An Introduction to Non-Registered Student Outreach Tracking in PeopleSoft

Rochester Institute of Technology

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Non-Registered Student Outreach Overview

The *Non-Reg Tracking* page in SIS is designed to assist advisors and related staff with the ongoing outreach to non-registered students. This initiative targets students who have not registered for the upcoming term during their assigned enrollment appointment or the first week of open enrollment. Non-registered student outreach will occur each fall and spring semester. Outreach efforts begin the second week of open enrollment and continue through the first three weeks of the semester.

Information for the outreach effort is in two areas of SIS:

1) **My Advisees** "Details" tab: *My Advisees* offers advisors a high-level view of their advisees' registration status, general academic information and other important summary information to assist in identifying and prioritizing students for outreach. It also includes a direct link to the *Non-Reg Tracking* page.

2) **Non-Reg Tracking page** (Non-Reg "back office" page): The *Non-Reg Tracking* page allows users the ability to look up and edit (based on role permission) individual student information regarding non-registered outreach that has been entered to date.
    a) Two ways to navigate to the Non-Reg Tracking page:
        - Teaching, Advising & Support Homepage → Academic Records & Enrollment tile → Non-Reg Tracking
        - NavBar → Navigator → Records and Enrollment → Student Term Information → Non-Reg Tracking

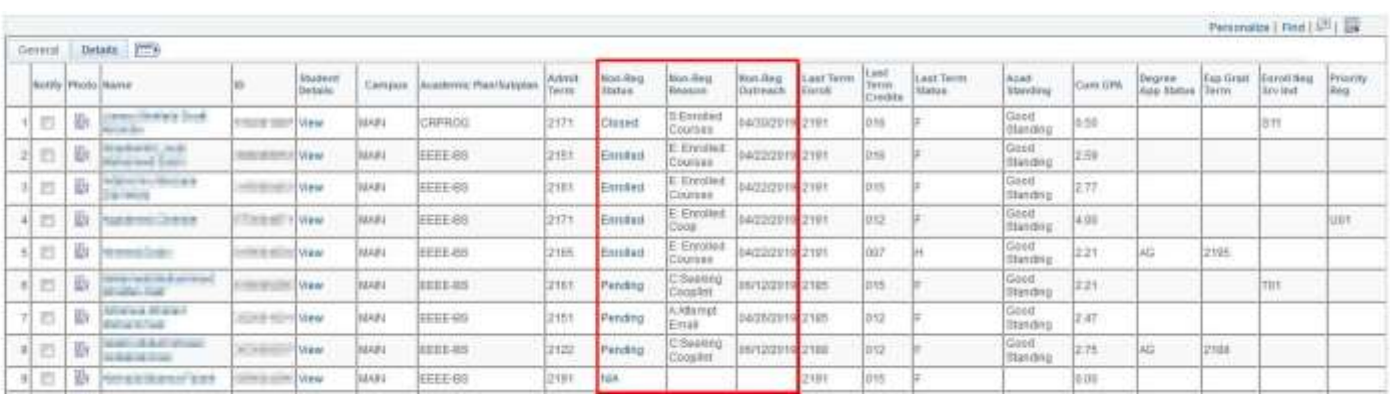
Permissions for the Non-Reg Tracking Page

Access to the *Non-Reg Tracking* page is assigned by business role. Below is a chart outlining business roles, permission when tracking outreach, and where you can go to access the non-registered student outreach information.

Business Role	Non-Reg Tracking Permission	Access Point(s)
Primary Academic Advisors	View, Update	• MyAdvisees student list • Non-Reg Tracking “back office” page
NTID Counselor/Advisors	View, Update	• MyAdvisees student list • Non-Reg Tracking “back office” page
Deans Delegates for Advising	View, Update	• Non-Reg Tracking “back office” page
Graduate Directors	View, Update	• Non-Reg Tracking “back office” page
Faculty Advisors	View	• MyAdvisees student list • Non-Reg Tracking “back office” page
NTID Support Coordinators	View	• MyAdvisees student list • Non-Reg Tracking “back office” page
Support Staff	View	• Non-Reg Tracking “back office” page
Support Advisors (MCAS, HEOP, ROTC, etc.)	View	• MyAdvisees student list • Non-Reg Tracking “back office” page

