

ClassMate *for* Adult Education

Student Registration & Enrollment

November 2018



Student Processing

What we'll Learn.....

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- Create the New School Year
- Base Data Updates
- Instructional Course Offerings Review
- Module & Report Assignment
- Student Registration Email Notification

Student Processing

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 - Student Demographic Information
- Special Populations & Languages Spoken
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 - Enrollment
 - Enrollment Editing, deleting & Withdrawals
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Module & Report Assignments

Student Processing

- Registration/Enrollment

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- Student Demographic List
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Student Processing

Student Registration & Enrollment

Prior to using the Student Registration module you must ensure the listed Pre-Requisites are complete **BEFORE** you begin to register and enroll students.

Registration Pre-Requisites

-New School Year:

Create new and any subsequent school years the class may have started or will have class end dates

-Base Data Updates:

Customize any drop down menus with items specific to your school so they are available for use

-Instructional Course Offerings:

Ensure all programs, courses, classes and fees are setup. Ensure all modules and reports are assigned to staff to allow access to the proper functionality



Student Processing

New Student Registration & Enrollment

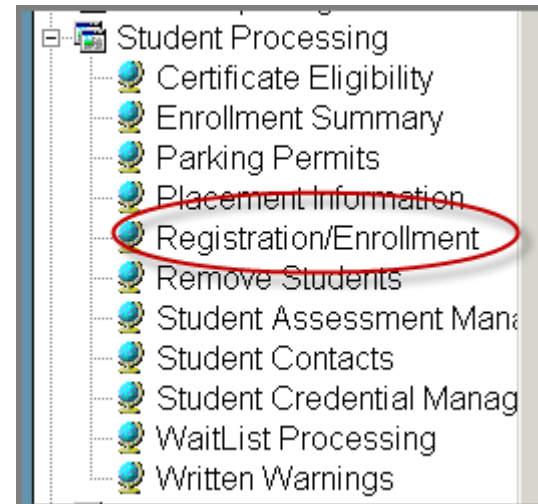
You may begin entering new students into Registration/Enrollment as soon as registration requests & applications are received. If you are using the online student portal the data entered by the student will be auto-populated in the modules.

Remember you must have a calendar year that corresponds to the course & class you would like to register the student. Additionally, all base data, courses & classes should be setup prior to using the student processing module.

If you are using automated student registration notification, you must have your template populated and ready to go

Getting Started

Double click > **Modules** > Double Click
Student Processing> Click **Registration/Enrollment**

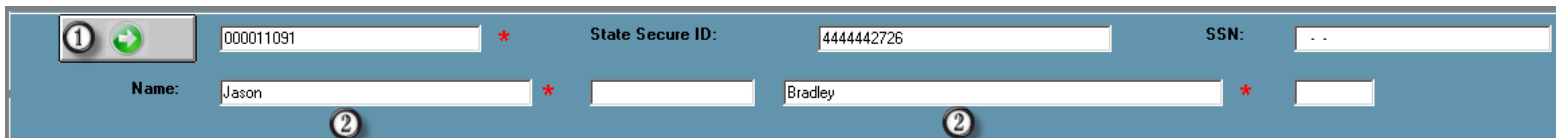


Student Processing

New Student Registration & Enrollment

The following fields are **REQUIRED** to register a student into the ClassMate system

- 1** **Student ID Number:** Click the **Green Arrow** button to allow ClassMate to auto create a new student ID number. All new & existing students must have a **UNIQUE** student ID. Student ID's are a Maximum of 9 digits.
- 2** **First Name** 40 Character Field Length
- 3** **Last Name** 40 Character Field Length



A screenshot of a student registration form. The form is blue and contains several input fields. At the top left, there is a button with a green arrow and a circled '1'. Below it, there is a field for 'State Secure ID' containing '000011091' and a red asterisk. To its right is a field for 'State Secure ID' containing '4444442726'. Further right is a field for 'SSN' containing '..'. Below these fields, there is a 'Name:' label followed by three input fields. The first field contains 'Jason' and has a circled '2' below it. The second field is empty. The third field contains 'Bradley' and has a circled '2' below it. Red asterisks are present after the first and third name fields.

Additional Fields:

- State Secure ID (while not required to enter demographic information, PA will need to populate the field if the student is enrolled in a state reportable class)
- Middle Initial
- Social Security Number
- Suffix

Helpful Hint: Additional fields may be considered **“REQUIRED”** dependent upon state specific reporting requirements but are not mandatory for registration



Student Processing

New Student Registration & Enrollment

The Student Demographic tab allows users to enter vital student information into ClassMate

The only **REQUIRED** field is the **District Field**. However, most of the optional fields will be needed and should be populated for optimal system functionality.

