CHAPTER 1

Using Enrollment-Related Processes

This chapter discusses how to:

- Create historical enrollment records.
- Manage wait lists.
- Process withdrawals and cancellations.
- Purge drop enrollment records.
- Purge shopping cart records.

Creating Historical Enrollment Records

This section discusses how to record historical enrollment records.

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Pages Used to Create Historical Enrollment Records

Page Name	Definition Name	Navigation	Usage
Historical Course Enrollment	HIST_CRSE_ENROLLMT	Records and Enrollment, Enrollment Summaries, Historical Course Enrollment, Historical Course Enrollment	Record enrollment data when you do not have access to your PeopleSoft Campus Solutions system, to your historical course catalog, and to a schedule of classes. When you use this page to convert historical enrollment records to the PeopleSoft system, you will most likely run a Structured Query Report (SQR) or other such program to populate the application tables that supports this page. These application tables are HIST_TERM and HIST_TERM_ENRL. You can then access this page to make corrections as necessary.
Historical Course Enrollment - Transcript Text	HIST_CRSE_TRNS_TXT	Click the Transcript Text button on the Historical Course Enrollment page.	Enter free-form transcript text. This information, along with the historical enrollment information, appears on the student's transcript.

Recording Historical Enrollment Records

Access the Historical Course Enrollment page (Records and Enrollment, Enrollment Summaries, Historical Course Enrollment, Historical Course Enrollment).

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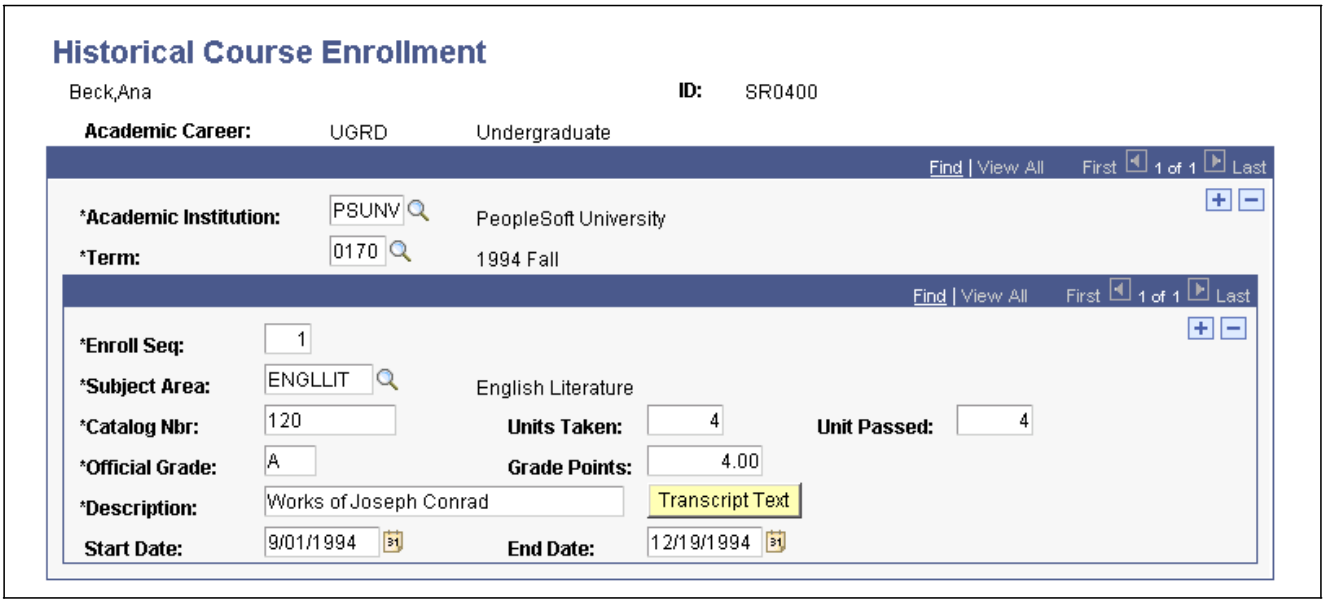

Historical Course Enrollment page

Academic Institution	Select the academic institution for which you want to record historical enrollment data for the student.
Term	Select the term for which you want to record historical enrollment data for the student. The term that you select must be less than or equal to the last term for historical enrollment data for the specified academic career.
Enroll Seq (enrollment sequence)	Indicates the sequence in which a student enrolled in each course within a term. The system by default displays a chronological enrollment sequence number starting with *1*, but you can override this default value for any row.
Subject Area	Select the subject area of the course for which you want to record historical enrollment data for the student.
Catalog Number	Enter the catalog number of the course for which you want to record historical enrollment data for the student. Because this is a standalone page, it has no connection to your current course catalog.
Units Taken	Enter the number of units that the student took for the course.
Units Passed	Enter the number of units that the student passed for the course.
Official Grade	Enter the official grade that the student received for the course.
Grade Points	Enter the grade points that the student received for the course.
Description	Enter the title of the course.
Transcript Text	Click to access the Historical Course Enrollment - Transcript Text page, where you can enter free-form transcript text. This information, along with the historical enrollment information, appears on the student's transcript.

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Note. Courses entered on the Historical Course Enrollment page *do not* impact Academic Advisement's analysis processes or academic statistics. To include historical courses in advisement processes and academic statistics, you must treat them as transfer courses. Create a fictional academic institution, use the transfer credit process to create pseudo incoming courses, and then map those courses to your academic institution's course equivalencies.

See Also

lssr, Setting Up Transfer Credit Processing, Reviewing Examples of Course Equivalencies

lsfn, Preparing for Data Conversion

Managing Wait Lists

This section provides an overview of wait list management and discusses how to:

- View a student's wait list position.
- Move students from wait lists to enrollment.
- Purge students from wait lists.

