

TECOM Integrated Management System TIMS

User Manual: Student Registrar

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Important Warning

This software gives you access to Sensitive Personal information. You must obtain approval from TECOM/FTSB before you copy or distribute it.

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Section 1: Registering Students

To register a student in a class, you need to know two pieces of information:

- The class
- The student's social security number

With that information, you can locate the class, as in 1.1, "How to Find a Class," on page 2, then do any of the following with the student:

- Register the student
See 1.2, "How to Register a Student," on page 5.
- Cancel the student's registration
See 1.3, "How to Cancel a Student's Registration," on page 9.
- Transfer the student
See 1.4, "How to Transfer a Student," on page 12.
- Substitute one student for another
See 1.5, "How to Substitute One Student for Another," on page 13.

1.1 How to Find a Class

To find a class, do the following:

- Click on Class on the main menu.
- Use the search filter in Figure 1 to find the class.
- You can specify as little or as much information as you like to find the class. The more information you specify, the smaller the results set.

You can use as many or as few of the following fields as you like to narrow down the search:

- Branch Code
- Location Code
- Service School Code
- Schoolhouse Code
- From Reporting Date
- Fiscal Year
- Course Name
- Other Service Location
- Other Service Course Number
- Class Code

The Branch Code and the Fiscal Year fields are drop-down boxes, and the From Reporting Date field is a calendar control. The other fields accept the text you type.

If you do not know the full name of the course, you can type in the beginning words. For instance, if you enter “weapon” as the course name, Student Registrar gives you a list of all courses whose names begin with “weapon.”

The screenshot shows a web browser window titled "https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer". The browser's address bar and navigation buttons are visible. The page content includes a navigation menu with links for Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main heading is "Class Search". Below the heading, there is a search filter form with the following fields: Branch Code (dropdown menu with "USMC" selected), Location Code (text input), Service School Code (text input), School House Code (text input), From Reporting Date (calendar control), Fiscal Year (dropdown menu with "2005" selected), Course Name (text input), Other Service Location (text input), Other Service Course Number (text input), and Class Code (text input). A "Search" button is located at the bottom left of the form. The browser's status bar at the bottom shows "Done" and "Internet".

Figure 1: Searching for a Class

Student Registrar displays a list of classes matching your search criteria. If the list is too large, you can click on Search Again and specify additional criteria. If the list is empty, you can click on Search Again to specify fewer criteria.

- Click on the class in the results set to highlight it, as in Figure 2:

Class Search

Enter all or any of the search criteria, then click Search to submit and view the results.

Your results

Course	Class	Title
M022199	2005010	PRECISION WEAPONS REPAIR
M022199	2005040	PRECISION WEAPONS REPAIR
M022199	2005030	PRECISION WEAPONS REPAIR
M022199	2005020	PRECISION WEAPONS REPAIR
M022199	2005050	PRECISION WEAPONS REPAIR
M0258L7	2005010	DETACHMENT COMMANDER
M0258L7	2005050	DETACHMENT COMMANDER
M0258L7	2005030	DETACHMENT COMMANDER
M0258L7	2005040	DETACHMENT COMMANDER
M0258L7	2005020	DETACHMENT COMMANDER
M0281H7	2005020	MARINE SECURITY GUARD
M0281H7	2005040	MARINE SECURITY GUARD
M0281H7	2005050	MARINE SECURITY GUARD
M0281H7	2005010	MARINE SECURITY GUARD

Figure 2: Selecting a Class

- Click on the View Class button to view detailed information about the class, as in Figure 3:

The screenshot shows a web browser window titled "https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer". The page is titled "Class Allocations" and contains the following information:

Class (dropdown menu)
 Search for Class

Admin (dropdown menu)
 Class
 Allocations
 Registered Students
 Waiting List
 Canceled List
 All Students List
 Substitute Student
 Class
 Completion Control
 Class Validation

Report (dropdown menu)
 Registered List
 Waiting List
 Exception List

The following is a list of Allocations for the selected Class.

Course
 Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2005	PRECISION WEAPONS REPAIR	WEAPONS TRAINING BATTALION

Class
 Main information about the Class

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005040	20050530	20050603	20060602	Active

Allocations
 The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student.

Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
LPC-2	2112	OE		4	0	0

Figure 3: Viewing Details about a Class

1.2 How to Register a Student

To register a student in a class, you must know the student's social security number and the class in which you wish to enroll the student.

- Find the class following the instructions in 1.1, "How to Find a Class," on page 2.
- On the page listing the class allocations, as in Figure 4, click on an allocation to highlight it.

The screenshot shows the 'Class Allocations' page in the USMC Student Registrar v1.2 application. The page is viewed in Microsoft Internet Explorer at the URL https://www.inforeliance.com - USMC Student Registrar. The navigation menu includes Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main content area is titled 'Class Allocations' and contains the following sections:

- Course:** Main information about the Course. A table shows:

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2005	PRECISION WEAPONS REPAIR	WEAPONS TRAINING BATTALION
- Class:** Main information about the Class. A table shows:

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005040	20050530	20050603	20060602	Active
- Allocations:** The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student. A table shows:

Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
LPC-2	2112	OE		4	0	0

A 'Register Student' button is located above the Allocations table.

Figure 4: Viewing Class Allocations

- Click on the Register Student button.

If the Register Student button does not appear, it means you have accidentally chosen a class that has ended.

After you click on the Register Student button, the Class Registration page appears, as in Figure 5:

