# Student Enrollment Status Quick Reference Guide

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

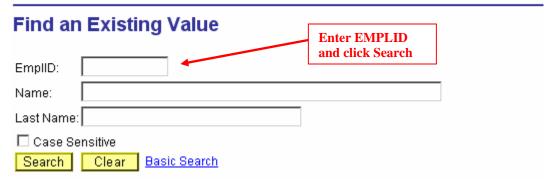
# Home > Self Service > Employee > View > Member Info Additional

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



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

Home > Develop Workfords > Administer Training (GBL) > Inquire > Student Training Summary

Student Training Summary

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Training S	Summary View All	First <b>1</b> 1-11 of 32 ▶ <u>Last</u>			
Sessio	on Status Time				
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		

EmplID:

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

Home > Develop Workforce > Administer Training (GBL) > Inquire > Student Training Summary

Student Training Summary

# EmplID:

Training Summary		A	View All	First 🖪 1-11 of 32 🕨 <u>Last</u>		
Session	Status	<u></u>				
Course	Title			Session #	Start Date	End Date
501275	SUSTANCE ABUSE	FREE ENVIRON AV	٧	0022	12/09/2004	12/09/2004
501277	SUBSTANCE ABUS	E FREE ENVIRONM	E		12/09/2004	12/09/2004
600015	DRUG AND ALCOH	OL AWARENESS			12/09/2004	12/09/2004
501249	CRITICAL INCIDENT	FSTRESS MANAG			11/23/2004	11/23/2004
501404	SUICIDE PREVENT	ON TRAINING			11/23/2004	11/23/2004
501955	RAPE & SEXUAL AS	SAULT PREVENTI			11/23/2004	11/23/2004
400469	CR/HRA SEXUAL HA	ARASSMENT 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 HA	ARRASSMENT PRE	V		11/15/2001	11/15/2001
500201	CR/HRA BASIC HUN	MAN 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 S	Summary <u>View All</u>	First 🖪 1-11	lof32 🕨 🛄	<u>SI</u>		
<b>€</b> 1337						
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 notes 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.