Understanding Wait List Management

The wait list management functionality in Student Records enables you to set processing parameters that define the groups of students to move from wait lists to enrollment into classes within a specific enrollment period. This section discusses:

- Waitlist position numbers.
- Automatic enroll from waitlist.

Waitlist Position Numbers

When a student enrolls or is waitlisted into a class, the Enrollment process assigns the next available student position number to the student. For instance, the first student to enroll in a class would get a student position number of 10, the second 20, the third 30, and so on. Student position numbers identify the order in which students enroll into a class. In addition, student position numbers determine the position students hold on the waitlist: the student with the wait list position number of 1 is the student who has the lowest student position number and an enrollment status of waiting.

For example, suppose Mia is the 31st student to try to enroll into a class with an enrollment capacity of 30. She is put on the wait list (has an enrollment status of waiting) and the Enrollment process gives her a student position number of 310. Her waitlist position number is 1, because she is the only student in the class with an enrollment status of waiting. Then a second student, Mitch, puts himself on the waitlist. The system gives him a student position number of 320. Because Mia has a lower student position number than Mitch, the system gives Mitch a waitlist position number of 2. If there is one seat available when you run the Waitlist process, Mia, the student with the lowest waitlist position number, is enrolled (the Enrollment process changes her enrollment status from waiting to enrolled). Mitch then has the lowest position number with an enrollment status of waiting. Therefore, his waitlist position number changes to 1.

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In multiple component classes, the Enrollment process assigns students the next available student position number for each component. For this reason, a single student often has different waitlist position numbers for each component. For example, a student could have a student position number of 130 and a wait list position number of 1 for one component, and a student position number of 60 and a waitlist position number of 3 for the related component (depending on how many students were already enrolled and were on the waitlist for each component at the time the student received a student position number).

When the process runs on a class section, it creates an enrollment request. The enrollment request includes all related components of the class. For the enrollment engine to process an enrollment request successfully, all related components must have a seat available for that request. If all related components have a seat available for that request, the enrollment engine enrolls the student into all of the related components. If at least one related component is full, the enrollment engine would produce an error for the request, and the student would not be enrolled into any of the related components.

Note. The Waitlist process runs on non enrollment components as well as on enrollment components. The process creates enrollment requests for students based on their positions on the waitlist in the section on which the process is running (which is not necessarily the enrollment component). Thus, the order in which the process runs on class sections is important, because the process might not enroll students in the order that they would expect, if they expect to be enrolled based on their waitlist position number in a section that was run after a related section.

You can run the Wait List process on a term, session, subject area, course, or class. The process runs on classes in sequential order based on the criteria on which you run the process, and on the key structure of the CLASS_TBL (course ID, course offering number, term, session code, and class section). For example, when you run the process on a term, the process first runs in order of course ID: 000001, 000002, and so on. If two courses have course ID 000001, it runs by course offering number: course 000001, course offering number 1, course 000001, course offering number 2, and so on. In the same way, the process would then use session code (unless you select session as one of your criteria on the Wait List Process page), and then class number. So within a course, course offering number, and session, the process would run on class section 1, class section 2, and so on. Because the Wait List process runs by class section, it would run on a multiple component class that has two lectures (sections 1 and 2) and two labs (sections 1A and 1B), in the following order: section 1, 1A, 1B, 2.

As you can see, the order of your classes and sections in the schedule of classes determine the order in which students are moved from the waitlist into the class for multiple component classes. Suppose you had two multiple component classes that shared a component, such as two biology lectures that share a lab, which have the following class sections: 1 (lecture), 1A (lab), and 2 (lecture). When you run the waitlist process on this class, the process creates enrollment requests for waitlisted students for section 1 and for its related class, section 1A. If seats are available in section 1 and 1A, the process moves students from the waitlist into both components. Then the process runs on section 1A (because section 1A is sequentially next based on the key structure of the CLASS_TBL). If students are still on the waitlist in section 1A (because they are on the waitlist for section 2, which has not yet been run), the process creates enrollment requests for those students. Again, if seats are available in section 1A and section 2, the enrollment engine processes the requests successfully. Finally, the process runs on section 2.

For example, Mia has a waitlist position number of 1 in section 2, and a waitlist position number of 5 in the related section 1A. Additionally, Mitch has a waitlist position number of 3 in section 1A. Because the Wait List process runs on section 1A first, Mia is put into the class after Mitch. The Wait List process evaluates Mia based on her position on the waitlist in section 1A, even though section 2 is the enrollment component.

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Automatic Enroll from Waitlist Feature

The Wait List feature is controlled by the Auto Enroll From Wait List and Wait List Capacity options (on the Enrollment Control page of the schedule of classes) and the Last Day For Wait List date (on the Session Table page for classes with traditional academic calendars and on the Dynamic Class Dates page for classes with dynamic academic calendars). In addition, students have a wait list unit limit defined by academic load for terms and sessions within their primary academic programs on the Enrollment page and Session page of the Academic Program Table component.

If you select the Auto Enroll From Wait List option for a class, you can use the wait list process to move qualified students from the class wait list to enrollment into that class as space becomes available. If you do not select this option, you can manually move students from the wait list to enrollment into a class by selecting Override Class Limit on the enrollment processing component. The manual process is best monitored by the instructor of the class.

As you manage your wait lists, you can use the Class Roster page to view students on the wait list for a particular class section. The system performs corequisite and prerequisite checking before placing a student on the waitlist. However, the system does *not* check for a scheduling time conflict before it places a student on a wait list. Scheduling time conflicts and all of the other enrollment edits are performed when the system attempts to move a student from the wait list to enrollment in a class. You can view an individual student's position and status on the wait list for a class by clicking the Wait List Position link. This link appears only for applicable enrollment requests on the enrollment request processing pages.

Enabling the Wait List Process

To enable the wait list process:

1. Set the last date for wait list for sessions on the Session Table page of the Term/Session Table component.
2. Define the maximum wait list units for terms within academic programs on the Enrollment page of the Academic Program Table component.
3. Define the maximum wait list units for sessions within academic programs on the Session page of the Academic Program Table component.
4. Select the Auto Enroll From Wait List check box for classes on the Enrollment Control page of the schedule of classes.

See Also

lssr, Viewing Class Enrollment Data, Viewing Class Rosters

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Pages Used to Manage Wait Lists

Page Name	Definition Name	Navigation	Usage
Wait List Position	ENRL_REQ_WL	Click the Wait List Position link on the corresponding enrollment processing page.	View a student's status and position on the wait list for a class section.
Wait List Process	RUNCTL_SRWTLST	Records and Enrollment, Term Processing, Waitlist, Waitlist Process, Wait List Process	Move groups of students from class wait lists to enrollment into classes. If you need to manually move students from the wait list to enrollment into a class, you must drop the student from the wait listed class then add the student into the class with the appropriate overrides selected.
Wait List Purge	RUNCTL_SRWTLSTPURG	Records and Enrollment, Term Processing, Waitlist, Waitlist Purge, Wait List Purge	Run the Wait List Purge process to delete groups of students in waiting status based on the run parameters that you specify. The Wait List Purge process enables you purge the wait list for more than just one class. You can use the process to purge the wait list for all classes in an entire term, academic career, session, subject area, or campus based on your run parameters. Run the purge process on past terms when information about a student being waitlisted is no longer pertinent.

Viewing a Student's Wait List Position

If your institution has licensed PeopleSoft Campus Self Service, your students can also view their statuses and positions directly over the web. Wait list position numbers appear on the class schedule.

See Also

lsss, Using Self-Service Enrollment, Viewing a Class Schedule

Moving Students from Wait Lists to Enrollment

Access the Wait List Process page (Records and Enrollment, Term Processing, Waitlist, Waitlist Process, Wait List Process).

Institution Select the academic institution for which you want to move groups of students from class wait lists to enrollment into a class.

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Term	Select the term for which you want to move groups of students from class wait lists to enrollment into a class.
Session	If you want to limit wait list processing to a specific session, select a value.
Subject Area	If you want to limit wait list processing to a specific subject area, select a value. If you select a value for this field, the Course ID field and Class Nbr field become unavailable for edit.
Course ID	If you want to limit wait list processing to a specific course, select a value. If you select a value for this field, the Subject Area field and Class Nbr field become unavailable for edit.
Class Nbr (class number)	If you want to limit wait list processing to a specific class, select a value. If you select a value for this field, the Subject Area field and Course ID field become unavailable for edit.
Wait List Process Switch	The wait list process switch instructs the process how to evaluate wait list candidates. Select *Y* to process all *new* wait list candidates eligible for wait list evaluation. Select *A* to process *all* wait list candidates eligible for wait list evaluation. For example, a class has five students on the wait list and three spaces become open in the class. When you run the wait list process, it fills the three spaces, and two students remain on the wait list. At this point the class is no longer new to the wait list process. The only way it would be evaluated again is if space opened in the class and you selected *A* as the wait list process switch value.
Run	Based on the Campus Solutions features that you are using, run either the Wait List COBOL/SQL process (SRPCWAIT) or the Wait List PSJob process (SRWAITJB).

SRPCWAIT Process

Run the Wait List COBOL/SQL process (SRPCWAIT) if you are *not* using Program Enrollment or Activity Management, or have *not* set up wait list notifications via Campus Mobile.

The process generates a new enrollment request for the student and displays one of the following enrollment status reasons on the new request: *RCAP* (reserve slots full), *FULL* (section is full), *CREQ* (corequisite enrollment), *ALIM* (appointment limit exceeded), *TLIM* (term limit exceeded), *SLIM* (session limit exceeded), *TIME* (time conflict exists), *RCMP* (related component), *TIMR* (time conflict resolved), or *EWAT* (enrolled from wait list). You can view these enrollment requests through the Block Enroll component.

If a class has reserve capacity rules and space opens in a reserve capacity group, the process evaluates whether students on the wait list meet these reserve capacity rules. If no students meet the rules, then the process moves no one from the class wait list to enrollment into the class. If a class has multiple reserve capacity groups and space opens in more than one group *and* a student matches the criteria of more than one reserve capacity group, the system enrolls the student into the first reserve capacity group it finds where the student meets the reserve capacity rules.

SRWAITJB Process

You must run the Wait List PSJob process (SRWAITJB) if you have set up wait list notifications via Campus Mobile.

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See PeopleSoft Campus Self Service 9.0 PeopleBook, Setting Up Campus Mobile (posted to My Oracle Support)

See PeopleSoft Campus Self Service 9.0 PeopleBook, Using Campus Mobile (posted to My Oracle Support)

See PeopleSoft Campus Community 9.0 Fundamentals PeopleBook, Working with the Notifications Framework

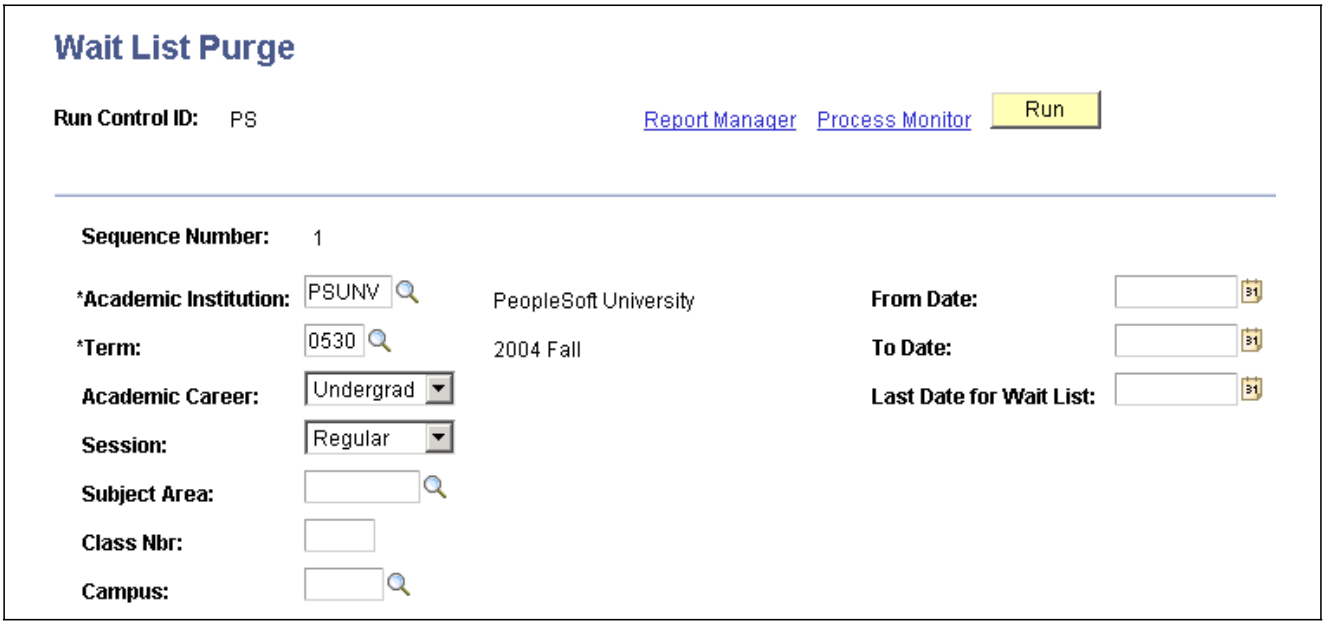
You must also run the Wait List PSJob process if you are using Program Enrollment or Activity Management.

See PeopleSoft Student Records 9.0 PeopleBook, Managing Program Planning and Enrollment

See PeopleSoft Student Records 9.0 PeopleBook, Managing Activities

Purging Students From Wait Lists

Access the Wait List Purge page (Records and Enrollment, Term Processing, Waitlist, Waitlist Purge, Wait List Purge).



Wait List Purge page

Sequence Number The system displays a default sequence number. It is for internal processing purposes only.

Academic Institution Select the academic institution for which you want to purge students from wait lists.

Term Select the term for which you want to purge students from wait lists.

Academic Career If you want to purge students from wait lists for classes within a specific academic career, select a value for this field.

Note. This field and the remaining fields on this page are optional. They provide the means of searching for wait lists by various parameters.

Session If you want to purge students from wait lists for classes within a specific session, select a value for this field.

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Subject Area	If you want to purge students from wait lists for a specific class subject area, select a value for this field.
Class Nbr (class number)	If you want to purge students from wait lists for a specific class, select a value for this field.
Campus	If you want to purge students from wait lists for classes at a specific campus, select a value for this field.
From Date	If you want to purge from wait lists the students in waiting status with a class start date greater than or equal to a certain date, enter the date in this field.
To Date	If you want to purge from wait lists the students in waiting status with a class start date less than or equal to a certain date, enter the date in this field. The system displays, by default, the value in the From Date field.
Last Date for Wait List	Enter a value in this field to have the process search for active wait lists in which the class *last date for wait list* value is less than or equal to the value that you specify here. Define last date for wait list values on the Session Table page for classes with traditional academic calendars.

Processing Withdrawals and Cancellations

This section provides an overview of withdrawal and cancellation processing, lists common elements, and discusses how to:

- Post withdrawals and cancellations for terms.
- Post withdrawals and cancellations for sessions.
- Resubmit failed withdrawal and cancellation requests.
- View withdrawal and cancellation request status.

See Also

lssf, Calculating Tuition and Fees

Understanding Withdrawal and Cancellation Processing

In Student Records, you can enter and post withdrawals or cancellations for a term or session on a student-by-student basis through the Student Records Term Withdrawal COBOL/SQL process (SRPCWDPR). When you withdraw or cancel a student from a term, the process performs a series of session withdrawals or cancellations to complete the term withdrawal or cancellation. A student cannot be cancelled from a session, and therefore a term, in which grades have been posted. The system prevents this with an error message and does so because enrollments for cancelled terms and sessions are always excluded from the transcript. Withdrawals can be processed when grades are present; however, the classes with grades will be excluded from the process. A warning message appears when you select the withdrawal code for a session or term where grades are present.

Important! If you have not calculated the landmark calendar dates for the affected class enrollments, the Student Records Term Withdrawal process fails the entire withdrawal or cancellation request.

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For term and session *withdrawals*, the Student Records Term Withdrawal process determines the deadline by comparing the last date of attendance entered on the Term Withdrawal or Session Withdrawal page to the withdrawal deadlines that you set on the Session Calendar 1 page or to the withdrawal deadlines that the Dynamic Class Dates process calculates and displays on the Dynamic Class Data page or Student Enroll OEE page. The Student Records Term Withdrawal process then generates and processes the enrollment requests for each impacted student enrollment record (STDNT_ENRL).

For withdrawals from traditional class enrollments, the process updates the impacted student enrollment records as follows:

- If the last date of attendance is less than or equal to the withdraw-without-penalty deadline on the Session Calendar 1 page, the process updates the last enrollment action reason to the withdraw-without-penalty reason set on the Session Calendar 1 page.
- If the last date of attendance is less than or equal to the withdraw-with-penalty deadline, the process determines the student's grading basis for the class, then assigns to the impacted student enrollment record the penalty grade value that is set on the Grading Scheme Table page for that grading basis.

  If the penalty grade is not defined, the process assigns the penalty grade according to the grading basis and grade set on the Session Calendar 1 page. Depending on how the grade is set up, the process can reduce in progress units, which can potentially affect the student's academic load and financial aid load.
- If the last date of attendance is less than or equal to the withdraw-with-greater-penalty deadline, the process functionality parallels that of the withdraw-with-penalty functionality.

