

## Session 4 - Student: Registration

Date: Tuesday, March 29, 2022

Time: 8:15am - 10:30am

Ellucian

Evaluator's Name: \_\_\_\_\_

	Functionality	Comments
1.	Provide a 20-minute overview of the Registration functionality available in the solution - including the student's view.	
<b>Registration Processing and Schedule Search</b>		
2.	Demonstrate the ability to assign registration appointments in a multi-term registration environment based upon a number of criteria, e.g., priority registration, credits earned, cohort, admit status, academic standing, etc.	
3.	Demonstrate the ability to review priority registration dates assigned as well as modify priority order assigned.	
4.	Demonstrate a student's ability to search for classes through a computer, tablet, or mobile device based upon time, location (online), instructor, department, keyword, special programs, etc.  Include the ability to display textbook information and/or integrate with college bookstore.  For online courses, show the ability to provide URL/login information.	
5.	Demonstrate the ability to require students to answer a set of questions prior to accessing registration - e.g., verify emergency contact information, confirm/update educational goal, etc.	
6.	Demonstrate ability to enforce orientation completion before registering for courses (e.g., orientation complete before enrolling in courses)	
7.	Demonstrate the registration of a student for multiple terms, including the following:  a. Online (web-based and <b>mobile</b> ) search for classes	

Evaluation URL:

## Session 4 - Student: Registration

Date: Tuesday, March 29, 2022

Time: 8:15am – 10:30am

Ellucian

	Functionality	Comments
	b. Schedule planning based on the courses needed complete the requirements of a student's active program(s) of study/major(s).	
	c. Selection of one or more classes and registration process	
	d. Automatic checks for prerequisites and co-requisites	
	e. Automatic enforcement of permissions, e.g., instructor approval	
	f. Automatic enforcement of rules/logic within the class schedule, e.g., linked classes, required placement test scores	
	g. Automatic checking for class/time conflicts	
	h. Automatic checking for classes that the student has already completed (repeat rules)	
	i. Ability to limit a student's load based upon their enrollment status (e.g., if on probation) can take a maximum of X credit hours	
	j. Ability to block a student's registration based upon holds, expulsion, or other factors	
	k. Ability to register for a closed class if appropriate permission is obtained	
8.	Demonstrate the registration of a Non-credit student and apply billing (Tuition and Fees) appropriate for a Non-credit Course.	

## Session 4 - Student: Registration

Date: Tuesday, March 29, 2022

Time: 8:15am – 10:30am

Ellucian

	Functionality	Comments
9	Demonstrate a Dual Credit student registration. Show the effect on a student's first-year status for Financial Aid reporting	
10	Demonstrate the ability of students to add/drop classes with an automatic recording of the transaction data. Show the differences of instructor/student/administrative add/drops and last day of attendance will be displayed/captured.	
26	Demonstrate the system's ability to display a student's complete registration history including adds, drops, election of pass/no pass option, audits, etc. Please explain how the differences of instructor/student/administrative registration processes will be displayed/captured.	
<b>Waitlist Management</b>		
18	Demonstrate the ability for students to register for class with authorization from instructor	
11	Demonstrate the ability for student to select the option to be waitlisted for course	
17	Demonstrate the ability for students to manage their own waitlist via self-service.	
12	Demonstrate the ability for the system to recommend open class options in the same time-frame if the requested course is closed/waitlisted	
15	Demonstrate the ability to auto notify waitlisted students when new section of the same course title was recently added	

Evaluation URL:

## Session 4 - Student: Registration

Date: Tuesday, March 29, 2022

Time: 8:15am – 10:30am

Ellucian

	Functionality	Comments
14	Demonstrate the ability through email/text to automatically notify a student that they may register for a class when a seat has become available in the class.	
19	Demonstrate the ability to administratively drop a student on a Waitlist	
13	Demonstrate the ability to configure Waitlist rules – e.g., auto-notify student when seat becomes and available and give X hours to claim the seat, or auto-enrollment, barring any conflicts or holds	
16	Demonstrate the ability to move to the next student on the Waitlist if seat not claimed in X hours	
<b>Registration back-office management</b>		
20	Demonstrate block/batch registration -- the enrollment of a student into a fixed curriculum	
21	Ability to batch enroll waitlisted students into a new section	
22	Demonstrate the administrative ability to clear/override registration blocks for a specific term, (e.g., time conflicts, course repeats, etc.) so student can register via self-service	
29	Demonstrate how Prerequisite Challenges and Equivalencies are handled including workflow to faculty.	
23	Demonstrate how “holds” are created, permissions granted, and holds are removed. Show how holds can be removed in batch	
25	Demonstrate the administrative ability to place or remove a hold on a student’s registration. Please explain how holds are displayed to students.	

## Session 4 - Student: Registration

Date: Tuesday, March 29, 2022

Time: 8:15am - 10:30am

Ellucian



	Functionality	Comments
27	Show the system's support for various types of drop statuses. e.g., drop before class starts/delete class registration, drop after class starts, administrative drop, drop at census, specific drop reason codes	
28	Demonstrate the ability to immediately assign a grade of "W" to any student who drops a class after specified date.	
24	Demonstrate how students and certain administrative offices are automatically notified when a student's load drops below a specified level - e.g., International, Financial Aid	

**Session 4 - Student: Registration**



Date: Tuesday, March 29, 2022

Time: 8:15am - 10:30am

Ellucian

Evaluator's Name: \_\_\_\_\_

Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation URL: