

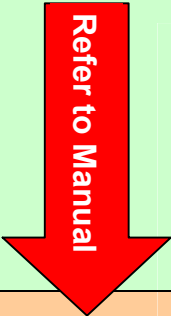


Quick TIPS

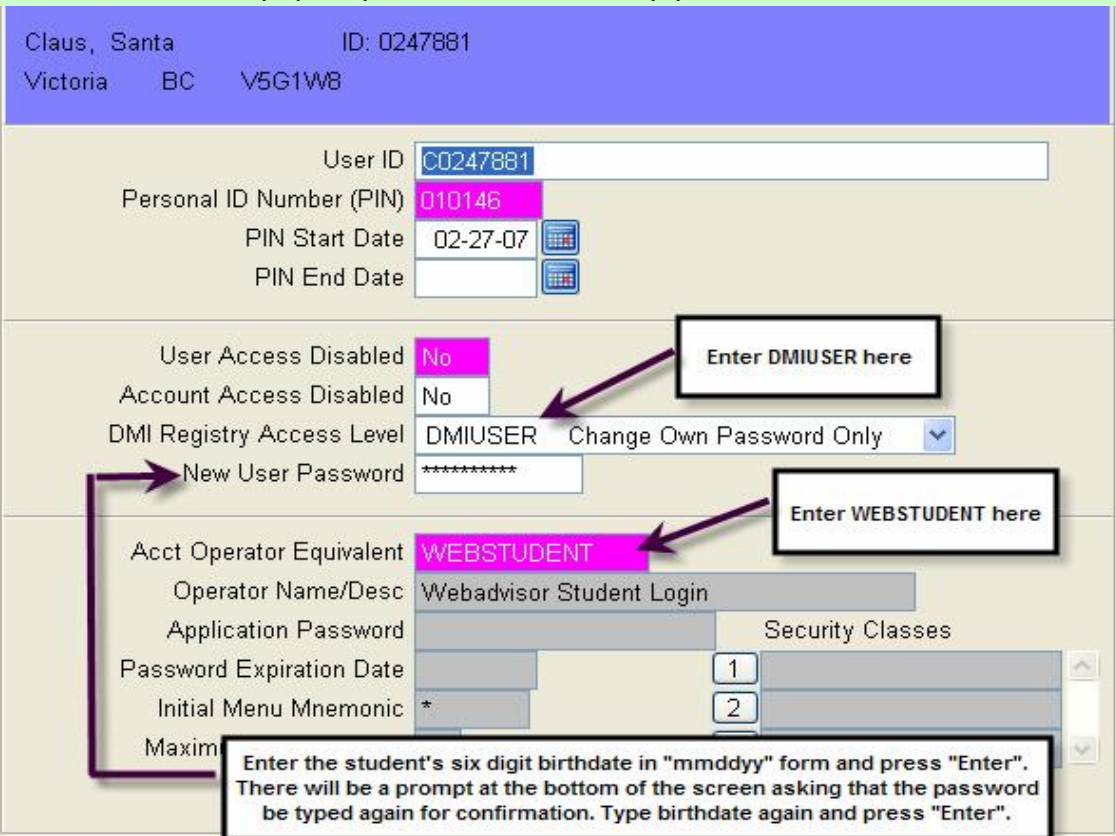
Express Admissions/Registration

Express Admissions/Registration is for UT, AD2, PREP, ELD (after initial departmental registration), and Part-time Career applicants.

Students should have selected classes and must submit (in-person) a completed **Application Form with App fee** if required, **proof of Admission Requirements & Prerequisites** and **Deposit Payment** (note: PREP does not pay a deposit unless adding UT courses)



Step 1	SPONSOR – If planning ABESAP sponsorship, student must be aware that if they choose to pay App fee and/or deposit up front, that these will not be refunded once sponsored.	GEN
Step 2	Check seat availability – If student will be using Camlink to register, point out the size-list under “Class Info” column on Camlink, or, check SSUM in Colleague.	RGN
Step 3	Prerequisites – Confirm student has the prerequisites for both program and course(s).	RGN
Step 4	Date Stamp Application – Date Stamp the application form.	GEN
Step 5	Name & Address Entry (NAE) – Enter new (use lookup procedures to avoid duplicates!) or detail on <u>Address</u> to ADSU , to update existing name, address, phone & email information.	ADM
Step 6	Application (XAPP) – Enter new application with Application Status of AP . Update to confirm application fee if required. Update Application Status to Q . Update and change Application Status to WEB . Take note of the rating (detail on field if necessary to update) and check the Reg. Schedule to confirm the student’s Camlink Registration date.	ADM
Step 7	High School Attended (HSA) – On XAPP , detail on <u>Addnl Info</u> to HSA and for BC/Yukon* students, enter the high school name and enter High School in BC. For each entry, enter the Transcript Type of “HIGH”, Date Received , Status (OFFI or NON), Years Attended and Graduation Type of Y or N. (read on before entering any grades!) <i>*or “High School in...” for another province or International.</i>	ADM
Step 8	High School Prerequisites (EXTS) – From XAPP, detail on <u>Addnl Info</u> to EXTS and choose the High School in BC (or other province) and then from the EXTS screen, detail to EXTR to add each course.	ADM
Step 9	Non-Course Work (NCRS) – Enter assessment results/assessed prerequisites.	ADM
Step 10	Person Restrictions (PERC) – If the applicant has a valid prerequisite waiver, enter a PERC of PREQ . Also enter sponsorship and FOIPOP info in PERC.	RGN
Step 11	Communication Codes (IRQ/IRT) – From XAPP, detail on <u>Comm Mgmt</u> and add the appropriate tracking codes for program admission requirements.	ADM
Step 12	Application Fee (CRAF) – If applicable, complete a CRAF form for the \$35.00 application fee.	ADM

Step 13	Move to Student (SRCR) – Inform student that they will be moved to student in approximately 1 hour after paying deposit (this happens automatically each hour).	RGN
Step 14	Transfer Credit – If the student has official post-secondary records, STRK the file with details of the TC pending, complete a TC form and, for Lansdowne , place in alpha-sorter for Advising, for Interurban , with additional cover sheet, place in alpha-sorter	ADM
Step 15	Comments (STRK) – Add the details about Permission to Register or TC pending.	GEN
Step 16	Deposit (CREN) – Prepare a CREN form (unless student is paying full fees).	ADM
Step 17	<p>Grant Camlink Access (DRUS) – Access the DRUS screen and:</p> <ul style="list-style-type: none"> At the LookUp “DMI.Admin.ID”, enter your Colleague ID preceded by a capital “C”; Enter your password at the “DMI Admin Password” prompt. It will be your birthdate in “mmddyy” form, unless you have changed your Camlink password. <p>Note: If you are unable to access this screen or logon contact the Helpdesk.</p> <p>At the ‘Person lookup’ prompt, use standard lookup procedures to access the student’s file.</p>  <p>FINISH (F9) to save the changes. The new password will take effect immediately.</p>	RGN
Step 18	<p>Registration (RGN) – Past student’s Camlink Registration date, Yes or No? If No, give Camlink package info and date to register as per the registration schedule. If Yes, give Camlink package info and encourage student to register via Camlink and offer assistance, or register the student in the course(s), and send the receipt to the cashiers’ printer. Student must pay CRAF and CREN immediately, if applicable.</p>	RGN
Printer Information		
Printers	Interurban Cashier: intrec Lansdowne Cashier: lanrec	Interurban Machine Room: idm1rec Lansdowne Machine Room: telrec
For more detailed information , remember to check your Student Services Procedures Manuals . Still can't find what you're looking for? Ask Training & Audit!		