- 4 **District:** Select the **District** the student currently resides if known or from the drop down menu you may select the district the school physically resides

*State Reporting requirements will drive your selection



A screenshot of a software interface showing a dropdown menu. The label 'District:' is on the left. To its right is a circular icon with the number '4'. The dropdown menu is open, showing 'ClassLink District' as the selected option. The menu has a blue background and a white border.

After a student record has been saved with the minimum required information, a student will have a student status of Prospect. This cannot be edited on the demographic tab. It is a best practice to collect and enter all state reporting required data elements at the time Of registration and enrollment to avoid missing data at state reporting time

Helpful Hint: Remember a **UNIQUE** ClassMate/Local Student ID # s is required to register a student. Student ID's are 9 digits



Student Processing

New Student Registration & Enrollment: Demographic Tab Additional Fields

Field Name	Description
Address 1, 2, 3	Enter new student address. All students should have a current and complete address listed
City/State/Zip	Select the correct City/State/Zip from the drop down menu
Email Addresses	Enter the student's email address. Alt email 1 & Alt email 2. Email field length is 80 characters. Note: a minimum of 1 email address must be entered for the student registration email notification functionality to work as expected
Phone Numbers	Enter the students home, cell, and work phone numbers and work extension
District	REQUIRED. Select the students current resident district from the drop down menu.
Birth Date	Enter Birth Date, must enter in the MM/DD/YYYY format, example: 01/01/1900
Gender	Select the student's gender from the drop down
Ethnicity	Select the student's ethnicity from the drop down
Is Hispanic	Is the student Hispanic, select Y (yes) or N (no) from the drop down



Student Processing

New Student Registration & Enrollment: Demographic Tab Additional Fields

Field Name	Description
Martial Status	Select the student's Martial Status from the drop down. The Martial Status choices must first be entered in the Master Codes Management module.
Is Dependant?	Select Y (yes) or N (no) from the drop down
Maiden Name	Enter the student's maiden name if applicable
Status	Will default to Prospect until student is enrolled in a course/class.
First Reg Date	Enter the date the student first registers. Must enter in the MM/DD/YYYY format, example: 01/01/1900.
Contact Hours	Enter preferred contact hours if known
High School Grad Year	Enter High School Graduation date if known, must be entered in the MM/DD/YYYY format.
Degree Type	Enter the type of degree the student has earned
FERPA on File	Select Y (yes) or N (no) from the drop down

Helpful Hint: Save all information before moving to the next Tab.



Student Processing

New Student Registration & Enrollment: Demographic Tab Additional Fields

Field Name	Description
Primary Income	Select the student's primary income from the drop down if known. The Primary Income choices must first be entered in the Master Codes Management module.
Secondary Income	Select the student's secondary income from the drop down if known. The Secondary Income choices must first be entered in the Master Codes Management module.
Family Size	Enter a number representing the student's family size if known
Active Military	Select Y (yes) if the student is considered active. System will default new entries to N (no)
ScanTron ID	Enter the student's Test Tracking number if applicable
SSAP Student	Select Y (yes) if the student is a secondary student in an adult program. System will default new entries to N (no). If Y is selected, the student will be omitted from state reporting
CM ASP Student	Select Y (yes) if the student is an adult in a secondary program. System will default new entries to N (no). If Y is selected, the student will be omitted from state reporting
School Years Completed	Enter the number of years



Student Processing

New Student Registration & Enrollment: Demographic Tab Additional Fields

Field Name	Description
Most School Outside of US	Select Y (yes) if the majority of the student's education was obtained outside of the US
Comments	Enter any related comments
School Referrals	Select the appropriate referral source form the drop down menu. Multiple selections can be made
State Federal Reporting Flags	Select the appropriate radio button to indicate if the student is 1098T eligible, FT/PT or fully funded
Online Login Information	Select the view to display the online registration login information
Portal Access	Select Y (yes) if the student is a secondary student in an adult program. System will default new entries to N (no). If Y is selected, the student will be omitted from state reporting

Helpful Hint: Save all information before moving to the next Tab.



Student Processing

New Student Registration/Enrollment: Navigation Bar Functionality Helpful Hints

- View:** Allows user to refresh the students after making entries
- Add'l Search:** Search for students by
- | | | |
|-------------|------------|----------------|
| First Name | ID | Home Phone |
| Maiden Name | State ID | Address Line 1 |
| Last Name | Birth Date | Email Address |
- Reports:** Dynamic reporting menus allows user to customize reports within the module
- Registration Color Key:**
- | | |
|---------------|------------------------|
| Black | Currently Registered |
| Blue | Completed Course |
| Orange | Not Yet Enrolled |
| Red | Withdrawn Registration |
- A student's registration will appear in one of the above colors, according to the student's status
- Go To:** Select either **City/State Management** or **Payment Processing** to jump directly to that module
- Black Disk:** "Save"
- Red Delete:** Select the round **Red Circle** icon to delete an entry
- Red X:** Select the **RED X** to leave the student registration/enrollment module
- Snapshot Icon:** The Student Snapshot icon will display an summary overview of all student information related to the selected student



Student Processing

New Student Registration/Enrollment: Special Pops/Lang Tab



The Student **Special Populations & Language** tab allows users to identify students with known special populations categories and languages spoken.

