





S3. Check 0 – Step Three Quick Guide Checklist

This is a quick summary check guide to make sure you perform all **Pre-Approval and class scheduling compliance** checks in order to progress the change enrolment request to the next steps with the process.

It is expected that all Change Enrolment requests are moved to the next step within 1 business day of receipt.

| Check # | What are we checking? | Why are we checking? | |
|-------------|------------------------------------|---|--|
| Check One | Course pre-Approval | Are there any pre-approved system overrides? Has the student completed the required pre-requisite courses? |  |
| Check Two | Check Class Issue is still current | Is the Class open and available? |  |
| | Resolve Class Issue | What changes need to be made to resolve issue? Do you need further Academic approval? |  |
| Check Three | Action Class Outcomes | Update system with approved class issue resolution |  |

S3. Check 1 – Check Courses for Approval

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| Objective | <p>To ensure the courses the student has requested are as per their current course of study and that they meet the pre-requisite courses in order to be able to progress into the course they are requesting.</p> <p>In some cases the student may not have attempted to the request themselves and may be already be eligible for entry into their requested course. Such requests can be approved by delegated authority of the Senior Administrator.</p> |
| What are the first steps | <ol style="list-style-type: none"> 1. Read COE notes regarding course or class request 2. Confirm if the student has already attempted the request themselves 3. Check student study plan for any listed pre-approved system overrides relevant to that course 4. If no system driven overrides are present check student has completed the required pre-requisite courses. |
| What to do next | <p>The course has pre-approved system overrides listed on the Study Plan</p> |
| | <p>Are there multiple courses on the change request that have pre-req and class scheduling issues?</p> <ol style="list-style-type: none"> 1. If yes: <ol style="list-style-type: none"> a. Attempt Enrolment request for required class once successful b. Continue to Check 2 2. If no: <ol style="list-style-type: none"> a. Make relevant notes in the change request why request will be declined. b. Decline COE |
| | <p>The student has successfully passed the pre-requisites but was not able to/did not self enrol</p> |
| | <p>Are there multiple courses on the change request that have pre-req and class scheduling issues?</p> <ol style="list-style-type: none"> 1. If yes: <ol style="list-style-type: none"> a. Attempt Enrolment request for required class once successful b. Continue to Check 2 2. If no: <ol style="list-style-type: none"> a. Go to Step 5 and perform all required checks. |
| | <p>Student has not me Pre-Requisite Courses</p> |
| | <p>Are there multiple courses on the change request that have pre-req and class scheduling issues?</p> <ol style="list-style-type: none"> 1. If yes: <ol style="list-style-type: none"> a. Make notes that student has not met required pre-requisite courses b. Continue to Check 2 2. If no: <ol style="list-style-type: none"> a. Make not student has not met required pre-requisite courses b. Decline COE request |
| Policy Link Information | <ul style="list-style-type: none"> • Admission and Fees Policy |
| Who can you escalate to? | <ul style="list-style-type: none"> • Academic Programme Manager • Team Leader – Timetabling • Team Leader – Enrolment Administration |

Work Instructions

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S3. Check 2 - Class Capacity issues are current

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| Objective | <p>A current class capacity issue is when a class is full and has been automatically closed requiring the capacity to be increased to result in an open status.</p> <p>The specific timeframes between steps may vary due to the nature of each task associated with the step. This can result in a COE being at a step that is no longer relevant. This check guide will ensure that the issues have been checked for its relevance in order to proceed with the change request.</p> |
| What are the first steps | <ol style="list-style-type: none"> 1. Read COE notes regarding class issue 2. Check if the class issue is still relevant to do this check: <ol style="list-style-type: none"> a. Check if Class is still closed b. Check if class capacity has already been resolved 3. Review next steps to action |
| What to do next | <p>If class issue is <u>no longer relevant</u> and the change request can proceed</p> <p>Are there multiple courses on the change request?</p> <ol style="list-style-type: none"> 1. If yes: <ol style="list-style-type: none"> a. Assign to step 5 to continue with the change request enrolment. 2. If no: <ol style="list-style-type: none"> a. Make relevant notes in the change request why request will be declined. b. Decline COE <p>If class issue is <u>still relevant</u></p> <p>Contact APM to confirm if the request for the class issue can be approved or declined:</p> <ol style="list-style-type: none"> 1. Class Capacity Increase or Class Open request is declined <ol style="list-style-type: none"> a. Review COE notes to understand further action b. Decide on next steps 2. Class Capacity Increase or Class Open request is approved <ol style="list-style-type: none"> a. Request is a swap or add only b. Update relevant notes c. Remove your name from the assigned field d. Decline COE 3. Request has multiple courses to be actioned <ol style="list-style-type: none"> a. Update relevant notes b. Remove your name from the assigned field c. Assign to Step 4 for academic approval d. Make notes on class capacity being declined |
| Policy Link Information | <ul style="list-style-type: none"> • Admission and Fees Policy |
| Who can you escalate to? | <ul style="list-style-type: none"> • Academic Programme Manager • Team Leader – Timetabling |
| Work Instructions | |

S3. Check 3 – Action Class Capacity or Closed Class outcome

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| Objective | To action or seek approval to open or increase class capacities for current COE requests and progress COE to next step for approval or processing within required timeframes |
| What are the first steps? | <ol style="list-style-type: none"> 1. Validate through timetabling planner if classes can be opened or increased 2. Contact APM for approval on capacity issue and any further multiple courses requiring approval 3. Confirm outcome from APM |
| What to do next | Class Capacity Increase or Class Open request is approved |
| | <ol style="list-style-type: none"> a. Review COE notes to understand further actions b. Decide on next steps |
| | Request is a swap or add only |
| | <ol style="list-style-type: none"> a. Open Classes or Increase capacity b. Update relevant notes c. Remove your name from the assigned field d. Assign to specific EA Senior Administrator e. Assign to Step 5 for enrolment processing |
| | Class Capacity Increase or Class Open request is declined |
| | <ol style="list-style-type: none"> a. Review COE notes to understand further actions b. Decide on next steps |
| | Request is a swap or add only |
| | <ol style="list-style-type: none"> a. Update relevant notes b. Remove your name from the assigned field c. Decline COE |
| | Request has multiple courses to be actioned |
| | <ol style="list-style-type: none"> a. Update relevant notes b. Remove your name from the assigned field c. Assign to Step 4 for academic approval d. Make notes on class capacity being declined |
| Policy Link Information | <ul style="list-style-type: none"> • Admission and Fees Policy |
| Who can you escalate to? | <ul style="list-style-type: none"> • Team Leader – Timetabling • Operations Manager – Timetabling |
| Work Instructions | |