## **Continuing Ed - Pre-registration Process**

**Purpose:** Normally these processes run automatically in batch, however the Continuing Ed Admissions Center processes are not yet complete, so we must process them manually in order to enroll Continuing Ed Students in classes.

*Tip:* For easy navigation, add each page to your Favorites.

Steps for New Students	Steps for Returning Students
1. Add New Application*	1. Check Program/Plan to see if student has
2. Matriculate student (to activate their	been discontinued.
program/plan stack)	2. If discontinued, follow process to reactivate.
3. Term activate student	3. Term activate student
4. Remove Holds (as applicable)	4. Remove Holds (as applicable)
5. Add an Enrollment Appointment	5. Add an Enrollment Appointment
6. Quick Enroll the student	6. Quick Enroll the student
7. Add Cont. Ed Hold	7. Add Cont. Ed Hold

\*1. Add New Application – See *Continuing ED Interim Process* – *Adding an Application Manually*" Job Aid

## Reactivate process for returning Cont. Ed students who have been discontinued:

- Reactivate the student's Program/Plan by adding a RADM (Readmission) row to the student's Program/Plan Stack:
  - Navigate to Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
  - Check the **Include History box** and enter search criteria
  - Click the Add Row button 🛨
  - In the *Program Action* field, select **RADM Readmit**. Do not change any other fields.
  - Click the **Save** button
- If the Program/Plan needs to be changed to Continuing Ed, contact the Registrar's Office

**EFFECTIVE DATE NOTE:** When creating an application for a term that has ended, use 1/1 (spring), 5/1 (summer), or 8/1 (fall) as the effective date. This date must also be used as the effective date when matriculating in a term that has ended.

## 2. Matriculate student (For new students only)

**NOTE:** Matriculate Continuing Ed students only

Step	Action				
1.	Navigate to the Maintain Applications page. Main Menu > Student Admissions > Application Maintenance > Maintain Applications				
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the <b>Search</b> button.				
3.	Select the <b>Appli</b>	cation Program Dat	<b>a</b> tab.		
4.	In the <i>Program Data</i> section, click the <b>Add New Row</b> button				
	Biographical Details	Addresses Regional A	Application Program Data Application	Data Application	<u>S</u> chool/Recruiting
	Molly Balke Academic Institution: Academic Career:	University of Northern Iowa Undergraduate	650000 Application Number: Career Number:	00300883	
	Program Data			Find   View All F	First 🛃 1 of 1 🕨 Last
	Program Number:	0	*Effective Date:	09/22/2010 🛐	+ -
	*Admit Term:	2112 Q 2011 FALL	Effective Sequence:	1	<b>1</b> 8 🕅 🗩
	*Academic Program:	COET Q COET	Expected Graduation Term:	0	
	*Academic Load:	Full-Time 🔻	*Campus:	MAIN 🔍 MAIN	
		Joint Program			
	records.	Once it is created the	button grays out.		
	Biographical Details	Addresses Regional A	Application Program Data Application	Data Application	School/Recruiting
	Molly Balke Academic Institution: Academic Career:	University of Northern Iowa Undergraduate	650000 Application Number: Career Number:	00300883	
	Program Data			Find   View All	irst 🖪 1 of 3 🕨 Last
	Program Number:	0	*Effective Date:	04/15/2011	<b>+ -</b>
	*Admit Term:	2112 Q 2011 FALL	Effective Sequence:	2	<b>16</b> 🕅 🖗
	*Academic Program:	COET Q COET	Expected Graduation Term:	Q	
	*Academic Load:	Full-Time -	*Campus:	MAIN 🔍 MAIN	
		Joint Program			
	Program Status	A efficie	Action Data	04/45/0044	
	*Drogram Action:		Action Bate.	04/15/2011	
	Create Program			Evaluation	
	VICTOR DE LA COMPANY		- Alice -		
			ARE A REAL AND	. —	- 4
6.	Click the Save b	utton at the bottom	of the page.		

## 3. Term activate student

WARNING: Before term activating a student, check to see if the student has applied to graduate; if so DO NOT term activate the student for a future term under that program/plan career number combination. A new program will be needed for terms after the graduation term.

Step	Action			
1.	Navigate to the Term Activate a Student page. Main Menu > Records and Enrollment >			
	Student Term Information > Term Activate a Student			
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field, select career and term, click the <b>Search</b>			
	button.			
3.	On the <b>Term Activate a Student</b> page in the <b>Term</b> field, enter the applicable term.			
	Example, enter 2112 for Fall 2011. Press [Enter].			
	Favorites Main Menue > Records and Eprollmente > Student Term Informatione > Term Activate a Student			
	Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates External Study			
	Molly Balke 650000			
	Academic Career: Undergraduate			
	Find   View All First M 1 of 1 D Last			
	*Academic Institution: UNICS Q. University of Northern Iowa			
	*Term: 2112 Q Semester Activation Date:			
	Student Career Nbr: U.S.			
	Academic Level - Projected: *Form of Study: Enrollment			
	Academic Level - Term Start: Academic Load: N Q No Units			
	Academic Level - Term End: *Billing Career: UGRD Q			
	Level Determination: Eligible To Enroll:			
	Go to: Calculate Tuition			
	Save Return to Search ENotify			
4.	Click the <b>Save</b> button at the bottom of the page.			
	<b>Perulty</b> The student has been term activated. The Academic Level information			
	<b>Result:</b> The student has been term activated. The Academic Level mormation			
	Academic Level - Projected: Freshman			
	Academic Level - Lerm Start: Freshman			
	Academic Level - Term End: Freshman			
	Level Determination: Units			

**Special Note for Summer:** You must select a session (on the *Student Session* tab) for the term activation. Always select **8W1**, as this is the session that enrollment appointments are set up under.