- 1 Select the **Student** from the list. Ensure you are working on the correct student
- 2 Select the **Special Pops/Lang** Tab
- 3 Click the box to the left of the **Special Population** category you would like to select. A check mark will display
- 4 Click the box to the left of the **Language Spoken** you would like to select. A check mark will display

Special Populations		Languages Spoken	
<input type="checkbox"/>	005001 ** Disabled	<input checked="" type="checkbox"/>	000407 Chinese
<input type="checkbox"/>	005005 ** Displaced Homemaker	<input type="checkbox"/>	000401 English
<input checked="" type="checkbox"/>	005004 ** Economically Disadvantaged	<input type="checkbox"/>	000405 French
<input type="checkbox"/>	005003 ** Educationally Disadvantaged	<input type="checkbox"/>	000404 German

Helpful Hint: Save all information before moving to the next Tab.

Student Processing

New Student Registration/Enrollment: Enrollment Tab



The **Enrollment Tab** allows users to select the course and class the student is registering. This module is also used to edit student registrations/enrollments after the initial registration. ClassMate users can also edit a student registration status using this module

The Required fields include:

- ***Course:** This is pulled from Instructional Course Offerings (ICO)
- ***Class:** Class is selected **AFTER** course selection and is also pulled from ICO
- ***Status:** Prior to the start of the class select accepted. After the start of the class select enrolled. a status must exist for the record to be saved
- ***Reason for Enrollment:** A pre-defined and customized list of options are available

Course/Class	Location	Start Date	End Date	Class Period	Total Fees	Balance Due	Status	Pell Grant	WIA	Loan	PHEAA	First Time Atten...	1098 D
AUT Flex Dual Enrollment/Auto Flex Dual...	Harris School of...	08/24/2017	05/23/2018	Flex PT 1...	\$2,958.00	\$2,716.56	Enrolled	N - 0	N - 0	N - 0	N - 0	N	Y
WELDING CERTIFICATION/Spring 2018...	Harris School of...	04/02/2019	10/02/2019	Auto MAT	\$0.00	\$0.00	Accepted	N - 0	N - 0	N - 0	N - 0	N	Y

Helpful Hint: Save all information before moving to the next tab



Student Processing

New Student Registration/Enrollment: Enrollment Tab

To register a student follow the steps outline below. Users can also edit student registrations on the **Enrollment Tab**



- 1 Select the **Student filer** type from the dropdown menu
- 2 Select the **Student Name** from the list. Ensure you are working on the correct student
- 3 Select the **Enrollment Tab**
- 4 Select the **Course** from the drop down menu. Courses & related information are setup in Instructional
- 5 Course offerings and must be complete before registration can take place for that course
Select the **Class** from the drop down menu. Classes & related information are setup in Instructional Course offerings and must be complete before registration can take place
- 6 Select the **Reason for Enrollment** from the drop down menu
- 7 Select the appropriate **Status**. The status selected will depend upon your admissions policies. Some restrictions apply
- 8 Select **SAVE**. The student registration will display in registration table below

A screenshot of the Harris School Solutions software interface. The top navigation bar includes tabs for Demographics, Special Pop, Enrollment (circled in red), Programs, Forms, Academic History, Notes, and Linked Documents. On the left, a list of students is shown, with "Addams, Wednesday 100008033" selected. The main form area contains several fields: Course (CODING II, Health Information/Medical Records Techn), Class (Summer 2017/2018 PT MBC 4/17), Status (Enrolled), Enrollment Reason (New Occupation Preparation), and a Save button. Other fields include Exit Reason, Advanced Placement (Yes/No), Education Level, and Employment Status.

Helpful Hint: If you have Student email notification setup and enabled the student will receive an email confirming the enrollment

Student Processing

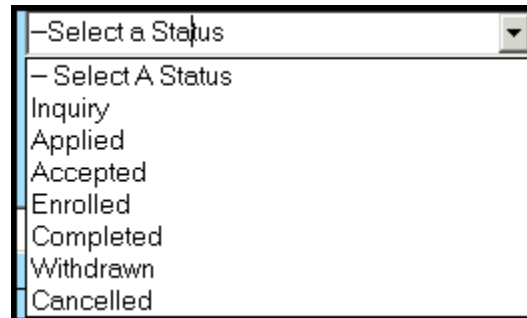
New Student Registration/Enrollment: Registration Status



All students will begin with a prospect status by default after demographic information is saved.