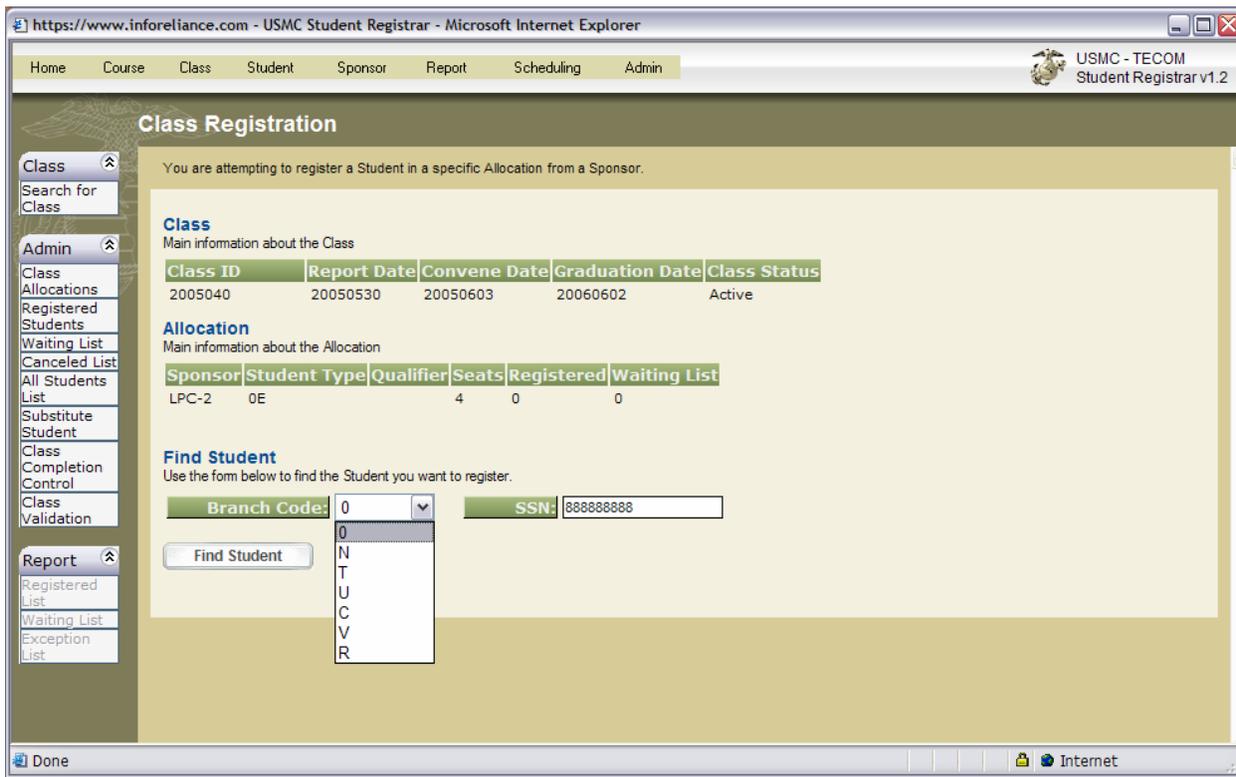


Figure 5: Verifying the Student's Identity

Because you register students with their social security numbers, it is important to verify that you are registering the right person.

To verify the student's identity, do the following:

- Select the branch code from the Branch Code drop-down box.
- Enter the student's social security number in the SSN box.
- Click on the Find Student button.

After you click on the Find Student button, the Class Registration page displays the student's name and sex, as in Figure 6.

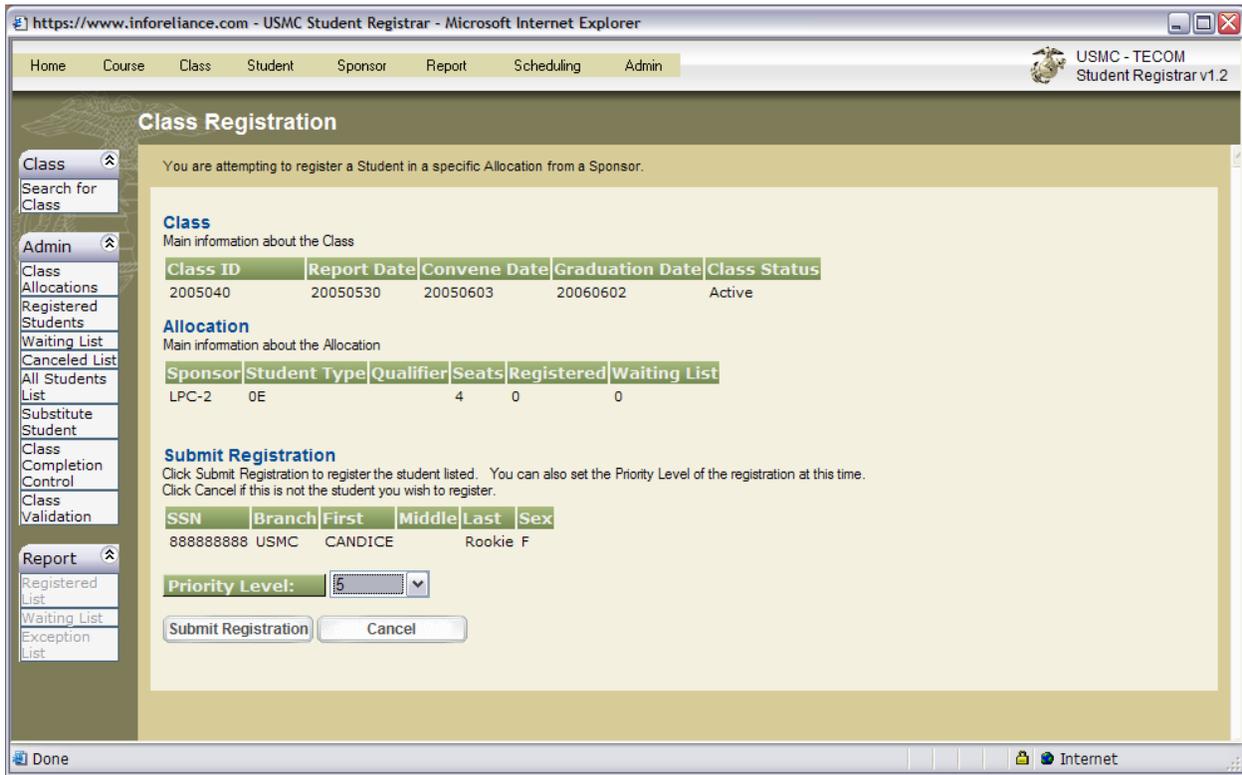


Figure 6: Registering the Student

- Click on Cancel if this is not the student you intended to register.
- Select the priority level of the student's registration from the Priority Level drop-down box.
- Click on the Student Registration button.
- If there is a seat, and if the student is not already in a class with a conflicting schedule, Student Registrar registers the student in the class.

The Class Registration page displays the status of the registration, as in Figure 7.

