arts Skills AM.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing, click to select the Culinary Arts AM schedule • Enter the end date • Enter Program/Course Change for the program status • Click Save • Click Create New, select Culinary Arts Skills Course • Select AM class • Select Instructional Delivery • Select Currently Enrolled program status • Enter the start date. Ending date = 01/01/1900 • Click Save
3. Program Change: A student is enrolled in Culinary Arts AM and switches to Cosmetology AM.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing, click to select the Culinary Arts AM schedule • Enter the end date

	• Enter Program/Course Change for the program status • Click Save • Click Create New, select Cosmetology course • Select AM class • Select Instructional Delivery • Select Currently Enrolled program status • Enter the start date. Ending date = 01/01/1900 • Click Save
4. District Change: CTE example: A student is enrolled in Culinary Arts AM in Patriot School District as of 09/07/2014 and then moves to Beaver School District on 11/14/2014.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab • Click to select any class in the schedule • Enter the end date = 11/13/14 • Enter the Program Status: Change of School and/or District • Save • Click the Create New tab • Select Course & Class • Enter start date (next School Day after end date from above), so 11/14/14 • Select Instruction Delivery (if applicable) • Select Entry Status (if different than the default) • Select the New Attending District, Attending School, Resident District, Resident School, Responsible/Funding District from the dropdown selections (Beaver School District) • Click the Save disk on top toolbar • Repeat for all active classes (blue) • Click on the District Updates tab (verification of district change) • Select each active course (blue) and verify the new district is attached • Verify the new district has been updated in the Student Master Information module
5. School Change: CTE example: A student is enrolled in Culinary Arts AM in Patriot High School as of 09/07/2014 and then moves to Patriot Parochial School on 11/14/2014. Both Schools fall under the Patriot School District.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab • Click to select any class in the schedule • Enter the end date = 11/13/14 • Enter the Program Status: Change of School and/or District

	• Save • Click the Create New tab • Select Course & Class • Enter start date (next School Day after end date from above), so 11/14/14 • Select Instruction Delivery (if applicable) • Select Entry Status (if different than the default) • Select the Attending District, the NEW Attending School, Resident District, NEW Resident School, Responsible/Funding District from the dropdown selections (both under Patriot School District) • Click the Save disk on top toolbar • Repeat for all active classes (blue) • Click on the District Updates tab (verification of school change) • Select each active course (blue) and verify the new school is attached • Verify the new school has been updated in the Student Master Information module
6. Grade Change: A student is currently in 10th grade in Culinary Arts AM; however, the student has completed the 10th grade requirements as of 01/21/2015 and will be promoted to 11th grade during the current school year.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing, click to select the Culinary Arts AM schedule. • Enter the end date 01/21/2015 • Select Grade Level change for the program status, then save • Click Create New, select Culinary Arts course • Select AM class • Select Instructional Delivery • Select Currently Enrolled program status • Select 11th Grade • Enter the start date 01/24/2015. Ending date =01/01/1900 • Click Save • Verify the grade has been updated in Student Master Information module
7. Withdrawal: CTE Example - A student is attending Culinary Arts AM and is withdrawing from the CTC as of 10/29/2014.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Withdraw tab • Select one of the courses in the display box

Academic Example (SE/Alt) – A student is attending SE or ALT BOCES for academic class periods 1-10 and is withdrawing from BOCES as of 10/9/2014.	• Select the Year End Status • Select a WITHDRAW code for the program status • Click the With. Status blue button, double click to select a withdrawal status or single click the status , then click the green checkmark at the top • Enter the end date 10/9/2014 • Click Withdraw All Courses for student if the student has other active courses • Click Save • Click the History tab, the student should now appear in red.
8. Responsible/Funding District: Make sure that all students have the proper Responsible/Funding District Selected at all times. If there is a change in Resp/Funding District during the year follow the steps to end current and create new. If at any time you realize the student has had the incorrect Resp/Funding District all along (since beginning of school year), you can go to the District Updates tab & select the proper Responsible/Funding District. If the student is a Non-Resident student, you must also update the Non-Resident Update tab. This information is REQUIRED for State Reporting (PIMS for PA & SIRS for NY). Keeping this information current through out the school year will save time at the end of the year.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab • Click to select any class in the schedule • Enter the end date = 11/13/14 • Enter the Program Status: Change of School and/or District • Save • Click the Create New tab • Select Course & Class • Enter start date (next School Day after end date from above), so 11/14/14 • Select Instruction Delivery (if applicable) • Select Entry Status (if different than the default) • Select the New Responsible/Funding District from the dropdown selection • Click the Save disk on top toolbar • Repeat for all active classes (blue) • If student is Non-resident: Click on the Non-Resident Updates tab (verification of Resp/Funding District change) • Select each active course (blue) and verify the new Resp/Funding district is attached • Verify the new Resp/Funding district has been updated in the Student Master Information module
9. Coop Change A: A student is enrolled in Culinary Arts AM on 09/07/2014 and will also be attending an AM coop session.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Create New, select Culinary Arts course • Select AM class

