S4. Check 0 – Step Four Quick Guide Checklist

This is a quick summary check guide to make sure you perform all **approval 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	Approval Request	Review all pre checks performed by initial steps to understand: 1. Student Wellness Check 2. Eligibility to proceed 3. Class issues impacts	✓
Check Two	Approval Required	Review all relevant information required to approve students request relating to: 1. Standard Add/Swap/Drops 2. Application to study 5 courses 3. Class Capacity / Class Not Open 4. Request for permissions (pre-reqs) 5. Third Time Enrolments 6. Cross Credit COE Requests 7. Extra Electives (Outside of substantive programme)	✓
Check Three	Determine Approval Outcome	Approvals are based on: 1. Students eligibility to proceed as per regulations (compliant) 2. Students likelihood to succeed 3. All information has been provided 4. Approval or decline information has been provided	✓
Check Four	Save Line Approvals	All **line approvals have been saved** 1. You have clicked line approval 2. You have made notes about declines if applicable 3. You have removed your user name from the change enrolment request	✓

S4. Check 1 - Review COE for impact

Objective	A COE contains all relevant information regarding the students change request including: • Completed wellness check information • Eligibility for the change request to proceed (Visa or StudyLink Information) • Any implications that prevents the change request to be completed successfully – such as class capacity or closed classes. It is expected that all information is reviewed and understood before proceeding with the next course of action to enable a continuum flow of process while also ensuring the request is likely to support the student's success.
What are the first steps	1. Review information on the COE request 2. Review student's academic history 3. Review study plan to ensure correct academic approval as per regulations 4. Understand timetabling impacts 5. Understand extra electives to be approved by other APM
What to do next	**Before proceeding onto the next stage it is important to have all the relevant details and knowledge above to be able to make an informed decision for the change request.** Once all information is reviewed: 1. Progress to Check Two - Approval Information Required
Policy Link Information	• Admission, Enrolment & Fees Policy • Admission & Enrolment Procedures • Fees & Refund Procedures • Programme Regulations
Who can you escalate to?	• Team Leader – Enrolment Administration • Team Leader – International Student Support

S4. Check 2 – Academic Approval Information Required

Objective	To provide Academic Approval Authorities with the correct process and policy information before proceeding onto the next stage. This step is to ensure all the relevant approval information has been provided in order to progress to the next steps **Note:** NZQA require clear and consistent auditing information on all approvals in order to ensure quality and likelihood of success
Approval Inventory List included in this document	1. Application to study 5 courses 2. Class Capacity / Class Not Open 3. Request for permission (pre-requisites) 4. Third Time Enrolment 5. Cross Credit Requests 6. Extra Electives (Outside of substantive programme)
Approval information required	**Application to study 5 courses** a. Review Application to Study Five Courses Check Guide b. Ensure all requirements have been met c. Make relevant notes demonstrating student's likelihood to succeed d. Save line approvals e. Complete step to assign to step 5 f. Remove your username from the assigned field **Class Capacity or Class Closed Issue** a. Review Class Timetabling Check Guide b. Ensure all requirements have been met c. Make relevant notes demonstrating student's likelihood to succeed d. Save line approvals e. Complete step to assign to step 3 f. Remove your username from the assigned field **Request for permission (pre-requisite)** g. Review Request for Permission Check Guide h. Ensure all requirements have been met i. Make relevant notes demonstrating student's likelihood to succeed j. Save line approvals k. Assign to next relevant step l. Remove your username from the assigned field **Extra Electives** (Courses being taken outside of the programme of study) a. Review Extra Electives Check Guide b. Ensure all requirements have been met c. Make relevant notes demonstrating student's likelihood to succeed d. Save line approvals e. Assign to next relevant step f. Remove your username from the assigned field **Third time enrolment** a. Review Third Time Enrolment Check Guide b. Ensure all requirements have been met c. Make relevant notes demonstrating student's likelihood to succeed d. Save line approvals e. Assign to next relevant step f. Remove your username from the assigned field

S4. Check 3 - Determine COE Decision Outcome for students

Objective	To understand and ensure that the change requests do not negatively impact on the student's current enrolments and to ensure that the approval confirm and contains all required information for the enrolments team to progress and complete the COE request successfully.
Possible Impacts	• All COE requests have the ability to negatively impact on the student's current enrolment or can be so complex that that the processing time is delayed and results in late enrolments or long delays for the student. • Such requests should be considered as soon as possible. • Where the above is likely it is recommended that the request is declined or cancelled and the student should meet with the APM or Programme Coordinator to discuss their options
Considerations	For all COE requests we must consider: • There are **no future timetable clashes** that could arise • The courses will ensure the student is **completing the required courses to graduate** • The student has **met all of the required pre-requisites** • The student is **likely to succeed** • The student's **attendance is recorded and updated correctly** in PeopleSoft and SEAtS • The student has **alternative courses for replacement of dropped courses** • The student has the correct supports or pathways available in order to succeed following a change or dropped paper
What are the first steps	COE request can contain and must be considered for their request entirely. The most common request sequences received are: • Add and or swap only • Add / Swap and Drop • Drop Only

What to do next	**Ensure the following have been taken into consideration when making your approval:**
	
	1. Review the student request and consider all of the following:
	   a. Pre-requisite for the course
	   b. Class capacity issues
	   c. Time-clashes with current timetable
	   d. In line with current programme and/or approved as an elective course outside of the programme
	   e. Alternative courses are offered and supports towards the students required qualification
	   f. Attendance is updated in the system and is correctly noted
	   g. Reason for student requesting to drop paper
	   h. Any further or follow up support required
	2. Provide all relevant supporting information to ensure successful enrolment request processing

Policy Link Information	
Who can you escalate to?	
Work Instructions	

S4. Check 4 - Saving Line Approvals

Objective	When a change request for each course has been decided as approved, line approvals are required to be saved so that the action of the requested change can proceed further. Approvals are required from staff who attains authoritative approval access for the COE type.
What are the first steps	1. Review all necessary information on COE in order to make an informed approval
What to do next	**If the change request can be approved:** 1. Make relevant notes to support approval 2. Tick all relevant courses lines that are approved 3. Save line approvals 4. Complete step 4 which will automate to step 5 5. Remove username from the Assigned User ID field **If the change request can be approved and requires further action before enrolment:** 1. Make relevant notes to support approval 2. Tick all relevant courses lines that are approved 3. Save line approvals 4. Complete step 4 5. Assign to appropriate step in the COE (step 2 for International or step 3 for Timetabling) 6. Remove username from the Assigned User ID field **If the change request is delicned:** 1. Make relevant notes to support non-approval of COE 2. Decline COE
Policy Link Information	• No Policy Link information available
Who can you escalate to?	• International Advisors • Operations Manager – Enrolment Processing
Work Instructions	• International Visa information • 2020 Study Plans