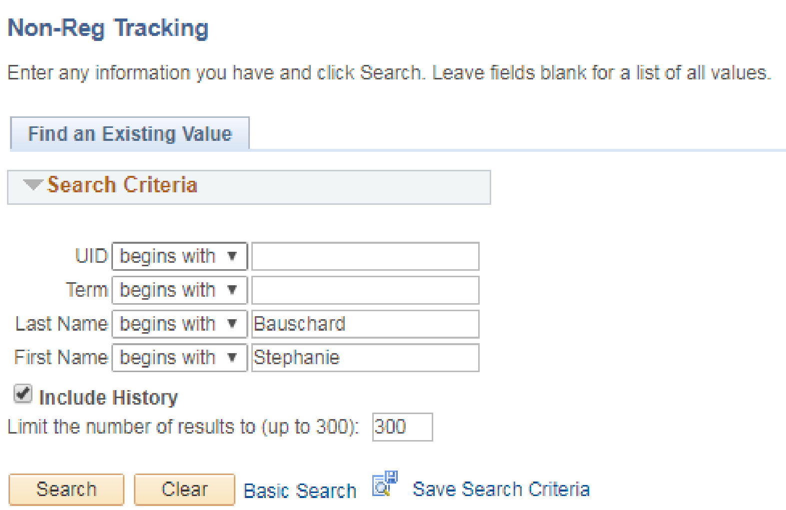
Accessing the Non-Reg Tracking Page from My Advisees

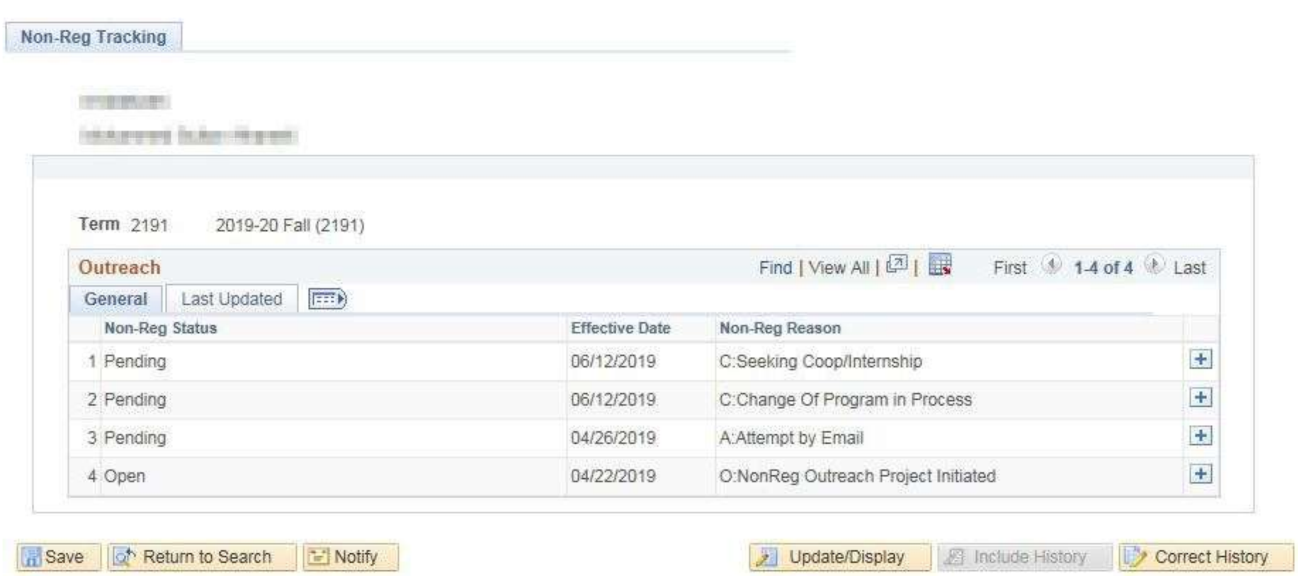
1	Teaching, Advising & Support Homepage > **My Advisees** tile
2	Click on the Details tab of your advisee list
3	View the Non-Reg Status, Non-Reg Reason, Non-Reg Outreach columns and sort accordingly
4	Click on the Non-Reg Status link for the student who needs outreach
5	A new browser window will open *(Note: Pop-up blockers must be disabled)*
6	Click Include History to see a list of all outreach items
7	Click (+) to add a new row
8	If you need to update the Effective Date, use the calendar lookup to select a date or manually enter the date as ‘MM/DD/YYYY’ *(Note: The effective date cannot be earlier than the last outreach date.)*
9	Select the appropriate Non-Reg Reason from the dropdown box
10	You may add more than one Non-Reg Reason by clicking (+) and repeating Steps 7 – 9 *(Note: You can add more than one row on the same date)*
11	Click on the Save button when you are finished and close the browser window.
12	Your *My Advisee* list should still be open, you can reload the list to see the most recent Non-Reg Status, Non-Reg Reason, Non-Reg Outreach *(Note: It is not necessary to reload the list between transactions)*



Using the Non-Reg Tracking Page: View/Update Access

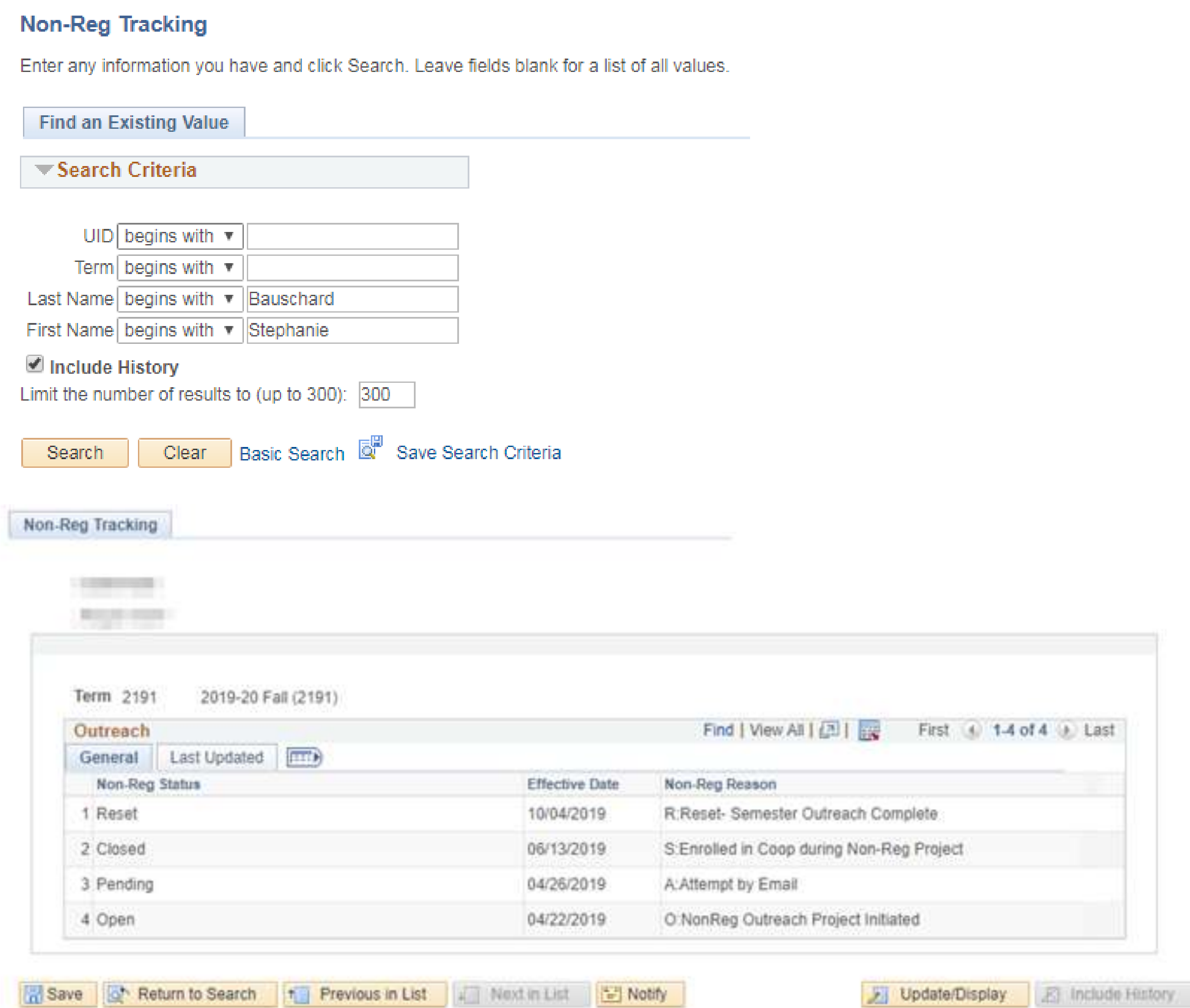
1	Teaching, Advising & Support Homepage > **Academic Records & Enrollment** tile > **Non-Reg Tracking**
2	Enter the student information (UID and/or Last Name, First Name), check Include History and click Search
3	Enter the current Outreach Term or a previous Outreach Term
4	Click (+) to add a new row
5	If you need to update the Effective Date, use the calendar lookup to select a date or enter the new date as 'MM/DD/YYYY' *(Note: The effective date cannot be earlier than the last outreach date)*
6	Select the appropriate Non-Reg Reason from the dropdown box
7	You may add more than one Non-Reg Reason by clicking (+) and repeating Steps 3 – 5 *(Note: You can add more than one row on the same date)*
8	Click Save when you are finished and close the browser window





