

1.1.1 Group Track Assignment

GTA

Approved Date: June 23, 2005
 Revised Date: June 13, 2005/mk

(Sample of a Procedure)

Introduction

This procedure provides the details for staff to assign or change group tracks to any group of individuals. Refer to the Program Invitations GTA/PCB process for full invitation details.

Procedure

Access the Group Track Assignment (GTA) screen from any Colleague Menu.

The GTA screen appears as follows:

```

-----+-----
| 05-23-03 14:01          GROUP TRACK ASSIGNMENT          GTA |
|-----+-----|
| 1 * Tracks to Update                                     |
|   Code      Description          Action      Date      |
| 1:                                                 |
|-----+-----|
| 2 Saved List Name..(Optional):                          |
| 3 File Name.....:                                      |
| 4 ID/Name Search                                       |
| 1:                                                 |
|aa Controller Tracks to Update aaaaaaaaaaaaaaaaaaaaaaa No Values aaaaaaaa|
| Tracking Code LookUp:
    
```

Enter the following information

Field #	Name	Use/Comments
1	Code	Enter the correspondence track code (e.g. ACP1Q) to be added. Note that all codes can be viewed by doing an ellipse (...) lookup.
2	Saved List Name	A saved list name (e.g. an XAPL report or a saved list created using SLC) can be entered here or individual names or student numbers can be entered in Field 4, do not do both.
3	File Name	Enter either PERSON or MAILING
4	ID/Name Search	Enter individual names or student numbers here if a saved list was not entered in 2.

Finish out and send the report to batch. Confirm that the track was updated on the person's file. See example of ACP1Q attached to an applicant's file:

```

-----+-----
| 05-23-03 14:14          INDIVIDUAL TRACKING          ITR |
| Carson, Catharine T.          ID: 0000199          |
|-----+-----|
| 1 Origin.....:                                      |
| 2 Origin Date:                                       |
| 3 * Tracks Currently Assigned                          |
|   Track      Description          Active Date      |
| 1: ACP1Q      ACP1 Qualified App      05-23-02      |
| 2:                                                 |
|aa Controller Tracks Currently Assigned aaaaaaaaaaaaaaaaa Adding Value 2 aaaa|
| Tracking Code LookUp:
    
```

Refer to the Individual Tracking (ITR) process for details on adding tracks to individual files and the Process Correspondence Batch (PCB) procedure for details on how to generate letters.

1.1.2 Confirmation of Enrollment Forms and Letters

Approved Date: July 28, 2005
Revised Date: June 7, 2005/cc

(Sample of a Business Process)

Introduction

Staff are frequently asked to confirm (formally* or informally) whether a student is enrolled “full-time”. As there are many external organizations that have a “stake” in defining full-time, staff have to qualify their response to ensure that students are not misinformed.

**many external organizations (e.g. Canada Pension Plan, private scholarship organizations) require written confirmation (under the college seal) of students enrollment status. Approximately 1200 per year are completed.*

Camosun College's definition of full-time (per EMC November 17, 1999) is that the student be enrolled in **at least a 60% course load* for their program of studies.**** Some external agencies may set different requirements and guidelines (e.g. Revenue Canada requires students to be enrolled in a minimum of 10 hours per week).

**In the case of Access programs, this translates to a minimum of 20 hours per week.*

Procedure

Forms and letters requested by students for proof of enrollment are usually required for:

- Canada Pension
- Scholarship forms
- Medical
- Travel
- Employment
- Attending school in Quebec

Confirmation of enrollment forms and letters may be dropped off at Information & Registration and will be ready for pick-up in 48 hours. Note that requests for Letters of Enrollment must be accompanied by the \$3.00 per copy fee.

If the student does not want to return to pickup their letter or form, they may:

- Include a self-stamped envelope to have their letter/form mailed
- Include a payment of \$3.00 to have their letter/form faxed
- Indicate what they would like done with the original letter/form (Pick-up? Destroy? Mail out?)