When selecting a student filter type to display keep in mind the “status” of the students you most often work with and set your user defaults to automate the list that will load by default

- Inquiry:** Utilized when a student requests information on specific program. Users can select the program/class and select Inquiry as a status. Prospective students will not effect seat count & will not display on a roster
- Applied:** Utilized when a student has applied to a program and is in the process of taking the pre-enrollment tests, gathering appropriate documentation, etc. Applied should be applied when the user does not want to officially accept or enroll a student until all testing and documentation is approved and completed
- Accepted:** Utilized when a student has been accepted into a program and has been placed in a course and class. The system will automatically change the status to enrolled once the class start date is current
- Enrolled:** Utilized when a student is actively enrolled in a Course and Class. A student can be enrolled in more than 1 program & class simultaneously if needed. Actively enrolled is between the start and end date of the class
- Completed:** Utilized when an **Enrolled** student (must have an enrolled status to use completed) has finished the class. Withdrawn students would NOT received a completed status after the class end date has passed



Helpful Hint: Withdrawn and Cancelled status will be addressed in the editing enrollment instructions



Student Processing

New Student Registration/Enrollment: Registration Status



All students will begin with a prospect status by default after the demographic information has been entered. The Student Registration status will change upon enrollment and can be edited based on your admissions policies. When selecting a student filter type, keep in mind the “status” of the students you most often work with and set your user defaults to automate the list of student that will display by default. At any time, regardless of your user default, you can access any student filter type by selecting a different student status from the dropdown menu

Registration Status	How it's used	Student Filter
Inquiry	Utilized when a student requests information on specific program. Users can select the program/class and select Inquiry as a status. Prospective students will not impact seat count & will not display on a roster	Prospect All Students
Applied	Utilized when a student has applied to a program and is in the process of taking the pre-enrollment tests, gathering appropriate documentation, etc. However, the user does not want to officially accept or enroll a student until all testing and documentation is approved and completed	Prospect All Students

Helpful Hint: A default student type can be setup by user



Student Processing

New Student Registration/Enrollment : Registration Status



All students will begin with a prospect status by default after the demographic information has been entered. The Student Registration status will change upon enrollment and can be edited based on your admissions policies. When selecting a student filter type, keep in mind the “status” of the students you most often work with and set your user defaults to automate the list of student that will display by default. At any time, regardless of your user default, you can access any student filter type by selecting a different student status from the dropdown menu

Registration Status	How it's used	Student Filter
Accepted	Utilized when a student has been accepted into a program and placed in a course and class. The system will automatically change the status to enrolled once the start date is current	Enrolled Enrolled/Standby All Students
Enrolled	Utilized when a student is enrolled in a course and class. A student can be enrolled in more than 1 program & class simultaneously	Enrolled Enrolled/Standby All Students
Completed	Utilized when an Enrolled student (must have an enrolled to be moved to completed)	Standby Enrolled/Standby All Students

Helpful Hint: Use the student filter to see only the type of student status you currently are using



Student Processing

New Student Registration/Enrollment : Registration Status



All students will begin with a prospect status by default after the demographic information has been entered. The Student Registration status will change upon enrollment and can be edited based on your admissions policies. When selecting a student filter type, keep in mind the “status” of the students you most often work with and set your user defaults to automate the list of student that will display by default. At any time, regardless of your user default, you can access any student filter type by selecting a different student status from the dropdown menu

Registration Status	How it's used	Student Filter
Withdrawn	Utilized when a student enrolled in a class and then stops attending AFTER the start date of the class	Standby Enrolled/Standby All Students
Cancelled	Utilized PRIOR to the start date of the class. Regardless of the reason	Standby Enrolled/Standby All Students
Archive	A final status change can made to students on the demographic tab. Using the status dropdown menu users can move students into an archive status and remove them from displaying on any filter except archive. This process is done manually according to your policies and procedures. Utilizing this functionality will help reduce the number of student records listed in each filter. System administrators can automate when students are archived.	Archive

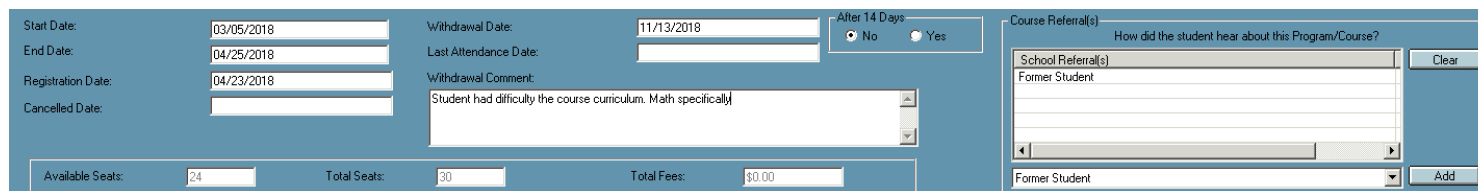
Helpful Hint: A status is on a per class basis. A student could be “enrolled” in one class and “completed” in another