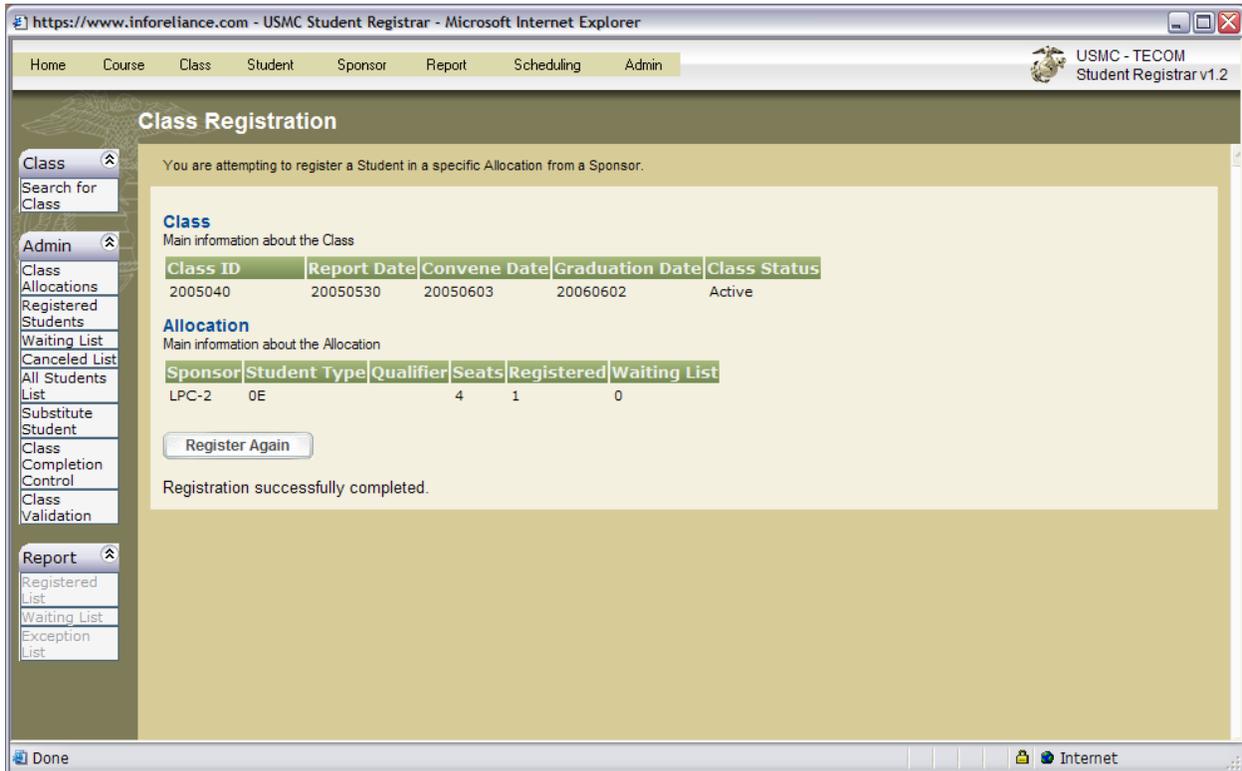


Figure 7: The Status of a Student in the Class

Figure 7 shows the result of registering a student if a seat is available and the student is not already scheduled for a conflicting class. In other circumstances:

- If a seat is available, but the student is already scheduled for a conflicting class, the student is not registered.
- If no seats are available, Student Registrar places the student on a waiting list.

If there is no seat, but you are a Schoolhouse Admin or a Student Registrar Admin, you can override Student Registrar and force the student to be registered anyway.

1.3 How to Cancel a Student's Registration

To cancel a student who is registered in a class, you must know the class and the student's social security number.

- Find the class following the instructions in 1.1, "How to Find a Class," on page 2.
- On the page listing the class allocations, as in Figure 8, click on Registered Students on the left.

The screenshot shows the USMC Student Registrar v1.2 web application. The browser address bar displays "https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer". The navigation menu includes Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main content area is titled "Class Allocations" and contains the following sections:

Class (dropdown menu)
 Search for Class

Admin (dropdown menu)
 Class Allocations
 Registered Students
 Waiting List
 Canceled List
 All Students List
 Substitute Student
 Class Completion Control
 Class Validation

Report (dropdown menu)
 Registered List
 Waiting List
 Exception List

The following is a list of Allocations for the selected Class.

Course
 Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2005	PRECISION WEAPONS REPAIR WEAPONS TRAINING BATTALION	

Class
 Main information about the Class

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005040	20050530	20050603	20060602	Active

Allocations
 The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student.

Register Student

Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
LPC-2	2112	0E		4	1	0

Figure 8: The Menu on the Class Allocations Page

The Registered Students page lists, under Class Roster, all the students who are currently registered for the class. Figure 9 shows a class with only one student for demonstration purposes. The class roster only shows the last four digits of the students' social security numbers.

The screenshot shows the 'Registered Students' page in the USMC Student Registrar v1.2 application. The page is titled 'Registered Students' and contains several sections:

- Course Information:**

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2005	PRECISION WEAPONS REPAIR WEAPONS TRAINING BATTALION	
- Class Information:**

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005040	20050530	20050603	20060602	Active
- Class Roster:**

To cancel registrations, select row(s) and click the Cancel button (or Exception button if that option is available to you). To update the priority of a registration, double-click the cell you want to change and enter the new priority value, then click the Update Priority button.

Sel.	Marine Id	Stu Typ	Qual	Sponsor	Registration Date	Priority
<input checked="" type="checkbox"/>	0*****8888	DE		LPC-2	20050106 12:40:29	5

At the bottom of the page, there are three buttons: 'Cancel', 'Exception', and 'Update Priority'.

Figure 9: The List of Registered Students

Be careful! On this page, the Cancel button does not abort the procedure. It cancels the student's registration.

- Click on the box to the left of the Marine ID so that a check mark appears in it.
- Click on the Cancel button.

Student Registrar displays the status of your change request, as in Figure 10:

The screenshot shows a web browser window titled "https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer". The page has a navigation menu with "Home", "Course", "Class", "Representative", "Report", and "Admin". The main content area is titled "Registered Students" and contains the following sections:

Course
Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2004	PRECISION WEAPONS REPAIR	WEAPONS TRAINING BATTALION

Class
Main information about the Class

Class ID	Report Date	Convenc Date	Graduation Date	Class Status
2004050	7/12/2004	7/22/2004	7/12/2005	Active

Student Status Change Results
Following is the result of the status change for the student you selected.

Marine Id	Stu Typ	Qual	Sponsor	Registration Date	Priority	Status	Explanation
M*****1111	OE		LPC-2	12/15/2004 10:33:27 AM	5	Cancel Successful	

Figure 10: Student Status Changes

1.4 How to Transfer a Student

To transfer a student from one class to another, do the following:

- Find the student's current class

The current class is the class from which you wish to remove the student. Find the class by following the instructions under 1.1, "How to Find a Class," on page 2;

- Cancel the student's registration in the current class.

Cancel the student's registration by following the instructions under 1.3, "How to Cancel a Student's Registration," on page 9.

- Find the student's new class

The new class is the class into which you wish to transfer the student. Find the new class by following the instructions under 1.1, "How to Find a Class," on page 2.

- Register the student in the new class

Register the student in the new class by following the instructions under 1.2, "How to Register a Student," on page 5.

1.5 How to Substitute One Student for Another

Let us suppose that you registered Smith for a certain class, but now you want to send Jones instead. To do this, you must know the class, and you must know the social security numbers of both Smith and Jones. Of course, Smith must currently be a registered student in the class.

- Find the class following the instructions in 1.1, “How to Find a Class,” on page 2.
- On the page listing the class allocations, as in Figure 11, click on Registered Students on the left.

The screenshot shows the 'Substitute Student' page in a Microsoft Internet Explorer browser window. The page title is 'Substitute Student' and the URL is 'https://www.inforeliance.com - USMC Student Registrar'. The navigation menu on the left includes 'Class', 'Admin', and 'Report'. The main content area is divided into several sections:

- Course:** Main information about the Course. A table shows:

CID	Fiscal Year	Course Name	Schoolhouse Name
M022199	2005	PRECISION WEAPONS REPAIR	WEAPONS TRAINING BATTALION
- Class:** Main information about the Class. A table shows:

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005040	20050530	20050603	20060602	Active
- Remove this student:** Enter the Branch Service and the SSN of the student that is being removed.