Using the Non-Reg Tracking Page: View Only Access

1	Teaching, Advising & Support Homepage > **Academic Records & Enrollment** tile > **Non-Reg Tracking**
2	Enter the student information (UID and/or Last Name, First Name), check Include History
3	Enter the current Outreach Term or a previous Outreach Term, click Search
3	All outreach items should display



Glossary of Terms:
Non-Registered Outreach Status Codes (Automated)

The following Status Codes will update through an automated process based on enrollment activity or data entered by advisors. (Note: Only "Pending" statuses are triggered by manual entry)

Short Name Displayed in My Advisees	Description
N/A	This code is used for two different reasons. 1) Displayed when outreach project is closed; also reflected as RESET on *Non-Reg Tracking* page 2) Displayed while non-registered outreach project is underway; indicates a newly matriculated student
Enrolled	Prior to project starting; student enrolled
Open	Project is running; student not enrolled, no outreach has been documented or the student was recently re-opened as eligible to register
Pending	Project is running; outreach has been documented, student is still not enrolled
Closed	Project is running; outreach may have occurred, student has enrolled or moved to another official SIS status (such as LOA, suspended, or discontinued)

Glossary of Terms: Non-Registered Outreach Reason Codes (Automated)

The following Reason Codes will update through an automated process based on enrollment activity.

Status Codes	Short Name	Long Name
Enrolled	E:Enrolled Courses	E:Enrolled in Courses before Non-Reg Project
Enrolled	E:Enrolled Coop	E:Enrolled in Coop before Non-Reg Project
Open	O:Drop Course Enroll	O:Dropped Courses Previously Enrolled
Open	O:Drop Coop Enroll	O:Dropped Coop Previously Enrolled
Open	O:Return from LOA	O:Return from LOA Processed
Open	O:Re-Admit	O:Re-Admit from UW, SUSP, DISC
Open	O:NonReg Proj Begin	O:NonReg Outreach Project Initiated
Closed	S:Enrolled Courses	S:Enrolled in Courses during Non-Reg Project
Closed	S:Enrolled Coop	S:Enrolled in Coop during Non-Reg Project
Closed	S:UniversityWithdraw	S:University Withdrawal Processed
Closed	S:New LOA	S:New LOA Processed
Closed	S:Continue LOA	S:Student is Continuing LOA
Closed	S:Discontinued	S:Student Discontinued via Policy
Closed	S:Suspension	S:Suspension Processed
Closed	S:Certified	S:Student Certified
Reset	R:Sem Outrch Comp	R:Reset - Semester Outreach Complete

