

Re Enrolment - Check List Version.1

1/ Move and Stay (If student **are not** staying in the same groups)

Instructors should mark who will be staying in the same class type and which students will move up or down.

2/ Credits

Check Credits, press **Re-enrolment** then **Unused Credits**

3/ Check courses will roll.

Check courses will be rolled to your new term by pressing **Re enrolment** and **course repeating status**, ensure course you want rolled have a repeating status set to 'Yes'.

4/ Create Courses

Create your new terms courses by pressing **Re enrolment** followed by **Performs Course Creation** this process is broken into four sections.

Section 1 - Course health check

Section 2 - Term creation

Section 3 - Defining days

Section 4 - Set pricing

5/ Review Courses (If students **are not all** staying in the same groups)

Review your course requirements by pressing **Re-enrolment** and **Courses required next term**

6/ Mark all student as staying (Only if students **are not** staying in the same groups)

Only do this if all student are staying in the same course, to complete the task press **Re-enrolment** and **Mark all students as staying**.

7/ Place Students

Part 1 - Enrol stayers

Press **Re-enrolment** and **Re-enrol Students**, use the button at the bottom of the page marked **Enrol stayers**

Part 2 - Place movers

Part 3 - Handle request to changes

8/ Review Client Orders



Go to the new term create the **wall listing** and review the client fees.

9/ Check Communications

Check client documentation by going to the new term and pressing **Courses** and **enrolment documentation**

10/ Create Stayers PDF

Go to the new term press **Client communication** followed by **Manage communications** select the 'Invoice stay' document in the Print section and create all 'Missing' PDFs

11/ Send all emails

12/ Batch letters (batches of 50')