Branch Code: 0 (dropdown)
 SSN: 888888888
- Add this student:** Enter the Branch Service and the SSN of the student that is replacing the student being removed.

Branch Code: 0 (dropdown)
 SSN: 666666666

A 'Substitute' button is located at the bottom of the form.

Figure 11: Substituting One Student for Another

- Under the heading “Remove This Student,” specify the student you want to remove:
 - Select the student’s service from the Branch Service Code drop-down box.
 - Enter the student’s social security number in the SSN box.
- Under the heading “Add This Student,” specify the student you want to add in the place of the student you are removing:
 - Select the student’s service from the Branch Service Code drop-down box.
 - Enter the student’s social security number in the SSN box.
- Click on the Substitute button

The Substitute Student page displays the status of the substitution under the Substitute button, as in Figure 12:

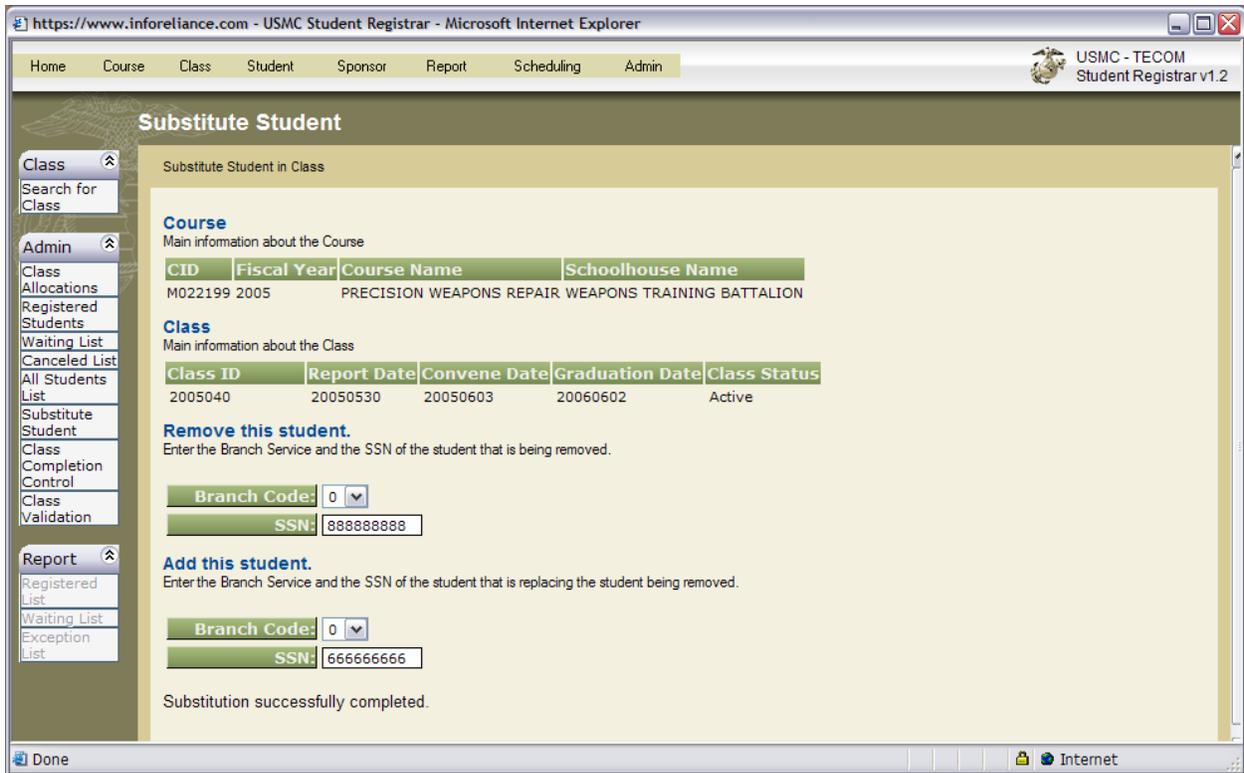


Figure 12: The Status of a Substitution

Section 2: Viewing Information

Student Registrar allows you to view information about classes and students.

To view class rosters, see 2.1, “Viewing Class Rosters,” on page 16.

To view information on students, see 2.2, “Viewing a Student,” on page 18.

2.1 Viewing Class Rosters

To view a class roster, you must first find the class.

- Find the class following the instructions in 1.1, “How to Find a Class,” on page 2.
- The page listing the class allocations appears, as in Figure 13.

The screenshot shows the 'Class Allocations' page in the USMC Student Registrar v1.2 application. The page is titled 'Class Allocations' and contains the following information:

Course
Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE LOGISTICS OPERATIONS SCHOOL	

Class
Main information about the Class

Class ID	Report Date	Convene Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active

Allocations
The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student.

	Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
	C466		9E		0	0	0
	MPP-20	3521	0EE		0	10	0
	MPP-25	3521	1E		0	0	0
	RAM-2	3521	0EF		0	0	0
	RAP	3521	2E		0	0	0
	RAP	3521	3EP		0	0	0

Figure 13: Viewing a Class Roster (1)

- In the Admin menu on the left side, click on any of the following:
 - Registered Students
Student Registrar displays a list of all students, if any, who are registered for the class, as in Figure 14, on page 17.
 - Waiting List
Student Registrar displays a list of all students, if any, who are on the waiting list for the class. The display resembles Figure 14, on page 17.
 - Canceled List
Student Registrar displays a list of all students, if any, who were canceled from the class. The display resembles Figure 14, on page 17 and includes the reason for the cancellation, if one was entered.
 - All Students List
Student Registrar displays a list of all students, if any, who are associated with the class. It also shows each student’s status. The display resembles Figure 14, on page 17.

If you selected Registered Students, Student Registrar displays them as in Figure 14.

The screenshot shows the 'Registered Students' page in the USMC Student Registrar v1.2 application. The page is viewed in Microsoft Internet Explorer at the URL https://www.inforeliance.com. The navigation menu includes Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main content area is titled 'Registered Students' and contains the following sections:

- Course:** Main information about the Course. A table shows:

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE LOGISTICS OPERATIONS SCHOOL	
- Class:** Main information about the Class. A table shows:

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active
- Class Roster:** A table showing student registrations. The instructions state: 'To cancel registrations, select row(s) and click the Cancel button (or Exception button if that option is available to you). To update the priority of a registration, double-click the cell you want to change and enter the new priority value, then click the Update Priority button.'