Glossary of Terms: Non-Registered Reason Codes (Manual)

The following "Pending" Reason Codes can be manually selected by advisors from the Non-Reg Reason dropdown menu on the *Non-Reg Tracking* page.

Non-Registered "Pending" Reason Categories:
Categories are designed to help advisors prioritize and sort students for outreach

Contact attempted: "A" reasons should only be used until contact is made, after contact is made the "B", "C", and "D" reasons listed below should be used.
A = Attempted Outreach by advisor/college

After contact is made: The reasons in these categories should be used once contact is made with a student and the student has provided the advisor with a reason they are not currently enrolled and/or if they have a plan for enrollment
B = Barrier that student needs to resolve before able to register (i.e. Hold)
C = Communicated plan from student; still needs student action (i.e. student reports plan to register)
D = Determined no registration is anticipated (i.e. will be certified, external transfer underway)

Long Name **Displayed on Non-Reg Tracking dropdown**	**Short Name** **Displayed in My Advisees**	**Description**
A:Attempt by Email	A:Attempt Email	Outreach Attempted; Advisor/college sent email to student
A:Attempt by Phone	A:Attempt Phone	Outreach Attempted; Advisor/college called student
A:Attempt by Social Media	A:Attempt Social Med	Outreach Attempted; Advisor/college used social media to contact student
A:Contact Info Bad - no contact made	A:Bad Contact Info	Outreach Attempted: Advisor/college attempted contact but contact info was bad
B:Personal Issue(s) -Not Financial	B:Pers Issue Not Fin	Student reports a personal issue (that is not financial) that is preventing registration
B:Personal Issue(s) - Financial	B:Pers Issues Fin	Student reports a personal financial issue that is preventing registration
B:Satisfactory Academic Progress (SAP) Review/FA	B:SAP Review	Student reports they are working with Financial Aid regarding a SAP contract
B:Hold Financial	B:Hold Financial	Student reports need to resolve a financial hold in order to register
B:Hold Advising	B:Hold Advising	Student reports need to resolve an advising hold in order to register
B:Hold Student Conduct	B:Hold Stud Conduct	Student reports need to resolve a Student Conduct hold in order to register
B:Holds Multiple	B:Holds Multiple	Student reports need to resolve multiple holds in order to register
B:Coop/Internship Acquired, Registration Needed	B:Coop/Int Need Reg	Student reports co-op or internship acquired but needs department approval and/or registration
B:Coop/Internship Unable to Secure	B:Coop/Int Cant Find	Student reports they are unable to secure a co-op or internship
B:Required Course(s) Unavailable	B:Req'd Crs Unavail	Student reports that remaining required course(s) are unavailable at this time
B:"I" Grade Needs to be Completed	B:Incomplete Grade	Student reports they need to complete an "I" grade either to be certified or to fulfill a pre-requisite for registration