For withdrawals from dynamic date and OEE class enrollments, the process updates the impacted student enrollment records as follows:

- If the last date of attendance is less than or equal to the withdraw-without-penalty deadline on the Dynamic Class Data page or Student Enroll OEE page, the process updates the last enrollment action reason to the corresponding reason value set on the Dynamic Date page of the Academic Program Table component for the student's primary academic program.
- If the last date of attendance is less than or equal to the withdraw-with-penalty deadline on the Dynamic Class Data page or Student Enroll OEE page, the process determines the class grading basis, then assigns to the impacted student enrollment record the penalty grade value that is set on the Grading Scheme Table page for that grading basis.

  If the penalty grade is not defined, the processes assigns the penalty grade according to the grading basis and grade set on the Dynamic Date page of the Academic Program Table component for the student's primary academic program. Depending on how the grade is set up, the process can reduce in progress units, which can potentially affect the student's academic load and financial aid load.
- If the last date of attendance is less than or equal to the withdraw-with-greater-penalty deadline on the Dynamic Class Data page or Student Enroll OEE page, the process functionality parallels that of the withdraw-with-penalty functionality.

Note. The system uses the session calendar (if it exists) when it fails to find a Dynamic Class Dates table row or the appropriate Academic Program table dynamic dates field when processing withdrawals from non-OEE dynamically dated classes.

Regardless of the enrollment and withdrawal types, the Student Records Term Withdrawal process also does the following for term and session withdrawals.

- Updates the withdraw code on the affected student session (STDNT_SESSION) records to a value of withdrew.
- Updates the withdraw code on the affected student career term (STDNT_CAR_TERM) records to a value of withdrew for term withdrawals only.

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Note. The process does not update the student career term record for session withdrawals so that the student can still enroll in other sessions within the term.

For term and session *cancellations*, the cancel deadlines (Session, Dynamic Date, or OEE) are used only to provide a warning to the user because the cancellation process always has the same impact—any enrolled (but not graded) classes are dropped without penalty and the student's session and term (for term cancellations) withdraw codes are updated to Cancelled.

Note. Note. A student cannot be cancelled from a session, and therefore a term, in which grades have been posted. The system prevents this with an error message and does so because enrollments for cancelled terms and sessions are always excluded from the transcript.

Common Elements Used to Process Withdrawals and Cancellations

Errors

If reasons exist that prevent a successful withdrawal or cancellation, click this link to access the Term Withdrawal Run Status page, where you can check the run status and error message text for the request.

Last Date of Attendance

The system by default sets the last date of attendance to the withdrawal/cancel date, but you can override the value. The Student Records Term Withdrawal process uses the last date of attendance to determine the deadlines, reasons, grading bases, and penalties for withdrawals from dynamic class date and OEE enrollments. The process also uses this date for financial aid and refund calculation purposes. If you override the last date of attendance value, you must recalculate the student's tuition based on the new date you enter.

Post Session Withdrawal

See definition for Post Term Withdrawal.

Post Term Withdrawal

Click to post the withdrawal or cancellation to the student's record.

Before completing the posting request, the system verifies that the student has other enrollments for the term or session within the academic career. If the posting request causes the student to have no other enrollments in the term or session within the academic career, the system then identifies the student's billing careers on the student's career term record. If the student has a billing career that is the same as the academic career from which the student is withdrawing, the system stops processing the posting request and instructs you to change the student's billing career to an academic career in which the student has enrollments for the term or session. This edit prevents you from inadvertently billing a student based on an academic career in which the student has no enrollments for the term. Define a student's billing career by academic career on the Term Activation page.

For example: a student is active in a term as both a graduate and undergraduate, and the student's billing career for both academic careers within the term is her or his undergraduate career. If the student is enrolled for classes in both the graduate and undergraduate career for the term and you attempt to withdrawal the student from her or his undergraduate career for the term, the system stops processing and issues you a warning instructing you to change the billing career for that student's graduate career term record to an academic career other than the undergraduate career.

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Note: If the **Auto Calculate Term Withdrawal** check box is selected for the term on the Tuition Calculation Controls page, then the **Post Term Withdrawal** button renders as **Post Term Withdrawal and Calculate Tuition & Fees**. When an administrative user posts a term withdrawal, tuition calculation runs, whether or not the user has Tuition Calculation security access.
See: *PeopleSoft Student Financials 9.0 PeopleBook*, Setting Up Tuition Controls, Criteria, Equations, and Waivers, Establishing Tuition Calculation Controls, Specifying Tuition Calculation Parameters

Success

Click to access the Term Withdrawal Run Status page, where you can view the message log for the request.

Withdrawal \ Cancel

Select whether you want to process a withdrawal or cancellation. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort.

Cancelled: Select to cancel all of the student's class enrollments for the specified term or session. Posting a student's term cancellation request refunds 100% of her or his fees.

Withdrew: Select to withdraw the student from all class enrollment for the specified term or session. Posting a student's term withdrawal request refunds her or his fees according to the adjustment calendar associated with the student's tuition group.

Withdrawal \ Cancel Date

Enter the date that the Student Records Term Withdrawal process uses as the action date for the withdrawal or cancellation.

Withdrawal \ Cancel Reason

Select the withdrawal/cancel reason that Student Financials uses for adjustments. Modification of these translate values requires significant programming effort.