Marine Id	Stu Typ	Qual	Sponsor	Registration Date	Priority
0*****6838				29991231 00:00:00	5
0*****6664	OEE		MPP-20	29991231 00:00:00	5
0*****3701	OEE		MPP-20	29991231 00:00:00	5
0*****2437	OEE		MPP-20	29991231 00:00:00	5
0*****6423	OEE		MPP-20	29991231 00:00:00	5
0*****4690	OEE		MPP-20	29991231 00:00:00	5
0*****3252	OEE		MPP-20	29991231 00:00:00	5
0*****8912	OEE		MPP-20	29991231 00:00:00	5
0*****7829	OEE		MPP-20	29991231 00:00:00	5

Figure 14: Viewing a Class Roster (2)

The other rosters, showing canceled students, all students, or the waiting list, have a similar appearance.

2.2 Viewing a Student

To view a student's status, you need to know the student's service branch and social security number.

- From anywhere in Student Registrar, click on Student in the main menu.

The Student Status page appears, as in Figure 15.

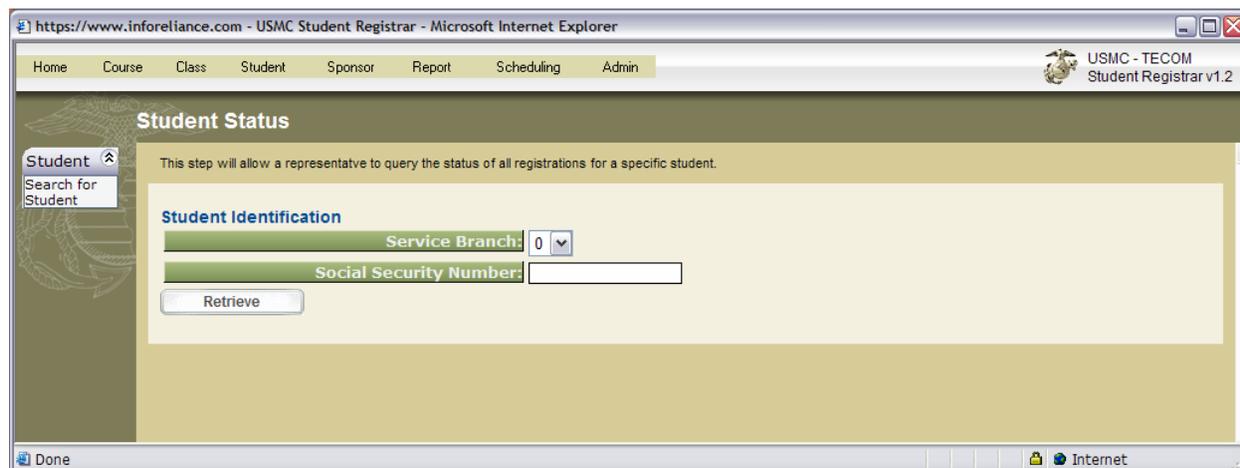


Figure 15: The Student Status Page

- Use Service Branch drop-down box to select the student's service branch.
- Enter the student's social security number in the Social Security Number field.
- Click on the Retrieve button.

Student Registrar displays all the information about the student's status, as in Figure 16.

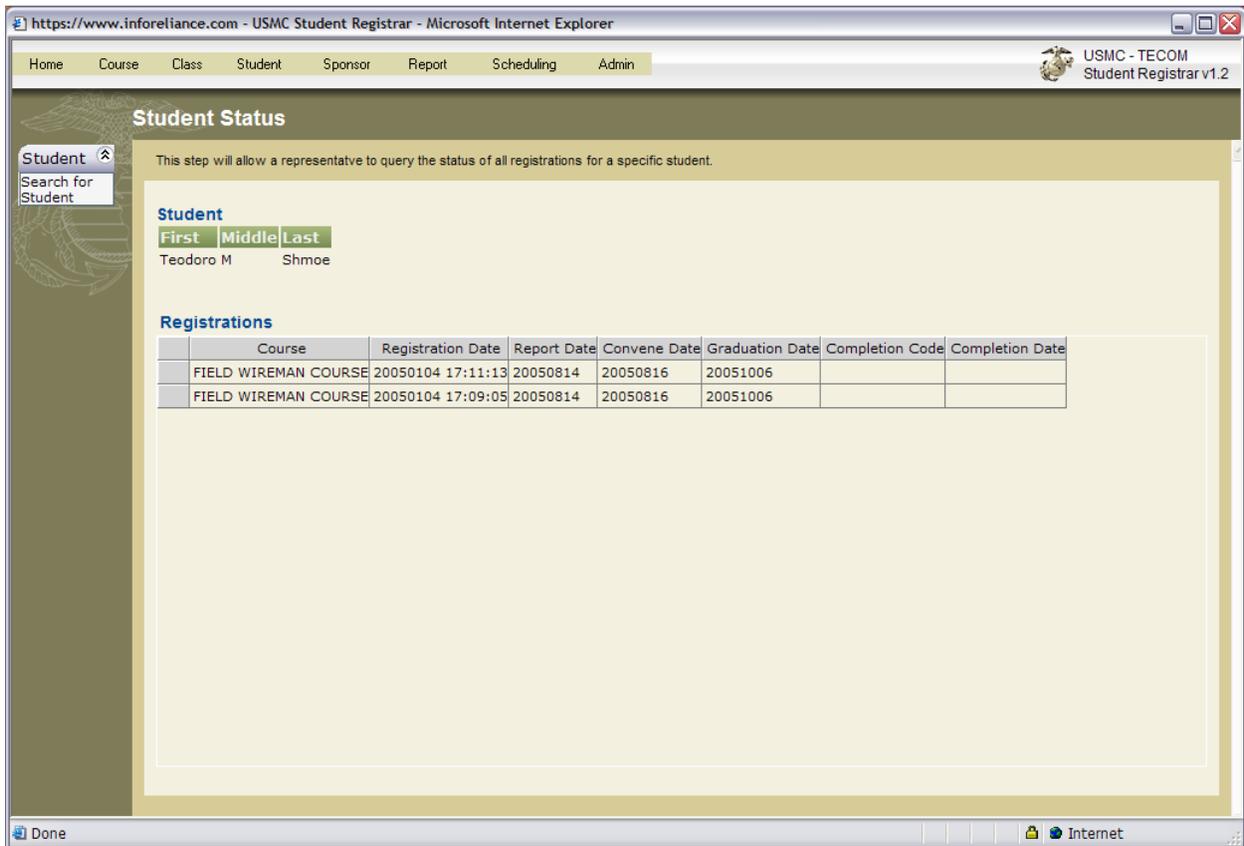


Figure 16: The Status of Fictitious Student Teodoro M. Shmoe

Section 3: Completing a Class

After the class is over, you complete the class by entering the final disposition of all the students. In most cases, the final disposition is graduation. To complete a class, do the following:

- Find the class following the instructions in 1.1, “How to Find a Class,” on page 2.

Student Registrar displays the Class Allocations page, as in Figure 17.

The screenshot shows the 'Class Allocations' page in a Microsoft Internet Explorer browser. The page title is 'https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer'. The navigation menu includes Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main content area is titled 'Class Allocations' and contains the following information:

Course
Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE	LOGISTICS OPERATIONS SCHOOL

Class
Main information about the Class

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active

Allocations
The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student.

	Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
	C466		9E		0	0	0
	MPP-20	3521	0EE		0	10	0
	MPP-25	3521	1E		0	0	0
	RAM-2	3521	0EF		0	0	0
	RAP	3521	2E		0	0	0
	RAP	3521	3EP		0	0	0

Figure 17: Completing a Class

- Click on Class Completion Control in the Admin menu on the left side.

Student Registrar displays the Class Completion Control, as in Figure 18.

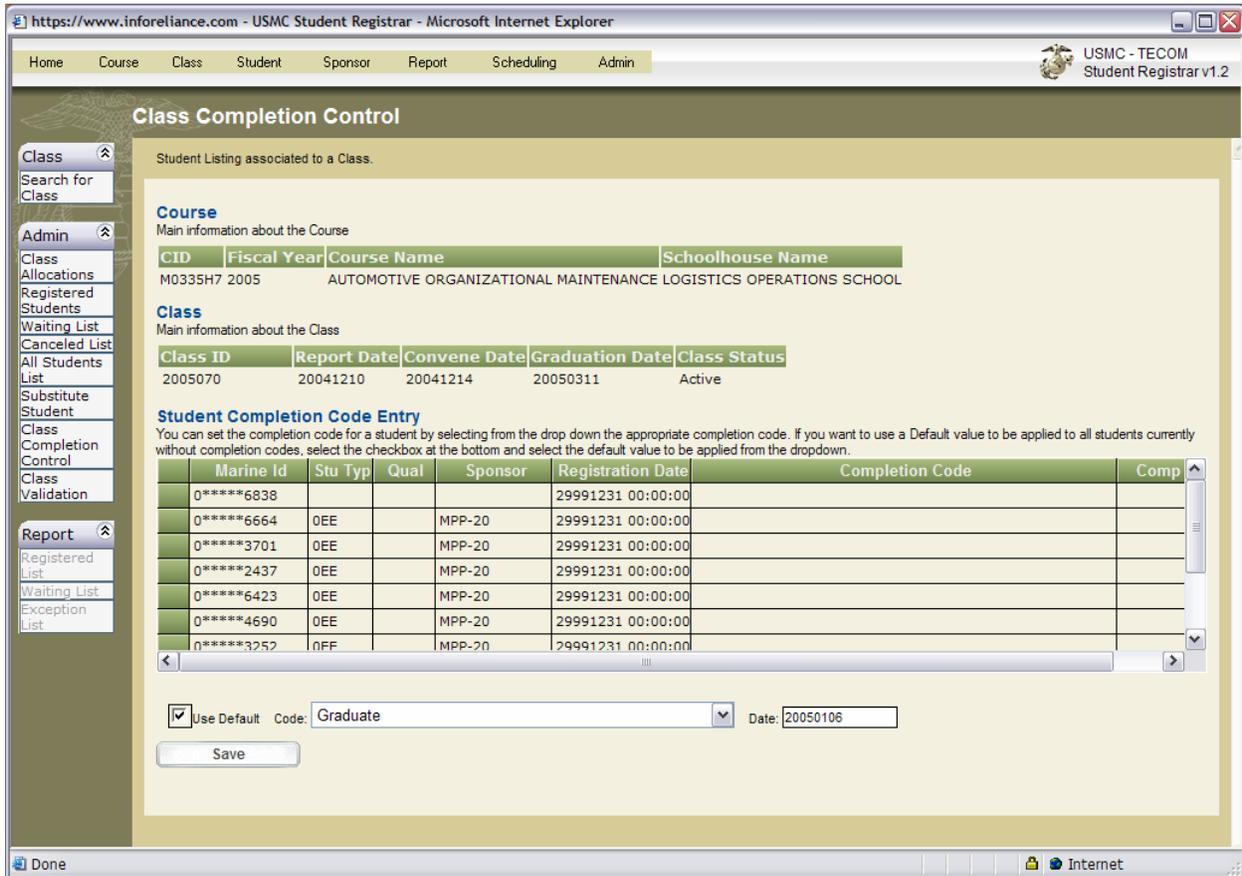


Figure 18: The Class Completion Control Page

At this point, you could enter the completion codes by double-clicking on the blanks under Completion Code and entering each one individually.

In most cases, most of the students have the same completion code, so Student Registrar allows you to set and apply a default completion code.

To set and apply a default completion code for all of the students in the same class, do the following:

- Select the default completion code from the Code drop-down box.
- Enter the date in the Date box.
- Check the Use Default box.
- Click on Save.

After you set and apply the default completion code, Student Registrar updates the Class Completion Code page, as in Figure 19.

The screenshot shows the 'Class Completion Control' page in the USMC Student Registrar v1.2 application. The page is viewed in Microsoft Internet Explorer at the URL https://www.inforeliance.com. The navigation menu includes Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The main content area is divided into sections for Course, Class, and Student Completion Code Entry.

Course Information:

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE LOGISTICS OPERATIONS SCHOOL	

Class Information:

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active

Student Completion Code Entry:

You can set the completion code for a student by selecting from the drop down the appropriate completion code. If you want to use a Default value to be applied to all students currently without completion codes, select the checkbox at the bottom and select the default value to be applied from the dropdown.

Marine Id	Stu Typ	Qual	Sponsor	Registration Date	Completion Code	Comp
0*****6838				29991231 00:00:00	Graduate	20050107
0*****6664	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****3701	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****2437	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****6423	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****4690	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****3252	OFF		MPP-20	29991231 00:00:00	Graduate	20050107

The following student's completion codes were updated.

Figure 19: The Updated Class Completion Control Page

To make exceptions to the default completion code for the class, do the following:

- Click on Class Completion Control in the Admin menu on the left.

Student Registrar displays an editable Class Completion Control page, as in Figure 20

