

# RGM- Admission Help Guide

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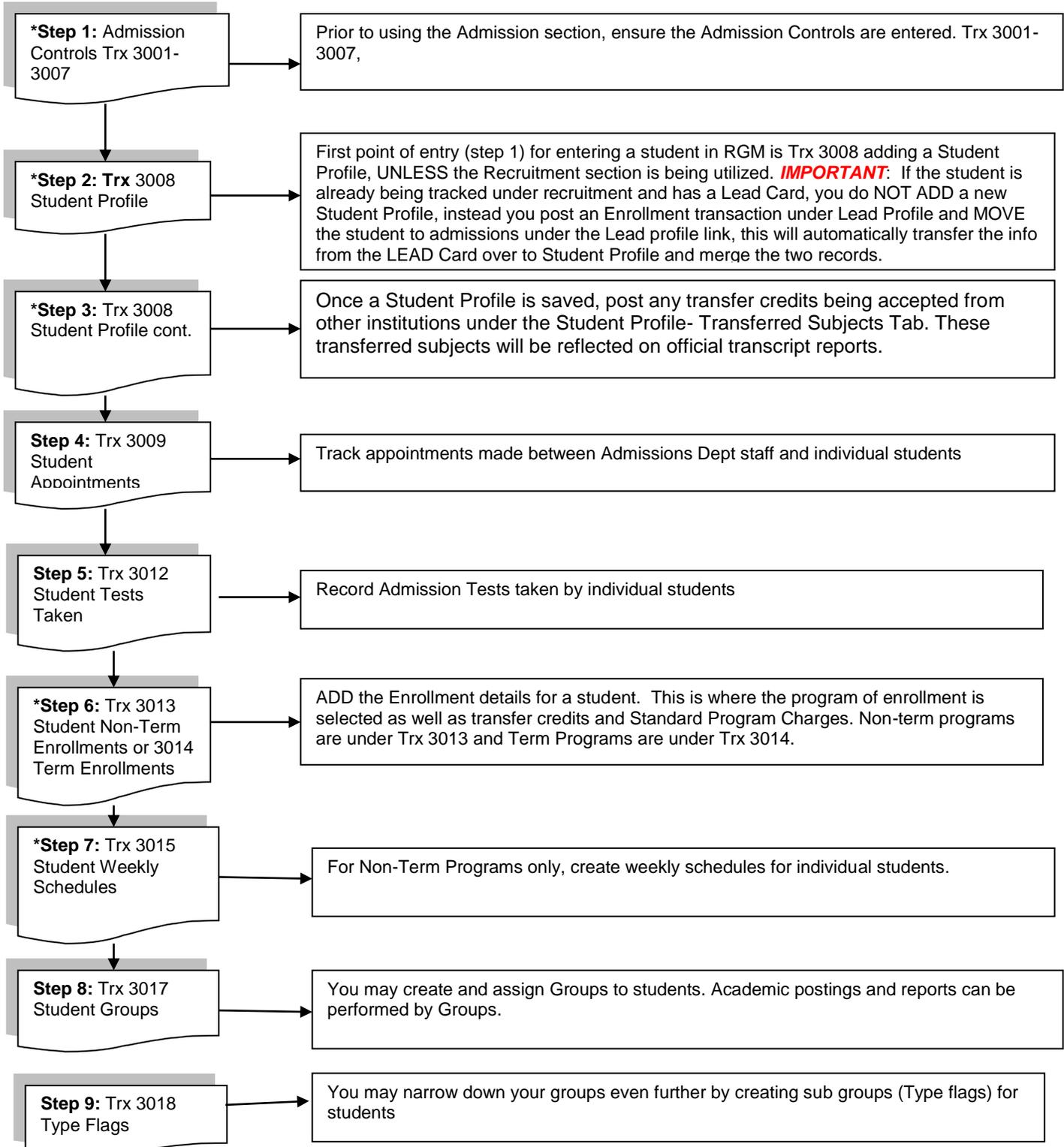
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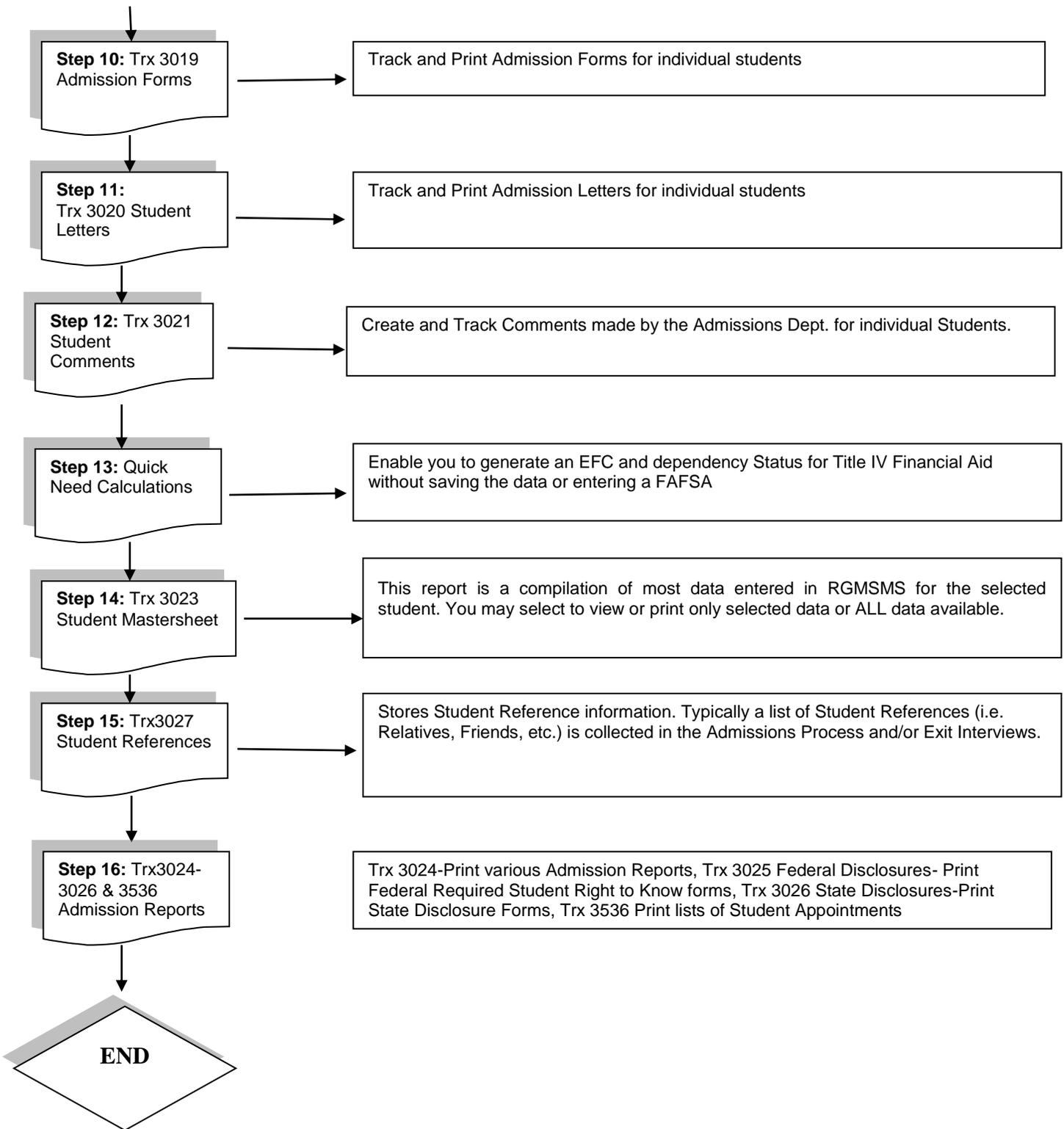
# Admission Flow Chart

## Conventions:

Asterisk (\*)

Required Step





# Contract Definition [3001]

## Module Description

Performance Contracts contain the contracts from Third Party Funding Sources that can be used to fund students.

These contracts usually require the students to be monitored for satisfactory academic progress (SAP), Program completion and job placement.

**Example Contract:** WIA

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Contract Code & Name	Code: Short name used on reports. Name: Name used to identify contract
Due (Frequency)	Dropdown to choose frequency of payments
Funding Basis	Dropdown to choose funding source
Bill When	Dropdown to choose when to bill
Title IV Financial Aid	Dropdown to choose Title IV Financial Aid type
Charge or Interest	Enter interest charge in %
Hourly Option & Rate	Dropdown to choose hourly option type and enter hourly rate
Funding Agency Name, Address, city, State and Zip Code	Name and address of Funding Agency
Attention (Who)	Enter the name of person to receive the bill

## Admission Requirements [3002]

ADMINISTRATION - ADMISSION REQUIREMENTS (3002)				
KEY	ADMISSION REQUIREMENT NAME	EFFECTIVE DATE	SCHOOL RESTRICTIONS	
<input type="checkbox"/> 000001	BACHELOR'S DEGREE	11/14/2011	00443	
<input type="checkbox"/> 000002	MASTERS DEGREE	11/14/2011	00443	
				1 to 2 of 2 RECORDS
COPY GLOBAL ADMISSION REQUIREMENTS				

### Module Description

Admission Requirements are values that users can select from in [3003] to define the school's admission criteria.

**Examples:** Admission Requirement: HS Graduate, GED Equivalency, Bachelor's Degree, or above 18 years old.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Admissions Requirement Name	Name used to identify contract
Effective Date	Enter the date to apply the Admission Requirement
School Restrictions	Refers to the RGM School number using the Requirement

# Admission Criteria [3003]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS - ADMISSION CRITERIA (3003)** VIEW **MODE**

List of Admission Criteria | **Detailed Info** | Print Preview | Admission Documents

Last Updated By: ambender0905 on 11/14/2011 08:28:08 hrs.

Key:

\*Criteria Name:

\*Requirement:

Require Admission Test?

Allow Non Regular?

Require Admission Test to Non Regular?

## Module Description

Admission Criteria are guidelines defined here to inform users on any criteria before admitting students for enrollment. AR's will use the criteria to assess if the student is eligible for that program.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Criteria Name	Name of the admissions criteria
Requirement	Dropdown: choose Admissions Requirement entered in 3002
Require Admissions Test?	Choose whether an Admissions Test is required
Allow Non-Regular Students?	Choose whether Non-Regular students are allowed to enroll
Require Admissions Test for Non-Regular Students?	Choose whether to require an Admissions Test for Non-Regular students

## Admission Criteria 3003- Admission Documents Tab

The Admission Documents Tab allows you to enter the documents collected from a student upon enrolling. The documents can be flagged as required or optional.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Document	Title of Admissions Document such as Enrollment Agreement, Proof of High School Diploma, etc.
Required	Dropdown: choose if the document will be optional or required before the student enrollment process is completed. If "Required and post in RGM" is selected then a Form of this title will be required under Admissions Forms module.

# Admission Tests [3004]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go

**ADMISSIONS - ADMISSION TESTS (3004)** VIEW MOD

List of Admission Tests | **Detailed Info** | Print Preview | Test Scores

---

CAMPUS RESTRICTION:

KEY:  ACTIVE RECORD:

\*ADMISSION TEST NAME:

FORM NUMBER:

COD ATB CODE:

ATB TEST:

ADMISSION TEST:

\*EFFECTIVE DATE:  \*END DATE:

NUMBER OF DAYS BEFORE RETEST:

## Module Description

Admission Tests used by the school to evaluate if students can be admitted to a program for enrollment can be documented by the school in this module. The Admission Tests are created here and minimum passing scores are set. Admission Tests are tracked for each student under Trx 3012.

**Examples:** Wonderlic, Career Programs Assessment (CPAT), Combined English Language Skills Assessment (CELSA), ASSET Program, COMPASS Subtests, Computerized Placement Tests (CPTs)/Accuplacer, Descriptive Tests of Language Skills (DTLS), WorkKeys Program

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Admission Test Name	Name of the Admission Test
Form Number	Form number of the Admission Test
COD ATB Code	Refers to the CODE of ATB assigned in COD
ATB Test	Dropdown: choose Yes or No if Test is ATB
Admission Test	Dropdown: choose Yes or No if Test is Admissions Test
Effective Date	Effective Date the Test was accepted or required
End Date	The last Date the Test was accepted or required
Number of days before retest	Enter number of days that must elapse before a retest is allowed

## Admission Test 3004-Test Scores Tab

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS - ADMISSION TESTS (3004)** ADD **MODE**

List of Admission Tests | Detailed Info | Print Preview | **Test Scores**

SCORING FOR: **000001-ACT ASSESSMENT**

<input type="checkbox"/>	KEY	TEST SCORE DESC	PASSING SCORE
<input checked="" type="checkbox"/>	000010	QUANTITATIVE	70 <input type="button" value="X"/>

**0 to 0 of 0 RECORDS**

Click/Hit on CANCEL or UNCHECK to cancel data entry

The Test Scores Tab allows you to set-up the minimum passing score of each Admission Test Type to be validated under Tests posted to individual students in Trx 3012.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Test Score Desc	Admission assessments have multiple parts. This separates each part and allows a minimum passing score to be assigned
Passing Score	Minimum test grade to be considered passing

# Proctors [3005]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS - PROCTORS(3005)** ADD MODE

List of Proctors | **Detailed Info** | Print Preview | Proctor Tests

---

Key:

\*Proctor Name:

\*Active Record: YES

\*Address:

\*City:   << new

State: CA  Zip Code:

\*Country: UNITED STATES OF AMERICA  Foreign Postal Code:

Contact Number:

Email Address:

## Module Description

Proctors who administer Admission Tests are entered in this module. When adding Admission Tests in TRX # 3012 the user can select the proctor who administered the test.