Student Processing

New Student Registration/Enrollment : Enrollment Tab Additional Fields

- Start Date:** Pulled from Instructional Course Offerings. If a student enrolls in the class after this start date, you **MUST** adjust the start date to reflect the actual start date. This will allow the student to only display in attendance module accurately
- End Date:** Pulled from Instructional Course Offerings
- Registration Date:** Date the student registered for the class. Defaults to class start date. Has **NO** impact on class start date or attendance
- Cancelled Date:** Date the class or registration was cancelled. Defaults to 01/01/1900 if not applicable
- Withdrawal Date:** Date the student was actually withdrawn from the class. **Required** field if withdrawal is selected as a status. When the withdrawal date is entered a field will display that allows users to identify in the withdrawal is within 14 days of the start of the class
- Last Attendance Date:** Date the student last attended class prior to withdrawal. This is used for FFA students
- Withdrawal Comment:** Optional comment field for withdrawals. Setup in Master Codes
- Course Referrals:** Select how the student heard about the specific Program/course. Setup in Master Codes



The screenshot shows a form with the following fields and values:

- Start Date: 03/05/2018
- End Date: 04/25/2018
- Registration Date: 04/23/2018
- Cancelled Date: (empty)
- Withdrawal Date: 11/13/2018
- Last Attendance Date: (empty)
- Withdrawal Comment: Student had difficulty the course curriculum. Math specifically
- After 14 Days: No Yes
- Available Seats: 24
- Total Seats: 30
- Total Fees: \$0.00
- Course Referral(s): Former Student

The following fields **CANNOT** be edited in this module and pull data from Instructional Course Offerings. The following fields are grayed out and are to be used to assist ClassMate users with relevant registration information

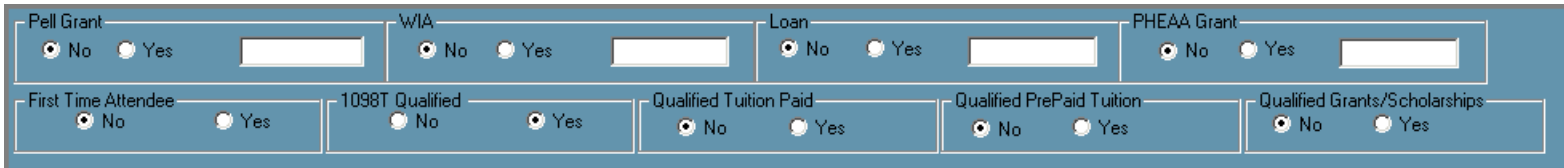
Available Seats Total Fees Total Seats



Student Processing

New Student Registration/Enrollment : Enrollment Tab Additional Fields

Advanced Placement:	Select Yes or No
Educational Level:	Select Yes or No
Employment Status:	Select Yes or No
Exit Reason:	Select Yes or No
Pell:	Select Yes or No
WIA:	Select Yes or No
Loan:	Select Yes or No
PHEAA Grant:	Select Yes or No
First Time Attendee:	Select Yes or No
1098T Qualified:	Select Yes or No
Qualified Tuition Paid:	Select Yes or No
Qualified PrePaid Tuition:	Select Yes or No
Qualified Grants/Scholarships:	Select Yes or No



The screenshot shows a form with two rows of fields. The first row contains four fields, each with a radio button for 'No' and 'Yes' and a text input box. The second row contains five fields, each with radio buttons for 'No' and 'Yes'.

Pell Grant <input type="radio"/> No <input type="radio"/> Yes []	WIA <input type="radio"/> No <input type="radio"/> Yes []	Loan <input type="radio"/> No <input type="radio"/> Yes []	PHEAA Grant <input type="radio"/> No <input type="radio"/> Yes []	
First Time Attendee <input type="radio"/> No <input type="radio"/> Yes	1098T Qualified <input type="radio"/> No <input type="radio"/> Yes	Qualified Tuition Paid <input type="radio"/> No <input type="radio"/> Yes	Qualified PrePaid Tuition <input type="radio"/> No <input type="radio"/> Yes	Qualified Grants/Scholarships <input type="radio"/> No <input type="radio"/> Yes

Helpful Hint: Be sure to enter **ALL** the appropriate dates (start, end & withdrawal) when editing an enrollment status



Student Processing

Editing Student Registration/Enrollment: Deleting a Registration Record



After a student has registered and the registration information changes or needs to be edited. The **Enrollment Tab** allows users to edit records. How you edit a student registration record is dependent upon when you need to make edits and for what purpose

Delete a Student Registration: It may be necessary to completely delete a student record. This may be due to an error and the wrong student was enrolled in a class or the wrong class was selected by a user. Regardless of the reason, a registration record can only be deleted if there have been **No** attendance, grades or payment records attached to the student in the enrolled class

- Select the **Student Filter Type**
- Select the **Student Name**. Ensure you are working on the correct student.
- Go to the **Enrollment Tab**
- Select the **Course/Class** to be deleted by clicking on the name of class in the registration grid. This will allow the system to display the class specific information
- Right click the highlighted **Course/Class**
- Click **Delete**. The class will no longer display in the grid. If attendance or grade records are attached the system will **NOT** allow you to delete the class.