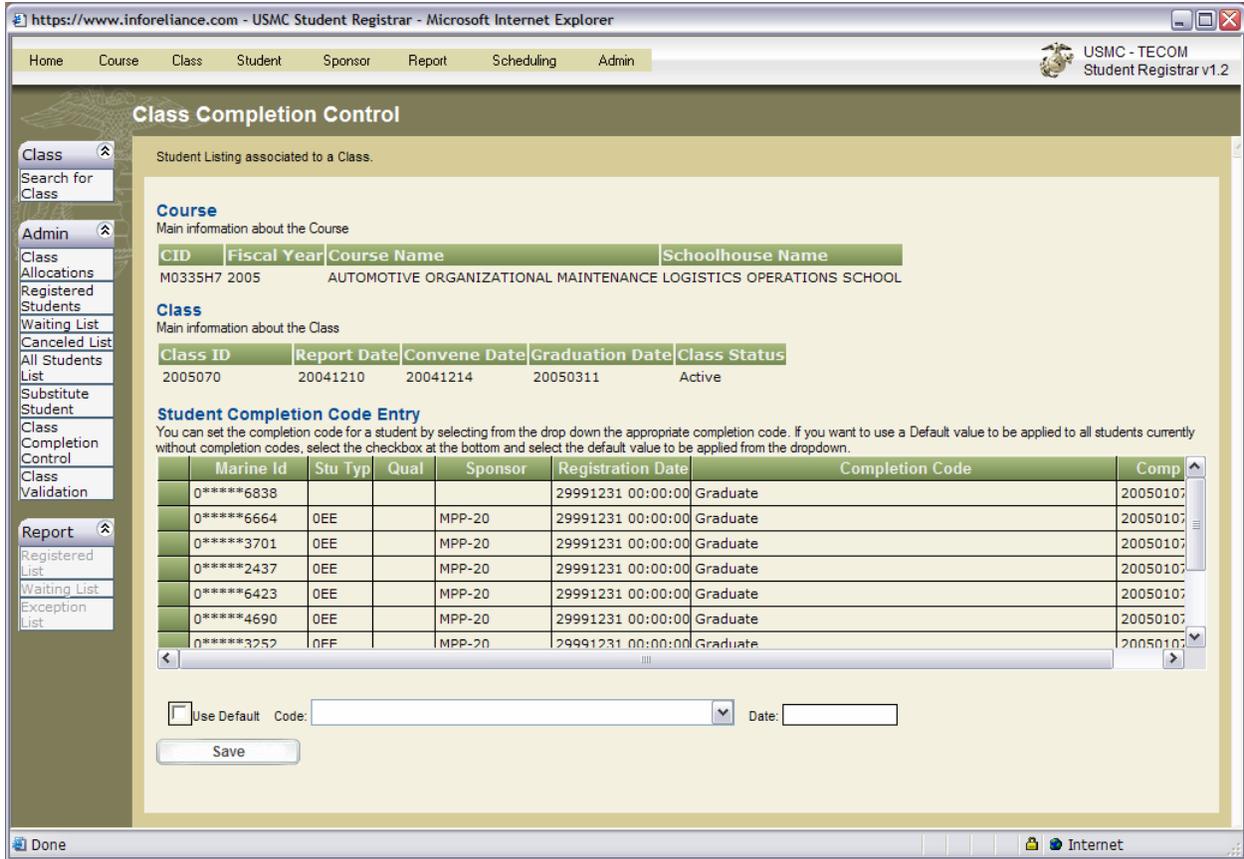


Figure 20: The Editable Class Completion Control Page

- Find the student whose completion code you wish to change.
- Double-click on the student's completion code.

Student Registrar makes the completion code into a drop-down box.

- Select the correct completion code from the drop-down box, as in Figure 21.

The screenshot shows the 'Class Completion Control' page in a Microsoft Internet Explorer browser. The page title is 'USMC - TECOM Student Registrar v1.2'. The main content area is titled 'Class Completion Control' and contains the following sections:

- Course Information:**

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE LOGISTICS OPERATIONS SCHOOL	
- Class Information:**

Class ID	Report Date	Convene Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active
- Student Completion Code Entry:**

You can set the completion code for a student by selecting from the drop down the appropriate completion code. If you want to use a Default value to be applied to all students currently without completion codes, select the checkbox at the bottom and select the default value to be applied from the dropdown.

Marine Id	Stu Typ	Qual	Sponsor	Registration Date	Completion Code	Comp
0*****6838				29991231 00:00:00	Graduate	20050107
0*****6664	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****3701	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****2437	OEE		MPP-20	29991231 00:00:00	Graduate	20050107
0*****6423	OEE		MPP-20	29991231 00:00:00	Academic drop, prac app denied, will be recycled	20050107
0*****4690	OEE		MPP-20	29991231 00:00:00	Academic drop, prac app denied, will not be recycled	20050107
0*****3252	OFF		MPP-20	29991231 00:00:00	Academic drop, will be recycled	20050107

Below the table is a 'Use Default' checkbox and a 'Code:' input field. A 'Save' button is located at the bottom of the form.
- Dropdown Menu:** A dropdown menu is open, showing a list of completion codes and their descriptions:
 - Academic drop, prac app denied, will be recycled
 - Academic drop, prac app denied, will not be recycled
 - Academic drop, will be recycled
 - Academic drop, will not be recycled
 - Administration drop, will be recycled
 - Administrative drop, will not be recycled
 - All other drops, will be recycled
 - All other drops, will not be recycled, no follow-on training
 - Did not attend
 - Discipline drop, will be recycled
 - Discipline drop, will not be recycled
 - Drop on request
 - Emergency leave drop, will be recycled
 - Emergency leave drop, will not be recycled
 - Graduate
 - Medical drop, will be recycled
 - Medical drop, will not be recycled
 - Prerequisite drop, will be recycled
 - Prerequisite drop, will not be recycled
 - UA drop, will be recycled
 - UA drop, will not be recycled

Figure 21: Changing a Student's Completion Code

- Click on the Save button when you have made all changes.

Section 4: Validating a Class

Validating a class finalizes the completion codes for all the students in that class. Sometimes errors go undetected until after the class has been validated, so there is also a method of undoing the validation to make corrections.

The instructions for undoing a validation are under 4.2, “Undoing Class Validation,” on page 27.

4.1 Validating a Class

To validate a class, do the following:

- Find the class following the instructions in 1.1, “How to Find a Class,” on page 2.

Student Registrar displays the Class Allocations page, as in Figure 22.

The screenshot shows the 'Class Allocations' page in a Microsoft Internet Explorer browser. The page title is 'https://www.inforeliance.com - USMC Student Registrar - Microsoft Internet Explorer'. The browser's address bar shows the URL. The page has a navigation menu at the top with options: Home, Course, Class, Student, Sponsor, Report, Scheduling, and Admin. The 'Admin' menu is expanded, showing options like Class, Allocations, Registered Students, Waiting List, Canceled List, All Students List, Substitute Student, Class, Completion Control, Class Validation, Report, Registered List, Waiting List, and Exception List. The main content area is titled 'Class Allocations' and contains the following information:

The following is a list of Allocations for the selected Class.

Course
Main information about the Course

CID	Fiscal Year	Course Name	Schoolhouse Name
M0335H7	2005	AUTOMOTIVE ORGANIZATIONAL MAINTENANCE	LOGISTICS OPERATIONS SCHOOL

Class
Main information about the Class

Class ID	Report Date	Convence Date	Graduation Date	Class Status
2005070	20041210	20041214	20050311	Active

Allocations
The following is a list of all Allocations for this Class. To register a student using a specific Allocation, as defined by the Sponsor and the Student Type, highlight the Allocation you want to use and click Register Student.

Sponsor	MOS	Student Type	Qualifier	Seats	Registered	Waiting
C466		9E		0	0	0
MPP-20	3521	OEE		0	10	0
MPP-25	3521	1E		0	0	0
RAM-2	3521	OEF		0	0	0
RAP	3521	2E		0	0	0
RAP	3521	3EP		0	0	0

Figure 22: Validating a Class (1)

- Click on Class Validation in the Admin menu on the left.