The Admission Test will be assigned to the Proctor in this module. First enter the Proctor Contact Info under Detailed Info Tab. Next assign the tests to each proctor under Proctor Tests Tab.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Proctor Name	Name of Test Administrator
Active Record	Choose Yes or No to make record active or inactive (will or will not show Proctor in dropdown list)
Address, City, State & Zip Code. Country	Address of Test Administrator
Contact Number	Contact Number of Test Administrator
Email Address	Email Address of Test Administrator

## Groups [3006]

ADMINISTRATION   RECRUITMENT   ADMISSION   REGISTRAR   FINANCIAL AID   FISCAL   PLACEMENT   DEFAULT PREVENTION   PERKINS BILLING TRX #: <input type="text"/> Go!						
ADMISSION - GROUPS (3006) VIEW MOD						
<input type="checkbox"/>	KEY	GROUP CODE	GROUP	TYPE		
<input type="checkbox"/>	000316	9876A LVN	9876A LVN LEVEL 1	FUTURE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000275	1012A MIBC	MIBC 12/20/2010	FUTURE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000210	WEST COAST	WEST COAST	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000362	PTA 1305	PTA 5/28/2013	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000349	PTA 1206	PTA 6/11/2012	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000310	PHIL 102	MRI 112	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000369	MRI 1308	MRI 1308A	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000355	MRI 1212A	MRI 1212A	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000311	MRI 121	MRI GROUP 113	ACTIVE	STUDENTS IN GROUP	SUBJECTS
<input type="checkbox"/>	000296	MRI 114	MRI GROUP 114	ACTIVE	STUDENTS IN GROUP	SUBJECTS
1 to 10 of 386 RECORDS						
<input type="button" value="Exit"/> <input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>						

### Module Description

Groups allow schools to categorize students internally based on its own coding procedures. Grouping students saves time by providing a way for postings to be made on a group of students instead of individually, e.g., posting attendance/grades.

**Example:** NY0405DMT (campus location (New York), start date (2004, May), schedule (Day), and program of study (Massage Therapy))

- **Useful Reports run by GROUP:**

The Term List Report (TLR) provides the details of 3017 and other important postings. Print this report and use it to verify the postings made by the Admissions and Registrar staff:

Admissions: This report should be analyzed before posting attendance or subject completions on new groups of students to verify the accuracy of the postings made by the Admissions Representatives (entries in 3014, 3017 & 3018).

The Attendance Sign-In-Sheet and/or Instructor Grade Sheet can also be used to verify that the right students have been grouped and should be reviewed prior to being used.

**NOTE:** Groups will need to be made maintained as needed for the Group Dropdown list throughout the system. Student Groups that are no longer in school will need to be made Inactive. Also, typically the school will only want to show future groups as far in advance as they typically enroll students. If the school enrolls students up to six months in advance then they will want their groups to be set up and made active 6 months in advance. **Note:** A student must be grouped in order for the student to show on the Attendance Sign-In-Sheet, Instructor Grade Sheet and in 4038 where postings for attendance and grades are made by group.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Group Code	Enter code and name for report. The code is a shorter name used in reports. <b>Code:</b> <b>Example:</b> NY0405DMT (campus location (New York), start date (2004, May), schedule (Day), and program of study (Massage Therapy))
Group	Enter a more descriptive name of the Group
Type	(Defaults to Active Group) change if appropriate. Groups can be categorized as Active Group, External Group, Future Group and Inactive Group. Group Types: Active-Group will show in Group drop down list throughout the system. Future- Group will NOT show in Group drop down list until made Active. Inactive- Group will NOT show in Group drop down list throughout the system.
Students in Groups	Click the link to assign multiple students to this group
Subjects	Click the link to assign students taking a particular subject to a group

## Type Flag Definitions [3007]

ADMINISTRATION   RECRUITMENT   <b>ADMISSION</b>   REGISTRAR   FINANCIAL AID   FISCAL   PLACEMENT   DEFAULT PREVENTION   PERKINS BILLING   TRX #: <input type="text"/>   <input type="button" value="Go!"/>						
ADMISSIONS - TYPE FLAG DEFINITIONS(3007) <span style="float: right;">VIEW MOD</span>						
<input type="checkbox"/>	KEY	TYPE FLAG	CODE	# OF TERMS	ACTIVE RECORD	
<input type="checkbox"/>	000009	21-25	9		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000008	18-20	8		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000007	WHITE (NON-HISPANIC)	7		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000006	HISPANIC	6		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000005	ASIAN/PACIFIC ISLANDER	5		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000004	AMERICAN INDIAN/ALASKAN NATIVE	4		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000032	VN 0902 PT LEVEL 3	3		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000003	BLACK	3		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000028	PASSED NCLEX	28		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000025	IN DEFAULT	25		NO	SET STUDENT'S TYPE FLAG
<input type="checkbox"/>	000024	CURRENT STUDENT	24		NO	SET STUDENT'S TYPE FLAG
						<b>1 to 11 of 159 RECORDS</b>

### Module Description

Type Flags allow institutions to further segregate students within a group i.e., a school might want to track all students by age groups such as 18-34, 35-54, and 55 and older. A flag would be created for each age group and the student flagged accordingly. This type of information could be useful when making advertisement and other administrative decisions and would be available in reports.

- The most common use for flags is to note what session type the student is attending such as Day, Evening, Weekends, etc.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Type Flag	Enter a name for the flag
Code	Enter a code for the flag. A code is a shorter name to be used in reports
# of Terms	Term Schools only: enter number of terms for this flag type
Active Record	Yes- Type Flag will appear in the drop down fields throughout the system. No- Type Flag will NOT appear in the drop down fields throughout the system.
Set Students Type Flag	Click the Link to assign multiple students to this Type Flag

# Student Profiles [3008]

ADMINISTRATION	RECRUITMENT	ADMISSION	REGISTRAR	FINANCIAL AID	FISCAL	PLACEMENT	DEFAULT PREVENTION	PERKINS BILLING	TRX #:	Go
<b>ADMISSIONS - STUDENT PROFILES (3008)</b>										VIEW MOD
List of Students		<b>Detailed Info</b>		Print Preview		High School Transcript		Transferred Subjects		
To get the Student's record from the Leads or ISIR List: <input type="button" value="Get From Leads"/> <input type="button" value="Get From ISIR"/>										
Key:	<input type="text" value="8916"/>	Active Rec?	<input type="checkbox"/> YES	Reg Stud?	<input type="checkbox"/> YES					
Reference Lead Key:	<input type="text" value="0"/>	Ref RGM32 Key:	<input type="text"/>							
Transferee?	<input type="text"/>									
*Student Name(LN, FN, MI):	<input type="text" value="ABARCA"/>		<input type="text" value="BRENDA"/>							
*Citizenship	<input type="text" value="1 - US CITIZEN"/>									
Alien Reg No:	<input type="text"/>	Type:	<input type="text"/>							
*Social Security No:	<input type="text"/>		<input type="button" value="Check ISIR"/>							
Student Card No:	<input type="text"/>									
Student ID:	<input type="text"/>									
*Address:	<input type="text" value="77 AMBOY AVENUE"/>									
(address line 2)	<input type="text"/>									
State:	<input type="text" value="CA"/>									
*City:	<input type="text" value="SAN FERNANDO"/>									
*Country:	<input type="text" value="UNITED STATES OF AMERICA"/>									
Residence Of State:	<input type="text" value="YES"/>									
Permanent Phone Number:	<input type="text"/>									
Work Phone Number:	<input type="text"/>									
*Gender:	<input type="text" value="Female"/>									
Email Address:	<input type="text"/>									
Driver's License:	<input type="text"/>									
*Is Student Hispanic/Latino?	<input type="text" value="YES"/>									
Is student from one or more of the following races?										
Am. Indian or Alaskan Native:	<input type="text" value="NO"/>		Asian:	<input type="text" value="NO"/>		Has Electronic PIN:	<input type="text"/>		<input type="text"/>	
Black or African American:	<input type="text" value="NO"/>		Hawaiian or Pacific Islander:	<input type="text" value="NO"/>		Want Financial Aid:	<input type="text" value="YES"/>			
White:	<input type="text" value="NO"/>				Bad Address:	<input type="text" value="NO"/>				
Last School Year Completed:	<input type="text" value="12TH GRADE (HIGH SCHOOL) (US Equivalent)"/>				Month/Yr Achieved:	<input type="text" value="6"/>	<input type="text" value="2001"/>			
Highest Degree Achieved:	<input type="text" value="High School Diploma"/>									
Is Student ATB?	<input type="text" value="NO"/>									
ATB Date:	<input type="text"/>									
*Intended Program Of Study:	<input type="text" value="000001 - VOCATIONAL NURSE (1531 Hours - 54.00 Weeks 30 Hours/Wk)"/>									
*Intended Start Date:	<input type="text" value="01/11/2010"/>				Intended Session:	<input type="text"/>				
Emergency Contact Person:	<input type="text"/>				Emergency Contact #:	<input type="text"/>				
Impairment:	<input type="text"/>									
Referred By:	<input type="text" value="NONE"/>									
N/A:	<input type="text"/>									
Company:	<input type="text" value="0"/>									
Insurance:	<input type="text"/>									
Adjuster:	<input type="text"/>									
Letter Of Authorization:	<input type="text"/>				Mode Of Payment:	<input type="text"/>				
Date of Letter:	<input type="text" value="?"/>				Date of Injury:	<input type="text" value="?"/>				
Student's Employer:	<input type="text"/>									
Last Updated By: <input type="text" value="PackCalcRGM"/>										Last Updated On: <input type="text" value="05/05/2015 - 21:14:07"/>

## Module Description

The Student Profile is the First Point of entry for a student (**unless a Lead Card/Profile is already entered under Recruitment**). A Lead Card is created when a student initially contacts the school. Once saved the lead card becomes a Lead Profile. After moving the student to admissions the Lead Profile becomes inactive and an active Student Profile is created. At this time the student will typically be enrolled, student schedules will be established and student letters and forms created. Complete as much detail on the Students Profile as you can at this time then follow your School's internal operating procedures.

If your institution is not utilizing the Recruitment section, then Trx 3008 will be the first point of entry for entering the student into the RGM system, simply Go to Trx 3008 and click ADD to begin.

**NOTE: If a Lead Card and/or Lead Profile is already created, do NOT create a new Student Profile, rather you open the LEAD Profile and post an "ENROLLMENT" transaction under "Transactions Tab". Once saved, a link "MOVE TO ADMISSIONS" will appear at the bottom and the record will transfer over to a STUDENT Profile!!!**

### **Tips:**

- Shortcuts/hyperlinks have been placed at the bottom of the screens and if followed will result in a typical transaction flow. (Example: High school Transcripts)
- The accuracy of the data entered on the student profile is critical as it affects FA and is used for IPEDS reports in addition to other school reports.
- To view existing record(s) entered and maintained in the system click the List of Students tab. The fields are sortable by clicking on the column heading. Fifty records are displayed per page. To view the next page click NEXT, or LAST to jump to the last page. You may also click SEARCH and complete one or more fields, then click FIND to search the database for Student Profile records. To exit search mode click the radio button SHOW ALL and then FIND.

Field	Description
To Get the Student's Record from the Lead or ISIR List	"Get From Leads" button will open the Lead Profile and allow you to properly move the student from Lead to Student. "Get From ISIR" will transfer the personal info from an ISIR to Student Profile.
Key	Refers to the number sequentially assigned for each entry. The student can be SEARCHED for throughout the system by this Student Key #.
Active	Yes-Student will appear under areas of the system when enrollment dates match reports or other search criteria. No- Student can no longer be searched for throughout the system.
Reg Student?	Yes- if the student is enrolling as a matriculating student to meet the graduation requirements of the program and earn a credential. No- if the student is a non-matriculating student who is not enrolling to meet the program requirements and will not obtain the diploma/award. If YES, student will appear on Annual Reports. If NO- student will not appear on Annual Reports.
Ref Lead Key	Refers to the LEAD KEY number sequentially assigned for each entry under the Lead Card/Lead Profile. The student can be SEARCHED for under the Recruitment sections by this Lead Key #.
Ref RGM32 key	Refers to the Student Key # sequentially assigned by the now inactive RGM32 system. This is only applicable to students transferred from RGM32 to RGMSMS.
Transferee	Yes-if student is transferring to your school from another institution. No- if student is not transferring from another school.
Name (LN, FN, MI)	Name of the Student (Last Name, First Name, Middle Initial)
Citizenship	Citizenship of the Student
Alien Reg.#, TYPE	If student is not a US resident, enter Alien Registration # and Type of registration.
Social Security Number	The Student's Social Security Number
Check ISIR	Click to cross check the Student's Social Security number against their ISIR. If the SS# is different between the Student Profile and the ISIR, the ISIR will not be linked to the student in RGM.

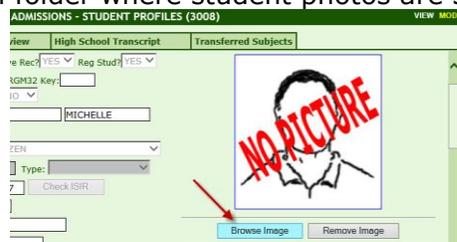
Student Card #:	Pertains to a number assigned to the student by the school if different than RGM Student Key#. This is an integer value
Student ID#	Pertains to a number assigned to the student by the school if different than RGM Student Key#. This is a character value
Address, City, State, Zip code, Country	The Student's Address, City, State, Zip code, Country
Foreign Postal Code	Postal Code of Country if other than U.S.
Residence of State	Yes- student is a legal resident of the State listed in the address
As Of	Date the student became a resident of the state in address
Permanent Number, Cell Phone Number, Work Number, Fax Number	The Student's phone number, mobile number, work phone, fax number
Gender	The Student's sex type (female or male)
Birth Date	Student's Date of Birth
Email Address	Student's email address
Marital Status	Marital Status of the student
Driver's License	Student's driver's license number
License State	State issued Student's driver's license
Is Student Hispanic/Latino?	Yes- student is full or part Hispanic/Latino.
Is student from one or any of the following races?	If student has no Hispanic/Latino ethnicity then select the appropriate race(s)
Language (courses)	Refers to the Language used to present the program of study
Course of Study	The course of study the student is interested in taking when they initially call the school
Has electronic pin?	Refers to using a time clock at school
Want FA?	Yes if student is interested in Title IV funds. No if student is not interested in Title IV funds.
Bad Address	Yes- if address in student profile is no longer a valid address for the student
Last Year Completed	Refers to last year of school completed by the student before enrolling into your school
Highest Degree Achieved	Refers to highest degree achieved by the student prior to enrolling in your school
Month/Year achieved	Date student achieved their highest prior degree
Is Student ATB?	Yes if student is enrolling under Ability to Benefit Status
ATB Date	Date student became eligible for ATB
Intended Program	Program of Study student is enrolling in
Intended Start Date	The start date the student is interested in starting their training for the course of study chosen
Intended Session	This is the session type the student wishes to attend (defined in the TRX #3007 Type Flag Definitions)
Emergency Contact Person, #	Name and phone number of person to contact during an emergency

Impairment	List of reasons for special needs/accommodations
Referred By	Name of Agency referring student. Agencies defined under Trx 3001
Company/Insurance	Name of Insurance Company sponsoring student after an accident
Adjuster	Adjuster name, if student was referred by an agency under Trx 3001
Letter of Authorization	Type of authorization if student was referred by an agency under Trx 3001
Mode of Payment	How payment will be submitted if student was referred by an agency under Trx 3001
Date of Letter	Date of approval letter if student was referred by an agency under Trx 3001
Date of Injury	Date student injury occurred if student was referred by an agency under Trx 3001
Student Employer	Name of company that employs the student
Last Updated By	RGM generated field used to note the last staff member who updated the student profile
Last Updated On	RGM generated field used to note the last date the student profile was updated

**TIP: How to upload a student photo in RGM School Management System**

You can UPLOAD a Student Photo to the Student Profile. All it takes is a digital camera.