**4.** Add an Enrollment Appointment (If there is a chance the Continuing Ed student could be enrolling for regular courses, the latest possible advance registration appointment should be selected so that current degree-seeking students maintain priority during the advance registration period based on their academic level and earned units. If the enrollment being processed is for a Continuing Ed course that current degree-seeking students would not typically be enrolling for, Continuing Ed will set the enrollment appointment to coincide with their enrollment process. We do not want to delay enrollments for workshops and other courses that degree-seeking students would not typically enroll for ). Even if you are Quick Enrolling, appointments are peeded until the 2<sup>nd</sup> work of a given

for.). Even if you are Quick Enrolling, appointments are needed until the 2<sup>nd</sup> week of a given term.

Step	Action		
1.	Navigate to the Student Enrollment Appointment page. Main Menu > Records and		
	Enrollment > Term Processing > Appointments > Student Enrollment Appointment		
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field, select career and term, click the <b>Search</b>		
	button.		
3.	On the <b>Student Enrollment Appointment</b> page, select the appropriate session code (e.g.		
	01 for Full Semester) and then click the <b>Find Appointment</b> link.		
	Favorites Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment		
	Student Enrollment Appointment		
	Molly Balke 650000		
	Term: FALL 2011		
	Session Limits Find   View All First 1 of 1 Last		
	*Session: 01 Q		
	Only Use Term Limits		
	Override Maximum Units Max Total Units: Max No GPA Units:		
	Max Audit Units: Max Wait List Units:		
	Max Total Courses:		
	Enrollment Appointments Find   View All First 1 of 1 Last		
	*Appt Block *Appt Nbr Start Date Start Time End Date End Time Find Appointment		
4.	On the Search for an Appointment page, in the Appointment Block field, select the		
	corresponding appointment (e.g. CF or CT for Freshman or Transfer Orientation). Click		
	the Fetch Appointments button.		

	Search for an	Appointmen	t			
	Molly Balke					
	Academic Career:	Academic Career: Undergraduate University of Northern Iowa			I. Contraction of the second se	
	Term: FALL 2011					
	Session:	Full S	Semester			
	Appointment Start	Date	j Appointn	nent Start Time		
	Appointment End D	)ate	j Appointn	nent End Time		
	Appointment Block		1		Fetch App	pointments
	Return					
	<i>Note:</i> Non-degre	e seeking is the	e latest dat	e/time for gr	ad and unde	rgrad
5.	Click the Select A	Appointment b	utton for th	ne desired ap	pointment.	-
	Enrollment Appoint	ments		Customiz	e   Find   💷   🛅	First 🚺 1 of 1 🕨 Last
	Appt Block Appt Nt	or Start Date	<u>Start Time</u>	End Date	End Time	Select Appointment
	001 0036	04/06/2011	4:30PM	09/02/2011	5:00PM	Select Appointment
6.	The Enrollment A	Appointments s	ection is no	w populated	I. In the Sele	ct Limits for
	Appointment sec	ction, select <b>Use</b>	e Program	Term/Sessio	n Limit.	
	Enrollment Appoint	nents			Find   View All	First 💶 1 of 1 🕨 Last
	*Appt Block *Appt	Nbr Start Date	Start Time	End Date E	nd Time Find	d Appointment 🛨 🗖
	001 0036	04/06/2011	4:30PM	09/02/2011	5:00PM	
	Select Limits for A	ppointment				
	Ose Program Term/Session Limit					
	O Use Appointm	ent Limit ID Limi	t ID:			
	© Set Maximum	Units Max	Total Units:		Max No GPA Unit	ts:
		Max	Audit Units:		Max Wait List Un	nits:
		Inclu	ıde Wait List iı	n Total:		
7.	Click the Save bu	itton at the bot	tom of the	page.		

- 5. Remove holds (as applicable)
- 6. Quick Enroll (see *Quick Enrolling a Student Job Aid*)
- 7. Add the Cont. Ed Service Indicator (REG Extension GIS Hold) see Adding a Service Indicator to a Student Job Aid

If a student changes entry term after matriculation – You must complete the following:

If the student changes	Then
to an earlier term (e.g. was enrolled for Fall 2011 and is now coming Summer 2011)	<ul> <li>a. Records and Enrollment &gt; Career and Program Information</li> <li>&gt; Student Program/Plan</li> <li>Add new row with DEFR and change admit term</li> <li>b. Undate Pasidoncy for new term</li> </ul>
	c. Term Activate (if necessary)
to a later term (e.g. was enrolled for Fall 2011 and is now not coming until Fall2012)	<ul><li>a. Complete the cancel procedure (listed below)</li><li>b. Create a new application for the new entry term</li></ul>

**If a student cancels after matriculation** – Contact the Registrar's Office, requesting they complete the withdrawal.