

## Instant Enrolment at NWCC

Presented by Jill Girodat

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## Northwest Community College



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## What is Instant Enrolment?

- An optional workflow in the ST module
- *Separately-purchased* workflow designed for CE registration
- Consists of a sequence of up to 7 Web forms
- Allows a person known or unknown to register and pay for a CE (nondegree) section.

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## Considerations

- What personal information is required to register?
- Do sections' "short titles" make sense? Are they easy to search by?
- Will someone be available to maintain section processes and screens vital to IE?
- Can IE students drop CE sections online?
- How are nondegree sections identified?

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## Web Workflow

1. A guest or known student visits the WA system at an institution.
2. Searches for available classes.
3. Selects classes.
4. Enters personal information.
5. System compares submitted info against duplicate match criteria setup in DUPC.
6. Proceeds to payment screen with an option to search for more sections.

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## IE Process Demo

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## Successful Match

### Additional Registration Info

All entries on this form are optional.

Educational Goal

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Course Name and Title	Reason For Taking	How You Learned of This class
CCCOMP-209-TRF (17393) Access 2003 Level One Express (CP# TE 2120)	<input type="text"/>	<input type="text"/>

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## Unsuccessful Match

### Personal Identification

You could not be uniquely identified based on the data entered. Please provide more information that may help us distinguish you from someone else.

Since you have not logged in to WebAdvisor, we need to identify who you are before we can register you. Please provide as much information as possible (we do not sell your information to mass marketers). If you do not wish to provide at least the minimum required information, you will need to contact our institution directly in order to register for any Continuing Education or non-degree classes.

Check the certification box at the bottom of the form before submitting your information.

Note: If you have previously provided information to the institution, entering different information on this form will not update any existing records.

\* = Required

Prefix

First Name  Middle Name  Last Name

Suffix

SSN

E-mail Address

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## Registration Payment/Confirmation

### Pay for Classes

\* = Required

PR#	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Release
89-001	CCCOMP-209-TRF (17393) Access 2003 Level One Express (CP# TE 2120)	2007/08/06/09 2007/08/09 Lecture Thursday 08:30AM - 03:30PM, House of Cedar, Room 1337	07/09/07	07/09/07	CE TR CL	0.00		Tempe	Y

Total Amount Due: \$9.00

Choose one of the following:

Payment Type

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## Changes to Course/Section Setup

- Reporting term field is left blank
- Topic code field is now populated with codes other than C, V or F
- Short title is modified to not include quotes or apostrophe's
- Purpose code is populated with a (W)eb code which allows the section to show in search and registration forms

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## System Wide Changes

- Separate Registration User group with necessary setup
- Loss of automatic tuition waivers on 'section billed' course sections
- Invoices show differently in RGBS and ARAI due to 'reporting term' field left blank
- RGN prompts to print each CE course registration.
- RMSD must be run more often (daily).

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## ARAI Example

Date	Description	Trans No	Operator	Location	Due Date	Amount	Balance
07/07/31	Payment	000091897	WEB_GUES			89.00	248.40
07/07/31	Registration - CEFAID-714-TEF2	000143106	WEB_GUES			89.00	337.40
07/07/10	Registration - 2008W	000161928	WEB_FULL			248.40	248.40
07/06/04	Registration - CELTRAN-704-TEF2	000155511	GIR.ODATJ		07/12/31	25.00	0.00
07/06/04	Registration - CEFAID-707-TEF1	000159512	GIR.ODATJ			100.00	25.00
07/05/10	Registration - CEFAID-707-TEF1	000186084	GOWENL			100.00	125.00

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## RGBS Example

Course Section						
		Title	Stat	Term	Total	New Charges
78	CEFAID-714-TEF3	Transp. of Dan	X	2007S	89.00	
78	ACCT-252-PRF1	Management Acc	X	2007F	0.00	
88	ANTH-102-PRF1	Intro Social a	X	2007F	0.00	
81	MATH-190-PRO1	Principles of	X	2007F	0.00	
82	ABE-PT-TEB1	Adult Spedal	X	2007F	0.00	
83	CHEM-101-PRF1	Introductory C	X	2007F	0.00	
84	ANTH-112-PRF1	First Nations	X	2007F	0.00	

  

Billing Period Amounts						
		Bill Period	Total	New Charges		
19	CEFAID-707-TEP5		0.00			
20	CECOMP-719-TEF1		0.00			
21	CEFAID-714-TEF3		89.00			
22	REGULAR Regular	2007F	0.00			
23	REGULAR Regular	2008W	248.40			
24						
Totals			337.40	0.00		

Controller Billing Period Amounts Value 19/23

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## House Keeping

- Registration acknowledgement email response unique to CE registration user group.
- Val codes for "reason for taking", "how you learned of this class" and "educational goals".
- Tidy up prefixes and suffixes
- Payment options
- Ethnic codes

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Thank you...

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