Long Name Displayed on Non-Reg Tracking dropdown	Short Name Displayed in My Advisees	Description
B:Pending Transfer, CLEP, AP Credit, Waiver	B:Pend Trans Cred/Wv	Student reports they have transfer, CLEP or AP credit that needs to be articulated either to be certified or to fulfill pre-requisites for registration
B:ELC Student; Not Yet Transitioned to College	B:ELC Student	Student cannot register for courses until they have completed ELC coursework/processes
B:International Student Visa Issues	B:Int'l VISA Issue	Student reports VISA issues are preventing registration – Student Visa has either expired or is about to expire, not certain they will be here next term
B:Grad Student 7 year Appeal	B:Grad 7yr Appeal	Grad student needs to appeal 7-yr completion rule in order to register
C:Plans to Enroll Course(s)	C:Plans Course Enr	Student reports planning to enroll in courses
C:Seeking Coop/Internship	C:Seeking Coop/Int	Student reports they are seeking co-op or internship
C:Plans to Enroll Study Abroad	C:Plans Study Abroad	Student reports planning to enroll in study abroad
C:Plans to take LOA	C:Plans LOA	Student reports planning to take an LOA for the upcoming term
C:Taking Courses as Time Allows	C:Enrl as Time Allow	Student takes courses as time/money/ tuition credit allows (typically an adult student in a FT job)
C:Change Of Program in Process	C:COP in Process	Student reports they are in the process of changing programs so they are waiting to register
C:Pending Academic Action	C:Pending Acad Act	Student reports not registering because they are facing academic action
C:Completing Thesis/Project	C:Complete Thes/Prj	Student reports they are completing their thesis or project, need to enroll for continuation of thesis
D:App for Grad Verified in SIS for Fall Term	D:Fall App Verified	Advisor has confirmed that all degree requirements are expected to be complete at the end of the fall term. Additionally, the student has applied for graduation for this term which will reflect in My Advisees as: • Degree App Status = AG • Expected Grad Term = 2191 (only used during outreach for spring registration)
D:App for Grad Verified in SIS for Spring Term	D:SpringApp Verified	Advisor has confirmed that all degree requirements are expected to be complete at the end of the spring term. Additionally, the student has applied for graduation for this term which will reflect in My Advisees as: • Degree App Status = AG • Expected Grad Term = 2195 (only used during outreach for fall registration)
D:App for Grad Verified in SIS for Summer Term	D:SummerApp Verified	Advisor has confirmed that all degree requirements are expected to be complete at the end of the summer term. Additionally, the student has applied for graduation for this term which will reflect in My Advisees as: • Degree App Status = AG • Expected Grad Term = 2198 (only used during outreach for fall registration)
D:Coop Report Needed for Certification	D:Coop Report Needed	Student has completed all degree requirements except final co-op report(s).

Long Name Displayed on Non-Reg Tracking dropdown	Short Name Displayed in My Advisees	Description
D:Continuing LOA	D:Continue LOA	Student is on LOA and will continue on LOA for upcoming term (This “Pending” status will trigger a “Closed” status)
D:Visiting Scholar - Program Complete	D:Visiting Scholar	Student was in a visiting scholar program, the program is complete, no registration expected
D:Enrolled Elsewhere for Final Credits	D:Enrolled External	Student is completing final credits at another college
D:Transfer/Has Transferred	D:Transferring Out	Student has/is planning to transfer to another college
D:Military Active Duty or Enlist	D:Military	Student will be enlisting (LOA) or as been called to active duty (UW); either way, paperwork needs to be submitted
D:Plans Univ W/D No Intention to Complete Degree	D:University W/D	Student reports no intention to complete degree at RIT; University withdrawal paperwork needed/completed

Glossary of Terms: My Advisees (Details Tab)

The following columns appear on the My Advisees Details tab. If populated, these columns may assist to identify and prioritize students for outreach. The values you may see are explained below:

Column Header	Value
Last Term Status	• Full-Time = 12+ credits • Half-Time = 6-11 credits • Less than Half Time = < 6 credits • No Units = 0 credits
Academic Standing	• Good Standing • Probation 1 • Probation 2
Degree App Status	• No data = Not eligible to apply for graduation • "EG" = Eligible: Eligible to apply for graduation • "AG" = Applied: Application for Graduation submitted
Enroll Neg Serv Indicator	• "K" Holds – Student Financial Services • "R" Holds – Registrar • "S" Holds – Student Affairs • "T" Holds – Advising/College
Priority Reg	• "N01" – NTID Supported • "R05" – ROTC – Army • "R06" – ROTC – Air Force • "R19" – ROTC – Navy • "S15" – Student Athlete • "U01" – Honors