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Pages Used to Process Withdrawals and Cancellations

Page Name	Definition Name	Navigation	Usage
Term Withdrawal	WITHDRAWAL	Records and Enrollment, Student Term Information, Term History, Term Withdrawal	Process student withdrawals and cancellations for all sessions within an entire term.
Session Withdrawal	STDNT_SESSION_WDWL	Records and Enrollment, Student Term Information, Term History, Session Withdrawal	Process student withdrawals and cancellations for one session within a term rather than from all sessions within the entire term.
Term Withdrawal / Cancellation	RUNCTL_SRPCWDPS	Records and Enrollment, Term Processing, Withdrawal and Cancellation, Term Withdrawal/Cancellation, Term Withdrawal / Cancellation	Resubmit failed term and session withdrawal or cancellation requests. The Withdrawal / Cancellation process is designed specifically to resubmit failed withdrawal requests. You can view the status of a request on the Term Withdrawal Run Status page. The process impacts Student Financials because withdrawals and cancellations affect tuition calculation.
Term Withdrawal Run Status	TERM_WD_RUN_STATS	Records and Enrollment, Term Processing, Withdrawal and Cancellation, Term Withdrawal Status, Term Withdrawal Run Status	View the status and process messages for enrollment requests generated by the withdrawal and cancellation process so that you can determine the changes that you must make to a request or a student's records To successfully post a request. You can also use this page as a record for all withdrawal and cancellation requests submitted through the Term History component.

Posting Withdrawals and Cancellations for Terms

Access the Term Withdrawal page (Records and Enrollment, Student Term Information, Term History, Term Withdrawal).

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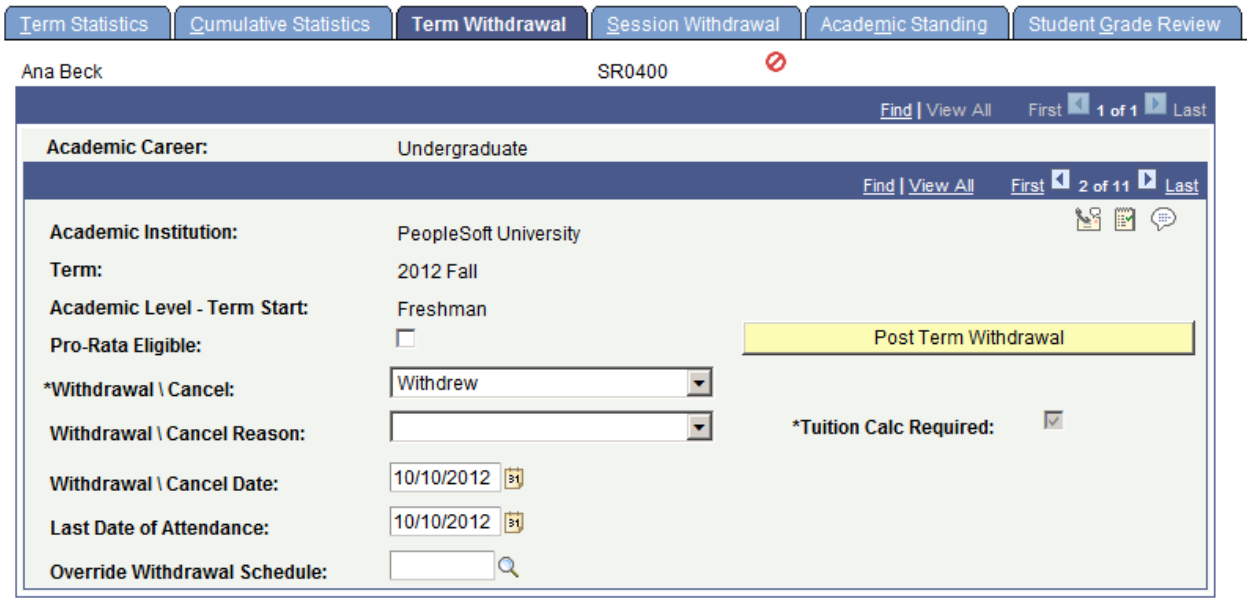

Term Withdrawal page

Important! Posting a student's term cancellation request refunds 100 percent of the student's fees. Posting a student's term withdrawal request refunds her or his fees according to the adjustment calendar associated with the student's tuition group.

Note: Documentation about some fields on this page is provided in the earlier section "Common Elements Used to Process Withdrawals and Cancellations".

Academic Institution	The academic institution for which you want to process the student's withdrawal or cancellation request.
Term	The term for which you want to process the student's withdrawal or cancellation request.
Academic Level - Term Start	The student's academic level at the start of the specified term.
Pro-Rata Eligible	Select to enable pro-rata refunding—a refund to a student attending your academic institution for the first time and withdrawing on or before the 60 percent point in time. Clear this check box to not have the student considered for such a refund. Most U.S. academic institutions do not issue refunds after the 60 percent point in time.
Override Withdrawal Schedule	Select the override withdrawal schedule value. These values are specifically for refund calculations and are defined by Student Financials.

See Also

lssr, Using Enrollment-Related Processes, Processing Withdrawals and Cancellations, Viewing Withdrawal and Cancellation Request Status

lssr, Maintaining Student Career Term Records

lssf, Calculating Tuition and Fees, Recalculating Tuition and Fees After Enrollment Cancellation

lssf, Setting Up Tuition Controls, Criteria, Equations, and Waivers, Setting Up Adjustment Calendars