	• Select an AM coop session • Select Currently Enrolled program status • Enter the start date 09/07/2014. Ending date =01/01/1900, then save.
10. Coop Change B: A student is enrolled in Culinary Arts AM with no coop on 09/07/2014 and will be starting an AM coop session on 11/01/2014.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing, click to select the Culinary Arts AM schedule • Enter the end date 10/29/2014 • Enter Coop Status Change for the program status • Click Save • Click Create New, select Culinary Arts course • Select AM class • Select an AM coop session • Select Currently Enrolled program status • Enter the start date 11/01/2014. Ending date =01/01/1900 • Click Save
11. Coop Change C: A student is enrolled in Culinary Arts AM on 09/07/2014 and also attending an AM coop session. The student will be changing his Coop Session to AM Mondays only as of 01/21/2015.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing, click to select the Culinary Arts AM schedule with the Coop AM session • Enter the end date 01/21/2015 • Enter Coop Status Change for the program status • Click Save • Click Create New, select Culinary Arts course • Select AM class • Select an AM coop session for Mondays only • Select Currently Enrolled program status • Enter the start date 01/24/2015. Ending date =01/01/1900 • Click Save
12. Removing RETURNING student who "changed their mind about attending" and hasn't attended one day of school: A student projected to attend Culinary Arts AM starting the first day of school 9/3/2014. However, the student never ended	• Go to Modules < PIMS Management > Student PIMS Information module • Select Student • Click box in upper R corner for No Show • Save • Go to Modules > System Administration > Classmate Master Control > Delete/Return Student tab

| up showing up and will not be attending. | • Click the Blue Student button, and scroll to find student & select
• Option 1 True Delete Student > Save
<div align="center">**OR**</div>Student Enrollment category > Remove/Return Student Module
Click the Blue Student button, and school to find student & select
Option 1 True Delete Student > Save

• *If attendance, task or knowledge grades exists it **will need to be deleted first.**
You would use Admin Student Snapshot > Edit > select appropriate grade deletion
You would use Attendance by Student > select student > Edit > select Delete Attendance by Date Range
<div align="center">**OR**</div>**Admin Attendance Deletion > select student > Edit > Delete All Attendance**

FOR MORE INFORMATION ON PROCESSING UPCOMING NO SHOWS IN NEW YEAR PLEASE REFERENCE NO SHOW INSTRUCTION DOCUMENTATION

<div align="center">****OPTIONAL****</div>• Go to Modules > Student Enrollment Options > Student Dropout Management
• Put radio button on Archive, click OK, enter the school year that just ended ex: 201516 and click the student name in the list
• Click the Withdraw student tab
• Enter withdrawal as you would have done at the end of the year last year – appropriate codes, dates, etc. |
| **13. Removing NEW student who "changed their mind about attending" and hasn't attended one day of school:** A new student was projected to attend Cosmetology AM starting the first day of school 8/26/2015. However, the student changed their mind and never ended | • Go to Modules < Student Enrollment < Remove/Return Student
• Click the Blue Student button, and scroll to find student & select
• For #1 – Remove student's Enrollment only, Click radio button True
• Click Save |

up showing up/ will not be attending.	• *If attendance, task or knowledge grades exists it **will need to be deleted first.** **You would use Admin Student Snapshot > Edit > select appropriate grade deletion** **You would use Attendance by Student > select student > Edit > select Delete Attendance by Date Range** **OR** **Admin Attendance Deletion > select student > Edit > Delete All Attendance**

Enrollment Scenarios for BEFORE first day of school, but After rollover. No data is saved yet, that is why it is OK to make direct changes.	ClassMate Procedure
1. Class/Coop Session Change: A student is enrolled in Culinary Arts AM but was supposed to be enrolled in Culinary Arts PM.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab, click to select the Culinary AM schedule in the display grid • Click the Class Dropdown and select the correct class • Verify the rest of the information should still remain as is • Click Save
Enrollment Correction Scenarios: The information that was entered was incorrect	ClassMate Procedure
1. Course/Program Correction: A student was enrolled in Culinary Arts AM and should have been enrolled in Welding AM – no membership should be reported in Culinary Arts AM	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click Change Existing tab, click to select the Culinary AM schedule in the display grid • Click the Red minus "Delete" button on the top toolbar • Click the Districts Update tab, click to select the Culinary course in the display grid • Click the Red minus "Delete" button on the top toolbar • Click Create New Tab • Click the Course dropdown and select Welding • Click the Class Dropdown and select the AM class • Select Instructional Delivery

	• Select Currently Enrolled program status • Enter the start date. Ending date = 01/01/1900 • Click Save
2. District /School Correction: CTE example: A student is enrolled in Culinary Arts AM in Patriot School District as of first day of school but should have been enrolled in Beaver District – no membership should be reported in Patriot School District	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click District Updates tab, click to select the Culinary Course in the display grid • Update the Sending District, School, Resident District, Resident School • Click Save
3. Grade Level Correction: Students Enrollment Grade Level is 10th grade however student is actually to be reported in 11th grade.	• Go to Modules < Student Enrollment < Student Scheduling • Select the student • Click District Updates tab, click to select the Culinary Course in the display grid • Update the grade level • Save • The grade level will automatically update in Student Master.
4. Responsible/Funding District Correction:	• Go to Modules > Student Enrollment > Student Scheduling • Select the student • Click the Non-Resident tab • Update the Responsible / Funding District • Save
5. Enrollment Location Correction:	• Go to Modules > Student Enrollment > Student Scheduling • Select the student • Click Non Resident Updates tab • Select Program • Verify/Update Enrollment Location in dropdown • Save