- 1.) Student photos should be saved in JPEG format (maximum file size 2 MB. If additional help is needed to resize a photo, ask RGM staff for instruction).
- 2.) Go to Admission> Student Admission Transactions>[3008] Student Profiles
- 3.) Under 3008, a blank or "NO PICTURE" sign on the photo box indicates that no photo has been uploaded yet for the particular student.
- 4.) To begin uploading a photo, you will need a student record, if one is not selected yet. You may use the "Search" button, to search and select your student, either by using the combination of LASTNAME and FIRSTNAME or just by its student key.
- 5.) Once you have the desired student record, click on "Browse Image" button to navigate to your local folder where student photos are saved.



- 6.) Select the student photo
- 7.) Then click "Upload" button



- 8.) The student photo will appear in the photo box as soon as upload is complete.

## Student Profile 3008- High School Transcript Tab

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS - STUDENT PROFILES (3008)** ADD **MODE**

List of Students | Detailed Info | Print Preview | **High School Transcript** | Transferred Subjects

NAME: 008916 - ABARCA, BRENDA  
 HIGHEST DEGREE ACHIEVED: High School Diploma - 06 / 2001

<input type="checkbox"/>	KEY	HIGH SCHOOL NAME	MONTH/YEAR	GPA	SAT MATH	SAT VERBAL
<input checked="" type="checkbox"/>		Theodore High School	06 1999	3.8	800	455

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

The High School Transcript Tab allows you to record the Name and date of Student's High School Graduation, as well as HS Grade Point Average and SAT test scores.

## Student Profile 3008-Transferred Subjects Tab

List of Students | Detailed Info | Print Preview | High School Transcript | **Transferred Subjects**

NAME: 007591 ██████████, JOSEPH C.  
 HIGHEST DEGREE ACHIEVED: High School Diploma - 06 / 2004

<input type="checkbox"/>	KEY	SCHOOL NAME	START/ END YEAR	TRANSCRIPT	REQUESTED	RECEIVED	TRANSFERRED UNITS	
<input type="checkbox"/>	000001	DEMO	1990 1995	Received Ok			0.00	SUBJECTS

1 to 1 of 1 RECORDS

ENROLLMENT: BEFORE ANY ENROLLMENT

<input type="checkbox"/>	KEY	SUBJECT	UNITS/HOURS
<input checked="" type="checkbox"/>		[0502] (502) PHARMACOLOGY THEORY	54

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

**ADD MULTIPLE SUBJECTS**

If your institution is accepting Transfer units/hours and you wish for those Subjects to be itemized by Subject Name on the Student Transcript (rather than showing a total number of transferred hours/units without the subject names): Click **Transferred Subject Tab**, Enter the information prompted on the screen and click **SAVE**. Upon saving, a link will appear to the Right "**Subjects**". Click the link to select the Subjects being accepted for transfer credit and the number of units/hours.

**Note: ensure the number of transferred units/hours is ALSO entered under Student Enrollment screens.**

To ADD Multiple Subjects at once, click the ADD MULTIPLE SUBJECTS link at the bottom

# Student Appointments [3009]

## Module Description

Create Student Appointments. This module tracks the date, time, duration, employee and status of appointments between the employee and the student.

**Note:** Once an appointment STATUS has been selected from the STATUS dropdown field, POST APPOINTMENT REMARKS is the only field that can be modified.

**TIP:** Appointments entered here can be tracked and printed from Student Appointments Report Trx 3536.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Department	Select Admission since a student appointment is being scheduled with the Admission Department
Date	Refers to the date of the student Admission Appointment
Employee	Refers to the Employee who will meet with the student during this appointment. Active Staff members who have been assigned to the Admission modules in their employee profiles will appear as options on the Employee dropdown
Time	Refers to the start time of the appointment
Duration	Refers to the estimated length of the appointment (Example 30 minutes.)
Comment	Enter any comments related to the scheduled appointment such as the purpose, or items to follow up on
Status	Refers to the result of the appointments. If the student showed for the appointment, select DONE, if the appointment was cancelled and not rescheduled select -CANCEL, if the student didn't show for the appointment but rescheduled select- RESCHEDULE. Once a status has been selected, Post Apt. remarks is the only field that can be modified
Post Appointment Remarks	Enter any comments related to the results of the appointment such as items resolved, determined, etc.

# Student Tests Taken [3012]

## Module Description

Admission Tests used by the school to evaluate if students can be admitted to a program for enrollment can be documented by the school in this module.

Field	Description
Key	Refers to the number sequentially assigned for each entry
Campus	Refers to the campus where student is enrolled
Admissions Test	Dropdown: Entry choices come from TRX 3004 and refer to the Test Name
ATB administrated by	Define if student took the test at the school location with a Test Administrator or in a separate Testing Center.
Proctor	Dropdown: Entry choices come from TRX 3005 and refers to the name of Test Proctor administering the test
Test Date	Enter date test was taken
Scores: Read, Write, Verbal, Math & Dexterity, Computation, Applied, Language	Enter scores earned for each section of the Test
Passed?	Check the box if the student passed the test by meeting the minimum allowed score
For Admission? For ATB?	Check the box if the test if for either ATB or admission
Overall/Total/Composite Score	Overall earned score on the test

# Student Non-Term Enrollments [3013]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  **Go!**

**ADMISSIONS - STUDENT NON-TERM ENROLLMENTS (3013)** VIEW **MODE**

Student: Key: 8916 SS Number:  Last Name: **ABARCA** First Name: **BRENDA** M.I.:  Card No.: **0** SEARCH CLEAR

**List of Enrollments** **Detailed Info** **Print Preview**

Key:  Active Record?: YES

\*Enrollment Date:  \*Get charges based on:

\*Start Date:

Manual Expected End Date:  School Tour Date:  Distant Educ: NOT DISTANT

\*Course Of Study: 000001 - VOCATIONAL NURSE( 1531 Hours - 54.00 Weeks 30 Hours/Week)

Admission Criteria: 000001 - LVN, MRI, DMS, TEM

Is Student ATB?

ATB Date:

Contract:

\*Kind Of Enrollment: 000001-NEW

Admission Staff:

Intended Session:

\*Status: 000002-FULL TIME  Transfer Hours:  Prev Hours:

\*Regular Flag: For certificate/diploma/degree  Expected HS Grad Date:

Aid Hold Flag: NONE  SAT Prog Flag: OK  Enrollment subject to STRF?: NO

TUITION:  REGISTRATION FEES:  SUPPLIES:  SUPPLIES RECEIVABLE: YES

**OTHER CHARGES**

<< STUDENT PROFILE << TESTS TAKEN WEEKLY SCHEDULE >> GROUPS >> FAFSA 2015-2016 >> FAFSA 2016-2017 >> CHARGES >>

Exit Search Save Cancel **Add** Modify Delete Print First Prev Next Last

## Module Description

This module enables you to create, modify, delete, and browse through Student Non-Term Enrollment records. Use this module to enroll students in Non-Term Programs.

Tips:

- The postings made in 3013 should reflect the enrollment agreement and paperwork at your school.
- Students can have more than one enrollment record.
- If you are enrolling a student that is transferring units from another school you should first add the units in 3008 before enrolling the student.

Field	Description
Key	Automatic; refers to the number sequentially assigned for non-term enrollments posted for this student.
Active Record?	Automatic; refers to the students status and defaults to YES, change to NO if the student is an inactive student. When posting past data this might possibly need to be changed to No.
Enrollment date	Required; defaults to today's date. Change to the date that you enrolled the student (the date the student signed an enrollment agreement).

Get charges based on:	Automatic; defaults to the Start Date or Enrollment Date (defined in the controls in 1015), change when appropriate.
Start Date:	Required; defaults to the selection made in the Student Profile, change when appropriate.
Manual Expected End Date	Optional; overrides the original expected end date used in other modules. Typically this date is only used when a school cannot provide an accurate schedule for the student. This date will need to be updated manually by the school if student's projected end dates changes, ex. due to LOA.
School Tour Date	Optional; used to note the day the student took a school tour.
Distant Educ:	Refers to if Program of Study will be taught on campus or as distant education
Course of Study	Required; defaults to the selection made in the Student Profile, change when appropriate.
Admissions Criteria	Automatic; based on controls defined in either TRX1013, 1014, 1015 or 1016.
Is Student ATB?	Optional; defaults to NO, change to YES when the student is an ATB student. Schools who do not accept ATB students will not see this option as defined in the control TRX.
ATB Date	Date of ATB test or other proof of ATB
Contract	Optional; choose if students tuition is being paid by a contract; choices are defined in the control TRX 3001 Contract Definitions.
Kind of Enrollment	Required; choose from one of the following options:  New: automatic if it is the first enrollment; use for first time enrollments unless previous enrollments were a non-start, cancellation or no show. Re-Enroll: automatic if it is not the first enrollment; use if this enrollment is a previous Graduate or Withdrawal with no applied transfer credits. Transfer Within Institution: Override; use when the student is transferring within an institution and/or transfers from one program to another and doesn't required a re-enrollment Attended Other Postsecondary: Override; use this option when the student has previously attended other colleges. Re-Enroll with posted previous hours overriding system: Override: use when a student withdrew and is returning with applied transfer credits, or if the student has completed one program and is attending another program that requires re-enrollment and transfer credits are being applied.
Admissions Staff	Staff enrolling the student
Intended Session	Refers to options created under Trx 3007
Status	Required; defaults to Full Time, change to the correct enrollment attendance status if appropriate (No Info, Full Time, Three Quarter Time, Half Time, Less than Half Time, Part Time).
Transfer Hours	Conditional; This is important as it affects the student's tuition and FA; if the student is transferring from another institution then enter the hours being accepted for transfer if applicable. If the student is returning to school after 180 days from a previous enrollment then enter the hours being accepted for transfer if applicable. If the student is returning to school within 180 days the system will automatically show the hours being transferred from the previous enrollment.
Prev Hours	If student is not receiving Academic Credit for all hours/credits taken previously, enter the difference as a negative number to offset the enrolled credits.

Regular Flag:	Conditional; if the option Regular Student in the student profile is set to NO then you will choose the appropriate choice (While Attending High school or Just Taking Classes).
Expected HS Grad Date	Conditional; if you have chosen the Kind of Non-Regular Student option While Attending High School you will also need to enter the expected High School graduation date.
Aid Hold Flag	Yes- student Title IV will not appear under Payable Checks
SAT Prog Flag	Yes- student Title IV will not appear under Payable Checks due to Satisfactory Progress
Enrollment subject to STRF?	Yes if student is a resident in CA and entire tuition isn't being paid in full by third party.
Tuition	Automatic; defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Fees	Automatic; defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Supplies	Automatic; defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Supplies Receivables	Automatic; Refers to if the Supplies are a receivable and should be calculated during the refund calculation. Defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Other Charges	Automatic; defaults to the value defined in the controls in TRX 1016-1018. Some schools may not have other charges.

## FREQUENTLY ASKED QUESTIONS

*All of the following answers assume the user has already entered the student as a lead and has moved the student to Admissions successfully and the student has a Student Profile.*

### **How do I enroll a student who has transferred in from another institution?**

If your school posts SUBJECT COMPLETIONS in RGM, proceed below. If your school does NOT post subject completions, skip the following step pertaining to Trx 3008 and proceed to steps for Trx 3013.

Go to **3008> Student Profiles>Transferred Subjects Tab**: Answer the following questions about the student from the school they are transferring from.

- a. Click **ADD**,
- b. Fill in:
  - I. **School Name** (institution the student transferred from)
  - II. **Year (Start-End)**, (this is the years the student attended the school. Example: 06-07)
  - III. **Transcript**, (status of Transcript request)
  - IV. **Requested Date (Requested-Received)**, (dates the transcript was requested and/or received)
  - V. **Click SAVE**
  - VI. **Transferred Units/Hours** (this total will be automatically calculated once you click the SUBJECTS link and select subjects for transfer)

Click the **Subjects** link (appears after saving the School info) to select what subjects are being transferred in.

- c. Select the Enrollment that subjects are being transferred to
- d. Click **ADD**,
- e. Choose the subject accepted for transfer from the dropdown list,
- f. The total units/hours being given credit for the transferred subject will default
- g. Click **SAVE**,
- h. Repeat steps above as necessary.

**NOTE:** *Special attention to accuracy should be given when picking subject names and total credits/hours of each. Transcripts will show the subjects transferred here in 3008.*

Go to **3013> Student Non-Term Enrollments** (for Term Programs go to **3014> Term Enrollments**)

- i. Enroll the student as outlined in Creating a Student Enrollment Record.
- j. Enter the total transferred units/hours under the "Transfer Units/hours" field.

**NOTE:** *Remember when creating the enrollment record in Trx 3013 or 3014 to enter the units being transferred in the Transfer Units field. Transcripts will automatically show the subject completions posted in 3008 and 4035-4039.*

### **I have a student who just wants to take some classes but will not be attending the entire program, and will not graduate from our institution, what should I do?**

*This question is really for the Admissions Reps but most of the time the school staff will go to the Registrar to see how to handle this. Whether you are the Admissions Rep or the Registrar follow the instructions below to enroll a non-regular student, but first you need to understand the difference between a Regular student and a Non-Regular student.*

**Regular Student:** *student who has an enrollment agreement with your school AND will meet the full graduation requirements AND will earn a diploma/degree from your school.*

**Non-Regular Student:** *only takes some classes and not the entire program. They are not meeting ALL graduation requirements of the program. This student may complete the scheduled classes, but will not be considered a graduate and/or receive a diploma.*

Go to **3008> Student Profile**

- Select the student,
- Click **MODIFY**,
- Regular Student, choose **NO**
- Click **SAVE**.