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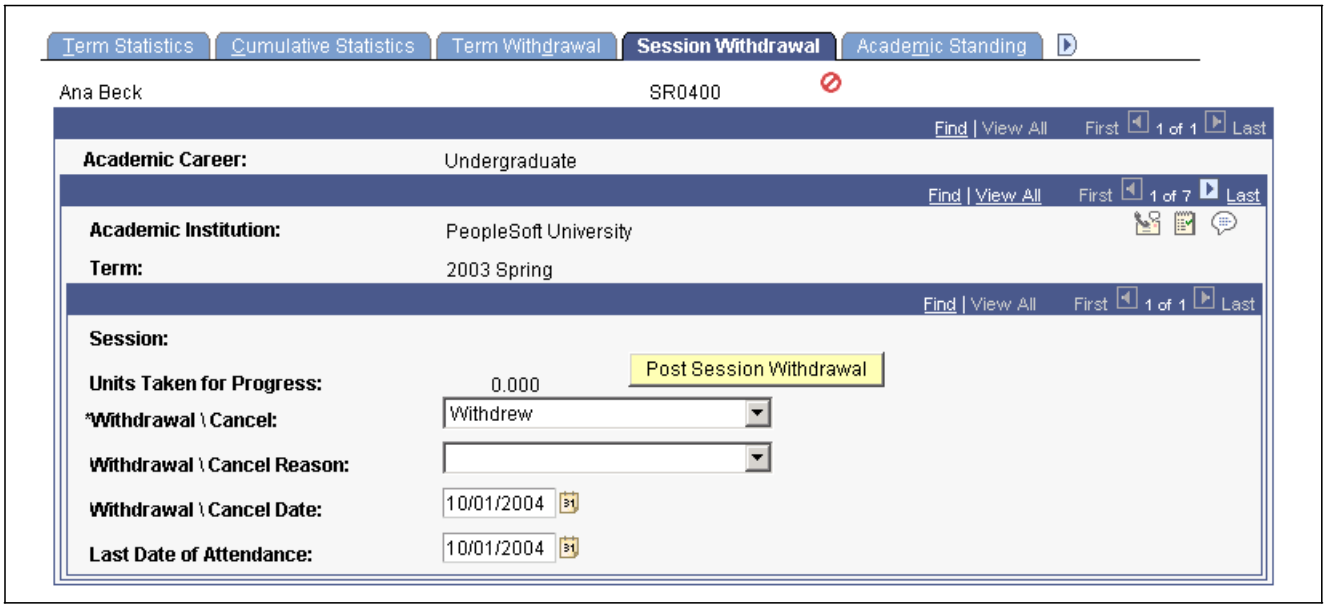
Posting Withdrawals and Cancellations for Sessions

Access the Session Withdrawal page (Records and Enrollment, Student Term Information, Term History, Session Withdrawal).



Session Withdrawal page

Session Select the session for which you want to process the student's withdrawal or cancellation request.

Units Taken for Progress The system displays the student's in-progress units for the specified session.

See Also

lssr, Using Enrollment-Related Processes, Processing Withdrawals and Cancellations, Posting Withdrawals and Cancellations for Terms

lssr, Maintaining Student Career Term Records

Resubmitting Failed Withdrawal and Cancellation Requests

Access the Term Withdrawal / Cancellation page (Records and Enrollment, Term Processing, Withdrawal and Cancellation, Term Withdrawal/Cancellation, Term Withdrawal / Cancellation).

When the Term Cancellation process is run in the Student Financials application, that process generates a cancellation request. To process the cancellation request, enter the request number on this page and run the Student Records Term Withdrawal process (SRPCWDPR).

From Term Withdrawal Request Enter the request number for the beginning of the range of failed term withdrawal and cancellation requests that you want to resubmit for processing.

To Term Withdrawal Request Enter the request number for the end of the range of failed term withdrawal and cancellation requests that you want to resubmit for processing.

Term Withdrawal Run Status Click to access the Term Withdrawal Run Status page, where you can view the message log for a specific term withdrawal or cancellation request.

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Run the Term Withdrawal COBOL/SQL process (SRPCWDPR) as needed.

Viewing Withdrawal and Cancellation Request Status

Access the Term Withdrawal Run Status page (Records and Enrollment, Term Processing, Withdrawal and Cancellation, Term Withdrawal Status, Term Withdrawal Run Status).

See Also

lssr, Working with Enrollment Request Messages

Purging Drop Enrollment Records

Class drops are kept in the student's academic record if a student drops from a course while the *drop retain record* date is defined on the academic calendar for the session in which the student was enrolled. At some point, your institution might decide to purge the system of these retained drop enrollment records. The drop purge process affords you this functionality. Run the purge process on past terms only when information about a student's drop enrollment record is no longer pertinent.

This section discusses how to delete drop enrollment records from your system.

Page Used to Delete Drop Enrollment Records

Page Name	Definition Name	Navigation	Usage
Drop Purge Process	RUNCTL_SRDROPPURGE	Records and Enrollment, Term Processing, End of Term Processing, Drop Purge, Drop Purge Process	Run the Drop Purge SQR process (SRDRPURG) to delete drop enrollment records from your system based on the parameters you specify.

Deleting Drop Enrollment Records

Access the Drop Purge Process page (Records and Enrollment, Term Processing, End of Term Processing, Drop Purge, Drop Purge Process).

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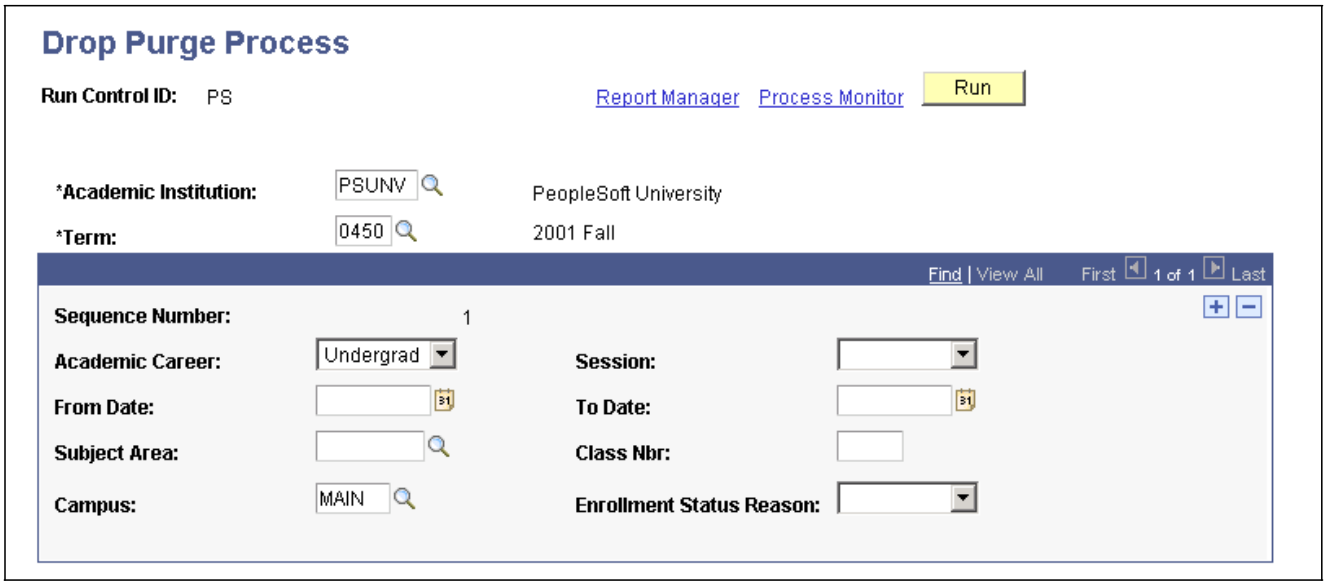

Drop Purge process page

Academic Institution Select the academic institution for which you want to purge drop enrollment records.