Course/Class	Location	Start Date	End Date	Class Period	Total Fees	Balance Due	Status	Pell Grant	WIA	Loan
Veterinary Assistant/1415D	ClassLink - Will...	08/25/2014	06/04/2015	FT day cl...	\$5,460.00	\$0.00	Withdrawn	N - 0	N - 0	N - 0
Veterinary Assistant-Degree/14-15	ClassLink - Will...	08/25/2014	09/17/2015	FT day cl...	\$6,108.33	\$1,408.33	Enrolled	N - 0	N - 0	N - 0
Baking & Pastry Arts/15S 410	ClassLink - Mou...	08/24/2015	05/25/2016	FT day cl...	\$70.00	\$70.00	Withdrawn	N - 0	N - 0	N - 0
Heathers Test Full Tim...sing...	ClassLink - Will...	09/14/2015	12/21/2015	FT day cl...	\$3,500.00	\$3,500.00	Enrolled	N - 0	N - 0	N - 0

Helpful Hint: If a registration needs to be changed **PRIOR** to the start date of the class, you would **CANCEL** the student registration

Student Processing

Editing Student Registration/Enrollment: Ending a Student Enrollment



After a student has registered and the registration information changes or needs to be edited. The **Enrollment Tab** allows users to edit records. How you edit a student registration record is dependent upon when you need to make edits and for what purpose

Ending a Student Enrollment: It may be necessary to end a student enrollment due to a student withdrawal, class cancelation or class change. Regardless of the reason the you must **ALWAYS** end one enrollment before creating another

- Select the **Student Filter Type**
- Select the **Student Name**. Ensure you are working on the correct student
- Select the **Enrollment Tab**
- Select the **Course/Class** for which the registration will be ending in the registration grid. This will allow the system to display the class specific information you will need edit

To Withdraw a student...

- In the **Status** drop down menu select **Withdrawn**
- In the **Exit Reason** drop down menu select the appropriate reason
- Enter a **Withdrawal date** (required) and/or last attendance date and any withdrawal comments if required.
- Use the **Blue Update** button to “**Save**” the enrollment record. You will see the Class display in the grid with **RED** font, indicating the record is a withdrawal

A screenshot of a web form for editing student enrollment. It features two dropdown menus and two buttons. The first dropdown is labeled "Status:" and has "Withdrawn" selected. The second dropdown is labeled "Exit Reason:" and has "** Transferred to another institution" selected. To the right of the "Status:" dropdown is a blue "Update" button. To the right of the "Exit Reason:" dropdown is a grey "Cancel" button.

Student Processing

Editing Student Registration/Enrollment: Ending a Student Enrollment



After a student has registered and the registration information changes or needs to be edited. The **Enrollment Tab** allows users to edit records. How you edit a student registration record is dependent upon when you need to make edits and the purpose of the change

To cancel a student registration ...

- In the **Status** drop down menu select **Cancel**
- In the **Exit Reason** drop down menu select the appropriate reason (required). These are setup in master codes
- Enter a **Cancelled Date** (required)
- Use the **Blue Update** button to “**Save**” the enrollment record. You will see the Class display in the grid with **RED** font, indicating the record has been cancelled

Start Date:	09/14/2015
End Date:	12/21/2015
Registration Date:	09/14/2015
Cancelled Date:	09/14/2015

- After you have ended a student enrollment, either by withdrawal or cancellation. The new registration record can then be added. You must always end one record and then create another to ensure proper reporting and accuracy

Helpful Hint: If an enrollment needs to end **AFTER** the start date of the class, it is usually considered an withdrawal



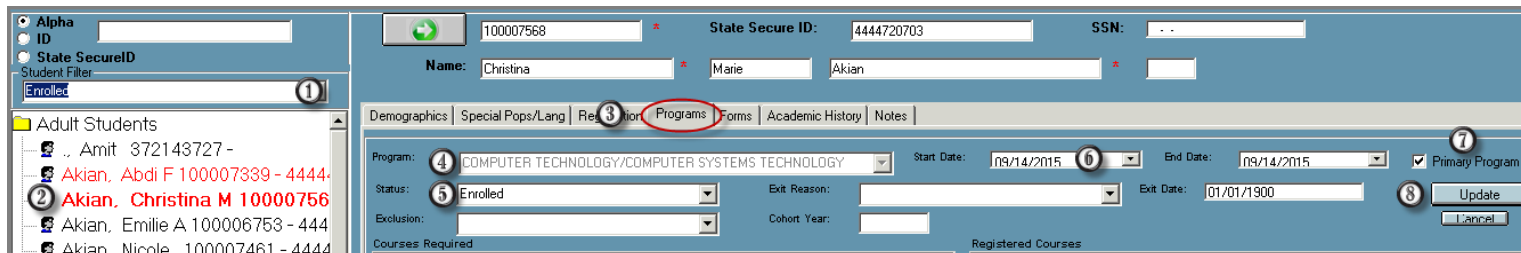
Student Processing

Student Registration/Enrollment: Programs Tab

The programs tab has two main functions. One to ensure a students' primary program is identified correctly for reporting purposes and secondly, to track classes and associated hours for a particular program. To ensure students have their primary program identified, enter this information at the time of registration. Only one program can be marked "Primary" when registering students

To cancel a flag a student registration as Primary...