Student Registrar displays the Class Validation page, as in Figure 23.

If someone has already validated the class, Student Registrar displays the Class Validation page as in Figure 24 on page 27 and allows you to undo the validation.

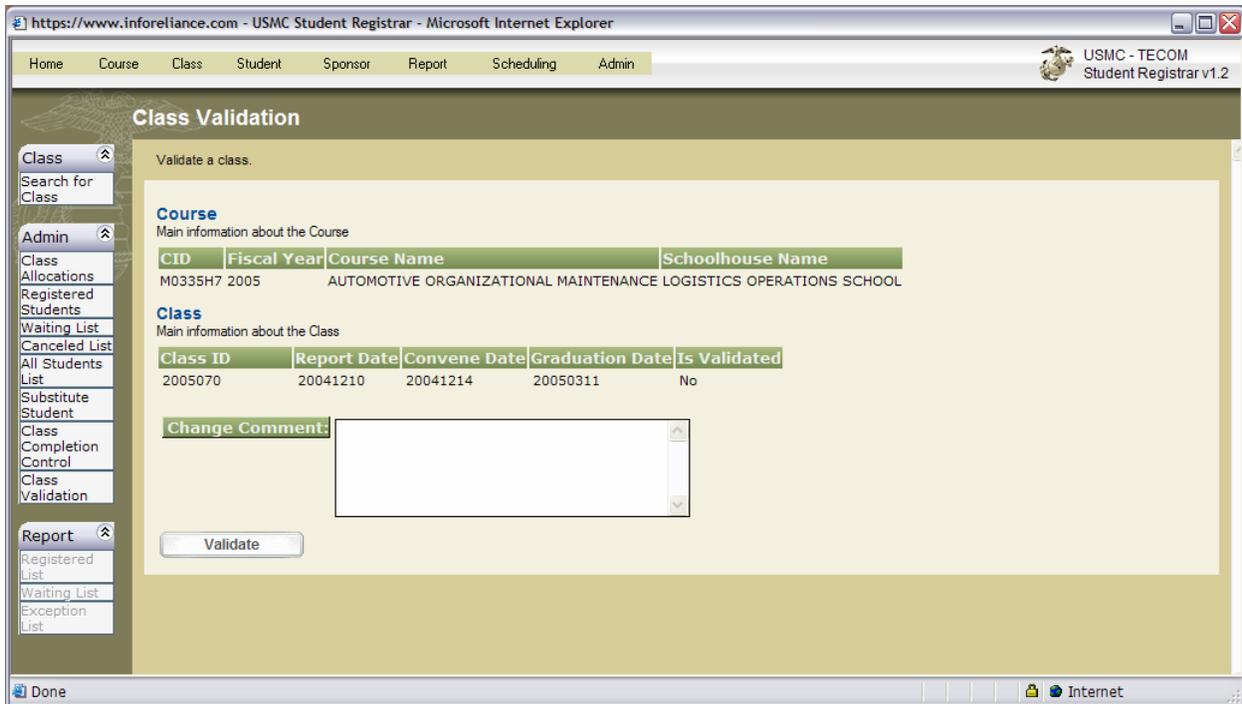


Figure 23: Validating a Class (2)

- Enter any comments in the Change Comments box.
- Click on the Validate button.

Student Registrar finalizes the completion codes for all students in the class.

4.2 Undoing Class Validation

If you notice an error after you have validated a class, you can undo the validation.

- Find the class following the instructions in 1.1, “How to Find a Class,” on page 2.
- Click on Class Validation in the Admin menu on the left.

Student Registrar displays the Class Validation page, as in Figure 24.

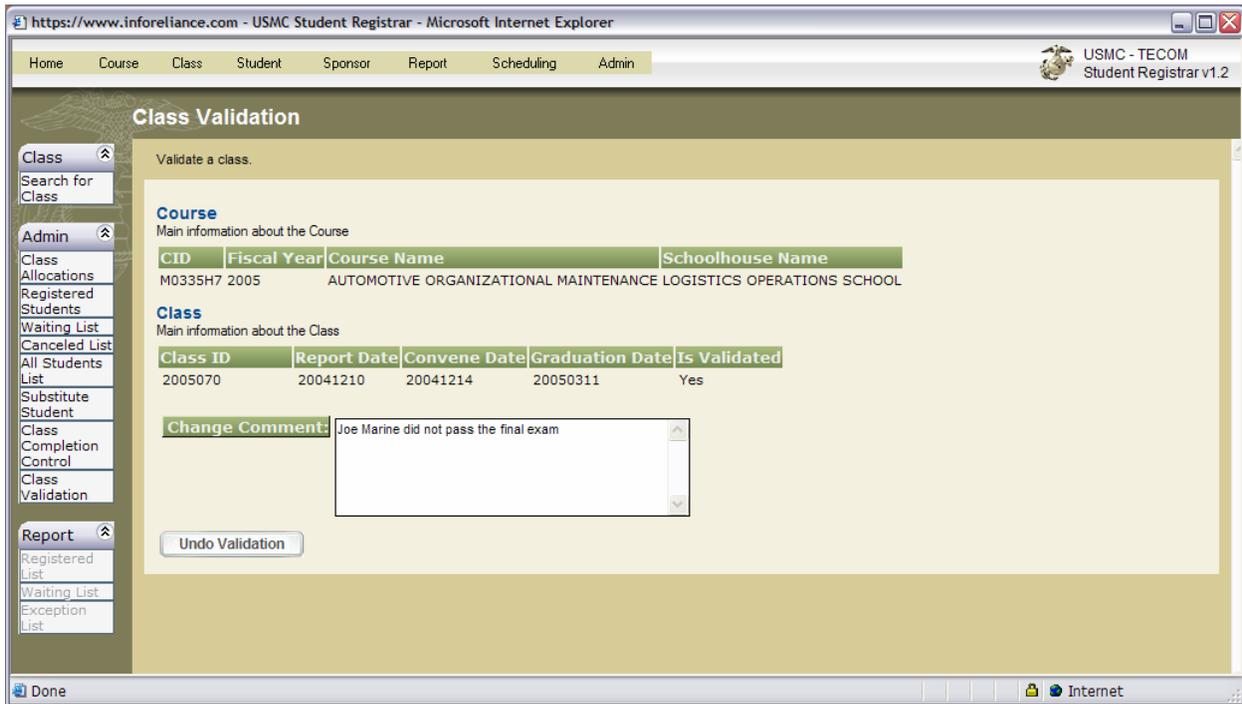


Figure 24: Undoing Class Validation

- Click on the Undo Validation button to undo the validation.

It is now possible for someone to use the Class Completion Control page to make any necessary changes, following the procedure under Section 3: “Completing a Class” on page 20.

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