Go to **3013> Non-Term Enrollment** or **3014> Student Term Enrollment**

- Select the student,
- Select the Enrollment you need to modify (radio button)
- Click **MODIFY**
- Choose "Regular Flag" field: Select **While Attending High school** or **Just Taking Classes**

- i. Expected High School Graduate Date: if you have chosen While Attending High School you will also need to enter the expected High School graduation date. This is typically ATB students.

Click **SAVE**.

Now “Graduated” will not be an option under Trx 4043>Student Ends, it is replaced with “Completed”. The Non-regular student will not be included in cohorts for Annual Reports.

**NOTE:** *This question was answered as if you were going back to correct the way the student was enrolled. However, the correct way to do this is that the Admissions Rep would make these choices when enrolling the student.*

# Student Term Enrollments [3014]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSION - STUDENT TERM ENROLLMENTS (3014)** ADD MODE

Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Student: 4339  AARON  MICHELLE  0

**List of Enrollments** | **Detailed Info** | **Print Preview**

Key:

\*Enrollment Date: 06/26/2001 School Tour Date:  Active Record?: YES

\*Term Program: 000044-DIAGNOSTIC MEDICAL SONOGRAPHY

\*Start Date: Course:000044-09/28/2015-TERM 7-12/06/2015  \*Expected End Date: 12/06/2015

Intended Session: 000001-DMS MODULE 201  Contract:

Admission Staff: AYALA, IMELDA

Transfer Units: 0.00  Total Terms: 7  Distant Educ: BOTH

Is Student ATB?

ATB Date:

Terms In Academic Year: 2  Total Units: 104.5

Attendance Category: SEMESTER WITH CREDIT HOURS  Sliding AY: FIXED

Aid Hold Flag: NONE

Regular Flag: For certificate/diploma/degree  Expected HS Grad Date:

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSION - STUDENT TERM ENROLLMENTS (3014)** VIEW MODE

Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Student: 11652  ABING  CHRISTINE  0

**List of Enrollments** | **Detailed Info** | **Print Preview**

KEY	TERM PROGRAM	ENROLLMENT DATE	START DATE	END DATE	ATTENDANCE
<input checked="" type="radio"/> 1	MAGNETIC RESONANCE IMAGING	02/23/2015	02/23/2015	02/26/2017	SEMESTER WITH CREDIT HOURS <a href="#">TERMS</a>

<< STUDENT PROFILE      << STUDENT TESTS TAKEN      STUDENT GROUPS >>

## Module Description

This module enables you to create, modify, delete, and browse through Students Term Enrollment

records and Students Terms. Use this module to enroll students in Term Programs and provide the terms of the student's enrollment in Student Terms.

**Things to Remember**

- The postings made in 3014 should reflect the enrollment agreement and paperwork at your school.
- Upon enrollment, create ALL terms for the entire program. This is needed to project the student's scheduled END dates.
- If a student fails a subject you will need to modify enrolled credits for future terms to account for a retake. Sometimes you will also need to add a term or several terms because a student will not complete their training in the normal length of time. (standard enrollment)
- If you are enrolling students that have transferred units from another school you should first add the units in 3008 before enrolling the student. Ensure the transferred units are also reflected in 3014.
- The correct numbers of Terms will automatically load for you upon enrollment in 3014. For RGM to load the correct number of Term and dates of each term, it is imperative that RGM have ALL future Term start and end dates as well as the correct number of Academic Terms for each program.
- If subject completions are being posted, earned/failed credits will be reflected in 3014 automatically. If Subject completions are NOT being entered, manually enter Earned/failed Units in 3014>Terms at the end of each term.

**TIP:** Remember to post transferred units in 3008>Transferred Subjects Tab first. Units posted in 3008 do not automatically transfer to 3014. Transferred units must be entered in both 3008 and 3014; Transcripts will automatically show multiple enrollments including Subject Completions and Attendance.

Once saved a blue hyperlink displays. Click the hyperlink [TERMS](#) to go to **3014> Student Terms screen.**

**Note:** The total units scheduled should equal the required units unless the student has failed subjects. If a student has failed subjects then you will need to reschedule (add units) for the re-take when appropriate. When necessary add a term by going back to the **LIST OF TERMS** tab and clicking **ADD**. You can only add one term at a time.

- **Useful Reports:** The Term List Report (TLR) provides the details of 3014 and other important postings. Print this report and use it to verify the postings made by the Admissions and Registrar staff:  
 Admissions: This report should be analyzed before posting attendance or subject completions on new groups of students to verify the accuracy of the postings made by the Admissions Representatives (entries in 3014, 3017 & 3018).  
 Registrar: You can also run this report to verify the postings of Student Ends: (Term Completions, Non-Starts, Graduations and Withdrawals) are accurate in 3014.

Field	Description
Key	Automatic; refers to the number sequentially assigned for enrollments posted for this student.
*Enrollment date	Required; defaults to today's date. Change to the date that you enrolled the student (the date the student signed an enrollment agreement).
School Tour Date	Optional; used to note the day the student took a school tour.
Active Record?	Automatic; refers to the status of the term enrollment record. When additional term enrollments are ADDED the status of prior enrollment is ACTIVE-NO.

*Term Program	Required; defaults to the selection made in the Student Profile, change when appropriate. Refers to the program the student is enrolling in.
*Start Date:	Required; defaults to the selection made in the Student Profile, change when appropriate. Refers to the program Term Start Date the student is enrolling in. The Term Start Date may not be the same as the Students Start Date. Select a Term Start Date from the drop down list (defined in the controls in TRX 1021).
*Expected End Date	Automatic; defaults. All future scheduled Term Start and End dates must be set up in RGM for terms to appear.
Intended Session	Refers to the Flag options set up under 3007
Contract	Optional; choose if student's tuition is being paid by a contract; choices are defined in the control TRX 3001 Contract Definitions.
Admissions Staff	Refers to the Admissions Staff or Recruiter assigned to the student. This will auto populate if a Lead Profile exists.
Transfer Units	Conditional; This is important as it affects the student's tuition and FA; if the student is transferring from another institution then enter the hours being accepted for transfer if applicable, if the student is returning to school after 180 days from a previous enrollment then enter the hours being accepted for transfer if applicable, if the student is returning to school within 180 days the system will automatically show the hours being transferred from the previous enrollment.
Total Terms	Enter the number of terms that the student will be scheduled for. Once saved the system will create that number of terms on the Student Terms record screen.
Distant Educ	Refers to location of program delivery. On Campus, off campus, etc
Is Student ATB? ATB Date	Yes if student is an Ability to Benefit Student. Date Student became ATB status
Terms In Academic Year	Automatic; defaults to # of terms required for the program based on the controls defined in TRX 1014-1015.
Total Units	Automatic; defaults to # of units required for the program of study based on the controls defined in TRX 1014-1015.
Attendance Category	Automatic; defaults to the attendance category based on the control defined in TRX 1014-1015.
Sliding AY	Automatic; defaults to sliding AY (BBAY) used for the program of study based on the control defined in TRX 1014-1015.
Aid Hold Flag	Allows you to manually hold Title IV checks from appearing in Checks Payable
Regular Flag	Conditional; if the option Regular Student in the student profile is set to NO then you will choose the appropriate choice (While Attending High school or Just Taking Classes).
Expected HS Grad Date	Conditional; if you have chosen Kind of Non-Regular Student option While Attending High School you will also need to enter the expected High School graduation date.

3014>Term Enrollment>Terms Link

TERM	STATUS	START DATE	END DATE	UNITS	EARNED	FAILED	OTHERS	RETAKE	TUITION	FEES	SUPPLIES	SUPPLIES RECEIVABLE	TERM ST/
1	HALF TIME	02/23/2015	06/21/2015	6	6	0	0	0	1965.66	100	571.17		<input checked="" type="checkbox"/>
2	FULL TIME	06/22/2015	10/25/2015	13.46	13.46	0	0	0	4409.63	0	0		<input type="checkbox"/>
3	FULL TIME	10/26/2015	03/13/2016	13.46	3.73	0	0	0	4409.63	0	1123.02		<input checked="" type="checkbox"/>
4	THREE QU/	03/14/2016	07/17/2016	10.46	0	0	0	0	3426.8	0	1123.02		<input checked="" type="checkbox"/>
5	FULL TIME	07/18/2016	11/06/2016	15.5	0	0	0	0	5077.96	0	330.29		<input checked="" type="checkbox"/>
6	FULL TIME	11/07/2016	02/26/2017	12.66	0	0	0	0	4147.54	0	330.28		<input checked="" type="checkbox"/>
<b>TOTAL</b>				71.54	23.19	0.00	0.00	0.00	23,437.22	100.00	3,477.78		
<b>ACTUAL UNITS</b>				NaN									

- Once the Term Enrollment>Detailed Info Tab is SAVED,
- Click the blue TERMS link
- Click ADD
- Verify ALL Terms for the entire program load automatically (do not enroll for only one term at a time.)
- Verify Term Dates are correct. If incorrect, STOP, inform RGM before proceeding.
- Enter number of enrolled Academic credits for each TERM.
- Ensure Charges are correct.
- Click SAVE.
- Note: If subject completions are being posted, earned/failed credits will be reflected in 3014 automatically. If Subject completions are NOT being entered, manually enter Earned/Failed Units in 3014 at the end of each term.

Term	Display; Refers to the Term number in sequential order.
Status	Automatic ;(based on the number of units entered) this field can be overridden. Verify that the entry is correct
Start Date	Display; refers to the Term Start Date defined in the control TRX 1021.
End Date	Display; refers to the Term End Date defined in the control TRX 1021.

Units	Required; Enter the total # of units the student will be taking for each Term period.
Earned	Display; refers to the # of units currently earned for each Term period.
Failed	Display; refers to the # of units currently failed for each Term period.
Others	Display; refers to the # of units that currently are not considered earned or unearned for each Term period (example: Incomplete).
Retake	Display; refers to the # of units that the student has currently retaken for each Term period.
Tuition	Automatic; based on rate per hour defined in TRX 1019 multiplied times the # of units; this field can be overridden. Verify that the entry is correct.
Fees	Automatic; defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Supplies	Automatic; defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Supplies Receivables	Automatic; Refers to if the Supplies are a receivable and should be calculated during the refund calculation. Defaults to the value defined in the controls in TRX 1016-1018. This field can be overridden.
Term Status	Display; refers to the status of the each term based on the Student End postings made in 4043 and 4044 (Example: Cancelled, Non-Start, No-Show, Past Term, Future Term, In School, Withdrawn and Graduated)

3014>Term Enrollment>Terms Link>Term Credits Link

List of Student Terms		Detailed Info	Print Preview								
<p>STUDENT: <input type="text"/></p> <p>ENROLLED IN: 000040-MAGNETIC RESONANCE IMAGING</p> <p>CATEGORY: SEMESTER WITH CREDIT HOURS</p> <p>TOTAL CHARGES: 37,349.12</p> <p>TOTAL UNITS ENROLLED: 94.00</p> <p>TOTAL UNITS EARNED: 6.73</p>											
KEY	STATUS	START DATE	END DATE	ENROLLED	EARNED	FAILED	RETAKE	CHARGES	TERM STATUS	TERM CREDITS	
<input checked="" type="radio"/>	1	FULL TIME	01/02/2017	04/30/2017	16.46	6.73	0.00	0.00	6,701.04	IN SCHOOL	<a href="#">TERM CREDITS</a>
<input type="radio"/>	2	FULL TIME	05/01/2017	09/10/2017	16.46	0	0.00	0.00	6,601.03	FUTURE	<a href="#">TERM CREDITS</a>
<input type="radio"/>	3	FULL TIME	09/11/2017	01/21/2018	16.46	0	0.00	0.00	7,087.83	FUTURE	<a href="#">TERM CREDITS</a>

List of Student Term Credits		Detailed Info	Print Preview						
<p>STUDENT: 012071-AYASH, VINCENT C.</p> <p>PROGRAM: 000040-MAGNETIC RESONANCE IMAGING</p> <p>TERM DETAILS: TERM #:001 - 01/02/2017 - 04/30/2017</p>									
KEY	KIND OF CREDITS	ENROLLED	EARNED	FAILED	RETAKE	TUITION	FEES	SUPPLIES	SUPPLIES RECEIVABLE
<input type="text"/>	LECTURE	<input type="text" value="8"/>	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="1500"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="checkbox"/>
<input type="text"/>	LECTURE	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

This Screen is used by those term schools not posting subject completions, and only track total term credits here under 3014. Term total credits earned can be entered directly in to

3014>terms without using this link, but for those schools who wish to track retake credits each term without posting subject completions, use this.

## FREQUENTLY ASKED QUESTIONS

*All of the following answers assume the user has already entered the student as a lead and has moved the student to Admissions successfully and the student has a Student Profile.*

### **How do I enroll a student who has transferred in from another institution?**

- See Help Guide instructions under 3013 Student Non-Term Enrollment

### **How do I enroll a student who is transferring from one program to another program in my school?**

- Post a student end for Previous Program under Trx 4043>Student Ends
- Go to Trx 3013 for Non-Term Programs or 3014 for Term Program
- Click ADD and create the enrollment
- If you are accepting transfer credit for subjects completed, ensure the correct number of credits/hours are reflected under Transfer Credits field in 3013/3014. See instructions outlined in FAQ "How do I enroll a student who has transferred in from another institution?"

### **How do I re-enroll a student who has previously Cancelled, Non-Started, Withdrawn or Graduated and already has a Student Profile in RGM?**

Go to **3013 for Non-Term Enrollment or 3014> Student Term Enrollment**: Click ADD and enroll the student normally except when your school is accepting credits transferred from previous enrollments. **Example**: Student graduates from DMT and now wants to attend the MT AOS program or previously attended and has earned units but withdrew from the program.

- a. Select the student,
- b. Follow the steps listed above: **Creating an Enrollment Record and Student Terms** and make sure to include the units being accepted for transfer from the previous enrollment.

**DO NOT create a new Student Profile!!!!**

**Note:** *Don't forget to group and flag the student's new enrollment. Transcripts will show the subjects from all enrollments at your school. Transferred subjects in 4035 will be displayed but cannot be modified and will appear with a completion date prior to the start date of the students program.*

### **What if the student has failed classes, what do I need to do as the Registrar?**

Go to **3014> Student Term Enrollment** to modify the student's current enrollment to include the repeat units (classes).

Select the student,

Click the blue hyperlink [TERMS](#) to go to Student Terms,

Click **MODIFY**,

Adjust the enrolled units to include the repeat units for each term.