- 1 Select the **Student** filter type from the dropdown menu
- 2 Select the **Student Name** from the list. Ensure you are working on the correct student
- 3 Select the **Programs** Tab
- 4 Select the **Program** from the drop down menu. Programs are setup under Curriculum management>Program Management
- 5 Select the **Status** of the student in program
- 6 Enter the **Start Date** of the Student in the program (usually the start date of the first class)
- 7 Select **Primary Program** if this is the students primary program for reporting purposes
- 8 Select the **Blue Update** button to "Save" the information entered



The screenshot displays the Harris School Solutions Student Registration/Enrollment interface. On the left, a list of students is shown, with 'Akian, Christina M 10000756' selected. The main form area is titled 'Programs' and contains the following fields: Student ID (100007568), State Secure ID (4444720703), SSN, Name (Christina Marie Akian), Program (COMPUTER TECHNOLOGY/COMPUTER SYSTEMS TECHNOLOGY), Status (Enrolled), Start Date (09/14/2015), End Date (09/14/2015), and Exit Date (01/01/1900). The 'Primary Program' checkbox is checked. The 'Update' button is highlighted in blue.

Helpful Hint: If you want to track courses associated with a specific program, consult the Quick Reference guide on Certificate Programs

Student Processing

Student Registration/Enrollment: Forms Tab



ClassMate Allows users have the ability to quickly identify any student forms that have been collected and identify forms that may expire. Additionally, a report can be generated to notify users of upcoming forms that are expiring. The student forms list is customizable and is setup in base data/forms management

Flagging a student form as received.....

- 1 Select the **Student Filter** type from the dropdown menu
- 2 Select the **Student Name** from the list. Ensure you are working on the correct student
- 3 Select the **Forms Tab**
- 4 Select the **Course** from the drop down menu. If you did not categorize the forms, allow uncategorized to default
- 5 Select the **Form** collected from the student by clicking on the box to the left of the form name. A check mark will display when selected. A yellow box will display
- 6 Enter the **Effective Date** and the **Expiration Date** of the form (if required). Not all forms will require expiration dates. If you select a form that **DOES NOT EXPIRE**, simply click the **BLUE Cancel** button. You may establish if a form expires when setting up the form
- 7 Enter any **Comments**
- 8 If a form will expire, click the **BLUE Save** button. If a form **DOES NOT EXPIRE**, simply click the **BLUE Cancel** button

The screenshot shows the 'Forms' tab in the ClassMate software. On the left, a list of students is displayed under the 'Enrolled' filter. The student 'Addams, Wednesday' is selected. The main area shows a table of forms for the selected student, with a 'Book Pick-Up' form checked. A yellow dialog box is open for editing the 'Book Pick-Up' form, showing fields for 'Effective Date' (07/20/2018) and 'Expiration Date' (07/20/2018), and a 'Comment' field. The 'Save' button is highlighted in blue.

Form	Form Note	Form ID	Effective Date
<input type="checkbox"/> Acceptance Letter Sent		1713	
<input type="checkbox"/> Acceptance Letter Sent		3438	
<input type="checkbox"/> Book Pick-Up		1722	
<input checked="" type="checkbox"/> Book Pick-Up		3447	
<input type="checkbox"/> CDL DOT Drug Test		3448	
<input type="checkbox"/> CDL DOT Drug Test		1723	
<input type="checkbox"/> CDL DOT Physical		1725	
<input type="checkbox"/> CDL DOT Physical		3450	
<input type="checkbox"/> CDL MVR (Driving Record)		3449	
<input type="checkbox"/> CDL MVR (Driving Record)		1724	
<input type="checkbox"/> CPR/HCP		1721	
<input type="checkbox"/> CPR/HCP		3446	
<input type="checkbox"/> Enrollment Fee		1714	



Student Processing

Student Registration/Enrollment: Academic History Tab



ClassMate allows users to record any previous academic history if required. This is an optional Tab

To enter a academic history for a student.....

- 1 Select the Student filter type from the dropdown menu
- 2 Select the Student Name from the list. Ensure you are working on the correct student
- 3 Select the Academic History Tab
- 4 Enter the School Attended, Degree, Program of Study and any Comments
- 5 Click the BLUE Save button.