Term Select the term for which you want to purge drop enrollment records.

Sequence Number The system displays a default sequence number. It is for internal processing purposes only.

Note. This field and the remaining fields on this page are optional. They provide the means of purging drop enrollment records by various parameters.

Academic Career If you want to purge drop enrollment records within a specific academic career, select a value.

Session If you want to purge drop enrollment records within a specific session, select a value.

From Date If you want to purge student enrollment records with a class start date (as defined on the CLASS_TBL) greater than or equal to a specific date, enter the date.

To Date If you want to purge student enrollment records with a class start date (as defined on the CLASS_TBL) less than or equal to a specific date, enter the date.

Subject Area If you want to purge drop enrollment records for a specific class subject area, select a value.

Class Nbr (class number) If you want to purge drop enrollment records for a specific class, select a value.

Campus If you want to purge drop enrollment records at a specific campus, select a value.

Enrollment Status Reason If you want to purge only the drop enrollment records that have a specific enrollment status reason attached to them, select the enrollment status reason. For example, you can purge drops that have an enrollment status reason of

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Drop Wait and that meet your other criteria. Enrollment status reasons appear in the Status/Reason field on pages within enrollment components.

Purging Shopping Cart Records

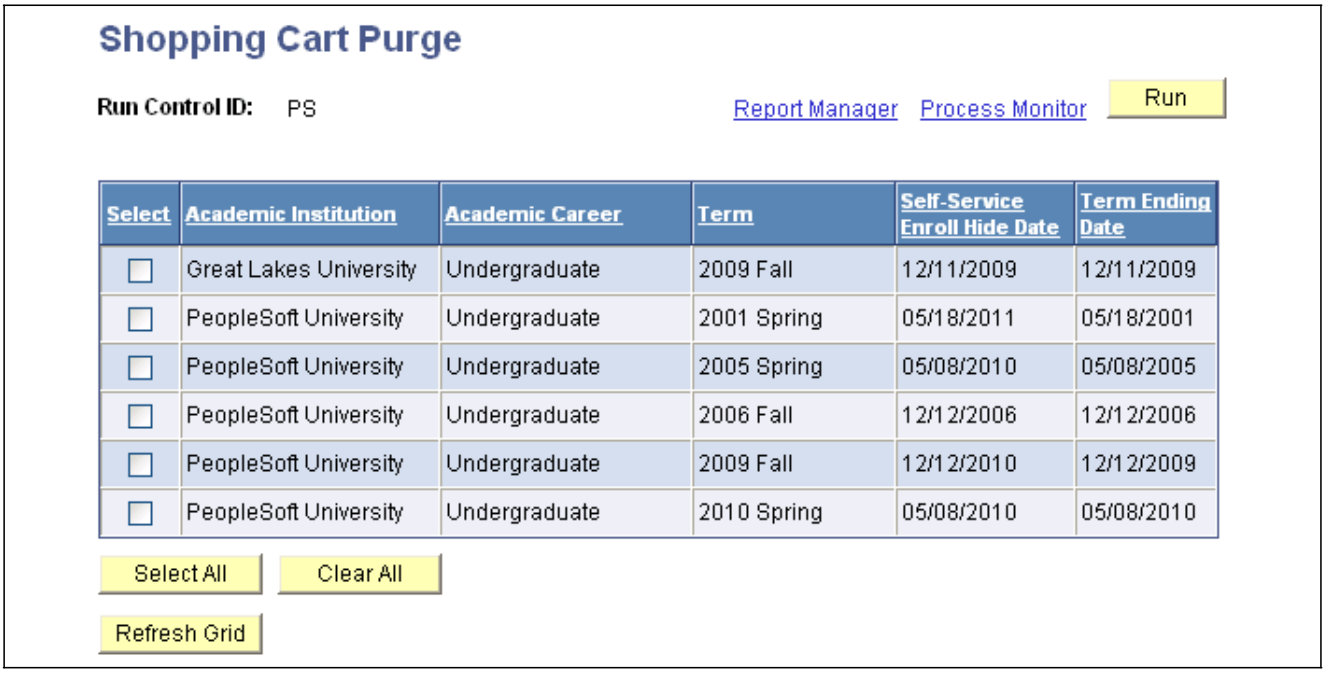
This section discusses how to purge Shopping Cart records.

Page Used to Purge Shopping Cart Records

Page Name	Definition Name	Navigation	Usage
Shopping Cart Purge	SSR_RUN_WSHLST_PRG	Records and Enrollment, Term Processing, End of Term Processing, Shopping Cart Purge	Run the Shopping Cart Purge application engine process (SSR_WISHLPRG) to purge Shopping Cart data for past terms.

Purging Shopping Cart Records

Access the Shopping Cart Purge page (Records and Enrollment, Term Processing, End of Term Processing, Shopping Cart Purge).



Shopping Cart Purge page

The Shopping Cart Purge page displays in a grid all existing rows in the Shopping Cart table (SSR_REGFORM) grouped by distinct institution, academic career and term combinations. Select the records that you want to purge and run the Shopping Cart Purge process.

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