**Example:** If the student failed 3 units then you need to enroll the student to repeat those units by adjusting the units in the term that they will repeat that subject i.e., Units Failed (3) + Total Program Units (53) = 56 Total Units Enrolled.

**NOTE:** *Failing to go back to the student record and enroll the student for the repeat units will result in the student not being charged. Also you will not be able to post student ends such as Term Completion and Graduation unless the units are first posted in 3014.*

Click **SAVE**.

**NOTE:** *Sometimes it is impossible to schedule the units that need to repeat with the default terms of the program. **Example:** The student failed 8 units in the 3<sup>rd</sup> Term (last term). If this is the case then you will need to ADD an additional Term first before you can enroll the student for the repeat units.*

**To add an additional term:**

Select the student,

Click the blue hyperlink [TERMS](#) to go to Student Terms,

Click **ADD**, (to add an additional Term)

Click **SAVE**, (the additional Term will be listed after it finishes saving)

Click **MODIFY**,

Adjust the units as necessary to accurately reflect the student's new enrollment agreement.

Click **SAVE**.

**NOTE:** *This will charge the student for the repeat classes. Don't forget to go to 3017 and GROUP the student with the GROUP he will be taking the repeat subjects with. If he will be taking ONLY the repeat subjects with another GROUP then choose, Repeat-YES. Also review and adjust if necessary the student's effective dates in GROUPS. Please refer to the instructions for **3017>Student Groups**.*

### **I have a student who has failed classes but my school does not want to charge the student to repeat the classes, what should I do?**

Go to **3014> Student Term Enrollment** to modify the student's current enrollment to include the repeat units (classes).

Follow the instructions listed above: What if a student has failed classes, what do I need to do as the Registrar, but before you save follow the next step.

Override the tuition. (Adjust the tuition to reflect that you will not be charging the student). **Example:** Your school charges \$200 per unit and the student failed 3 units. In the term that you enrolled the student to take the 3 units adjust the tuition by overriding the tuition total for that term to be \$600 less.

Click **SAVE**.

### **I have a student who just wants to take some classes but will not be attending the entire program, and will not graduate from our institution, what should I do?**

- See FAQ for this listed under 3013>Non-Term Enrollment

**I need to schedule a student to take classes with a different GROUP (Cohort), what should I do?**

Assuming that the student has already been enrolled for the units (classes) in 3014, see the instructions for **3017> Student Groups**.

# Student Weekly Schedules [3015]

## Module Description

This is ONLY for students that were enrolled in a NON-TERM program. The daily hours in a week that the students spend in school can be specified here.

**Example:** 16 hours / week  
(Tues-Wed-Thurs-Fri for 4 hours/day)

**NOTE:** If a Standard Weekly Schedule was set up in the control TRX # 4003 Standard Weekly Schedules, then the system will auto-complete the entries needed if that Standard Weekly Schedule is selected.

Field	Description
Key	Refers to the number sequentially assigned for each entry
Week in Cycle	Refers to which week this is in an alternating weekly (multi-week) schedule.
Date this schedule starts	Enter the date this schedule starts. For a multi-week schedule, enter the start

	date of the full multi-week cycle.
Completion Grace Period	Refers to the additional period of time allowed after the scheduled end date to complete program requirements. Must be offered to all students in the program and stated on their enrollment agreements. This Grace Period will be added on to the end of the projected end date that is calculated based off the weekly schedule.
Is this part of original schedule on enrollment contract?	Yes- the schedule is part of the original schedule the student agreed to upon enrollment. This will be part of the student's "original" scheduled end date. No-the new schedule was NOT part of the original schedule, and an enrollment addendum has been made to reflect the schedule change. Ex. Student is retaking a course and will be staying longer to retake the course only once per week.
Select from standard weekly schedule	Dropdown – values are those previously entered in the control TRX # 4003 Standard Weekly Schedules
Schedule runs concurrently with other schedules?	Set this field to YES if the hours in the schedule should be added to another schedule of a different Kind-of-Hour. This allows the student to have a set of schedules that can be broken down by Kind-of-Hour
End Date	Enter the projected end date of the schedule
Kind of Hours	This field is meant to identify what kind of hour the schedule is for
Required starting hours	The number of hours required that the student should have before they can start using the specified schedule (optional)
Sun, Mon, Tue, Wed, Thu, Fri and Sat	Hours student is scheduled for (for Sun, Mon, Tue, Wed, Thu, Fri and Sat
First Time In and Last Time Out for Sun, Mon, Tue, Wed, Thu, Fri and Sat (optional)	Enter Time In and Out for Sun, Mon, Tue, Wed, Thu, Fri and Sat (optional). Times outside these ranges will be flagged in some reports.

Key: 1

Week in Cycle: 0

\*Date this schedule starts: 04/20/2015

Completion Grace Period: 0 NOT DEFINED

Active Record?

Is this part of ORIGINAL Schedule on Enrollment Contract? YES

Select from standard weekly schedule: 000001-LVNF/TSchedule

Schedule runs concurrently with other schedules: NO End date:

Kind of Hours: [0] All/undifferentiated

Required Start Hours: 00:00

### 1. Week in Cycle

- With default value of ZERO, can be left with value zero
- This field is meant to be used in case student has alternating schedule every week. The value in this field is the week instance when it will be used until a new schedule change.
- The use of Week in Cycle applies only for multiple schedules with same start date

Example:

Schedule #	StartDate	Week In Cycle	Hours
1	04/20/2015	1	25 hrs/week
2	04/20/2015	2	30 hrs/week

Starting 04/20/2015, the student will have 25hrs/week schedule during the 1<sup>st</sup> week, then 30 hrs/week schedule on the 2<sup>nd</sup> week. The alternating schedules will occur until the next (new start date) schedule begins.

2. Schedule Runs Concurrently with Other Schedules

- With default value of NO
- Set this field to YES if the hours in the schedule should be added to another schedule of a different Kind-of-Hour. This allows the student to have a set of schedules that can be broken down by Kind-of-Hour.
- The use of this field applies only for multiple schedules with same start date, same Week-in-Cycle but different Kind-of-Hour.

Example:

Key #	StartDate	Week In Cycle	Concurrent	Kind-Of-Hours	S	M	T	W	T	F	S	Week Total Hours
1	04/20/2015	0	YES	All/Undifferentiated		5	5	5	5	5		25 hrs/week
2	04/20/2015	0	YES	Externship						2	8	10 hrs/week

Starting 04/20/2015, the student will have 25hrs/week schedule of Regular Hours PLUS 10hrs/week schedule for Externship.

3. End Date

- With default value of BLANK
- This field is meant to work with the 'Concurrent' field flag. It indicates up to when the schedule will be used. In the above sample, if the schedule for Externship has an End Date of 06/30/2015, it means that the student will have the total 35 hrs/week from 04/20/2015 to 06/30/2015. After 06/30/2015, the student will only have the 25hrs/week schedule until the next (new start date) Schedule begins.

4. Kind of Hours

- With default value of All/Undifferentiated (meaning Regular Hours).
- Can be left with default value if school does not want to differentiate schedules for the student.
- This field is meant to identify what kind of hour the schedule is for. Examples are Lecture, Clinical, etc.

## Student Groups/Class Groups [3017]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS - STUDENT GROUPS/CLASS GROUPS (3017)** MODIFY MOD

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: **02/04/2013** End Dates : (O) 05/24/2017 (R) 05/24/2016 (M)

<input checked="" type="checkbox"/>	KEY	GROUP/CLASS GROUP	TYPE FLAG	EFFECTIVE DATE	END DATE	RETAKE	REMOVE
<input checked="" type="checkbox"/>	1	000005-FA-FA STUDENT <input type="button" value="v"/>	<input type="button" value="v"/>	02/04/2013		NO <input type="button" value="v"/>	NO <input type="button" value="v"/>

**1 to 1 of 1 RECORDS**

Click CANCEL or UNCHECK to discard changes

### Module Description

Groups allow schools to categorize students internally based on its own coding procedures.

**Example:** NY0405DMT (campus location (New York), start date (2004, May), schedule (Day), and program of study (Massage Therapy))

Grouping students saves time by providing a way for postings to be made on a group of students instead of individually, e.g., posting Attendance/grades. This module enables you to create, modify, delete, and browse through Students Group records.

- The Admissions Rep typically initially groups students after enrolling the student in 3014.
- The Registrar usually maintains the groups for the students in such cases as: Student failed subjects, student section changes, etc.
- The list of students on the Attendance Sign-In-Sheet, Instructor Grade Sheet and the 4038 student roster is affected by group code, effective dates and other fields. Groups determine what students will show and what students will not show on these class rosters.
- Most reports can be run by groups instead of on an individual student. This saves time.
- Each enrollment for the student should have at least one Group (optional).
- Useful Reports for Term Schools:
  - The Term List Report (TLR) provides the details of 3017 and other important postings. Print this report and use it to verify the postings made by the Admissions and Registrar staff:

**Admissions:** This report should be analyzed before posting attendance or subject completions on new groups of students to verify the accuracy of the postings made by the Admissions Representatives (entries in 3014, 3017 & 3018).

The Attendance Sign-In-Sheet and/or Instructor Grade Sheet can also be used to verify that the right students have been grouped and should be reviewed prior to being used.

Field	Description
Key	Refers to the number sequentially assigned for each entry
Group/Class Group	Choose from a drop down menu. Groups were previously defined in the control TRX # 3006 Groups
Type Flag	Choose a Type Flag from the drop down menu. Type Flags were previously defined in the control of Trx 3007 Type Flags.
Effective Date	Defaults to the start date of the students enrollment, change if appropriate
End Date	Defaults to blank, which allows the student to remain in the group until a student end is posted to the student's enrollment in TRX 4043, or a manual END date is posted to the group in this module.
Retake	Defaults to NO, change if appropriate
Remove	Defaults to NO, change if appropriate,

**NOTE:** *Groups are created and maintained in the control 3006>Groups. If the group that you need is not available in the dropdown list then contact your Campus Administrator or Registrar, as they normally maintain this control.*

*A student must be grouped in order for the student to show on the Attendance Sign-In-Sheet, Instructor Grade Sheet and in 4038 where postings for attendance and grades are made by group.*

#### **FREQUENTLY ASKED QUESTIONS**

*The Admissions Reps will initially group students when enrolling the students and then their part is completed. The following questions and answers have been written for the Registrar who typically maintains the students' groups and assume your starting point is the 3017> Student Groups module.*

#### **How do the effective dates in 3017 effect the student in other areas of RGM?**

Notice how the group Effective Date matches the Start Date of the enrollment, and the group End Date is left blank. The dates determine when a student will show in a group. Class rosters, 4038>Posting by Group, Attendance Sign-In-Sheet will all be effected by the Effective and End date in 3017.

If a student's Group Start and End dates are March 1-December 21, and you are in 4038>Post by Group and try to make a posting for December 22 the student will not show (populate) because you are trying to make a posting outside of his group effective dates.

**REMEMBER: 3017>Student Groups** Effective Date and End Date determine when a student is grouped with the Group/Class (cohort).

**A student failed a subject and will attend a course out of sequence with another group to repeat the subject he failed, what do I need to do?**

1. Choose the appropriate enrollment record, from the top under the “Enrolled In” dropdown (under the student Name)
2. **Click ADD**, to add the appropriate group the student will be attending repeat class with.
3. Choose the group from the dropdown list,
4. Click **SAVE**.
5. Check the boxes of the group records that you want to modify,
6. Adjust the dates appropriately.

**NOTE:** *In this example the student will continue to attend his regular scheduled classes with his original group (cohort). However, we will be attending the subject he needs to repeat with the night class. In this case the End Date for the original group would stay the same (or you may leave the end date blank and student will remain in that group until they graduate or drop). The effective date for the Night group would be changed to reflect the date he will start taking classes with the second group.*

7. Change Retake to **YES**, (Retake only effects 4038> Post By Group and does not effect other modules)

**RETAKE = YES** means the student will be listed in 4038> Post By Group only for the subject that he is repeating.

**RETAKE = NO** means the student will show in 4038> Post By Group in ALL subjects this group is enrolled in.

8. Click **SAVE**.

**ADMISSIONS - STUDENT GROUPS/CLASS GROUPS (3017)** MODIFY MO

Student:

Enrolled In: 000001-009-DIPLOMA MASSAGE THERAPY (52) - FULL TIME - 52 Units - IN SCHOOL

Start Date: 04/16/2007      End Date : 12/21/2007      Manual Expected End Date :

<input checked="" type="checkbox"/>	KEY	GROUP/CLASS GROUP	EFFECTIVE DATE	END DATE	RETAKE	REMOVE
<input checked="" type="checkbox"/>	1	000022-BR0704DMT-04/16/2007 MT760-DAY	04/16/2007	12/21/2007	NO	NO
<input checked="" type="checkbox"/>	2	000025-BR0707NMT-07/09/2007 MT775-NIGHT	07/09/2007	12/21/2007	YES	NO

1 to 2 of 2 RECORDS

Click/Hit on CANCEL or UNCHECK to discard changes

**NOTE:** *In this example if the student was not going to continue classes with the original group then you would also change Remove to YES. This would remove the student from the rosters (Attendance Sign-In-Sheet, Instructor Grade Sheet and 4038> Post By Student) so that the student will not continue to be listed.*

**A student section changed from day to night, what do I need to do?**

1. Choose the appropriate enrollment record,
2. **Click ADD**, to add the appropriate group the student will now be attending with.
3. Choose the group from the dropdown list,
4. Click **SAVE**.
5. Check the boxes of the group records that you want to modify,
6. Change Remove to **YES**, (Remove effects 4038> Post By Group, Attendance Sign-In-Sheets and Instructor Grade sheets)

**REMOVE = YES** means the student will NOT be listed in 4038> Post By Group, 4038> Post By Group, Attendance Sign-In-Sheets and Instructor Grade sheets

**REMOVE = NO** means the student will show in 4038> Post By Group in ALL subjects this group is enrolled in.

7. Click **SAVE**.

**ADMISSIONS - STUDENT GROUPS/CLASS GROUPS (3017)** MODIFY MC

Student:

Enrolled In:

Start Date: **04/16/2007**      End Date : **12/21/2007**      Manual Expected End Date :

<input checked="" type="checkbox"/>	KEY	GROUP/CLASS GROUP	EFFECTIVE DATE	END DATE	RETAKE	REMOVE
<input checked="" type="checkbox"/>	1	000022-BR0704DMT-04/16/2007 MT760-DAY	04/16/2007	12/21/2007	NO	YES
<input checked="" type="checkbox"/>	2	000025-BR0707NMT-07/09/2007 MT775-NIGHT	07/09/2007	12/21/2007	NO	NO

1 to 2 of 2 RECORDS

Click/Hit on CANCEL or UNCHECK to discard changes

**NOTE:** In this example if the student was not going to continue classes with the original group then you would also change Remove to YES. This would remove the student from the rosters (Attendance Sign-In-Sheet, Instructor Grade Sheet and 4038> Post By Student) so that the student will not continue to be listed.