The screenshot displays the Harris School Solutions Student Processing interface. On the left, a list of students is shown under the 'Adult Students' filter. The student 'Addams, Wednesday' is selected. The main area shows the 'Academic History' tab, which is circled in red. The form contains the following fields: 'School Attended' (Adams Family Academy), 'Degree/Certificate Awarded' (Finger Snapping), 'Program of Study' (Agriculture: How to grow deadly vines), and 'Comments'. A 'Save' button is located at the bottom right of the form, highlighted with a blue border and a circled '5'.



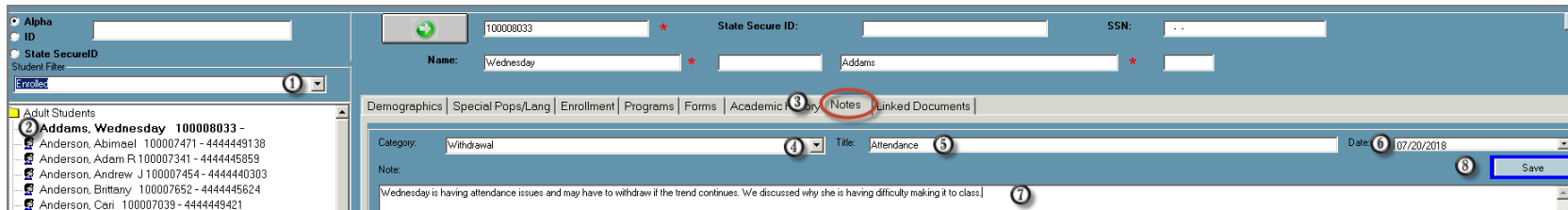
Student Processing

Student Registration/Enrollment: Notes Tab

ClassMate Allows users to record any previous academic history if required. This is an optional Tab

To enter a student note.....

- 1 Select the **Student** filer type from the dropdown menu
- 2 Select the **Student Name** from the list. Ensure you are working on the correct student
- 3 Select the **Notes Tab**
- 4 Select the **Category** from the drop down menu. Categories are customized in base data.
- 5 Type a description in the **Title** field
- 6 Enter a **Date**. Date will default to the current date
- 7 Enter any **Notes** concerning this entry
- 8 Click the **BLUE Save** button



The screenshot shows the Harris School Solutions software interface. On the left, there is a sidebar with a list of students under 'Adult Students'. The selected student is 'Addams, Wednesday 100008033'. The main area shows the 'Notes' tab for this student. The form includes fields for Name, State Secure ID, SSN, Category (Withdrawal), Title (Attendance), Date (07/20/2018), and a text area for the note. A 'Save' button is highlighted in blue.

Helpful Hint: Users can run reports for Notes by category

Student Processing

Student Registration/Enrollment: Document Linkage Tab



ClassMate allows users to link .PDF documents to selected students for viewing. If the document is also a form that is tracked, the system will automate this process. This is an optional Tab that Requires some setup and coordination with the Harris. See the separate Quick Reference Guide on Document Linkage for details

The screenshot shows the Harris School Solutions software interface. On the left, there is a list of students under the heading 'Adult Students'. The first student listed is 'Addams, Wednesday 100008033'. Below this are many other student names and their IDs. At the top of the interface, there are search fields for 'Alpha', 'ID', 'State SecureID', 'Name', and 'Address'. The 'Name' field contains 'Wednesday' and 'Addams'. The 'State Secure ID' field contains '10008033'. The 'Linked Documents' tab is highlighted with a red circle. Below the tab is a table with the following columns: 'Name', 'Staff Viewable', 'Teacher Viewable', 'Last Updated', and 'Location'. The table is currently empty. Below the table is an 'Add A Document' form with the following fields: 'File Location' (with a 'Browse' button), 'Form Category' (with a dropdown menu showing 'Select A Forms Category'), 'Form' (with a dropdown menu showing 'Select A Form'), and 'Document Name'. There are also checkboxes for 'Staff Viewable' and 'Teacher Viewable'.



Student Processing

Helpful Reports:



ClassMate has a wide variety of report available however we have recommended a few of the most widely used reports related to the student registration & enrollment process. If you do not see the reports listed when you login, contact your system administrator so they can be assigned to you

Registration:

- Duplicate Students Report
- Registrations by Course/Class
- ASP & SSAP Student List

Special Populations:

- Special Populations by Course/Class

Enrollment:

- Class Roster by Status
- Registrations by Course/Class
- Withdrawn Student List
- Seat Counts

Programs:

- Program Hours by Student
- Program Student Schedule

Forms:

- Forms Checklist by Student
- Course Forms by Class
- Expiring Student Forms by Class
- Expiring Student Forms by Student

Notes:

- Student Notes by Student



ClassMate
1660 Valley Center Parkway
Suite 500
Bethlehem, PA 18017

855-984-1228 Help Desk: Option 1
www.classmate.net

