

# Student Enrollment Status Quick Reference Guide

A member can check their training Enrollment Status via the Self Serve Menu using the below links in Direct Access:

[Home](#) > [Self Service](#) > [Employee](#) > [View](#) > **Member Info Additional**


Or the admin staff can check the status. They must have Command User, Training Officer, or SPO User access to check Student Enrollment Status.

## 1. Go into the Student Training Summary, by using the below path:

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Inquire](#) > **Student Training Summary**

### Student Training Summary

#### Find an Existing Value

EmpID:  

Name:

Last Name:

Case Sensitive

[Basic Search](#)

## 2. Click View All to see all Courses taken and applied for:

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Inquire](#) > **Student Training Summary**

Student Training Summary

EmpID:

Training Summary					View All	First	1-11 of 32	Last
Session	Status	Course	Title	Session #	Start Date	End Date		
		501275	SUSTANCE ABUSE FREE ENVIRON AW	0022	12/09/2004	12/09/2004		
		501277	SUBSTANCE ABUSE FREE ENVIRONME		12/09/2004	12/09/2004		
		600015	DRUG AND ALCOHOL AWARENESS		12/09/2004	12/09/2004		
		501249	CRITICAL INCIDENT STRESS MANAG		11/23/2004	11/23/2004		
		501404	SUICIDE PREVENTION TRAINING		11/23/2004	11/23/2004		
		501955	RAPE & SEXUAL ASSAULT PREVENTI		11/23/2004	11/23/2004		
		400469	CR/HRA SEXUAL HARASSMENT PREV		04/14/2004	04/14/2004		
		501376	BASIC ICS		04/25/2002	04/25/2002		
		501377	INTERMEDIATE ICS		12/04/2001	12/06/2001		
		400469	CR/HRA SEXUAL HARRASSMENT PREV		11/15/2001	11/15/2001		
		500201	CR/HRA BASIC HUMAN AWARENESS (		11/15/2001	11/15/2001		

### 3. Click here to show all columns:

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Inquire](#) > **Student Training Summary**

Student Training Summary

EmplID:

Training Summary					View All	First	1-11 of 32	Last
Session	Status							
Course	Title	Session #	Start Date	End Date				
501275	SUSTANCE ABUSE FREE ENVIRON AW	0022	12/09/2004	12/09/2004				
501277	SUBSTANCE ABUSE FREE ENVIRONME		12/09/2004	12/09/2004				
600015	DRUG AND ALCOHOL AWARENESS		12/09/2004	12/09/2004				
501249	CRITICAL INCIDENT STRESS MANAG		11/23/2004	11/23/2004				
501404	SUICIDE PREVENTION TRAINING		11/23/2004	11/23/2004				
501955	RAPE & SEXUAL ASSAULT PREVENTI		11/23/2004	11/23/2004				
400469	CR/HRA SEXUAL HARASSMENT PREV		04/14/2004	04/14/2004				
501376	BASIC ICS		04/25/2002	04/25/2002				
501377	INTERMEDIATE ICS		12/04/2001	12/06/2001				
400469	CR/HRA SEXUAL HARRASSMENT PREV		11/15/2001	11/15/2001				
500201	CR/HRA BASIC HUMAN AWARENESS (		11/15/2001	11/15/2001				

### 4. Check the Status Field

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Inquire](#) > **Student Training Summary**

Student Training Summary

EmplID:

Training Summary							View All	First	1-11 of 32	Last
Course	Title	Session #	Start Date	End Date	Status	Grade				
501275	SUSTANCE ABUSE FREE ENVIRON AW	0022	12/09/2004	12/09/2004	Completed					
501277	SUBSTANCE ABUSE FREE ENVIRONME		12/09/2004	12/09/2004	Completed					
600015	DRUG AND ALCOHOL AWARENESS		12/09/2004	12/09/2004	Completed					
501249	CRITICAL INCIDENT STRESS MANAG		11/23/2004	11/23/2004	Completed					
501404	SUICIDE PREVENTION TRAINING		11/23/2004	11/23/2004	Completed					
501955	RAPE & SEXUAL ASSAULT PREVENTI		11/23/2004	11/23/2004	Completed					
400469	CR/HRA SEXUAL HARASSMENT PREV		04/14/2004	04/14/2004	Completed					

### STATUS KEYS:

- a. **Completed:** This means the member has successfully completed the course.
- b. **Request:** This means an ETR has successfully been submitted.
- c. **Enrolled:** This means the member has been enrolled in the course. However, it does not mean that orders have been issued. It almost always means that orders are going to be issued. The admin/training staff must keep in mind that more than one student is being enrolled in this course. Entitlements need to be verified, and orders need to be checked on each prospective student. Once all is verified, the TQC Scheduler can release the orders. The status in the Training Summary will remain as "Enrolled". However the student will then get an email telling them orders have been issued, and the orders will post on the Airport Terminal.
- d. **Session Wait:** This happens when a course has been filled, and there are more students that applied for the course than seats were available. The member is placed on a waiting list, by changing the status to "Session Wait". If the member does not receive orders by the class convening date, they will be moved over to the next available session they have requested in the ETR.
- e. **Incomplete:** Member did not complete the course for one reason or another.
- f. **Cancelled:** The unit has asked that the member's orders be cancelled for one reason or another, after the TONO has been issued.