**A student will be attending classes out of sequence but will also still continue attending classes with his/her original group (cohort).**

**NOTE:** In this example the school should enter a student subject schedule in **4033>Student Subject Schedule**. This schedule would tell the system what subjects the students will be taking in each term.

Please note that if you choose not to enter a schedule that the following instructions will show the student in all the groups listed in **3017> Student Groups**.

1. Choose the appropriate enrollment record,
2. **Click ADD**, to add the appropriate group the student will now be attending with,
3. Choose the group from the dropdown list,
4. Click **SAVE**,
5. Repeat step 2-4 as necessary,
6. Check the boxes of the group records that you want to modify,
7. Change the Effective Date, End Date, Retake and Remove fields as necessary,
8. Click **SAVE**.

ADMISSIONS - STUDENT GROUPS/CLASS GROUPS (3017)

MODIFY MO

Student:

Enrolled In:

Start Date: 04/16/2007      End Date : 12/21/2007      Manual Expected End Date :

<input checked="" type="checkbox"/>	KEY	GROUP/CLASS GROUP	EFFECTIVE DATE	END DATE	RETAKE	REMOVE
<input checked="" type="checkbox"/>	1	000022-BR0704DMT-04/16/2007 MT760-DAY	04/16/2007	12/21/2007	NO	YES
<input checked="" type="checkbox"/>	2	000025-BR0707NMT-07/09/2007 MT775-NIGHT	07/09/2007	12/21/2007	NO	NO

1 to 2 of 2 RECORDS

Click/Hit on CANCEL or UNCHECK to discard changes

# Student Type Flags [3018]

## Module Description

Type Flags allow institutions to further segregate students within a group.

**Example:** Day, Night ,Weekend

**NOTE:** *Flags are created and maintained in the control 3007>Type Flag Definitions. If the flag that you need is not available in the dropdown list then contact your Campus Administrator or Registrar as they normally maintain this control.*

Field	Description
Key	Refers to the number sequentially assigned for each entry
Type Flag	Choose from a drop down menu. Flags were previously defined in the control TRX # 3007 Type Flag Definitions
Effective Date	Defaults to the start date of the students enrollment, change if appropriate
End Date	Defaults to the end date of the students enrollment, change if appropriate

## FREQUENTLY ASKED QUESTIONS

*The Admissions Reps will initially Flag students when enrolling the student and then their part is completed. The following questions*

*and answers have been written for the Registrar who typically maintains the students Flags and assume your starting point is the 3018> Student Type Flags module.*

## What do I need to do with flags?

Student type flags need to be updated when a student is no longer part of the Group created under Type Flags. Ex. student had section changes or attends a class out of sequence.

ADMISSIONS - STUDENT TYPE FLAGS (3018) VIEW MO

Student:

Enrolled In:

Start Date: 04/16/2007      End Date : 12/21/2007      Manual Expected End Date :

<input type="checkbox"/>	KEY	TYPE FLAG
<input type="checkbox"/>	1	000001-D-DAY
<input type="checkbox"/>	2	000002-N-NIGHT

1 to 2 of 2 RECORDS

STUDENT PROFILE    ENROLLMENTS    **STUDENT GROUPS**    FAFSA 2006-2007    FAFSA 2007-2008    ADMISSION FORMS

1. Choose the appropriate enrollment record,
2. **Click ADD**, to add the appropriate Flag,
3. Choose the Flag from the dropdown list,
4. Click **SAVE**,
5. Repeat steps 2-4 as necessary.

# Student Forms [3019]

## Module Description

As part of the student's enrollment process, forms are exchanged between the school and the student. Also internal forms are used to track student statuses. As such, these forms can be specified here so that schools can track them and the system can check these forms to facilitate the validation of internal processes such as check processing and package calculation.

**TIP:**

- Some forms are available to view and print as a PDF by clicking on the blue hyperlink after they are posted.

The institution can create their own Forms under TRX 1025 and assign them to a Department under TRX 1026. Or you can select from existing Forms under TRX 1025. Forms assigned to the Admission Dept. under 1026 will be available here.

### ADDING MULTIPLE FORMS:

**TIP:** To post and print more than one form at a time, click the Add/View Forms button



Field	Description
Key	Refers to the number sequentially assigned for each entry

Form	Title of Form
Received By	School staff member who received the form
RGM Staff	RGM Staff member posting the form (if applicable)
Form Date	Date form is received
Award Year	Award Year form is for
Form Status	Status of form

## Student Letters [3020]

### Module Description

Schools send letters to students periodically. Welcome Letters, Financial Notices, Placement Follow-up and others can be automatically generated from the system. In this screen, users would be able to Post and then view and print the Letters posted to the student's record.

**TIP:**

- The institution can create their own Letters under TRX 1027 and assign them to specific Departments under TRX 1028. Or you can select from existing Letters under TRX 1027. Letters assigned to this Department under 1028 will be available here in TRX 3020.

Field	Description
Key	Refers to the number sequentially assigned for each entry
Date	Date the letter was written
Letter	Topic of the letter
Response	Nature of any response received
Status	Letter status

# Student Comments [3021]

## Module Description

This module shall enable you to create, update, delete, and browse through Student Comments posted by the school user. Comments are posted for individual students.

- Selecting **YES** in the **User Eyes Only** drop down will prohibit other users from viewing the comment.
- Selecting **YES** in the **Section Only** dropdown will prohibit users without access to this Module from viewing the comment.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Enrollment	If the selected student has multiple enrollments they will display here. Select the enrollment for which the comment should be posted
Standard Comment	A listing of Standard Comments that are automatically posted by the system. A user may select a standard comment or leave it blank and enter a specific comment in the Comments Field
Section	Refers to the section for which the comment is posted
User Eyes Only	If YES is selected, only the user posting the comment can view the comment
Section Only	If YES is selected, only users with access to this section can view the comment
Comments	Enter any comments for future viewing or items for follow-up

# Quick Need Calculations

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**QUICK NEED CALCULATION -AY- 2017 (2117)**

GO TO:

ANSWER THESE QUESTIONS TO DETERMINE DEPENDENCY STATUS

* Were you born before January 1, 1993?	YES <input type="radio"/>	NO <input type="radio"/>
* As of today, are you married?	YES <input type="radio"/>	NO <input type="radio"/>
* At the beginning of 2016-2017 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?	YES <input type="radio"/>	NO <input type="radio"/>
* Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?	YES <input type="radio"/>	NO <input type="radio"/>
* Are you a veteran of the U.S. Armed Forces?	YES <input type="radio"/>	NO <input type="radio"/>
* Do you have children who will receive more than half of their support from you between July 1, 2016, and June 30, 2017?	YES <input type="radio"/>	NO <input type="radio"/>
* Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?	YES <input type="radio"/>	NO <input type="radio"/>
* When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?	YES <input type="radio"/>	NO <input type="radio"/>
* As of today, are you an emancipated minor as determined by a court in your state of legal residence?	YES <input type="radio"/>	NO <input type="radio"/>
* As of today, are you in legal guardianship as determined by a court in your state of legal residence?	YES <input type="radio"/>	NO <input type="radio"/>
* At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?	YES <input type="radio"/>	NO <input type="radio"/>

## Module Description

This module enables you to easily and quickly determine the EFC of a lead or student by providing basic information (Name and SS number are NOT required). Compared to the FAFSA module, the FAO can input less data - enough to compute and arrive at a close estimate of the EFC. The data entered here can be that of students or leads not yet posted in the system, unlike in FAFSA where the student or lead profile must be created.

### **Things To Remember:**

- Unlike the FAFSA module, data entered here will NOT be saved, but the Results Calculation Page can be printed before exiting.
- Basic information required to compute the EFC: Marital Status, Residence, No. of people in household, No. of people who will be in college, Income data, and Parent's data (if Dependent.)

# Student Mastersheet [3023]

Student:  Key  SS Number  Last Name  First Name  M.I.  Card No.  SEARCH CLEAR  
 Enrolled In: 00377001-000001-000049-DIAGNOSTIC MEDICAL SONOGRAPHY-4 - FULL TIME - 2400 CLOCK HOURS -  
 Start Date: 05/25/2015 End Dates : (O) 05/04/2017 (R) 05/05/2017 (M)  
 Award Year: Entire Enrollment Period

Check the Kind of Information that you want to include in the Mastersheet  ALL [ CLEAR INFORMATION ]  
 \*Click GENERATE button after selecting the sections

<input type="checkbox"/> PERSONAL DATA	<input type="checkbox"/> SUBJECTS COMPLETED	<input type="checkbox"/> FORMS TRACKING
<input type="checkbox"/> ENROLLMENT DATA	<input type="checkbox"/> ATTENDANCE	<input type="checkbox"/> LETTERS TRACKING
<input type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS	<input type="checkbox"/> APPOINTMENTS
<input type="checkbox"/> PAYMENT PERIOD	<input type="checkbox"/> LEAVES OF ABSENCE	<input type="checkbox"/> COMMENTS
<input type="checkbox"/> OTHER PELL	<input type="checkbox"/> SATISFACTORY PROGRESS Default	<input type="checkbox"/> PENDING WORK
<input type="checkbox"/> PELL ELIGIBILITY USED	<input type="checkbox"/> TERM PROGRESS	<input type="checkbox"/> DATA EXCHANGE MESSAGES
<input type="checkbox"/> FINANCIAL AID NEED AND AWARDS MADE	<input type="checkbox"/> TERMINATIONS	<input type="checkbox"/> DATA TRANSMISSIONS
<input type="checkbox"/> TUITION ACCOUNTS	<input type="checkbox"/> RETURN OF TITLE IV CALCULATIONS	<input type="checkbox"/> TSM / FAH
<input type="checkbox"/> AID DISBURSEMENTS	<input type="checkbox"/> REFUND POLICY CALCULATIONS	<input type="checkbox"/> SSCR AND SSCE SENT
<input type="checkbox"/> ORIGINATIONS and DISBURSEMENTS	<input type="checkbox"/> REFUNDS DUE BALANCE	<input type="checkbox"/> DATA CHANGES
<input type="checkbox"/> PELL ORIGINATIONS	<input type="checkbox"/> JOB PLACEMENTS	<input type="checkbox"/> FAESA CHANGES

Exit Cancel Show Criteria Hide Criteria Generate Print

## Module Description

This report is a compilation of most data entered in RGMSMS for the selected student. You may select to view or print only selected data or ALL data available. **For additional detailed instructions on the Student Mastersheet, see the Student Mastersheet Manual.**

### TIP: ACCESSING THE STUDENT MASTERSHEET

1. First select the student enrollment you wish to view from the **Enrolled In** dropdown. If a student has multiple enrollments RGMSMS will default to the current or latest enrollment.
2. From the **Award Year** dropdown box, select to generate the report on the Entire Current Enrollment Period (default), ALL Enrollments, or only data in the specified Award Year.

STUDENT MASTERSHEET VIEW M...

Student: 25  Key  SS Number  Last Name  First Name  M.I.  Card No.  SEARCH CLEAR  
 Enrolled In: 000001-001-COSMETOLOGY - THREE QUARTER TIME - 1800 CLOCK HOURS - IN SCHOOL  
 Start Date: 08/08/2006 End Date : 09/04/2007 Manual Expected End Date : 09/08/2007  
 Award Year: Entire Enrollment Period  
 Check the Kind of Information that you want to include in the Mastersheet  ALL [ CLEAR INFORMATION ]

<input checked="" type="checkbox"/> PERSONAL DATA	<input checked="" type="checkbox"/> SUBJECTS COMPLETED
<input checked="" type="checkbox"/> ENROLLMENT DATA	<input checked="" type="checkbox"/> ATTENDANCE
<input checked="" type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS

Scroll down to see generated report

3. **Select the data** you wish to view by clicking the box to the left of each section. Clicking **ALL** will select all sections available for viewing. To clear the selected criteria, uncheck the box.
4. The report will generate below the criteria. Scroll down using the outer bar to view the report.

Award Year: Entire Enrollment Period Scroll down to see generated report

Check the Kind of Information that you want to include in the Mastersheet:  ALL [ CLEAR INFORMATION ]

<input type="checkbox"/> PERSONAL DATA	<input type="checkbox"/> SUBJECTS COMPLETED
<input type="checkbox"/> ENROLLMENT DATA	<input type="checkbox"/> ATTENDANCE
<input checked="" type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS
<input type="checkbox"/> OTHER PELL	<input type="checkbox"/> LEAVES OF ABSENCE
<input type="checkbox"/> FINANCIAL AID NEED AND AWARDS MADE	<input type="checkbox"/> SATISFACTORY PROGRESS
<input type="checkbox"/> TUITION ACCOUNTS	<input type="checkbox"/> TERM PROGRESS
<input type="checkbox"/> AID DISBURSEMENTS	<input type="checkbox"/> TERMINATIONS
ORIGINATIONS and DISBURSEMENTS	<input type="checkbox"/> RETURN OF TITLE IV CALCULATIONS
<input type="checkbox"/> PELL ORIGINATIONS	<input type="checkbox"/> REFUND POLICY CALCULATIONS
<input type="checkbox"/> PELL DISBURSEMENTS	<input type="checkbox"/> REFUNDS DUE BALANCE
<input type="checkbox"/> DIRECT LOAN ORIGINATIONS	<input type="checkbox"/> JOB PLACEMENTS
<input type="checkbox"/> DIRECT LOAN DISBURSEMENTS	<input type="checkbox"/> EXTERNSHIPS
<input type="checkbox"/> FFELP LOANS	<input type="checkbox"/> FORMS TRACKING
<input type="checkbox"/> DATA EXCHANGE MESSAGES	<input type="checkbox"/> LETTERS TRACKING
<input type="checkbox"/> DATA TRANSMISSIONS	<input type="checkbox"/> APPOINTMENTS
<input type="checkbox"/> DATA CHANGES	<input type="checkbox"/> COMMENTS
<input type="checkbox"/> FAFSA CHANGES	<input type="checkbox"/> PENDING WORK
<input type="checkbox"/> TRANSACTION TRACKING	

5. Use the inner scroll bar to navigate through the report.

<input checked="" type="checkbox"/> PELL DISBURSEMENTS	<input checked="" type="checkbox"/> REFUNDS DUE BALANCE
<input checked="" type="checkbox"/> DIRECT LOAN ORIGINATIONS	<input checked="" type="checkbox"/> JOB PLACEMENTS
<input checked="" type="checkbox"/> DIRECT LOAN DISBURSEMENTS	<input checked="" type="checkbox"/> EXTERNSHIPS
<input checked="" type="checkbox"/> FFELP LOANS	<input checked="" type="checkbox"/> FORMS TRACKING
<input checked="" type="checkbox"/> DATA EXCHANGE MESSAGES	<input checked="" type="checkbox"/> LETTERS TRACKING
<input checked="" type="checkbox"/> DATA TRANSMISSIONS	<input checked="" type="checkbox"/> APPOINTMENTS
<input checked="" type="checkbox"/> DATA CHANGES	<input checked="" type="checkbox"/> COMMENTS
<input checked="" type="checkbox"/> FAFSA CHANGES	<input checked="" type="checkbox"/> PENDING WORK
<input type="checkbox"/> TRANSACTION TRACKING	

**PERSONAL DATA**

ADDRESS: ████████████████████ RENO, NV 89509	CONTACT NUM: HOME: ██████████ WORK: ██████████ MOBILE PHONE: FAX: ██████████ ACADEMIC LEVEL: HIGH SCHOOL DIPLOMA	MARITAL STATUS: SINGLE UNMARRIED GENDER: FEMALE RACE: WHITE (NON-HISPANIC) CITIZENSHIP: US CITIZEN ALIEN CARD #: VETERAN: N
--	---	--

**ENROLLMENT DATA**

COURSE: [1] - COSMETOLOGY (DIPLOMA) - 60 WEEKS	ADMISSION BASIS: HIGH SCHOOL DIPLOMA	GRADUATION REQUIREMENT: 1800 HOURS /56 WEEKS
TRANSFER HRS/UNITS: 0 HOURS	ENROLLED HOURS: 1800 HOURS	PREREQUISITE:
PROGRAM START DATE: 08/08/2006	EXPECTED END: 09/04/2007	ATTENDANCE STATUS: THREE QUARTER TIME

6. To print the report, click the **Hide Criteria** button, then click **PRINT**.

**ENROLLMENT DATA**

COURSE: [1] - COSMETOLOGY (DIPLOMA) - 60 WEEKS	ADMISSION BASIS: HIGH SCHOOL DIPLOMA	GRADUATION REQUIREMENT: 1800 HOURS /56 WEEKS
TRANSFER HRS/UNITS: 0 HOURS	ENROLLED HOURS: 1800 HOURS	PREREQUISITE:
PROGRAM START DATE: 08/08/2006	EXPECTED END: 09/04/2007	ATTENDANCE STATUS: THREE QUARTER TIME

6

Exit Cancel Show Criteria **Hide Criteria** Print

# Admission Reports [3024]

## Admission Reports>3501 Student List Report

The screenshot displays the 'ADMISSION REPORTS (3024)' interface. At the top, there is a navigation bar with tabs for ADMINISTRATION, RECRUITMENT, ADMISSION, REGISTRAR, FINANCIAL AID, FISCAL, PLACEMENT, DEFAULT PREVENTION, and PERKINS BILLING. The 'ADMISSION' tab is selected. Below the navigation bar, the title 'ADMISSION REPORTS (3024)' is centered. The main area contains the following fields and options:

- Select the Kind of Report to Generate:** [3501] STUDENT LIST (Quick Version) (dropdown)
- for:** [8003] CASA LOMA COLLEGE (dropdown)
- Search Criteria:** Please enter your criteria for records to be included in the Report.
- SHOW STUDENTS:**
- SS Number (text input)
- Last Name (text input)
- First Name (text input)
- MI (text input)
- Card Number (text input)
- Start Date (text input)  Intended Start Date  Actual Start Date
- Enrolled In (dropdown)
- Enrollment Type (dropdown)
- Marital Status (dropdown: SINGLE/WIDOWED/DIVOR)
- Enrollment Status (dropdown)
- Referred By (dropdown: REHAB PRGORAM)
- Insurance (dropdown)
- Record Status (dropdown)
- Gender (dropdown: BOTH)
- Race (dropdown: AMERICAN INDIAN)
- Has Financial Aid (dropdown: YES AND NO)
- Counselor (dropdown)
- Adjuster (dropdown: AMANCIO, CLAUDIA)
- Bad Address Status (dropdown: ACTIVE ONLY)

At the bottom, there is a row of buttons: Exit, Clear Criteria, Report Options, Generate Report, Send to File, Hide Report, Print, and Close.

The Student List Report (SLR) under Admission is much like the Student List Report available throughout all other sections of RGM. The SLR allows you to generate a listing of students based on the criteria you see above. The difference with SLR under Admission is that it allows additional filtering criteria highlighted above (Intended Start Date, Marital Status, Referred By, Race, Counselor, Adjuster, Bad Address Status). See detailed instructions under other sections on Generating the Student List Report.

**Note-** The Feature-Rich Version of the SLR offers the same options, but also allows for viewing and uploading into Excel.

In addition to the filtering criteria shown above, the following options are available to VIEW on the report.

**STUDENT LIST (Quick Version)**

REPORT TITLE

PRINT CRITERIA

**SORT (ASCENDING)**

BY LAST NAME  
 BY FIRST NAME  
 BY MIDDLE INITIAL  
 BY

**SHOW COLUMNS**

SS NUMBER  
 ADDRESS  
 PHONE NUMBER  
 COURSE  
 START DATE  
 STATUS  
 TUITION  
 FEES  
 SUPPLIES  
 ADMISSION BASIS  
 REPORT TOTALS

HOURS/UNITS EARNED  
 HOURS/UNITS ENROLLED  
 ADMISSION STAFF  
 MEDIA USED  
 INQUIRY METHOD  
 MOBILE NUMBER

RECORDS PER BATCH:

## Admission Reports>3502 Student Contract Definition

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSION REPORTS (3024)**

City: EL CAJON      State: CA      Zip Code: 92021  
Country: UNITED STATES OF AMERICA      Postal Code:  
Phone Number:      Fax Number:  
Email Address: @HOTMAIL.COM

Course: MAGNETIC RESONANCE IMAGING  
Start Date: 12/14/2015      End Date: 01/11/2016  
Course Hours/Units: 94.00      Transfer Hours/Units: 0.00      Enrolled Hours/Units: 94.00

CA Refund if all changes are paid and Student Withdraws:

Percent Completed	Percentage of Days Done	Proration Rule	Refund
NO CA REFUNDS			

Tests Taken

Test Name	Proctor	Date	Result
NO TESTS TAKEN			

Payment Periods

Period	Start Date	End Date	Hours In Period	Tuition	Fees	Supplies	Total Charges
1	12/14/2015	04/24/2016	16.46	5,392.46	100.00	4,800.00	10,292.46
2	04/25/2016	08/28/2016	16.46	5,392.46	0.00	0.00	10,292.46
3	08/29/2016	01/15/2017	16.46	5,392.46	0.00	0.00	10,292.46
4	01/16/2017	05/14/2017	16.46	5,392.46	0.00	0.00	10,292.46
5	05/15/2017	08/27/2017	15.50	5,077.96	0.00	0.00	9,977.96
6	08/28/2017	12/17/2017	12.66	4,147.54	0.00	0.00	9,047.54
ALL	12/14/2015	01/11/2018	94.00	30,795.34	100.00	4,800.00	35,695.34

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Student Contract Definition Report allows for a quick comparison of students' enrollment contract vs. the enrollment details entered into RGM. Students' enrollment contracts should match RGM, especially the following areas: Student Name, address, phone numbers, program of study, start and scheduled end dates, enrolled and transfer credits/hours, refund calculations, admission tests, payment period dates and charges.

## Admission Reports>3503 Student Daily Schedule

**STUDENT DAILY SCHEDULE**  
As of 03/10/2016

printed by: BENDER, AMANDA  
TOTAL RECORDS PRINTED: 776

**SELECTION CRITERIA**  
Enrollment Status ACTIVE STUDENTS

Student Key: 11674  
Student: CARRILLO,  
Enrolled In: 46 - VOCATIONAL NURSE  
For the period of: 04/27/2015 to 05/27/2016  
Expected to be present: 11670:00 Hours on 396 days

Week	Number of Hours							Total Hours	CUM Hours
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
04/27/2015 - 05/02/2015		08:00	08:00	08:00	08:00	08:00	08:00	30:00	30:00
05/03/2015 - 05/09/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	60:00
05/10/2015 - 05/16/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	90:00
05/17/2015 - 05/23/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	120:00
05/24/2015 - 05/30/2015	00:00	H	08:00	08:00	08:00	08:00	00:00	24:00	144:00
05/31/2015 - 06/06/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	174:00
06/07/2015 - 06/13/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	204:00
06/14/2015 - 06/20/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	234:00
06/21/2015 - 06/27/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	264:00
06/28/2015 - 07/04/2015	00:00	08:00	08:00	08:00	08:00	08:00	H	30:00	294:00
07/05/2015 - 07/11/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	324:00
07/12/2015 - 07/18/2015	00:00	08:00	08:00	08:00	08:00	08:00	00:00	30:00	354:00

The Student Daily Schedule Report allows the Admissions Dept. to view students' assigned schedules. Weekly Schedules are assigned to each student under Trx 3015.

### Admission Reports>3504 Contract List

**CONTRACT LIST**  
As of 03/10/2016

printed by: BENDER, AMANDA  
TOTAL RECORDS PRINTED: 629

**SELECTION CRITERIA**  
ALL RECORDS

Student Key	Student Name	Course	Start Date	Tuition	Fees	Supplies
5021		MAGNETIC RESONANCE IMAGING	05/23/2011	25,298.00	100.00	3,178.00
5205		MAGNETIC RESONANCE IMAGING	04/05/2010	22,310.00	0.00	0.00
6186		MEDICAL ASSISTANT	04/27/2009	9,598.00	75.00	2,272.00
6779		MEDICAL ASSISTANT	10/31/2011	9,082.00	0.00	2,493.00
6974		MEDICAL INSURANCE BILLING AND CODING	03/30/2009	7,598.00	100.00	1,682.00
7239		MEDICAL ASSISTANT	02/02/2009	9,598.00	75.00	1,647.00
7664		MAGNETIC RESONANCE IMAGING	04/05/2010	22,310.00	100.00	0.00
7948		MAGNETIC RESONANCE IMAGING	09/23/2013	19,538.00	100.00	3,881.00
8088		MEDICAL ASSISTANT	03/16/2009	9,598.00	0.00	2,272.00
8092		MEDICAL ASSISTANT	03/16/2009	9,598.00	0.00	2,272.00
8144		MAGNETIC RESONANCE IMAGING	06/06/2011	15,180.00	0.00	0.00
8145		MAGNETIC RESONANCE IMAGING	04/20/2009	26,338.00	100.00	2,462.00
8178		DIAGNOSTIC MEDICAL SONOGRAPHY	04/13/2009	28,635.00	0.00	1,525.00
8288		MAGNETIC RESONANCE IMAGING	10/05/2009	22,310.00	100.00	0.00
8354		DIAGNOSTIC MEDICAL SONOGRAPHY	01/12/2009	19,554.00	100.00	1,183.00
8382		DIAGNOSTIC MEDICAL SONOGRAPHY	01/12/2009	19,454.00	100.00	850.00
8383		DIAGNOSTIC MEDICAL SONOGRAPHY	01/12/2009	19,454.00	100.00	850.00
11929		MAGNETIC RESONANCE IMAGING	12/14/2015	30,795.00	100.00	4,800.00
11930		MAGNETIC RESONANCE IMAGING	12/14/2015	28,357.00	100.00	4,667.00
11931		MAGNETIC RESONANCE IMAGING	12/14/2015	24,898.00	100.00	2,697.00
11932		MAGNETIC RESONANCE IMAGING	12/14/2015	30,795.00	100.00	4,800.00
11957		MAGNETIC RESONANCE IMAGING	04/25/2016	32,000.00	100.00	2,697.00
11958		MAGNETIC RESONANCE IMAGING	04/25/2016	29,958.00	100.00	4,656.00
11968		MAGNETIC RESONANCE IMAGING	04/25/2016	28,937.00	100.00	4,463.00
11972		MAGNETIC RESONANCE IMAGING	04/25/2016	32,000.00	100.00	4,800.00
11974		MAGNETIC RESONANCE IMAGING	04/25/2016	0.00	0.00	0.00
11975		MAGNETIC RESONANCE IMAGING	04/25/2016	25,873.00	100.00	4,199.00
<b>TOTALS for 629 Enrollees</b>				<b>14,035,309.87</b>	<b>40,175.00</b>	<b>1,675,918.01</b>

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The Contract List Report displays students who have signed Enrollment Contracts with the school and have been entered into RGM> TRX 3008 Student Profile. The Student Key, Name, Course, Start Date and Charges are available for display. The report also totals the Charges for those generated on the report.

## Admission Reports>3505 PP Contract Addendum

ADMINISTRATION	RECRUITMENT	ADMISSION	REGISTRAR	FINANCIAL AID	FISCAL	PLACEMENT	DEFAULT PREVENTION	PERKINS BILLING	TRX #:	Go!
----------------	-------------	-----------	-----------	---------------	--------	-----------	--------------------	-----------------	--------	-----

**ADMISSION REPORTS (3024)**

CONTRACT ADDENDUM FOR 8003 - [REDACTED]

MAYNE ST.  
BELLFLOWER CA 90706

This document clarifies the terms and conditions for payment of institutional charges. Though the contract, by listing the total tuition and fees due for the contract period, implies that the full balance of tuition and fees is due and payable upon enrollment, this is NOT the case. The obligation to pay tuition, fees and other institutional charges is limited to distinct intervals, referred to as payment periods. In all instances the amount of tuition and fees owed shall be based upon the amount which is directly attributable to the payment periods.

Enrollment starting 05/23/11 with charges of 28,644.00 for 94.00 hours or units.

The charges for your enrollment are attributed to Payment Periods as follows:

PP	StartDate	EndDate	Hours	Tuition	Fees	Supplies	Others	Total Charges
01	05/23/2011	09/24/2011	16.46	4,429.49	100.00	3,178.00	70.00	7,777.49
02	09/26/2011	02/04/2012	16.46	4,429.49	0.00	0.00	0.00	4,429.49
03	02/06/2012	06/09/2012	16.46	4,429.49	0.00	0.00	0.00	4,429.49
04	06/11/2012	10/20/2012	16.46	4,429.49	0.00	0.00	0.00	4,429.49
05	10/22/2012	02/09/2013	15.50	4,171.15	0.00	0.00	0.00	4,171.15
06	02/11/2013	06/01/2013	12.66	3,406.89	0.00	0.00	0.00	3,406.89
<b>TOTALS</b>			<b>94.00</b>	<b>25,296.00</b>	<b>100.00</b>	<b>3,178.00</b>	<b>70.00</b>	<b>28,644.00</b>

The United States Department of Education's Federal Register under 34 CFR Part 668 Section 668.164 dated 11-01-2007 states among other items that: An institution/student shall be able to use up to \$200 from funds awarded under an enrollment period to cover institutional charges remaining from prior award years.

The net result of this new regulation is that Federal funds from Title IV programs will be disbursed for each payment period to credit my account for charges assessed during that payment period. If a balance on my school account of less than \$200 is derived from my prior award year, I authorize the institution to credit my account from funds disbursed under the current payment period.

I authorize the school to apply any aid received in excess of the charges in a payment period to be applied to later payment periods. If I authorized the Institution to hold a credit balance on my behalf, it is completely voluntary and it can be revoked or modified at any time by notifying the Financial Aid Officer.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

The Contract Addendum Report allows you to generate and print an addendum to the Enrollment Contract to be signed by a student. A contract addendum is necessary when revisions are made to students' enrollment contracts (particularly when enrollment and/or payment period dates change, as well as charges).

## Admission Reports>3507 Mailing Labels for Students

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go!

**ADMISSION REPORTS (3024)**

Select the Kind of Report to Generate: **[3507] MAILING LABELS FOR STUDENTS**   
 for: **[8003]**  **A COLLEGE**

**Search Criteria**

Please enter your criteria for records to be included in the Report

**SHOW STUDENTS**

SS Number  Last Name  First Name  MI  Card Number

Start Date    Intended Start Date  Actual Start Date

Enrolled In

Enrollment Type   Gender

Marital Status   Race

Enrollment Status   Has Financial Aid

Referred By   Counselor

Insurance   Adjuster

Record Status   Bad Address Status

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go!

**ADMISSION REPORTS (3024)**

Enrollment Status: ACTIVE STUDENTS

**Student(s) with BAD ADDRESS will not be included in this report**

Select which data to include in the Mailing Labels	Enter the order of data	PREVIEW	No. of Columns to Print
<input checked="" type="checkbox"/> All data			<input type="radio"/> 2 Columns
<input checked="" type="checkbox"/> Last Name, First Name, MI	<input type="text" value="1"/>		<input type="button" value="v"/>
<input checked="" type="checkbox"/> Address	<input type="text" value="2"/>		<input checked="" type="radio"/> 3 Columns
<input checked="" type="checkbox"/> City, State, Zip Code	<input type="text" value="3"/>		<input type="text" value="8 pt"/>
<input checked="" type="checkbox"/> Country, Postal Code	<input type="text" value="4"/>		<input type="button" value="v"/>

ANAHEIM, CA 92801

**MAILING LABELS FOR STUDENTS**  
As of 03/10/2018

printed by: BENDER, AMANDA  
TOTAL RECORDS PRINTED: 629

**SELECTION CRITERIA**  
Enrollment Status ACTIVE STUDENTS

REYNALDO PARKVIEW ST ANAHEIM, CA 92802 UNITED STATES OF AMERICA, NONE NONE	REYNALDO PARKVIEW ST SANTA FE SPRINGS, CA 90870 UNITED STATES OF AMERICA, NONE NONE	NATALIE CLANCEY AVE. JUMINEY, CA 90240 UNITED STATES OF AMERICA, NONE NONE
---	--	---

Mailing Labels allow you to generate the report first then check Data that you want to be included for Mailing Labels: Name, Address, Target Date and Course.

Print Instructions will appear for page setup as shown below.

**STEP 1: GENERATE THE REPORT**  
**STEP 2: GO TO PAGE SETUP**  
**STEP 3: REMOVE THE HEADER AND FOOTER DETAILS, MAKE SURE ITS BLANK**  
**STEP 4: SETTING THE MARGINS**  
 LEFT: .25 TOP: .50  
 RIGHT: .25 BOTTOM: .25  
**STEP 5: CLICK THE PRINT BUTTON**

**NOTE:**  
 AFTER GENERATING THE REPORT, YOU CAN CHANGE THE FONT SIZE AND THE NUMBER OF COLUMNS BY GOING TO THE PRINT OPTIONS. JUST PRESS THE "OPTIONS" BUTTON FOUND AT THE BOTTOM-RIGHT OF THE SCREEN.

## Admission Reports>3508 Mailing Labels for Counselor

ADMINISTRATION		RECRUITMENT		ADMISSION		REGISTRAR		FINANCIAL AID		FISCAL		PLACEMENT		DEFAULT PREVENTION		PERKINS BILLING		TRX #:		Go!	
<b>ADMISSION REPORTS (3024)</b>																					
Select the Kind of Report to Generate: <input type="text" value="3508 MAILING LABELS FOR COUNSELOR"/>																					
for: <input type="text" value="8003"/> COLLEGE																					
<b>Search Criteria</b>																					
Please enter your criteria for records to be included in the Report																					
<b>SHOW STUDENTS</b>																					
<input checked="" type="checkbox"/>	SS Number	<input type="text"/>	Last Name	<input type="text"/>	First Name	<input type="text"/>	MI	<input type="text"/>	Card Number	<input type="text"/>											
<input type="checkbox"/>	Start Date	<input type="text"/>	<input type="text"/>	<input type="radio"/>	Intended Start Date	<input type="radio"/>	Actual Start Date														
<input type="checkbox"/>	Enrolled In	<input type="text"/>	<input type="text"/>																		
<input type="checkbox"/>	Enrollment Type	<input type="text"/>	<input type="checkbox"/>	Gender	<input type="text"/>																
<input type="checkbox"/>	Marital Status	<input type="text"/>	<input type="checkbox"/>	Race	<input type="text"/>																
<input type="checkbox"/>	Enrollment Status	<input type="text"/>	<input type="checkbox"/>	Has Financial Aid	<input type="text"/>																
<input type="checkbox"/>	Referred By	<input type="text"/>	<input checked="" type="checkbox"/>	Counselor	<input type="text"/>																
<input type="checkbox"/>	Insurance	<input type="text"/>	<input type="checkbox"/>	Adjuster	<input type="text"/>																
<input type="checkbox"/>	Record Status	<input type="text"/>	<input type="checkbox"/>	Bad Address Status	<input type="text"/>																
<input type="button" value="Exit"/> <input type="button" value="Clear Criteria"/> <input type="button" value="Report Options"/> <input type="button" value="Generate Report"/> <input type="button" value="Send to File"/> <input type="button" value="Hide Report"/> <input type="button" value="Print"/> <input type="button" value="Close"/>																					

Mailing Labels allow you to generate the report first then check Data that you want to be included for Mailing Labels: Name and Address. This report generates mailing labels specifically for Counselors defined in Trx 3001.

# Federal Disclosures [3025]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go!

**ADMISSIONS REPORTS - FEDERAL DISCLOSURES (3025)**

Disclose by:

---

**FEDERAL DISCLOSURE**

printed by: BENDER, AMANDA  
As of 03/10/2018

Federal Disclosure for Campus

Our institution wants you to know that, according to its latest information:  
 Disclosure date: 07/01/2018  
 Data for cohort year ending: NO RECORDS

Student Right-To-Know-Rates	Men	Women	Total	Rate
1a Initial Cohort	0.00	0.00	0.00	---
1c Allowable Exclusions	0.00	0.00	0.00	---
1e Final Cohort	---	---	0.00	---
2a Completers	0.00	0.00	0.00	---
3a Transfer-out Students	0.00	0.00	0.00	---
4 Completion or Graduation Rate	---	---	---	0.00%
5 Transfer-Out Rate	---	---	---	0.00%
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E)	---	---	---	0.00%
7 Placement rate (disclose any placement rate calculated)	---	---	---	---

Line 2a above breaks down into this:

Ethnicity	Full-time undergraduate Data:					
	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Non Resident Alien	0.00	0.00	0.00	0.00	0.00	0.00
Hispanic/Latinos	0.00	0.00	0.00	0.00	0.00	0.00
American Indian or Alaska Native	0.00	0.00	0.00	0.00	0.00	0.00
Asian	0.00	0.00	0.00	0.00	0.00	0.00
Black or African American	0.00	0.00	0.00	0.00	0.00	0.00
Native Hawaiian or Other Pacific Islander	0.00	0.00	0.00	0.00	0.00	0.00
White	0.00	0.00	0.00	0.00	0.00	0.00
Two or More Races	0.00	0.00	0.00	0.00	0.00	0.00
Race and Ethnicity Unknown	0.00	0.00	0.00	0.00	0.00	0.00

I have read and understood the graduation rate information provided above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Module Description

The Department of Education requires eligible institutions to disclose certain information to prospective students, such as the Student Right to Know. This module displays the Student Right To Know data which is calculated from the IPEDS Graduation Rate Report. Enter the applicable Disclosure Date, Click Generate and Print the Federal Disclosure Information. Note: You may also access this data on the bottom of the IPEDS Graduation Rate Report located in Trx 1036 Annual Reports.

## State Disclosures [3026]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**ADMISSIONS REPORTS - STATE DISCLOSURES (3026)**

Programs of Study:

Disclose by:

Prospective Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA State Disclosure for MAGNETIC RESONANCE IMAGING (Last Update by 08/22/2013)**  
Disclosed by 07/01/2013

28.57 % of 10 of the 35 students in this program scheduled to graduate in the year 2012 went on to graduate;  
30.00 % of 3 of the 10 students that graduated in that year have found jobs related to the field of study  
0 % of 0 of the 0 students in this program taking the test administered by the State in the year passed that examination.

I have read and I understand the graduation rate, licensing or certification examination rate, and job placement rate information provided above.

Prospective Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA State Disclosure for MAGNETIC RESONANCE IMAGING (Last Update by 07/22/2014)**  
Disclosed by 07/01/2014

0.00 % of 0 of the 17 students in this program scheduled to graduate in the year 2013 went on to graduate;  
0 % of 0 of the 0 students that graduated in that year have found jobs related to the field of study

### Module Description

The State of California requires approved institutions to disclose certain information to prospective students, such as Graduation Rates, Placement Rates and State Examination Passage Rates. This module enables you to View and Print the State Disclosure Information. Also see Annual Reports under Trx 1036 for additional reports.

## Student References [3027]

List of Student References	Detailed Info	Print Preview
Key:	<input type="text"/>	Active: YES <input type="button" value="v"/>
Contact Person:	<input type="text" value="Mary Smith"/>	
Relationship to Student:	<input type="button" value="v"/> AUNT	
*Address:	<input type="text" value="122 Dawn Dr"/>	
(address line 2)	<input type="text"/>	
State:	<input type="button" value="v"/> CA	
*City:	<input type="button" value="v"/> TUSTIN	Zip Code: <input type="button" value="v"/> 92780 <input type="text"/>
*Country:	<input type="button" value="v"/> UNITED STATES OF AMERICA	Foreign Postal Code: <input type="text"/>
Contact Number:	<input type="text" value="(228)446-9554"/>	Mobile # <input style="background-color: #e0e0e0; color: #000080; border: 1px solid #000080;" type="text" value="(566)988-8544"/>
Other Contact #:	<input type="text" value="(297)558-8455"/>	Fax # <input type="text"/>
Email:	<input type="text" value="marysmith@yahoo"/>	
Created By:	<input type="text"/>	On: <input type="text"/>

### Module Description

This module stores Student Reference information. Typically a list of Student References (i.e. Relatives, Friends, etc.) is collected in the Admission Process and/or Exit Interviews. Schools refer to Student References for various reasons such as emergency numbers and locating the student for Default Prevention once the student becomes inactive.

- Student References are collected during the Exit Interview (at a minimum) for the purpose of contacting the loan borrower in Default Prevention follow-up.
- Student Reference Module is available under ALL areas of RGM (Admission, Registrar, FA, Fiscal, Placement, and Default Prevention). A record saved under one area will be available for viewing/modifying in other Student Reference Modules.
- This module is NOT for tracking changes to STUDENT contact information. Updates to STUDENT information are performed in the Student Profile.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Contact Person	Contact Person Name at the Address, Phone/Fax numbers and/or Email Address
Relationship to Student	Refers to the Relationship of Reference to Student
Address	Address for the Reference

Phone numbers	Updated Phone Number for the Reference
Email	Updated email for the Reference
Fax	Updated Fax Number for the Reference

# Student Appointment List [3536]

ADMINISTRATION | RECRUITMENT | **ADMISSION** | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

## ADMISSION - STUDENT APPOINTMENT LIST (3536)

CAMPUS: ALL Campuses

**REPORT SELECTION CRITERIA**

APPOINTMENT DATE RANGE: 03/10/2016 - 03/17/2016 [Clear](#)

STAFF: ALL STAFF

STATUS: ALL

DEPARTMENT: ADMISSION

PROGRAM TYPE: ALL TYPES ALL PROGRAMS

**REPORT FORMATTING**

**SORT BY:**  Employee  Student Name  Student Key

Page Report by:  Employee  Department

**BATCHING / SCHEDULING**

Batch Report  Repeating Schedule

[Exit Report](#) [Generate Report](#) [Show Report](#) [Hide Criteria](#) [Print Preview](#)

Student Appointment Listing								
Employee	Student		Appointment			Department	Comments	Post Appt Notes
	Key	Name	Date	Time	Length			
RAMIREZ, DOANNE O	1865 XI,	LINDA YE	04/14/2015	10:00 AM	30	Pending	REGISTRAR	Test

**1 STUDENTS**

The Student Appointment List allows users to create a listing of Appointment details entered under Student Appointment modules (available under Admission, Registrar, Financial Aid, Fiscal, Placement and Default Prevention).

**TIP:** This report can be filtered by **Appt Date Range, Staff member, Appt status, Dept, and/or Program.**

Users can select to sort/display the report by **Employee, Student Name, or Student Key.**