

## Session 4 - Student: Registration



Date: Tuesday, April 12, 2022

Time: 8:15am - 10:30am

Anthology

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>System Configuration</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.	
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	
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.	
15.	Demonstrate the ability to auto notify waitlisted students when new section of the same course title was recently added	
16.	Demonstrate the ability to move to the next student on the Waitlist if seat not claimed in X hours	

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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.	
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	
<b>Registration Processing</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	
<b>Student Self Service</b>		
6.	Demonstrate ability to enforce orientation completion before registering for courses (e.g., orientation complete before enrolling in courses)	
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.	
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	

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	bookstore. For online courses, show the ability to provide URL/login information.	
7.	Demonstrate the registration of a student for multiple terms, including the following:	
	a. Online (web-based and mobile) search for classes	
	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	
11.	Demonstrate the ability for student to select the option to be waitlisted for course	
12.	Demonstrate the ability for the system to recommend open class options in the same time-frame if the requested course is closed/waitlisted	
17.	Demonstrate the ability for students to manage their own waitlist via self-service.	
7.	Demonstrate the registration of a student for multiple terms, including the following:	

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	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)	
18.	Demonstrate the ability for students to register for class with authorization from instructor	
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.	
<b>Viewing and Managing Student Records</b>		
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	
29.	Demonstrate how Prerequisite Challenges and Equivalencies are handled including workflow to faculty.	

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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	
7b.	Schedule planning based on the courses needed complete the requirements of a student's active program(s) of study/major(s).	
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.	
19.	Demonstrate the ability to administratively drop a student on a Waitlist	
7.	Demonstrate the registration of a student for multiple terms, including the following:  7j. Ability to block a student's registration based upon holds, expulsion, or other factors	
	7i. 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	
	7k. 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.	
9.	Demonstrate a Dual Credit student registration. Show the effect on a student's first-year status for Financial Aid reporting	

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28.	Demonstrate the ability to immediately assign a grade of "W" to any student who drops a class after specified date.	

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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: